



Pupil Accountants Year at a Glance

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Pupil Accounting is ALL YEAR!!!

MONTHS AND SEASONS

WINTER

DECEMBER



JANUARY



FEBRUARY

SUMMER

JUNE



JULY



AUGUST

SPRING

MARCH



APRIL



MAY

AUTUMN

SEPTEMBER



OCTOBER



NOVEMBER

The Start of the School Year!!

July

Reconcile Graduates
TSDL submission
Migrant TSDL
Rollover SIS for the new year
Data Quality Review-General
Days and Clock Hours certify
Setup SIS for new School Year
Import SAT and WIDA test Scores
Review timing of Reinstatement
hearings for next school year
SRM Appeals Open
FEL student verification
Summer School enrollment

August

PEAK Enrollment
Administration Training
Staff Welcome Back update
Store Summer School Grades
Days and Clock Hours due to ISD for
review
GAD Review-summer Grads
Scheduling Review and Elementary
Scheduling
Enrollment Counts
Pupil Accounting and Attendance Clerk
Start up Meeting
Early Roster
Direct Certification
EEM update
Check for Blank UIC's
SRM's....final for last school year
TSDL Certify
Migrant TSDL Certify

September

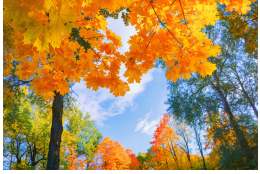
1st Week- No show tracking, SOC window closes
2nd Week- Schedules, Direct Cert and GAD Appeal
window closes
3rd Week- Pupil Accounting Conference, SRM for
ESL, Counselor Meeting
4th Week- ISD Pupil Acct Mtg and Clerk
Preparation for Count day, EEM-Testing Contacts
updated, Local Planning form due to ISD
Check for Blank UIC's
Fall cleanup in SIS
Create Timeline for schools, checklist and how
to
Remind buildings can't have placeholders on
schedule
SRM
Fall count forms to buildings
Direct Certification
Counselors checking for less than full schedules
Dual enrollment classes
Records training

October

Count Day First Wednesday
Tracking of attendance 6 weeks
Coding/Reconciliation of students with programs: SE, ESL,
At Risk, DE, ECM, IA and homeless
Early Childhood submission
Check Blank UIC's
Enter/Verify 31a, Title 1 all in SIS
S2E2 coding (Specialized Shared Educational Entity)
Direct Certification
Counselors checking for less than full schedules
SRM
Fall Count Forms
10/30 Day Tracking Begins
Prepare Count Documents for Buildings
Pay close attention to paperwork deadline to ISD auditor
Start tracking 25e



FYI: In Michigan, the Fall Count, which takes place on the first Wednesday of October, contributes 90% to the state's per-student funding for schools



November

Prepare all count day documents-for all buildings
Send file to state and certify
Report Cards
Continue Section 25e
SRM for new students
Counselor Meeting
Develop training materials for Scheduling
Check Blank UIC's
Direct Certification
SRM
Check CRDC Course Info
Send Certified Count Documents to Buildings
Count Materials to the Auditor



December

Continue Section 25e
SRM for new students or movement
Prepare for Site Audits
Review Enrollment Package for next school year
Send testing rosters to state and reconcile
Prep meetings for next year schedules
Prepare for Questions on Desk Audits
CRDC Open
Check Blank UIC's
Direct Certification

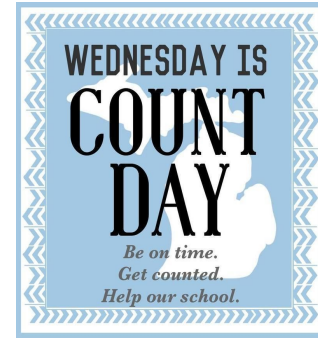
January

- ❖ Start Scheduling Process (ISD series)
- ❖ Counselor Meeting
- ❖ Review ECM DE work with Counselors
- ❖ Store S1 grades and review failures
- ❖ Report Cards
- ❖ Transcripts to Parchment
- ❖ Fall Audits are starting/continuing
- ❖ Once all school audits are complete, finalize Fall Count packets for buildings
- ❖ ISD Pupil Acct Mtg and Clerk Preparation for Count Day
- ❖ Prepare Spring Count documents
- ❖ Counselors are checking for less than full schedules
- ❖ Section 25e
- ❖ SRMs
- ❖ Check for Blank UIC's
- ❖ Direct Certification



February

- ❖ Kindergarten Parent Information Meeting
- ❖ Secondary Scheduling begins
- ❖ **Count Day second Wednesday**
- ❖ Early Childhood Collection Certification
- ❖ Counselors checking for less than full schedules
- ❖ Verify 31a, Title 1, Program Participation and S2E2 are correct in your SIS
- ❖ Tracking of attendance - 6 weeks
- ❖ Start collecting Spring Count documents
- ❖ Check for Blank UIC's
- ❖ SRMs
- ❖ Direct Certification



In Michigan, Spring Count Day, is the second Wednesday in February.

Prior Spring Counts contribute 10% to the state funding calculation, while Fall Counts contribute the remaining 90%.

March

- ❖ Prepare all building count packets for auditor
- ❖ Send Spring Count file to state and certify
- ❖ CRDC certification deadline
- ❖ Continuing Fall Site Audits
- ❖ Start Kindergarten Registration
- ❖ Secondary Scheduling
- ❖ Counselor Meeting
- ❖ Check Blank UIC's
- ❖ SRMs
- ❖ Direct Certification
- ❖ Records Training





April

GSRP Registration and other levels
Send HS Potential Grad List for review
Send STAMP and SEAL candidates to the state
Scheduling
Testing Rosters
Check Blank UIC's
SRM
Direct Certification
SID collection opens
Run data quality checks

May

Monitor Secondary Schedules
Pupil Accounting Conference
Update Standards for next school year
Counselor Meeting
EOY collection opens
Days and Clock Hours opens
TSDL Collection opens
Check Blank UIC's
SRM - Comparability for Testing Rosters
Direct Certification
Run data quality checks

June

Reconcile Grads
Run Report Cards
Close out school year-store grades, Run transcripts & send to Parchment
Summer School setup
Send EOY file to state and certify
Send Early Childhood file to state and certify
SID Collection closes
Check Blank UIC's
SRM collection closes
Direct Certification
Run data quality checks



Handouts: [Pupil Accountants at a Glance Calendar View](#)

[Pupil Accountants at a Glance List View](#)

[CEPI Calendar Link](#)