




Intro to Pupil Auditing

MPAAA Certification Course Fall 2023

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Agenda

- Expectations
- Resources
- Acronyms
- MSDS Security
- Timelines
- Audit Preparation
- FTE Conflicts
- Desk Audits
- Field Audits
- Audit Form
- Audit Narrative
- Quality Control Review
- Graduation & Dropout (GAD)
- Section 25e
- Days and Clock Hours
- Comments/Questions

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MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

LET'S GET STARTED



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MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

Expectations

- To enhance your understanding of what is required to perform an audit.
- To learn the basics of how to access the:
 - Pupil Accounting Manual
 - Pupil Membership Auditing Manual
 - Resources
 - Websites
 - Where to find assistance

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RESOURCES

Number one resource is everyone at this conference!

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Resources

- Pupil Membership Auditing Manual
 - <https://www.michigan.gov/mde/-/media/Project/Websites/mde/OFM/Audits/PMAM-2021-2022-ADA.pdf?rev=f1144272a7494ec38b3f0d61d21d3c32>
- Pupil Accounting Manual
 - https://www.michigan.gov/mde/-/media/Project/Websites/mde/Year/2021/09/30/2021_22_Pupil_Accounting_Manual.pdf?rev=2a86a12a80f64f738c74e92d1d26500e&hash=3A75918A3CAA8CFE07BF4DC5A5465258
- Michigan Department of Education (MDE)
 - <https://www.michigan.gov/mde>
- Center for Educational Performance and Information
 - <https://www.michigan.gov/cepi>
- Michigan Pupil Accounting & Attendance Association (MPAAA)
 - <https://mpaaa.org/>

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Acronyms

- Alt Ed – Adult or Alternative Education
- EDP – Education Development Plan
- FTE – Full Time Equivalency
- GED – General Education Development Preparation
- IEP – Individualized Education Program (Special Education)
- LEA – Local Education Agency
- PAM– Pupil Accounting Manual
- PEPE – Primary Education Providing Entity
- POP I – Conventional Students that are present all day
- POP II – Conventional Students that are absent a portion of the day
- POP III – Non Conventional Students
- PSA – Public School Academy (Cyber)
- UIC – Unique Identification Code
- AB – Absent
- ABE – Adult Basic Education
- CIP – Classification of Instruction Program (CTE classes)
- EC – Early Childhood
- ESL – English as a Second Language
- GSRP – Great Start Readiness Program (Early Childhood)

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Acronyms

- HSC – High School Completion
- IDEA – Individuals with Disabilities Education Act
- IEPC – Individualized Educational Planning Committee
- ISS – In School Suspension
- LEP – Limited English Proficient
- MCL – Michigan Compiled Laws
- MVU – Michigan Virtual University
- NCLB – No Child Left Behind
- OSS – Out of School Suspension
- PAM– Pupil Accounting Manual
- Section 23a – Dropout /Recovery Programs
- SOC – Schools of Choice
- USED – United States Education Department
- XML File Format – Extensible Markup Language

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Acronyms

CEPI Programs

- MSDS – Michigan Student Data System
- REP – Registry of Educational Personnel
- EEM – Educational Entity Master
- FID – Financial Information Database
- SRM – Student Record Maintenance
- GAD – Graduation and Dropout

MDE Audits

- DS4120 – Audited Audit Form
- DS4061 – Unaudited Audit Form
- GAD – Graduation and Dropout
- Section 25e – Money follows the students
- QCR – Quality Control Review

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MSDS Security

- Do you have the proper access into MSDS?
- How to receive access to MSDS
 - First step, create user ID and password on MILogin
 - <https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/uisecure/tpselfservice>

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The screenshot shows the MPA AAA login interface. At the top, the logo for the Michigan Pupil Accounting and Attendance Association (MPAAA) is displayed. The main heading is "MIlogin for Third Party". The login form includes fields for "User ID" and "Password", followed by "LOGIN" and "SIGN UP" buttons. There are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?". The footer contains the date "05/02/2022", the page title "Intro to Pupil Auditing", and the page number "11".

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MOU1

The screenshot shows the "Create Your Account" page. It features a progress indicator with three steps: "1 Profile Information", "2 Security Setup", and "3 Confirmation". The "Profile Information" section includes a sub-heading "Enter your profile information" and a list of required fields: "First Name", "Middle Initial", "Last Name", "Suffix", "Email Address", "Confirm Email Address", "Work Phone Number", and "Mobile Number". A "Verification Question" is provided with a text input field and a "Using School Data Only" button. A checkbox for "I agree to the terms & conditions." is present. At the bottom, there are "NEXT" and "RESET" buttons. The footer includes the date "05/02/2022", the page title "INTRO TO Pupil Auditing", and the page number "12".

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Create Your Account

1 Profile Information 2 **Security Setup** 3 Confirmation

Security Setup

Provide user id and password information to complete your profile.

* Required

* **User ID**

Enter 4 User ID

* **Password**

Enter password

* **Confirm New Password**

Confirm password

User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example, John Smith and using 9999 as an example for the four digit number, you would enter smoh9999.

Password Guidelines:

- Must be at least 8 characters in length.
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters (!@,%,*~&^,~>=)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID.

*** Security Options**

To choose your preferred password recovery methods, please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT **BACK**

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MSDS Security

- After MILogin user account is created complete MSDS security agreement
- Michigan.gov/cepi
 - Click on the three lines in upper left corner
 - PreK-12 Applications
 - Michigan Student Data System
 - General Collection
 - CEPI District/ISD/PSA User Application Security Form
- Complete form
- Superintendent Signature
- Fax form

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Michigan.gov

Center for Educational Performance and Information

PreK-12 Applications

Michigan Student Data System

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General Collection

MSDS General Collection

Center for Educational Performance and Information
Security Agreement for ISD/District/PSA Users

Step 1. Enter your district information.

Entity Code: _____ Entity Name: _____

Step 2. Enter the name of the person being authorized by the lead administrator to access the application(s).

Name: _____ Title: _____
Email: _____ Phone: _____

Step 3. Select the access type and role(s) the individual will perform. See Appendix for a description of each role.

#	ISD Level	District Level	Building Only	View	Edit
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Step 4. For the authorized individual: **Please sign below.**

I agree to abide by the regulations that govern the use of student data within the Family Educational Rights and Privacy Act, as well as the Disability Act of 1973, governing records maintained about individuals. I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility, and that allowing anyone else to use my ID will result in my account being deleted.

Signature: _____ Date: _____

Step 5. For the lead administrator: **Please sign below.**

I attest that the above-named individual is authorized by me to access the applicable applications at the level indicated above, and the data are current and accurate.

Name: _____ Title: _____
Signature: _____ Date: _____

Email this form to psa@michigan.gov

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Any Questions?



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Audit Preparation



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Audit Preparation

- **Very First Step... READ**
 - [Pupil Membership Auditing Manual](#)
 - [Pupil Accounting Manual](#)

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Audit Preparation


- Assist Locals
 - Training
 - Centralized
 - Individualized
- Establish Timeline with Local Districts
 - When are forms and supporting documentation due to you

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MSDS Timelines

- MSDS Timelines
 - CEPI website (michigan.gov/cepi)
 - Click on the three lines in upper left corner 
 - Calendar
 - CEPI Master Calendar

Calendar

CEPI > Calendar

CEPI Calendar


The Excel Master Calendar below is meant to serve as a single resource for CEPI application collection windows and deadlines. The list of dates can be filtered by month, application name and/or entity type.

If you use a screen reader, you can download [an accessible PDF of the calendar](#).

[CEPI Master Calendar](#)

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CEPI Dates and Deadlines

ENTITY TYPE

NONPUBLIC POST SECONDARY PUBLIC (LEA/PSA/ISD)
PUBLIC AND ONSR

APP/EVENT

D/CH BCH FID GAD MCCDI
MPDI MSDS REP SID STARR

MONTH

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

TIP: Filter the Dates and Deadlines list by clicking on the item of interest. To add multiple items, click the item of interest, and then click more while holding the Ctrl key. To redisplay the entire list, click the Clear Filter icon near each set of items. For direct certification refresh dates, please click the separate sheet below.

DATE	APP/EVENT	DESCRIPTION	ENTITY TYPE
6/1/21	MSDS	Early Roster Collection Opens	NONPUBLIC
9/27/21	MSDS	SRM Collection Opens	PUBLIC (LEA/PSA/ISD)
12/15/21	MSDS	Early Childhood Spring Collection Opens	PUBLIC AND ONSR
1/4/22	REP	REP EOY Collection On-Demand Opens	PUBLIC (LEA/PSA/ISD)
2/2/22	MSDS	Spring General Collection Opens	PUBLIC (LEA/PSA/ISD)
2/9/22	MSDS	Spring Count Day	PUBLIC (LEA/PSA/ISD)
2/23/22	MSDS	Early Childhood Spring Certification Deadline	PUBLIC AND ONSR
3/16/22	MSDS	Spring General Collection Submission Certification Deadline	PUBLIC (LEA/PSA/ISD)
3/23/22	MSDS	Spring General Collection Recertification Deadline	PUBLIC (LEA/PSA/ISD)
3/31/22	REP	REP EOY Collection On-Demand Closes	PUBLIC (LEA/PSA/ISD)
4/1/22	REP	REP EOY Collection Opens	PUBLIC (LEA/PSA/ISD)
4/1/22	SID	SID EOY Collection Opens	PUBLIC (LEA/PSA/ISD)
4/12/22	MSDS	Early Childhood EOP Collection Opens	PUBLIC AND ONSR

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Audit Preparation

- At least one building or program must be field audited for each district or PSA each year.
- There is an exception in §18(4)(b) of the State School Aid Act (MCL 388.1618(4)(b) which allows a district to conduct the pupil accounting field audit biennially if all the following conditions are met:
 - The district operates in a single building with fewer than 700 full-time equated pupils
 - The district has stable membership
 - The error rate of the immediately preceding two pupil accounting field audits of the district is less than 2%
- All buildings/districts must have a desk audit each count

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Audit Preparation

- Establish Audit Cycle (Field Audits)
- Minimums
 - High Schools Every 2 Years
 - Middle Schools Every 4 Years
 - Elementary Schools Every 4 Years
 - May Be More Often Depending on Risk Assessment

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Audit Preparation

- Audit Cycle Chart (next slide)
- Audit Cycle must be submitted annually to the Pupil Membership Auditor at the Department's Office of Financial Management
 - Gloria Suggitt
 - SuggittG@michigan.gov
 - No later than November 1

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Audit Schedule Cycle for Wexford-Muskegon ISD Audit Schedule									
Building	Date of last Field Audit	Fall 2020	Spring 2021	Fall 2021	Spring 2022	Fall 2022	Spring 2023	Fall 2023	Spring 2024
Cadillac Area Public Schools									
Adult Education (not required to audit as of 16/17)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cadillac Innovation High School	Fall 2020	X		X		X		X	
Sr High School	Fall 2020	X				X			
Jr High School	Fall 2020	X							
Mackinaw Trail Middle School	Fall 2018			X					
Forest View Elementary	Fall 2019							X	
Franklin Elementary	Fall 2019							X	
Lincoln Elementary	Fall 2019							X	
Kenwood Elementary (Closed after 2019-2020 school year)	Fall 2019							X	
Lake City Area Schools									
High School	Fall 2019			X				X	
Middle School	Fall 2018					X			
Lake City Elementary (New name as of 2014-2015)	Fall 2020	X							
Upper Elementary (Merged after 2013/2014 school year)	2014	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Lower Elementary (Merged after 2013/2014 school year)	2014	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Manton Consolidated Schools									
High School	Fall 2019			X				X	
Middle School	Fall 2020	X							
Elementary	Fall 2018					X			
St. Ann (Nonpublic)	Fall 2018					X			
Marion Public Schools									
Elementary	Fall 2018			X		X			
Jr/Sr High School	Fall 2019			X				X	
NMC (Nonpublic)	Fall 2020	X							
McBain Rural Agricultural Schools									
McBain Jr/Sr High School (as of 15/16) (Closed end of 18/19)	Fall 2017	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
McBain High School (as of 19/20)	Fall 2019			X					
McBain Middle School (as of 19/20)	Fall 2019								
Elementary	Fall 2020	X				X			
High School (Merged after 2015/2016 school year)	2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Middle School (Merged after 2015/2016 school year)	2016	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Mesick Consolidated Schools									
Elementary	Fall 2020	X				X			
JR/SR High School	Fall 2019			X				X	
Pine River Area Schools									
High School Muskegon School (445/46) (Beginning 2019-2020)	Fall 2019			X				X	
Middle School (Beginning 2019-2020)	Fall 2019								
Pine River Area Elementary	Fall 2020	X							
Pine River Upper Elementary (New name as of 2018-2019) (Closed after 2018-2019 school year)	Fall 2018	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Middle School (Closed after 2015/2016 school year)	2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Leroy Elementary (Closed after 2015/2016 school year)	2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Luther Elementary (Closed after 2015/2016 school year)	2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Tustin Elementary (Closed after 2015/2016 school year)	2013	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Highpoint Virtual Academy (Cyber) (New 2016/2017)	Fall 2020	X		X		X		X	
WMISD - Special Education	Fall 2020	X		X		X		X	
Building Closed									
Building Renamed									

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Audit Preparation

- Notification of Audit
- Who to notify and what are you telling them
 - Pupil Accountant and Building Administrators
 - List building's
 - Specify date and time
 - What & When are required
 - Forms and supporting documentation

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Audit Preparation

Statement of Ethic and Independence (Appendix A)


- Examples of situations that may present conflicts of interest include the following.
 - The auditor is currently employed by the school district, building, or program to be audited.
 - The auditor was employed by the school district, building, or program to be audited with the preceding two years.
 - The auditor has relatives currently employed by the school district, building, or program.
 - The auditor has a personal or financial interest (e.g., service or employment contract) with the school district.

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Appendix A
STATEMENT OF ETHICS AND INDEPENDENCE

Auditor's Name: _____

As an individual conducting a pupil membership audit, I certify that I will:	Initials
<ul style="list-style-type: none"> • Act with integrity, competence, diligence, respect and in an ethical manner with the public, districts, employers, employees, colleagues, and other participants in the pupil membership audit. • Promote the integrity of pupil membership audits for the ultimate benefit of the accountability in state aid funding. • Place the integrity of the audit profession above my own personal interests. • Use reasonable care and exercise independent professional judgment when consulting with districts, making recommendations, and engaging in audit activities. • Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the profession. 	
I certify that with all local districts, I:	Initials
<ul style="list-style-type: none"> • Am not currently employed • Was not previously employed or contracted (within two years) • Have no personal or financial interest • Have no relatives currently employed 	
With respect to the programs operated by the ISD, I certify that:	Initials
<ul style="list-style-type: none"> • I am organizationally independent • I am objective 	

Explain exceptions and their resolutions:

I ATTEST THAT THE ABOVE INFORMATION IS FACTUAL:


Auditor's Signature: _____ Date: _____

IN THE CASE OF EXCEPTIONS, I AGREE WITH THE ABOVE RESOLUTIONS:

Audit Supervisor's Signature: _____ Date: _____

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Audit Preparation

- Building Risk Assessment Form (Appendix C)
 - Must be completed for each building / program for field audits
 - Complete prior to audit
 - Based on previous audit

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Appendix C

BUILDING RISK ASSESSMENT FORM – FOR ISD AUDITOR USE

District: _____ Building: _____
 School Year: _____ Count: _____ Fall _____ Spring _____
 Completed by: _____ Audit Date: _____

Instructions: This form may be used to document the assessment of risk of the buildings/programs that will be field audited. Generally, the higher potential for errors, the higher the risks that the pupil membership counts are not accurate. Consider the risk factors listed below (High [H], Moderate [M], Low [L]), and place a check in the space beside the factors that significantly influence the risk for the audit area.


Assessment of Risk	H	M	L	Comments
1. The results of the prior field and desk audits. (Error rates over 5% are high risk)				
2. The existence of district count procedures and controls. (Detailed procedures generally provide a lower risk)				
3. The experience of district personnel assigned to process pupil count data per Local District Planning Form. (Experienced staff generally provides a lower risk)				
4. The frequency of pupil absenteeism noted during the count period. (High absenteeism generally reflects a higher risk)				
5. The number of nonconventional pupils attending the building. (Larger population of nonconventional pupils reflects a higher risk)				
6. The number of State Aid Act §25e adjustments. (Larger number of denied adjustments by the receiving district indicates higher risk)				
7. The institution of a new program for which FTE is claimed (higher risk)				

Building Risk Assessment: Based on the foregoing considerations, the overall risk for this building is assessed as:	High	Moderate	Low
Pop I – Conventional pupils present on count day			
Pop II – Conventional pupils absent on all or part of count day			
Pop III – Nonconventional pupils			

Building Risk Assessment – Sample Size Percentages	High	Moderate	Low
Pop I – Conventional pupils present on count day	15%	10%	2%
Pop II – Conventional pupils absent on all or part of count day	20%	15%	10%
Pop III – Nonconventional pupils	20%	15%	10%

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Audit Preparation

- Statement of Ethic and Independence (Appendix A)
 - Must be documented annually
- The auditor must be free of conflicts of interest and must document his/her independence
- Auditors may not audit their own work
- In instances when the auditor is found to have a conflict of interest
 - The ISD superintendent needs to be informed
 - Measures should be taken to eliminate the conflict

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Audit Preparation

- Required forms & supporting documentation
 - Separate packet for each building level and/or program
 - What **MUST** be printed on count day
 - Alpha/Membership Report – from District Student Information System (sample next slide)
 - (Auditing Manual says from MSDS or auditors may require SIS for comparison purposes)
 - Student schedules

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Center for Educational Performance and Information - Michigan Student Data System

Alpha List (Pupil Membership) Certified Data

Entity: Wexford-Missaukee ISD (83000)
Collection: Spring 2017 General Collection 2016-2017

Wexford-Missaukee ISD (83000)
Wexford-Missaukee ISD [REDACTED]
Grade 00

Student	Address	City	Zip	UIC	Student ID	DOB	Gr.	Enrollment	LEA	Res. Code	Exit Status	Exit Date	SpEd Prog Code	Gen. FTE	SpEd 52 FTE	SpEd 53 FTE	Total FTE
[REDACTED]	[REDACTED]	LUTHER	49650	[REDACTED]	268000528	4/19/2011	00	9/25/2013	57000	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	LAKE CITY	49651	[REDACTED]	8184890374	3/18/2011	00	4/26/2012	57000	14	08	1/13/2017	191	0.00	0.00	0.00	0.00
[REDACTED]	[REDACTED]	CADILLA	49601	[REDACTED]	891162266	4/7/2011	00	5/22/2014	83010	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	LAKE CITY	49651	[REDACTED]	13141820	3/3/2011	00	1/9/2017	57000	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	CADILLA	49601	[REDACTED]	2846138660	6/28/2011	00	5/1/2012	83010	14	19		130	0.00	1.00	0.00	1.00
[REDACTED]	[REDACTED]	CADILLA	49601	[REDACTED]	9799515838	11/14/2010	00	6/20/2012	83010	14	19		120	0.00	1.00	0.00	1.00
[REDACTED]	[REDACTED]	MANTON	49603	[REDACTED]	6661259472	4/5/2011	00	7/24/2013	83060	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	REED CITY	49677	[REDACTED]	2770548664	6/25/2011	00	3/18/2015	67055	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	CADILLA	49601	[REDACTED]	9007193003	1/20/2011	00	4/27/2011	83010	14	19		120	0.00	1.00	0.00	1.00
[REDACTED]	[REDACTED]	MESICK	49668	[REDACTED]	6179909045	2/9/2011	00	2/6/2015	83070	14	19		191	0.00	0.93	0.00	0.93
[REDACTED]	[REDACTED]	MESICK	49668	[REDACTED]	4030560854	10/18/2010	00	3/7/2011	83070	14	19		130	0.00	1.00	0.00	1.00
[REDACTED]	[REDACTED]	Cadilla	49601	[REDACTED]	3026177394	5/24/2011	00	8/7/2013	67050	14	19		120	0.00	1.00	0.00	1.00
[REDACTED]	[REDACTED]	CADILLA	49601	[REDACTED]	9722157458	2/18/2011	00	4/18/2016	83010	14	08	11/30/2016	191	0.00	0.00	0.00	0.00
Summary for grade : 00													0,00	11,51	0,00	11,51	
Total Records: 14																	

If you have questions contact CPEI customer support - cpei@ednet.michigan.gov or 517-333-0005 ext. 400.
Avoid sending personally identifiable student data in your e-mail.

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4/28/2017 3:00:46 AM

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FTE Conflicts

- What is an FTE Conflict???
- FTE Conflicts occur during Fall and Spring General Collections
- Means, a single student has been reported by one or more schools and the FTE equates 1.00+
- Conflicts must be resolved
 - Districts resolve
 - Auditor resolve once collections are closed

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FTE Conflicts

- How to find FTE Conflicts?
- Run FTE Conflict Detection report in MSDS
 - <https://cepi.state.mi.us/msds/>
 - Log in
 - Audit FTE
 - FTE Conflict Detection
 - School Year/Collection
 - District
 - Go

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Center for Educational Performance and Information Michigan.gov

MSDS Home | CEPI Home | STARR Home | MSDS Home | User Guide | Contact CEPI | Log Off

Profile: Auditor_83900

FTE Conflict

School Year/Collection: Spring 2021 General Collection 2020-2021

District: Go

Reflects updates made through July 27, 2021 Save

UIC	Name	Claimed By	GenEd	SpEd52	SpEd53	FTE	GradeOrSetting	Student Residency	Resident District	Status	Adjust	Claim	Resolved By Auditor
05:	Highpoint Virtual Academy of Michigan / Highpoint Virtual Academy of Michigan (83900 / 02953)		1.00	0.00	0.00	1.00	04	14	82015	Certified		<input type="checkbox"/>	<input type="checkbox"/>
05:	Detroit Public Schools Community District / Mackenzie Elementary-Middle School (82015 / 00853)		1.00	0.00	0.00	1.00	04	14	82015	Certified		<input type="checkbox"/>	<input type="checkbox"/>

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Desk Audit

- What is a desk audit?
- A desk audit is a limited review of the district's documentation to verify that the counts reported for payment of state aid are accurate.
- A desk audit must be done for each building, in all districts, for every count period.
- Desk Audit Checklist (Appendix D)
 - Working Paper Reference.

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Appendix D

DESK AUDIT CHECKLIST

District: _____
 Count Date: _____
 Date Performed: _____


Instructions: The audit checklist is to be completed by the pupil auditor. If a procedural step does not apply, enter "NA". Use the "Workpaper audit workpapers where additional information is included. Refer to Manual Pages column for specific requirements for each procedure. Workpapers along with relevant documentation.

Procedure	Yes/ No/ NA	Work/ Paper Refer	Working Paper Reference	Audit Manual Pages	Comments
1. Review the Pupil Accounting Manual and audit materials, including previous audit information, calendars, and audit packets.				Pg. 11-12	
2. Review completed Local District Planning Form, board-approved calendars, days/hours of instruction forms and 75% attendance report to ensure district meets requirements.				Pg. 10	
3. Review student alpha list for all required data.				Pg. 10,13	
4. Review Special Education A/B worksheets for required information. Verify the FTEs match the DS4061.				Pg. 14	
5. Verify General Education FTEs on alpha list match the DS4061.					
6. Verify nonresident FTEs on the DS4061 match the district reports.					
7. Verify additional info on Page 3 of DS4061 for PSAs, if applicable. SE/GE FTEs, MCL 388.1624, and new grade levels added by PSA in Fall, not previously offered.				Pg. 14	
8. Verify all FTE Conflicts are resolved. Report to MDE all conflicts that were not resolved.				Pg. 13-14	
9. Review FTE Comparison from MSDS and Add/Drop lists. Note reasons for variations.					
				Pg. 11	
				Pg. 12	

I (We) have performed procedures sufficient to achieve the audit objectives identified on this program and have adequately documented the audit procedures performed.
 Name: _____ Date: _____
 Name: _____ Date: _____
 Time spent to complete desk audit: _____

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Field Audit

- What is a Field Audit????
 - The objective of the field audit is to verify that the counts reported for payment of state aid are accurate and that FTEs have been properly documented.
 - Sample selection from:
 - POP I
 - Conventional pupils in attendance on count day
 - POP II
 - Conventional pupils absent on count day
 - POP III
 - Pupil enrolled in nonconventional categories on count day
 - Field Audit Program (Appendix E)

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Audit Form

- What is a DS4061?
 - Unaudited count day data submitted in MSDS by District
- What is a DS4120?
 - Audited count day data certified in MSDS by Auditor
- Requirement
 - CPA - Submit changes to the DS4061 (or an indication of no changes) to the pupil membership auditor within 20 weeks of the count date.
 - ISD – certify DS4061 to DS4120 in MSDS within 24 weeks of the count date. (i.e, 10/6/2021 – due 3/23/2022; 2/9/2022 – due 7/27/2022)

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Audit Form and Audit Narrative

Where do I go next?

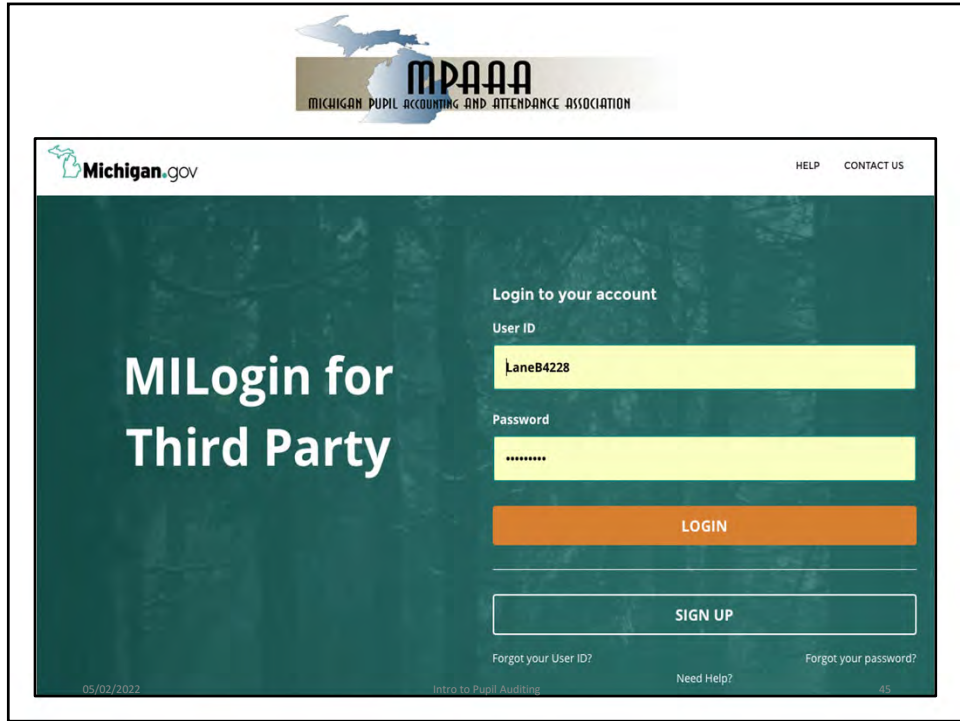
- www.michigan.gov/cepi
- CEPI Applications
- Michigan Student Data System
- Go to MSDS
- Audit FTE

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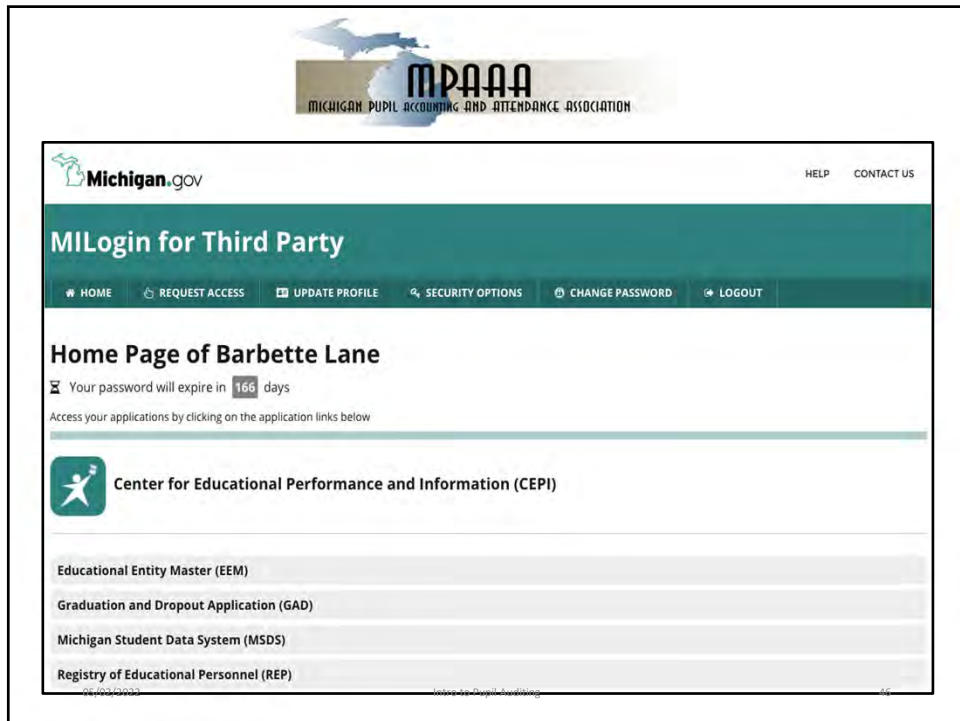
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MSDS Profile: Auditor A- | A+

MSDS Home SDS Home

Michigan Student Data System

What's New [View All](#)

- Early Childhood EOP Collection Close Reminder**
The MSDS End of Program 2018 [EC Collection](#) will close at 11:59 p.m. EST on Wednesday, August 15, 2018.
- SRM Appeals Window**
The 2017-2018 SRM Collection is open until Wednesday, Sept. 12, 2018 at 11:59 p.m. EDT.
 - The [Graduation Rate Appeals Window](#) is

The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

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MSDS Profile: Auditor


School Year/Collection: District:

Audit Form (DS4061/DS4120)

Audit Narrative
FTE Conflict Detection
Teacher Credential Verification Report

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MSDS
Profile: Auditor | A++

FTE Count - DS4061

School Year/Collection: Spring 2018 General Collection #

District: Wexford-Missaukee ISD (83000)

Special Ed
Additional Information
Residency Information
Summary
Students - Gen&Spec Ed


Special Education

ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	0.00	0.00	0.00	0.00
120	Programs for Moderate Cognitive Impairment	0.00	46.41	0.00	46.41
130	Programs for Severe Cognitive Impairment	0.00	13.50	0.00	13.50
140	Programs for Emotional Impairment	0.00	10.92	0.00	10.92
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	0.00	0.00	0.00
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	0.00	0.00	0.00
190	Programs for Severe Multiple Impairment	0.00	0.00	0.00	0.00
191	Early Childhood Special Education (Classroom) Program	0.00	38.44	0.00	38.44
192	Programs for Severe Language Impairment	0.00	0.00	0.00	0.00
193	Programs for Autism Spectrum Disorder	0.00	0.00	0.00	0.00
194	Elementary or Secondary-Level Resource Program	0.00	0.00	0.00	0.00
270	Early Childhood Special Education Services	0.00	0.00	0.00	0.00
Special Education Total		0.00	109.27	0.00	109.27

Updated By: Barbette Lane on 8/15/2018 Audited By: Barbette Lane on 8/15/2018

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MSDS
Profile: Auditor | A++

FTE Count - DS4061

School Year/Collection: Spring 2018 General Collection #

District: Wexford-Missaukee ISD (83000)

Special Ed
Additional Information
Residency Information
Summary
Students - Gen&Spec Ed


Additional Information on K-12 Pupils

Category	FTE Count	Total
Emotionally Impaired Students Served by the DHHS	0.00	0.00
Non-Special Education Juvenile Detention Facilities and Child-Caring Facilities	0.00	0.00
Special Education FTE (section 24)	0.00	0.00
Total Special Education students in ISD Programs	109.27	109.27

Updated By: Barbette Lane on 8/15/2018 Audited By: Barbette Lane on 8/15/2018

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MSDS Profile: Auditor A- | A+

FTE Count - DS4061

School Year/Collection: Spring 2018 General Collection
 District: Wexford-Missaukee ISD (83000)

Special Ed | Additional Information | **Residency Information** | Summary | Students - Gen&Spec Ed


Residency Related Information

District	Section 53 ISD Operated Program	Section 52 ISD Operated Program	School for the Deaf, Blind	Non-SpecEd juv. Detention Facility or Child Caring Institute	Emotionally Impaired Students Served By DHHS	Total
57020 Lake City Area School District	0.00	9.92	0.00	0.00	0.00	9.92
57030 McBain Rural Agricultural Schools	0.00	6.84	0.00	0.00	0.00	6.84
67050 Marion Public Schools	0.00	4.50	0.00	0.00	0.00	4.50
67055 Pine River Area Schools	0.00	10.67	0.00	0.00	0.00	10.67
83010 Cadillac Area Public Schools	0.00	52.09	0.00	0.00	0.00	52.09
83060 Manton Consolidated Schools	0.00	13.33	0.00	0.00	0.00	13.33
83070 Mesick Consolidated Schools	0.00	11.92	0.00	0.00	0.00	11.92
Total	0.00	109.27	0.00	0.00	0.00	109.27

Updated By: Barbette Lane on 8/15/2018 Audited By: Barbette Lane on 8/15/2018

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MSDS Profile: Auditor A- | A+

FTE Count - DS4061

School Year/Collection: Spring 2018 General Collection
 District: Wexford-Missaukee ISD (83000)

Special Ed | Additional Information | Residency Information | **Summary** | Students - Gen&Spec Ed

Summary of Membership

Total Special Education	109.27
Total Adjusted Special Education Count	109.27
K-12 Pupils	0.00
Total Adjusted K-12 Membership Count	0.00
Total Adjusted K-12 & Special Education FTE	109.27

Section 25 Net Adjustments

Special Education Section 25 Adjustments	0.00
General Education Section 25 Adjustments	0.00
Total Section 25 Adjustments	0.00

Updated By: Barbette Lane on 8/15/2018 Audited By: Barbette Lane on 8/15/2018

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FTE Count - DS4061

School Year/Collection: Spring 2017 General Collection +
 District: Wexford-Missaukee ISD (83000)

Special Ed | Additional Information | Residency Information | Summary | **Students - Gen&Spec Ed**


Student Details - Gen & Spec Ed

Results: 313 of 313 total records.

UIC	Name	DOB	Bldg	Res LEA	Res Code	Grade	Alt Ed	Spec Ed Prog	Sec 52	Sec 53	Gen Ed	Total
-----	------	-----	------	---------	----------	-------	--------	--------------	--------	--------	--------	-------

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Audit Form

Click 'Save as DS4120' to finalize the Audit Form

Close the audit?
 Do you want to close this audit? This will change the status from DS4061 to DS4120.

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FTE Count - DS4120

School Year/Collection: Spring 2017 General Collection
 District: Wexford-Missaukee ISD (83000)


Reset Forms | Go to Narrative | Re-Open | Print

Special Ed | Additional Information | Residency Information | Summary | Students - Gen&Spec Ed

ACCT	Description	Sec53a	Resident Sec52	Non-Resident Sec52	Total
110	Programs for Mild Cognitive Impairment	0.00	0.00	0.00	0.00
120	Programs for Moderate Cognitive Impairment	0.00	43.00	0.00	43.00
130	Programs for Severe Cognitive Impairment	0.00	23.00	0.00	23.00
140	Programs for Emotional Impairment	0.00	11.23	0.00	11.23
150	Programs for Learning Disabled	0.00	0.00	0.00	0.00
160	Programs for Hearing Impairment	0.00	0.00	0.00	0.00
170	Programs for Visual Impairment	0.00	0.00	0.00	0.00
180	Programs for Physical or Other Health Impairment	0.00	0.00	0.00	0.00
190	Programs for Severe Multiple Impairment	0.00	0.00	0.00	0.00
191	Early Childhood Special Education (Classroom) Program	0.00	39.01	0.00	39.01
192	Programs for Severe Language Impairment	0.00	0.00	0.00	0.00
193	Programs for Autism Spectrum Disorder	0.00	0.00	0.00	0.00
194	Elementary or Secondary-Level Resource Program	0.00	0.00	0.00	0.00
270	Early Childhood Special Education Services	0.00	0.00	0.00	0.00
Special Education Total		0.00	116.24	0.00	116.24

Updated By: Barbette Lane on 4/10/2017 | Audited By: Barbette Lane on 4/10/2017

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Audit Narrative

Audit narratives are due 24 weeks after a count day the same as the DS4120, but you have until no later than **November 1, 2022** of following school year to make edits to both the DS4120 and audit narrative for the count dates in the previous school year.

- Fall count (2021)
- Spring count (2022)

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Audit Narrative

School Year/Collection: Spring 2017 General Collection | District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I | **Section II** | Section III | Section IV | Section V

I. Introduction

The pupil accounting records were audited in accordance with Pupil Accounting Administrative Code Rules, the State School Aid Act, the MDE Pupil Auditing Manual, and other pertinent statutes. The purpose of the audit was to determine whether the membership claim was accurate and that the pupil accounting procedures and practices used by the school district were adequate to ensure a proper pupil count. The audit was performed in accordance with interpretations contained in the Michigan Department of Education Pupil Auditing Manual. The audit frequency is in compliance with Department policy.


Additional Comments:

Building Status:

Building	Date Of Prior Field Audit	Audit Type	Adjustment	Auditor	Audit Hours	Percent Tested		
						Pop I	Pop II	Pop III
Wexford-Missaukee ISD (83000)			0.00	Barbette Lane				
Cadillac Heritage Christian (04742)	10/07/2015		0.00	Barbette Lane				
Northern Michigan Christian School (02758)	02/10/2016		0.00	Barbette Lane				
St. Ann School (03603)	02/10/2016		0.00	Barbette Lane				
Wexford-Missaukee ISD Special Education (08873)	10/07/2015		0.00	Barbette Lane				

Items per page: 10 | Page 1 of 3 |

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MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

Audit Narrative

School Year/Collection: Spring 2017 General Collection | District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I | **Section II** | Section III | Section IV | Section V

✘ Out of balance.

II. Results

We recommend that the following adjustments be made to this count:

	Unaudited Count (DS4061)	Audited Count (DS4120)	Findings	Audit Difference
Special Ed	116.24	0.00	0.00	116.24
- Section 52	116.24	0.00		
- Section 53	0.00	0.00		
- Section 24	0.00	0.00		
- Emotionally Impaired Students Served by the DHHS	0.00	0.00		
General Ed	0.00	0.00	0.00	0.00
Adult Ed	0.00	0.00	0.00	0.00

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MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

Audit Narrative

School Year/Collection: Spring 2017 General Collection
District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I | Section II | **Section III** | Section IV | Section V

III. Specific Findings

Findings By The Auditor

Building	Audit Type	Finding	Pupils	FTE	FTE Type	Comments
					Students	None <input type="button" value="Save"/>

System Generated Findings

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Audit Narrative

School Year/Collection: Spring 2017 General Collection
District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I | Section II | Section III | **Section IV** | Section V

IV. General Findings

Building	Audit Type	Finding	Comments
			None <input type="button" value="Save"/>

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Audit Narrative

School Year/Collection: Spring 2017 General Collection
 District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I Section II Section III Section IV **Section V**

V. Appeal Process

If pertinent documentation regarding findings was not provided to the auditor at the time of the audit, please contact **Barbette Lane** at blane@wmisd.org within 10 calendar days after the date of this report so that it can be determined if reinstatement is appropriate at this level.

District appeals of the ISD's audit findings must be made within 30 days of receiving the ISD's audit report or ISD's decision on the informal appeal. Formal appeal of any of the Special Education or General Education findings may be instituted by contacting Naomi Casher, Assistant Director, Office of Financial Management, Michigan Department of Education, P.O. Box 30008, Lansing Michigan 48909. Formal appeal of any of Adult Education findings may be instituted by contacting Ms. Dianne Duthie, Workforce Development Agency, 201 N. Washington Square, Lansing, Michigan 48909.

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Audit Narrative

School Year/Collection: Fall 2020 General Collection
 District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I Section II Section III Section IV **Section V**

milogintp.michigan.gov say
 Are you sure you want to certify this Audit Narrative?

Audit Narrative - Certified

School Year/Collection: Fall 2020 General Collection
 District: Wexford-Missaukee ISD (83000)

Include Student Detail

Section I **Section II** Section III Section IV Section V

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Additional Audits

- Section 25e (MSDS)
- Days & Clock Hour
 - DS4168 – District Deadline is July 15 (EEM)
 - DS4168 – ISD Audit Deadline is August 1 (EEM)
- Graduation and Dropout (GAD) (MSDS)

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Section 25e

- 25e claims can be requested on newly enrolled students between the day after the October count day through the day before the February count.
 - Students that qualify must:
 - Students must have been claimed for FTE in the October count
- Verify the following:
 - Pupil Enrollment
 - Pupil Age Requirement
 - Pupil Residency
 - Class Schedule
 - Attendance Records

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Section 25e

Section 25 Request List Filter...

Select your filter criteria...

UIC:

District:

Building:

Status:

- ✓ All
- New
- Approved
- Denied
- Denied By System

Request Date From:

Response Date From:

Show Only Requests From My District(s)

To:

To:

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Section 25e


- Section 25e (MSDS)
 - Day after October count through day before February count
 - October 7, 2021 through February 8, 2022

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Intro to Pupil Auditing

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Student: [REDACTED]		UIC: [REDACTED]								
Collection	ISD/District	Tot FTE	Gen FTE	Sec52 FTE	Sec53 FTE	Enrollment Date	First Day Attended	Remaining Days	GenEd Adjust	SpEd Adjust
Fall 2017 General Collection 2017-2018	Traverse Bay ISD / Traverse City Area Public Schools(28010/04199)	1.00	0.89	0.11	0.00	09/08/2009			-0.47	-0.06
Student Record Maintenance 2017-2018	Wexford-Missaukee ISD / McBain Rural Agricultural Schools(57030/02468)	1.00	1.00	0.00	0.00	11/08/2017	11/13/2017	56	0.53	0.00
Comments:		Student was absent 3rd-7th hour on 11/8; 11/9 & 11/10 were half days. Students first full day was 11/13/2017.								
Response Date:		12/15/2017			Request Date:			11/22/2017		
Response By:		Barbette Lane			Status:			Approved		

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Section 25e

- How to audit 5-Q-B: Section 25e Pupil Membership Transfer
 - Verify that the student was claimed for funding by another district in the October count day
 - Verify that the student transfer occurred between the October and February count day
 - First day of full attendance
 - Verify the student satisfied the residency requirement

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Section 25e

- Districts supply
 - Section 25e Claim Form
 - Attendance
 - Enrollment Forms
 - Residency

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Enter Your School District Name Here
 Student and Previous School Information
 For enrollment after Fall Count Date through Day before Spring Count Date
 Section 25e of the State School Aid Act (MCL 388.1625e, Public Act 60 of 2013)

Student Legal Name (Please type/print)	(First)	(Middle)	(Last)
Date of Birth	MC	Current Grade Level	
Enrollment Date	Date of First Full Day of Attendance		
Enrolling Building		Building Code	
Resident (Y/N)	If No, Resident District Name	Resident Code	
Previous School Name		District Code	ISD Code
Last day attended at previous school		District Code	ISD Code
District that Claimed Pupil in Fall Count		District Code	ISD Code
Last day attended at reported school		District Code	ISD Code
Date of Section 25 SRM	District Contact	Phone Number	
District Contact Email			
Principal Authorization to proceed to claim FTE	Approved	Denied	Date
Principal Signature			Date
Application Sent to Auditor (Date)			
Supporting Documentation Sent to Auditor (Date)			
Ran Quality Review and Certified the SRM Collection (Date)			

NOTES:

ISD AUDITOR USE ONLY

Pupil's Enrollment & Membership Information in New District						
Building	Grade	Date Enrolled	First Date of Attendance			
GE FTE	SE FTE	SE PRGE Code	Virtual	# Virtual Courses	Sec 53	Sec 24

Documentation: The following documents were submitted:
 Copy of parent/guardian completed enrollment form with signatures and date

FTE claimed in October membership: GE SE 53

Verification with previous ISD if applicable: Date Comment

Documentation reviewed: Date Comment

Request Approved Request Denied

CEPI Adjustment Manual Adjustment

This verifies that documentation was reviewed, October FTE verified, SRM submission verified, previous ISD contacted if applicable, and appropriate approval, denial, or adjustments has been made in MSSDS.

05/02/2022 Signature Intro to Pupil Auditing Date

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MSDS

Section 25 Summary Report

* = Required

* Submitting Entity: Wexford-Missaukee ISD (83000)

* School Year: 2017-2018

* Report Format: Excel

Generate Report

This report generates an Excel form showing all students being claimed for Section 25e funds.

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Center for Educational Performance and Information - Michigan Student Data System

Section 25 Summary Report

Collection: Student Record Maintenance 2017-2018

Entity: Wexford-Missaukee ISD (83000)

Adjustment Type	Request Status	Date of Request	Response Date	Auditor Name	UIC	Last Name	First Name	Student Id	Grade	Prior District Code	Prior Building Code	Prior Student Residency	Prior Resident LEA	Prior Special Ed Program	Prior Alt Ed	New District Name	New District Code
Gain	Approved	01/09/2018	02/28/2018	Barbette Lane					10	28000	09783	14	28090	120		Wexford-Missaukee ISD	83000
Loss	Approved	02/06/2018	02/28/2018	Amy Larson					08	83000	08873	14	83010	140		Buckley Community Schools	28035

New Building Name	New Building Code	Enrollment Date	Student Residency	Special Ed Program	Alt Ed	First Day In Attendance	Total FTE	Gen Ed FTE	Sect52 FTE	Sect53 FTE	Gen Ed Adj	Sect52 Adj	Sect53 Adj	Days Remaining
Wexford-Missaukee ISD Special Education	08873	12/4/2017	14	120		12/10/2017	1	0	1	0	0	0.37	0	39
Buckley Community Schools	00438	1/31/2018	14			01/31/2018	0.44	0.16	0.28	0	0	-0.04	0	10 A

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Days and Clock Hours

- DS4168 – District Deadline is July 15 (Electronic in EEM)
- DS4168 – ISD Audit Deadline is August 1 (Electronic in EEM)

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Secure | <https://milogintp.michigan.gov/cepi-pw/EEM.Collections.UI/Certification>

Center for Educational Performance and Information Michigan.gov
The Official State of Michigan Website

Michigan.gov Home [CEPI Home](#) | [User Guide](#) | [Contact CEPI](#) | [Log Off](#)

EEM Profile: D/CH ISD Certifier | EEM-Search Go

Home Certification Setup

EEM Home

Search

Data Sets

Reports

Days & Clock Hours

Home

Data Submission

ISD Certification

Step 6: Data Certification
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

2017-18 Days, Hours, and Attendance Reporting

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EEM Profile: D/CH ISD Certifier | EEM-Search Go A- | A+

Home Certification List

Step 6: Data Certification
 The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Certifications (level, date, user)	FullOfficialName	flagged Buildings	
District 6/11/2018 ISD 7/10/2018	Cadillac Area Public Schools (83010)	0	Change Certifications Details
District 7/9/2018 ISD 7/10/2018	Highpoint Virtual Academy of Michigan (83900)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Lake City Area School District (57020)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Manton Consolidated Schools (83060)	0	Change Certifications Details
District 6/22/2018 ISD 7/10/2018	Marion Public Schools (67050)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	McBain Rural Agricultural Schools (57030)	0	Change Certifications Details
District 6/27/2018 ISD 7/10/2018	Mesick Consolidated Schools (83070)	0	Change Certifications Details
District 7/12/2018 ISD 7/12/2018	Pine River Area Schools (67055)	0	Change Certifications Details
District 6/25/2018 ISD 7/10/2018	Wexford-Missaukee ISD (83000)	0	Change Certifications Details

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EEM Profile: D/CH ISD Certifier | EEM-Search Go A- | A+

Home Certification List Edit Single Certification

Step 6: Data Certification Cadillac Area Public Schools (83010)
 The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Cadillac Area Public Schools (83010)

Certifications

District 6/11/2018 Jan Jenema
 ISD 7/10/2018 Barbette Lane [Change Certifications](#)

The district satisfied the days, hours, and attendance requirements for the current school year.

[Back](#) [Go To Audit](#)

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EEM Profile: D/CH JSD Certifier | EEM-Search Go A- | A+

Home / Start Page

Step 1: Start Page
Select the collection (academic year) and district which you wish to access.

Collection: 2017-18 Days, Hours, and Attendance Reporting
District: Cadillac Area Public Schools (83010)

▶ Legislation Governing This Application

If the district fell short of the days, hours, or attendance requirement for the current school year, click "Fell Short" to provide more detail and certify your report. [Fell Short](#)

If the district satisfied the days, hours, and attendance requirements for the current school year, click "Satisfied" to be taken to the report certification module. [Satisfied](#)

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Step 2: Calendar Cadillac Area Public Schools (83010)
The Calendar Page is used to document the number of days and hours originally scheduled for the district. Calendars can be established district-wide, by the building, or by building/grade level.

Fell Short

Please note this year's minimum requirements based on your district information
Minimum Days: 180
Minimum Hours: 1098.00

- Total Days of Professional Development Provided to All Teachers
- My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for the counting of up to 38 hours of qualifying professional development toward the instructional hour requirement. Yes No
- My district operated under a collective bargaining agreement in effect as of July 1, 2013, that provided for fewer instructional days that is required for the current school year under Section 101. Yes No
- I use a district wide Calendar Yes No

[Continue](#) [Back](#) [Go To Audit](#)

Building	Days	Hours
Cadillac Innovation High School (07271)	P	
Cadillac Junior High School (00487)	P	
Cadillac Schools Adult Education (08920)	P	
Cadillac Senior High School (00488)	P	
Forest View Elementary School (05101)	P	
Franklin Elementary School (01307)	P	
Kenwood Elementary School (02024)	P	
Lincoln Elementary School (02210)	P	
Mackinaw Trail Middle School (08628)	P	

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EEM Profile: D/CH ISD Certifier | EEM-Search [Go] A- | A+

Home / Start Page / Calendar / Events

Step 3b: View Event Cadillac Area Public Schools (83010)
View event information.

Continue To Attendance Back Go To Audit

No data present

Continue To Attendance Back Go To Audit

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EEM Profile: D/CH ISD Certifier | EEM-Search [Go] A- | A+

Home / Start Page / Calendar / Events / Attendance

Step 4: Attendance Cadillac Area Public Schools (83010)
The Attendance Page is used to document days when enrolled attendance fell below 75% for those pupils who were scheduled for instruction on that day district-wide.

Continue Back Go To Audit

Date Below 75%	Number of Pupils Scheduled	Number of Pupils Present	Percent in Attendance
No data present			

Continue Back Go To Audit

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EEM Profile: D/CH ISD Certifier | EEM-Search

Home Start Page Calendar Events Attendance Summaries

Step 5a: Summary Edit Cadillac Area Public Schools (83010)
The Summaries Page serves as a mechanism to warn users of potential day/hour issues, as well as provides a place to view waiver statuses, and a detailed accounting of day and hour

[Continue To Certification](#) [Back](#) [Go To Audit](#)

Building	Waivers	Details
Cadillac Innovation High School (07271)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Cadillac Junior High School (00487)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Cadillac Schools Adult Education (08920)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Cadillac Senior High School (00488)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Forest View Elementary School (05101)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Franklin Elementary School (01307)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Kenwood Elementary School (02024)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Lincoln Elementary School (02210)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details
Mackinaw Trail Middle School (08628)	<input checked="" type="checkbox"/> No Warnings <input type="checkbox"/> Yes	Details

[Continue To Certification](#) [Back](#) [Go To Audit](#)

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EEM Profile: D/CH ISD Certifier | EEM-Search

Home Start Page Calendar Events Attendance Summaries Certification

Step 6: Data Certification Cadillac Area Public Schools (83010)
The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Details for Cadillac Area Public Schools (83010)

Certifications

District 6/11/2018 Jan Jenema
ISD 7/10/2018 Barbette Lane [Change Certifications](#)

Building Name	Flagged Days	Flagged Hours	Details
Cadillac Innovation High School (07271)	0	0	Details
Cadillac Junior High School (00487)	0	0	Details
Cadillac Schools Adult Education (08920)	0	0	Details
Cadillac Senior High School (00488)	0	0	Details
Forest View Elementary School (05101)	0	0	Details
Franklin Elementary School (01307)	0	0	Details
Kenwood Elementary School (02024)	0	0	Details
Lincoln Elementary School (02210)	0	0	Details
Mackinaw Trail Middle School (08628)	0	0	Details

[Back](#) [Go To Calendar](#) [Go To Audit](#)

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Certification

Profile: D/CH ISD Certifier | EEM-Search A- | A+

Step 6: Data Certification
 The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.

Certifications (level, date, user)	FullOfficialName	Flagged Buildings	
District 6/11/2018 ISD 7/10/2018	Cadillac Area Public Schools (83010)	0	Change Certifications Details
District 7/9/2018 ISD 7/10/2018	Highpoint Virtual Academy of Michigan (83900)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Lake City Area School District (57020)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Manton Consolidated Schools (83060)	0	Change Certifications Details
District 6/22/2018 ISD 7/10/2018	Marion Public Schools (67050)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	McBain Rural Agricultural Schools (57030)	0	Change Certifications Details
District 6/27/2018 ISD 7/10/2018	Mesick Consolidated Schools (83070)	0	Change Certifications Details
District 7/12/2018 ISD 7/12/2018	Pine River Area Schools (67055)	0	Change Certifications Details
District 6/25/2018 ISD 7/10/2018	Wexford-Missaukee ISD (83000)	0	Change Certifications Details

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Data Certification

Profile: D/CH ISD Certifier | EEM-Search A- | A+

Step 6: Data Certification
 The Certification page allows ISD and district users to certify/decertify day and hour submissions. This page also allows access to detailed day and hour information for review before certification.


Certifications (level, date, user)	FullOfficialName	Flagged Buildings	
District 6/11/2018 ISD 7/10/2018	Cadillac Area Public Schools (83010)	0	Change Certifications Details
District 7/9/2018 ISD 7/10/2018	Highpoint Virtual Academy of Michigan	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Lake City Area School District (57020)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	Manton Consolidated Schools (83060)	0	Change Certifications Details
District 6/22/2018 ISD 7/10/2018	Marion Public Schools (67050)	0	Change Certifications Details
District 7/10/2018 ISD 7/10/2018	McBain Rural Agricultural Schools (57030)	0	Change Certifications Details
District 6/27/2018 ISD 7/10/2018	Mesick Consolidated Schools	0	Change Certifications Details

Modify Certifications

Please select an action

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Graduation and Dropout

Graduation and Dropout Information
 This page provides district users and intermediate school district auditors with information regarding the Graduation and Dropout Review process in the Michigan Student Data System and the Graduation and Dropout Application. The Graduation and Dropout Review process includes the Appealable Rates Window and Exit Status Audit Window to allow school districts and ISD auditors to review and update graduation and dropout information. See below for actions that can be taken to adjust graduation and dropout information during these windows.

After the end of the Exit Status Audit Window, no further changes to graduation and dropout rate data are allowed.

District Users:


- o **Ongoing:** Submit LIC linking requests in MSDS.
- o **Appealable Rates Window:**
 - Review the Cohort Student List report for the current and previous two years in MSDS.
 - Submit corrections or updates in the SRM Collection for the calculation of four-year, five-year and six-year rates.
 - Ensure that all end-of-summer graduates are reported in SRM no later than the close of the Appealable Rates Window (if they were not reported in the most recent EOY General Collection).
 - Only your ISD auditor can make exit status updates for students who exited prior to the current school year, as these data have been previously audited. Submit proper documentation to your auditor, and s/he will submit an audit finding when the GAD exit status audit window opens in October.
 - Submit any necessary cohort change requests in MSDS.
 - o If you reported a student with an incorrect grade during the most recent school year that placed the student in the wrong cohort year, there must be corresponding submission records to support the request (i.e., the student must be reported in the correct grade in at least one certified collection).
 - **Mid-August:** Review Appealable Graduation and Dropout Rates in GAD.
 - o Check your rates for all buildings and ensure that each student's cohort status is correct. Make necessary changes in the MSDS as noted above.
- o **Exit Status Audit Window:** Review Auditible Graduation and Dropout Rates in GAD.
 - Check your rates for all buildings and ensure that each student's cohort status is correct. If further changes are necessary, submit supporting documentation to your ISD auditor.
- o **February:** Preview Final Rates in All School Data.
 - Final Graduation Rates will be available for internal preview. No further changes to the rates will be allowed.

ISD Auditors:

- o **Exit Status Audit Window:** Perform Cyclical Exit Status Audit in GAD, per the MDE Pupil Auditing manual. Enter any findings in GAD.

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MILogin for Third Party

HOME
REQUEST ACCESS
UPDATE PROFILE
SECURITY OPTIONS
CHANGE PASSWORD
LOGOUT

Home Page of Barbette Lane

Your password will expire in 25 days

Access your applications by clicking on the application links below



Center for Educational Performance and Information (CEPI)

Educational Entity Master (EEM)

Graduation and Dropout Application (GAD)

MI School Data


Michigan Student Data System (MSDS)

Registry of Educational Personnel (REP)

School Infrastructure Database (SID)

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Graduation and Dropout Application - School Year 2017 - 2018

UIC Quick Search Go

Dashboard

Select District

Welcome to the Graduation and Dropout Application (GAD). This application allows district authorized users the ability to review reports and review their four-year cohort individual, student-level data.

ISD Auditor Functions

Progress At a Glance	View and Update Data
Total Buildings: 11	Audit Findings Student List
Audit Completed Buildings: 0	Audit Findings Building List
	Audit Finding Requests

Reports


Cohort Report: Select District

Cohort Student Search: Enter UIC Here

Graduation Rate Report: Select District

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Graduation and Dropout Application - School Year 2017 - 2018

UIC Quick Search Go

Dashboard > Audit Findings Building List

Audit Findings Building List


Below is a list of buildings you have permissions for. Please check off the buildings you have finished auditing. Once a building is marked as finished updates can still be made. If an update is made to a building that is marked finished, it will automatically be switched to unfinished and you must come back to this page and mark it as finished again.

Showing 1 - 11 of 11 results View: 200 records per page.

District Name	District Code	Building Name	Building Code	
Cadillac Area Public Schools	83010	Cadillac Innovation High School	07271	<input type="checkbox"/>
Cadillac Area Public Schools	83010	Cadillac Senior High School	00488	<input type="checkbox"/>
Highpoint Virtual Academy of Michigan	83900	Highpoint Virtual Academy of Michigan	02953	<input type="checkbox"/>
Lake City Area School District	57020	Lake City Alternative School	03283	<input type="checkbox"/>
Lake City Area School District	57020	Lake City High School	07483	<input type="checkbox"/>
Manton Consolidated Schools	83080	Manton Consolidated High School	02343	<input type="checkbox"/>
Marion Public Schools	87050	Marion High School	02378	<input type="checkbox"/>
McBain Rural Agricultural Schools	57030	McBain Jr/Sr High School	02468	<input type="checkbox"/>
Mesick Consolidated Schools	83070	Mesick Consolidated Jr/Sr High School	05866	<input type="checkbox"/>
Pine River Area Schools	67055	Pine River Area Middle/High School	03047	<input type="checkbox"/>
Wexford-Missaukee ISD	83000	Wexford-Missaukee ISD Special Education	08873	<input type="checkbox"/>

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Graduation and Dropout Application - School Year 2017 - 2018

UIC Quick Search

[Print](#)

[Dashboard > Requests](#)

For security purposes, this page will timeout at **12:00 PM**. Changes not saved before that time will *not* be saved.

Requests


- Select the district and building you are authorized to view from the dropdown menu below. A summary of requests will be listed. A dropdown menu appears to filter the view by request type and status. If you are an ISD approver, approve or deny the exit record requests. Remember to leave comments. When finished, click the "Save Changes" button on the bottom of the screen.
- Remember, a pending request has yet to be approved or denied. An unprocessed request is one in which a change request has been approved, but not yet applied to the student's record. A processed request has either been approved or denied, and if approved, has already been applied to the student's record.

Wexford-Missaukee ISD (83000) | Wexford-Missaukee ISD Special Education (08873) | All Years

Audit Findings Request(s) Total Records: 0

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Graduation and Dropout Application - School Year 2017 - 2018

UIC Quick Search

[Print](#)

[Dashboard > Audit Findings Student List](#)

Audit Findings Student List

This result page lists the students for the school and exit code you selected. This page enables the user to request changes to student's exit codes and exit dates. A comment box appears for each student to make comments for other authorized users to view. Enter the new exit code by selecting it from the dropdown menu. For quick reference, click on the "View Code Descriptions" link for a description of the exit status codes. Next, enter the new exit date in the text box provided. Remember to save all changes before sorting data or exiting. If these changes complete all requests for this building, click on the Building Complete checkbox.

[View Submitted Audit Findings Requests](#)

Wexford-Missaukee ISD (83000) | Wexford-Missaukee ISD Special Education (08873) | 08

Building Complete [View Code Descriptions](#)

Showing 1 - 2 of 2 results View 25 records per page.

Sampled	Audited	Status	Cohort	Last Code Updated	Name	UIC	DOB	Gender	Grade	Local ID	Original Exit Code	Exit Date
<input type="checkbox"/>	<input type="checkbox"/>	M	2016	Fall 2015	[REDACTED]	84/1907	M	12	[REDACTED]	08	08	7/7/2015
New Exit Code: 08 New Exit Date: 7/7/2015 Comments: <input type="text"/>												
<input type="checkbox"/>	<input type="checkbox"/>	M	2018	EOY 2018	[REDACTED]	6/18/1999	M	11	[REDACTED]	08	08	5/24/2018
New Exit Code: 08 New Exit Date: 5/24/2018 Comments: <input type="text"/>												

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Quality Control Review

- ISD Auditors are audited a minimum every three years
 - Gloria Suggitt
 - Rotation
 - Sends a checklist

- How to Prepare
 - Gather all audit documents
 - Review audit

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Quality Control Review

- All forms and supporting documentation must be identified with a numbering system.
- Example →


1-A	Required Documentation List (This report)
1-C	Alphabetized Membership Report (MI Official Enrollment Student Roster)
1-E	Birth Certificate Verification Form
1-E	Birth Certificate Supporting Documentation (e.g., letters, phone logs, etc.)
1-F	Count Day Absence Report (MI 10/30 Day - By Period)
1-F	Attendance Codes (PowerSchool - sqlReports - Count Day Reports)
1-F	Absence Verification (phone logs, notes, etc.)
1-G	Drop and Add Record (MI Exit-Transfer-In)
1-H	Electronic Notebook Certification
1-I	Electronic Pupil Attendance Certification
2-A	Enrollment Summary (Enrollment Summary)
2-C	Graduation Requirements - District Policy

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MPAAA
MICHIGAN PUPIL ACCOUNTING AND ATTENDANCE ASSOCIATION

**UNIFORM QUALITY CONTROL REVIEW GUIDE FOR
MEMBERSHIP ACCOUNTING AUDITS
Fall 2016/Spring 2017**

PART I – GENERAL

- ISD name: _____ Code: _____
- District name: _____ Code: _____
- For the _____ count date.
- Date QCR started: _____ completed: _____ hours: _____

	K-12	Adult Ed	Alt Ed	Spec. Ed	Total
FTE claimed (DS-4061)					
FTE questioned by ISD					
Final FTE (DS-4120)					


- Basis of selection of ISD for QCR: _____
- ISD contact person(s): _____
ISD auditor for district: _____
Was the ISD auditor's independence documented? _____ Frequency _____
Did the ISD document that the auditor was trained according to section 81(5) of the SSAA? _____
- Does the ISD audit plan meet the minimum requirements for all buildings or programs, including Adult Education? _____
Was the audit plan submitted to the Pupil Membership Auditor at the Department? _____
- District buildings/programs field-audited by ISD: _____

PART II – REVIEW PROCEDURES

- _____ ISD Auditor reconciled the DS-4061 to the alpha lists and worksheets.
- _____ ISD Auditor documented the audit of the days and clock hours and the 75% attendance requirements at the building and the district level.
- _____ ISD Auditor documented review of Special Education Worksheets A & B.

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- _____ ISD Auditor obtained, reviewed and documented the district's excused/unexcused attendance policy (internal control structure).
- _____ ISD Auditor reviewed the District's drop/add documents and documented any variances between Fall and Spring Counts.
- _____ ISD Auditor verified that all duplicate FTE conflicts within the ISD districts were resolved before certifying the district's audit narrative.
- _____ ISD Auditor performed procedures to verify that all teachers hired by the district and teaching students were properly Michigan certified.
- The following documents were included in the working papers.
 - _____ Desk Audit Procedures
 - _____ Building Risk Assessment
 - _____ Local District Planning Form, completed and signed by District personnel
 - _____ Field Audit Program
 - _____ FTE Adjustment Form
 If an alternative method was used, please explain the method and its effectiveness: _____
- Documented risk: Pop I _____ Pop II _____ Pop III _____
- ISD Auditor Sample Selection:
 - Population
 - Determination of total population
 - Determination of non-conventional and population I and II
 - Sample selection size
 - Risk based (sample selected from each population based on risk assessment at each building.)
 - Rounding (If result is not a whole number, round it up to the next whole number.)
 - Calculation (Sample size may be larger than the minimum.)
 - Sample selection process
 - Treatment of pupils in more than one pop III category (All pop III pupils should not be grouped together and the samples taken from the group. A separate sample should be taken from each Pop III category.)
 - Documentation to support sample selection
 - Number of errors are properly recorded
 - Sample expansion
 - 5%, 25%, 40%, 55%, 75%, 100% increments
 - Targeted expansion
 - Calculation of expanded sample
 - Rounding (see Sample selection size above)
 - Error rate calculated based on headcount
 - ISD properly evaluated the sample results
- ISD Auditor provided evidence of a fraud interview with the District.
Positions of persons with whom interviews were conducted: _____

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Contact Information

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