

# HIGH SCHOOL DESK AUDIT CHECKLIST

<b>District:</b>
<b>Building:</b>

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
- \_\_\_\_\_ High School Count Day Absence Form with return date
- \_\_\_\_\_ Enter/Lefts/Transfer Lists (start 1 week before count date & 2 weeks after)
- \_\_\_\_\_ Worksheets A & B
- \_\_\_\_\_ List of Non-resident Pupils Form and FTE
- \_\_\_\_\_ Non-public Shared-Time Pupils Form (homeschool students or non-public students)
- \_\_\_\_\_ Cooperative Education Programs (pupils educated in your district and another district including Career Center)
- \_\_\_\_\_ Reduced Schedule Pupils List
- \_\_\_\_\_ Split-Schedule Pupils
- \_\_\_\_\_ Pupils Enrolled in Work-based Education Programs (out-of-district)
  - \_\_\_\_\_ \* Work-based Education Training Agreements
  - \_\_\_\_\_ \* Work-based Education Training Plans
  - \_\_\_\_\_ \* Work-based Education Attendance & Time Verification
- \_\_\_\_\_ Special Education In-District Placement
- \_\_\_\_\_ Pupils Enrolled in Special Education Transition
- \_\_\_\_\_ Postsecondary (Dual) Enrollment Pupils
- \_\_\_\_\_ Part-time Pupils
- \_\_\_\_\_ Homebound/Homebased Program
- \_\_\_\_\_ Homebased Pupils List
- \_\_\_\_\_ List of Suspended and Expelled Pupils
- \_\_\_\_\_ Virtual Classes - High School Pupils List
- \_\_\_\_\_ List of Alternative Education Pupils Educated in your District
- \_\_\_\_\_ List of Independent Study Pupils
- \_\_\_\_\_ High School School Building Calendar including days/hours
- \_\_\_\_\_ Other

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