

# ELEMENTARY SCHOOL DESK AUDIT CHECKLIST

District:
Building:

School Year

Count:  October  February

## REQUIRED DOCUMENTATION FOR PUPIL MEMBERSHIP DESK AUDIT - All Forms Must Be Signed And Dated

- \_\_\_\_\_ Student Alpha List from student management system (Not MSDS) that includes:
  - \* District & building name
  - \* Pupil's legal name
  - \* Address
  - \* Birthdate
  - \* Grade
  - \* Date enrolled
  - \* FTE claimed
  - \* Headcount & FTE total
  - \* Signed & dated by building principal after verified
  - \* Residency status and resident district code
  
- \_\_\_\_\_ Elementary School Count Day Absence Form with return date
- \_\_\_\_\_ Enter/Lefts/Transfer Lists (start 1 week before count & 2 weeks after)
- \_\_\_\_\_ Worksheets A & B
- \_\_\_\_\_ List of Non-resident Pupils Form and FTE
- \_\_\_\_\_ Non-public Shared-Time Pupils Form, include homeschool students (at public school site)
- \_\_\_\_\_ Split-Schedule Pupils
- \_\_\_\_\_ Homebound/Homebased
- \_\_\_\_\_ Homebased Pupils List - District Policy
- \_\_\_\_\_ Suspended/Expelled Pupils
- \_\_\_\_\_ Cooperative Education
- \_\_\_\_\_ Elementary School Building Calendar including days/hours
- \_\_\_\_\_ Other

**PLEASE SUBMIT ONE COPY TO YOUR AUDITOR AND KEEP ONE COPY FOR YOUR BUILDING.**