

Quality Control Review Prep

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Michigan Department of Education

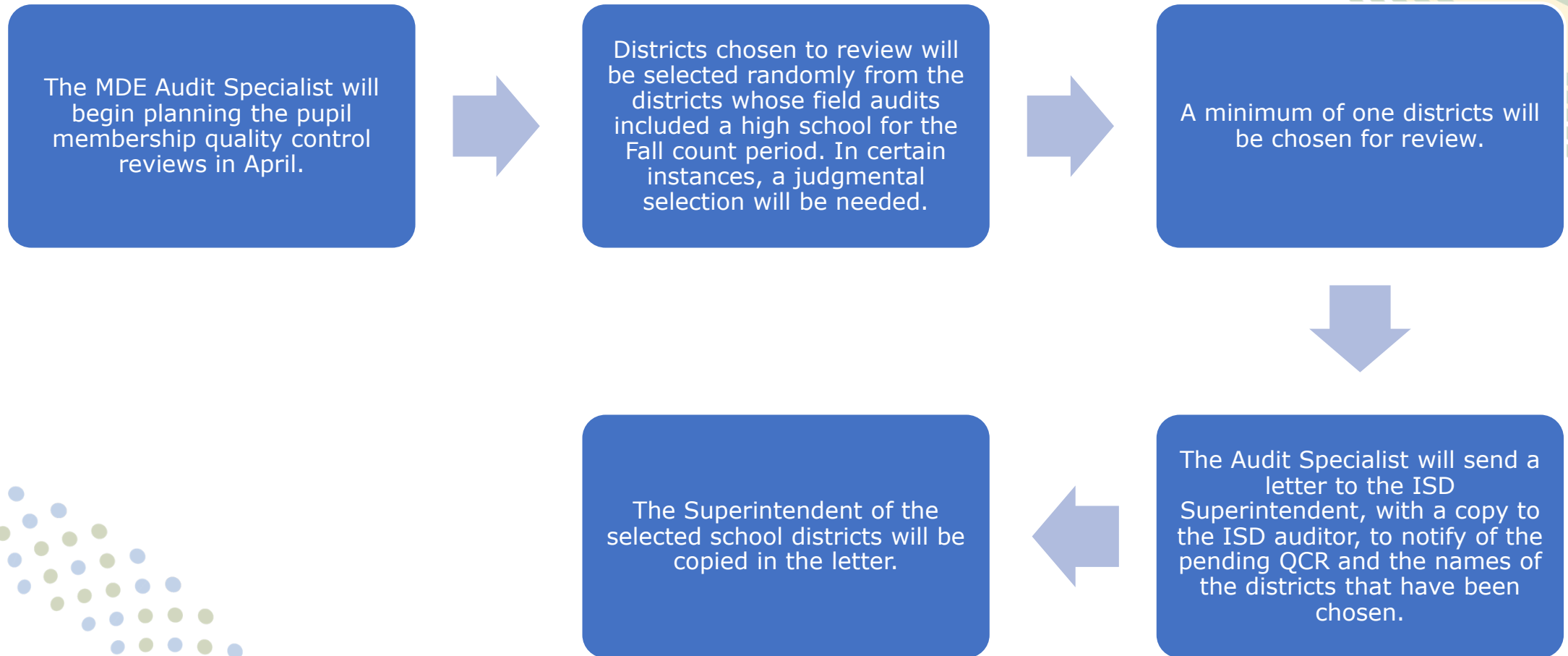
May 5, 2026

Presentation Roadmap

- QCR Preparations
 - File transfer Service
- Field Audits
 - Teachers
- QCR Documents
 - New Appendix
- Folder Preparation
- POP I
- POP II
- POP III
- Resources



QCR Preparations



QCR

- The selection may include a high school to ensure pop III testing is being sampled. Second choice tends to include a smaller school, PSA, or middle school.
- Will be performing 3-4 QCR's onsite. These will be at all areas of the State. These will need to be provided electronically as well. All electronic, no need to print any documents.
- QCR to submit – Submit desk audits and field audit selected documents for the district.

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.



Field Audits

Prepare

Prepare a field audit schedule of all buildings in your ISD using the requirements found in the Pupil Membership Auditing Manual (PMAM). (Slide 12)

Provide

Provide your ISD field audit schedule and proof of auditor training to the audit specialist at the Department.

Training must be updated annually.

Due date November 1 of current school year

Conduct

Conduct the field audits using the guidelines found in the PMAM.



Field Audits

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)) that allows a district to conduct the 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, meaning that the district's membership for the current fiscal year varies from the district's membership for the immediately preceding fiscal year by less than 5%.
- The error rate of the immediately preceding two pupil accounting field audits of the district is less than 2%.

A field audit planning schedule must be documented in the audit workpapers. The field audit planning schedule must also be submitted annually to the Pupil Membership Auditor at the Department's Office of Financial Management by November 1. The field audit planning schedule should show the last count that was field audited and should be carried out to the next anticipated count to be field audited. The count dates of the last field audit should be noted in the audit narrative.



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)

Field Audits - Teachers

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
Letter Sent:
Survey Sent:
Survey Due:
Survey Received:
Survey Reminder:
Survey Resent:

Today's date:

School district name:

School code (if known):

Educator Name	Assignment Area (subject area observed teaching)	PIC (if known)	CHOOSE REASON FOR REQUESTING CREDENTIAL REVIEW			
			Grade Level Mismatch	Endorsement Mismatch	Invalid or No Cert	Other (explain)

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 SchmiedeknechtK@michigan.gov.

- 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.



QCR Documents

- Appendix A - L
- Attendance Policy
- MSDS Alpha List
- SIS Alpha List
- MSDS and SIS reconciled
- DS-4061 Reconciled
- DS-4120
- Audit Narrative and Alpha list Compared
- Day and Clock hours
- 75% attendance Count day attendance
- MMC requirement
- Worksheets A & B
- Add and drop counts compared Spring and Fall
- FTE conflict/ Duplicate Report
- Teacher Certification Verification

New Appendix K

Appendix K

PUPIL ACCOUNTING AUDITOR TRAINING INFORMATION

ISD NAME: _____
Auditor Name: _____
Years of Experience: _____

Conference	Date of Training	Location	Session Title - 1	Session Title - 2	Session Title - 3	Session Title - 4	Session Title - 5
MPAAA - Fall (Sample)	5/4/2026	Frankenmuth	Audit Findings	Cepi Update	Gad Process	MSDS Reports	Section 25e

- Appendix K
 - New training log
 - Update for each auditor
 - Each training with courses

APPENDIX L

- 2
- Michigan Department of Education

Folder Preparation

- Prepare three specific folders to be uploaded.
 - ISD Reports
 - District Reports
 - Building Reports

 Name	Date modified	Type	Size
 Buildings	7/29/2025 3:14 PM	File folder	
 District	7/29/2025 3:12 PM	File folder	
 ISD	7/29/2025 3:12 PM	File folder	

Folder Preparation

- Inside the Building Reports folder there will be three folders.
 - POP I
 - POP II
 - POP III

 Name	Date modified	Type	Size
 Pop I	7/29/2025 3:12 PM	File folder	
 Pop II	7/29/2025 3:12 PM	File folder	
 Pop III	7/29/2025 3:14 PM	File folder	



POP I - Conventional pupil present on the count day

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
- Student schedules
- Count day attendance
- Senior transcripts



POP II - Conventional pupil absent on all or part of count day

- 10/30 Day Rule Absence Report
- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
- Student schedules
- Attendance – return day
- Senior transcripts



POP III

- The following POP III slides will provide QCR documentation MDE auditors should provide for each individual POP III category. This may not be all the documentation ISD auditor review when conducting field audits.
- Additionally, MDE auditors may still request additional documentation if the required information is not presented in the forms provided for the POP III samples.
- Additional items that are provided for the QCR will be reviewed in conjunction to those requested for POP III requested documents. Examples include course catalogs, student handbooks, master teacher schedule, TCVR, attendance policies, and alpha list to name a few.

POP III



☐ Name	Date modified	Type	Size
 5-B	7/29/2025 3:12 PM	File folder	
 5-E	7/29/2025 3:12 PM	File folder	
 5-F	7/29/2025 3:12 PM	File folder	
 5-G-A	7/29/2025 3:13 PM	File folder	
 5-G-B	7/29/2025 3:13 PM	File folder	
 5-I	7/29/2025 3:13 PM	File folder	
 5-L	7/29/2025 3:13 PM	File folder	
 5-N	7/29/2025 3:13 PM	File folder	
 5-O-A	7/29/2025 3:13 PM	File folder	
 5-O-D	7/29/2025 3:14 PM	File folder	
 5-P	7/29/2025 3:14 PM	File folder	
☐  5-Q-C	7/29/2025 3:14 PM	File folder	
 6-B	7/29/2025 3:14 PM	File folder	



POP III - 5-A Alternative Education Programs

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-B Cooperative Education Programs

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Travel time
 - Name of other district
 - Hours of instruction
 - FTE reported
- Student schedules
- Count day attendance
- Senior transcripts
- Written Cooperative Agreement



POP III - 5-C Home-Based Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Disciplinary action identified
 - Date service began
 - FTE reported
- Student schedules
- Session documentation / Teacher Logs
- Senior transcripts



POP III - 5-D Homebound/Hospitalized Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Credit toward diploma
 - Date service began
 - General Ed vs Special Ed
 - Hours of instruction
 - IEP (if applicable) – Evidence of review
- Student schedules
- Session documentation / Teacher Logs
- Senior transcripts
- Signed Doctors Statement



POP III - 5-E Nonpublic/Homeschool Shared Time Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Course (non-core)
 - Meeting Days / Times
 - Total days & hours of instruction
 - FTE reported
- Student schedules
- Count day attendance
- Senior transcripts
- Auditor Checks
 - Verify course and optional opportunities were offered to the majority of district students
 - No more than .75 FTE



POP III - 5-F Part-Time Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Enrolled in 2 or more districts – provide name of both districts
 - Annual hours of instruction
 - Pro Rata FTE Calculation
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-G-A Postsecondary and CTE Dual Enrolled Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Course Academic in nature
 - Non-participation in collegiate sports
 - Within max # of courses
 - 5th year senior
 - Course offered by local district
 - FTE calculation
- Student schedules
- Count day attendance
- Senior transcripts
- Invoice
- Proof of Payment



POP III - 5-G-B Early Middle College Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Eligible for more than 1.0 FTE
 - EMC program or course name
 - FTE determination
 - Coded 3500
- Student schedules
- Count day attendance
- Senior transcripts
- Invoice
- Proof of Payment



POP III - 5-G-C Postsecondary Gifted and Talented Programs

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Program Name
- Student schedules
- Count day attendance
- Senior transcripts
- Invoice
- Proof of Payment



POP III - 5-H Reduced Schedule Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Approval Form
 - Hours of Instruction
 - IEP (if applicable) – Evidence of review
- Student schedules
- Count day attendance
- Senior transcripts
- Parent, Student, Counselor signed consent form



POP III - 5-I Section 105 and 105c Schools of Choice

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - 105 or 105c
 - Cooperative Agreement for SE pupil
- Student schedules
- Count day attendance
- Senior transcripts
- Advertising
- Applications for all sampled



POP III - 5-K Special Education Early Childhood Programs & Services

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - FTE calculation (days and hours for calculation)
- Student schedules
- Count day attendance
- Senior transcripts
- Parent participation
 - Signed IEP



POP III - 5-L Special Education Pupil Transition Services

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Program type
 - Program monitored by SPED Teacher
- Student schedules
- Count day attendance
- Senior transcripts
- IEP
- Training Plan
- Training Agreement



POP III - 5-M Split Schedule Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - List buildings and programs
 - Hours of instruction
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-N Suspended and Expelled Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Date of suspension / expulsion and return date
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-O-A Distance Learning & Independent Studies

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Eligibility
 - HS credit granted
 - Course title / approved
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-O-C Cyber Schools

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Course title
 - Hours of participation
 - Participation method
 - Sequential learner
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 5-O-D Virtual Learning Options

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Course title – board approved – in catalog
 - Sequential learner
 - Contact type
- Student schedules (Listed as a virtual course)
- Count day attendance / Communication / Assignment
- Senior transcripts
- Parental consent



POP III - 5-P Work-Based Learning Experiences, Apprenticeships and Internships

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Insurance carrier
 - Monitored by certified teacher
 - Hours counted must not exceed 50%
- Student schedules
- Count day attendance
- Senior transcripts
- Training Plan
- Training Agreement
- Visit Log
- Safety Training



POP III - 5-Q-A Section 23a Dropout Recovery Program

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Pupil has been suspended / expelled, referred by court, pregnant, previous dropout, risk of dropping out, individualized learning plan
- Student schedules
- Count day attendance
- Senior transcripts
- Learning Plan



POP III - 5-Q-C Visa Program

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Visa type
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 6-A Experiential Learning Pupils

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Certified Teacher
 - Course approved (in course catalog)
 - Learning experience
- Student schedules
- Count day attendance
- Senior transcripts



POP III - 6-B Peer to Peer Elective Course Credit Program

- Student List (At a minimum):
 - Names
 - Grades
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Course board approved (in course catalog)
 - TOR completed assessment and grading
- Student schedules
- Count day attendance
- Senior transcripts
- Syllabus



POP III - 6-C Future Proud Michigan Educator Explore Programs

- Student List (At a minimum):
 - Names
 - Grades (6-12)
 - Identification of sampled students (highlighted, tick mark, etc.)
 - Certified Teacher
 - Course provided by MVU – Board approved (Michigan Virtual University)
- Student schedules
- Count day attendance / Two-way communication
- Senior transcripts
- Syllabus

Additional Resources

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



Questions

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