



MDE Updates for Auditors

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Auditor General Updates

- Field audit planning schedules & training logs
 - Must be submitted to MDE by November 1
 - Submit in their entirety and not just the current year (preferably in excel)
 - Must include the count date the building was previously field audited
 - Ensure the school district audits are done on the proper schedule (Elementary/Middle School – 4 years and High Schools – 2 years)
 - PSA are done every year if exemptions not met (See PMAM for requirements)
- QCR selection will include a minimum of one district per ISD selected for review.



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QCR Updates

- 4 - year audit cycle
- Include all required Appendixes (A-L) in the QCR
- New Appendix
 - Appendix K – Pupil Accounting Auditor Training Information
 - Appendix L – ISD Sampled Student Checklist (all POPs summary)
 - CA 60 review
- Michigan Merit Curriculum
 - Reference to adherence to the MMC must be included in the course catalog or handbook (result of the virtual audit)
- Spring 2026 MPAAA – POP III
 - Includes reference of POP III documentation to be submitted for a QCR
 - If unsure what to supply review the QCR presentation



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Audit Narrative

- Ensure accurate entry
- Enter desk audit or field audit
- Ensure hours are correctly entered and the auditor is listed
- Check that the proper population percentages are entered
- Add notes if needed
- Make sure it is in balance
- Ensure all shared-time buildings are included in the list of district buildings
- Enter the count dates shared-time programs are audited
- If you think a new findings code is necessary to better define a finding, you may submit a request to MDE with reason and explanation for review. MDE will work with CEPI to make the changes.
- If FTE deductions need to be made by MDE (after the November 1 cut-off date)– submit the narrative and DS 4120 to MDE audit specialist or audit manager with the proposed changes to be made.



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Submitting MSDS deductions / Additions after Closing

2024-2025 Fall FTE Count

Audit Status: Audited (DS4120)

K-12 Pupil Membership (FTE) in General Education

Grade	FTE w/o Graded Alt Ed	FTE Graded Alt Ed Only	Total
Kindergarten			115.57
First Grade			144.49
Second Grade			158.28
Third Grade			195.14
Fourth Grade			163.39
Fifth Grade			195.45
Sixth Grade			137.15
Seventh Grade			137.59
Eighth Grade			176.88
Ninth Grade	-2.18	261.81 249.13	62.50
Tenth Grade			376.28
Eleventh Grade	-1.51	267.56 256.07	94.97
Twelfth Grade	-3.85	198.78 194.90	53.68
Special Education Transition			0.00
Alternative Education			0.00
Total General Ed	-7.54	2239.86 2232.32	499.55
			2739.41

Center for Educational Performance and Information - Michigan Student Data System

Audit Narrative

Fall 2024 General Collection 2024-2025

Submitted

Category	Un Audited	Audited	Finding	Audit Difference
Special Ed	20.85	20.91	0.06	0.00
Section 52	20.85	20.91		
Section 53	0.00	0.00		
Section 24	0.00	0.00		
General Ed	2712.93	2739.41	26.48	0.00
			2731.87	-7.54

III. Specific Findings



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Field Audits - Teachers

- Check student schedules
 - Verify teachers are included on the TCVR
 - Verify teachers are included on the master teacher list
 - Loss of FTE during QCR
 - Teachers on student schedules who were not grade-level certified to teach courses or did not have valid permit
- TCVR review – grade level placement (additional resources)



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Field Audits - Teachers

- Do as much research as possible prior to sending review to Katie Schmiedeknecht in OEE.
 - When sending to OEE, make sure to indicate the FTE deduction was taken.
 - Use ISD Educator Report Form.

ISD Educator Report Form
Use this form to record details regarding situations where one or more educators may be out of compliance. You may type or write on this form for up to five educators.

For internal use only:
 Letter Sent: _____
 Survey Sent: _____
 Survey Due: _____
 Survey Received: _____
 Survey Reviewed: _____
 Survey Reopened: _____

Today's date: _____

School district name: _____

School code (if known): _____

Educator Name	Assignment Area (indicate one if applicable)	FTE (if known)	Grade Level	Endorsement	Permit	Notes

Additional information for requesting credential review: _____

ISD Auditor name: _____

ISD Auditor phone number: _____

ISD Auditor e-mail: _____

When completed, e-mail to Katie Schmiedeknecht at Schmiedeknecht@Michigan.gov



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FTE Conflicts

- Obtain a status report of unresolved FTE conflicts from the district
- At the end of the sixth week, obtain supporting documentation for unresolved FTE conflicts.
- Work with districts to make FTE conflict adjustments within the ISD as needed and work with other pupil membership auditors for FTE conflict adjustments needed in other ISDs. The audit narrative cannot be certified if there are unresolved conflicts.
- If unable to resolve FTE conflicts, contact the Department's Audit Specialist. Do not leave conflicts unresolved.
- FTE conflicts - Once a conflict is noted, fix the conflict. (Checking conflict resolved does not fix the problem)



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25e – Pupil Membership Transfers

- Verify that the request for the membership transfer under Section 25e was submitted in MSDS not more than 30 days after the pupil enrolled, or within 30 days of the fall membership certification date, whichever is later (MCL 388.1625e(2)). An SRM submission that does not conform to this requirement will require the auditor to edit the first day of attendance to 30 days prior to the submitted date.
- Before the spring count date, review a **representative sample** of Section 25e requests to the Center for Educational Performance and Information's Student Record Maintenance (SRM) and obtain documentation required to process the requests.
- If the above criteria were incorrect, the auditor must update the record (first day attended or FTE claimed). If unable to correct, the request should be denied.



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23A – Drop-Out Recovery Program

- MDE will request ISD auditors to provide 23a samples from districts that have been selected for QCR, regardless of when the 23a review was performed.
- 23a reviews should be performed at least annually by ISD auditors. These may be performed monthly, at the end of the school year as a separate review, or in conjunction with a QCR.
- The ISD auditor must note on the audit work papers when the test work was performed. Guidance on review of the 23a program can be found at SECTION 23a DROPOUT RECOVERY PROGRAM in the PMAM.



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File Transfer Service

- New FTS site:
 - [MiFTS1 File Transfer Service](#)
- Begin utilizing for 2026 QCR – Fully migrated May 2027 (DTMB)
- For QCR's selected we will include a user guide when scheduling.
- A new password and username will be created by DTMB when selected.
- Documents only stay on the server for 15 days.



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QCR Take Aways

- MSDS and SIS alpha lists must include reconciliation
- DS 4061 must include evidence of review
- Verify Audit Narrative entries agree with numbers reported on the MSDS alpha list.
- Update and submit field audit planning schedules & training logs
- Check student schedules
- Resolve all FTE conflicts timely – don't wait to the last minute
- Save your file transfer service password – if leaving share with new auditor



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Resources

- [Pupil Membership Auditing Manual](#)
- [Pupil Accounting Manual](#)
- [MPAA Auditing Forms](#)
- [Educator Staffing and Placement](#)
- [CEPI MDE Appropriate Placement Webinar \(Nov. 18, 2025\)](#)
- [MiFITS1 File Transfer Service](#)
- [MDE Memos](#)

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Questions?



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