

RESA FALL STATE AID MEMBERSHIP COUNT

Documentation Checklist – Public School Academies

By **November 19, 2015**, submit the following reports/documentation to Debbie Caperton at RESA:

General, Special Education, and Alternative Pupils

1. DS4061 report (generated by the MSDS application)
TWO COPIES - signed and dated
2. Special Education Worksheet B (if appropriate) – **signed and dated by teacher**
3. Alpha rosters (by building, by grade level), identifying each student who is:
NOTE: If submitting the MSDS rosters, choose the > 0 option.
 - ✓ Absent **in any class/period** on the count day
(if highlighting, please do not use pink or yellow)
 - ✓ Nontraditional....use RESA's letter, alpha code(s)
4. Educational Testimony (attached)
5. District's excused/unexcused absence policy
6. Master Teachers List (all teachers providing instruction for FTE, by building alpha, last name, first name and email address)
7. Signed and dated Teacher Attendance Certification Form (attached)
8. Kindergarten Waiver Verification (pupils who turned 5 between 9/2-12/1/2015) (attached)
9. Expanded Online Learning Form, if applicable (21f)(attached)

Please **staple** each copy of the DS4061, alpha rosters by building, each educational testimony, etc.

DO NOT SEND 10-DAY WORKSHEETS OR KINDERGARTEN STATEMENT. AUDITORS WILL LOOK AT THOSE DOCUMENTS WHEN THEY DO THE FIELD AUDIT.

DO NOT FAX COPIES OF ANY OF THE ABOVE REPORTS.