



Campus Based Controls Audit Fiscal Year 2025-2026

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Date: May 20, 2026

To: Board of Trustees
Stephanie S. Elizalde, Ed.D., Superintendent

From: Robert Rubel, MBA, CPA, CIA, CISA
Chief Internal Audit Officer

Subject: Campus Based Controls Audit Fiscal Year 2025-2026

Executive Summary

In accordance with the Fiscal Year (FY) 2025-26 Audit Plan, the Office of Internal Audit (OIA) completed the Campus Based Controls Audit FY 2025-2026.

The audit focused on reviewing campus' activity funds, payroll (overtime), attendance for credit, cafeteria operations, assets, social media and campus website, attendance, special education instruction and section 504 access, personal devices, and campus stores to determine if they followed District policies, processes, and procedures.

Appendix 1 provides a summary of observations noted during campus site visits and controls testing. Results were communicated to campus principals and relevant management.

Background

Activity Funds

Activity funds are collected at a campus to provide opportunities for students beyond what is provided by the campus budget. There are two types of activity fund accounts:

- Campus activity funds - Campus activity funds are derived from fees, fundraisers, donations, etc. and are to be used for the general welfare of all students on the campus.
- Student activity funds - Student activity funds are derived from income received by a specific group such as membership club dues and must be expended for the benefit of that students/group.

Both types of funds are received and held by the school as trustee, to be expended or invested in accordance with the conditions of the trust. In order to track funds by organization, group, etc. the correct sub object code must be used when depositing or disbursing funds. The cash receipts report from Oracle shows funds received and includes cash receipts, commission checks, and online payments from RevTrak, the District's online payment platform. The disbursements report shows payments made from activity funds. See Table 1 below for activity fund information for the campuses reviewed.

Table 1 – Campus Activity Funds FY Activity (as of March 31, 2026)

Campus	Campus Activity Fund Beginning Balance	Campus Activity Fund Receipts	Campus Activity Fund Encumbrances & Disbursements	Campus Activity Fund Ending Balance
Booker T. Washington HS	\$63,831	\$45,407	\$46,204	\$63,034
Hillcrest HS	\$106,745	\$61,569	\$43,812	\$124,502
Marvin E. Robinson School of Business and Management at Yvonne A Ewell Townview Magnet Center	\$17,120	\$7,899	\$16,683	\$8,336

Table 1 – Student Activity Funds FY Activity (as of March 31, 2026)

Campus	Student Activity Fund Beginning Balance	Student Activity Fund Receipts	Student Activity Funds Encumbrances & Disbursements	Student Activity Fund Ending Balance
Booker T. Washington HS	\$151,572	\$50,319	\$72,127	\$129,764
Hillcrest HS	\$132,030	\$22,575	\$52,084	\$102,521
Marvin E. Robinson School of Business and Management at Yvonne A Ewell Townview Magnet Center	\$33,610	\$55,569	\$44,918	\$44,261

Attendance for Credit (AFC)

The purpose of the AFC program is to provide an opportunity for students to restore credit or final grade(s) in accordance with TEC 25.092. The program takes effect for students who fall between a 75% - 90% attendance threshold. Students who maintain a passing grade may recover lost instructional time and earn course credit by completing a principal-approved plan that fulfills the instructional requirements of the course. Table 2 below shows the number of students that participated in the AFC program during FY 2026.

Table 2 – Attendance for Credit (as of April 9, 2026)

Campus	Number of Students in AFC
Booker T. Washington HS	228
Hillcrest HS	594
Marvin E. Robinson School of Business and Management at Yvonne A Ewell Townview Magnet Center	87

Cafeteria Operations

Table 3 below shows the number of meals served at the campuses reviewed during FY 2026.

Table 3 – Cafeteria Operations (as of March 31, 2026)

Campus	YTD Meals Provided
Booker T. Washington HS	76,810
Hillcrest HS	118,751
Marvin E. Robinson School of Business and Management at Yvonne A Ewell Townview Magnet Center	200,321

Scope

The audit focused on activity from fiscal year (FY) 2024-2025 and FY 2025-2026. Certain other matters, procedures, and transactions outside that period were reviewed to understand and verify information during the audit period.

Objective

The audit objective was to determine if campuses complied with District policies, processes, and procedures related to the following:

- Activity Funds
- Payroll (Overtime)
- Attendance for Credit
- Cafeteria Operations
- Assets
- Social Media and Campus Website
- Attendance
- Special Education Instruction and Section 504 Access
- Personal Devices
- Campus Stores

Methodology

Campus Controls Site Visits and Testing - OIA made a sample selection of campuses. Campuses selected for review are based on various attributes such as dollar amount of activity funds, campuses with new principals, financial clerks, or office managers, requests made by the principal or management, or campuses that have not been audited recently. For each campus selected, OIA reviewed transactions and supporting documents related to campus operations for activity funds, payroll (overtime), attendance for credit, cafeteria operations, assets, social media and campus web site, attendance, special education instruction and section 504 access, personal devices, and campus stores. OIA conducted site visits, interviewed campus staff, conducted walkthroughs, and performed the following procedures:

1. Activity Funds

- Board of Control (BOC) – To determine if campuses complied with District requirements to establish and hold BOC meetings to review activity fund activities such as fundraisers, cash receipts, deposits, purchases, and transfers, OIA requested BOC meeting minutes and activity fund supporting documents.
- Training – To determine if campus staff responsible for activity funds (i.e., principal, principal designee, bookkeeper, and sponsors) completed the required activity funds training and passed the training quiz, auditors identified campus staff responsible for activity funds and reviewed training certificates.
- Monthly Reconciliations – To determine if cash receipts and bank deposits were properly accounted for, OIA obtained and reviewed the campus' bank reconciliation prepared by the General Ledger Division of the Accounting Services Department along with the reports below and verified there were no unusual or lengthy outstanding items:

- DISD Receipts Awaiting Remittance Report
- DISD Receipts Awaiting Bank Clearance Report
- DISD Activity Fund Unreconciled Transactions Detail Report
- Cash Receipts – To determine if cash receipts for activity funds were properly supported, OIA obtained the *DISD Cash Receipts Register – Activity Funds* report from Oracle for FY 2026 as of the testing date and compared to activity funds records maintained at the campus. OIA selected a random sample of cash receipts for each campus and verified the following:
 - Oracle receipts were supported as applicable by the following forms:
 - *FASC – Activity Funds Tabulation of Monies Collected from Students*
 - *FASC – Activity Funds Sponsor/Staff Deposit Slip*
 - Sponsors submitted funds to the bookkeeper on the date collected.
 - Both the bookkeeper and sponsor signed the Oracle receipt acknowledging amounts to be correct
 - The account code matched the purpose.
 - Oracle reversed receipts were signed by the principal and kept in the activity funds binder.
- Cash Safeguarding and Bank Deposits – To determine if cash collected was properly safeguarded and deposited in the bank, OIA verified the following:
 - The campus had and was using a working safe.
 - Access to the safe was properly restricted.
 - The safe was kept locked.
 - There were no deposit bags in the safe with dates older than the last courier pick-up.
- Purchases and Disbursements – To determine if the campus complied with policies and procedures for activity fund disbursements, OIA reviewed activity funds disbursements documentation maintained at the campus. In addition, auditors obtained the *DISD Requisitions PO by Line report from Oracle* for FY 2025-2026 as of the testing date and selected a random sample of activity fund disbursements for each campus and verified the following:
 - The *FASC Activity Funds Request for Purchase and Payment* form (CAF 2071) was signed by the principal and reviewed by the BOC.
 - The requisition was approved by the principal, a quote was attached to the requisition, and the correct line code was used in the requisition.
 - A purchase order was created after the requisition was approved.
 - Items were received/services rendered, and the vendor provided an invoice before the payment was made.
 - Sales tax was not included in the payment, unless required.
 - Purchases made with campus activity funds were made from a District approved vendor.
 - Purchases made with student activity funds comply with the intended purpose of the group.
 - Purchases were allowable per District policy.
 - If a reimbursement, verified prior approval was obtained with supporting itemized - receipt.

- Fundraising – To determine if fundraising activities were approved and if funds collected were properly accounted for, OIA obtained a report from Laserfiche showing the fundraiser permission forms submitted for approval as of the testing date. OIA then obtained a report showing the financial recap forms that were submitted in Laserfiche and verified a recap was submitted timely for each approved fundraiser. OIA then selected a random sample of five fundraisers per campus and verified the following:
 - There were no significant discrepancies between projected and net income.
 - Funds raised were receipted in Oracle using the correct account code.
 - Required forms were used (e.g., *Fundraiser Financial Recap* worksheet, and *Fundraiser Cancellation* form)
- Donations – To determine if donations were properly supported, accounted for, and reported, OIA identified organization donations in the *DISD Cash Receipts Register – Activity Funds* report and verified the following:
 - The donation was approved by the Principal, Executive Director, and Board of Trustees (if applicable)
 - The campus reported the donation to the Volunteer and Partnership Services department.
 - The campus documented donor intent.
 - The campus recorded donations in the applicable activity funds account and disbursed funds according to donor intent.
 - In-kind donations were reported using the new partnership portal.
 - Campus sent thank you notes to the donor

2. Payroll

Payroll – To determine if the campus followed policies and procedures for payroll, OIA obtained the DISD GL Payroll Distribution Report from Oracle and verified the following:

- Overtime was pre-approved.
- Overtime compensation did not exceed the 25% limit of employee's salary.
- Compensatory time was used prior to PTO accruals and amounts did not exceed 80 hours.

3. Attendance for Credit

Attendance for Credit (AFC) – To determine if the campus complied with AFC requirements, OIA reviewed information from the AFC system and for a sample of five students verified the following:

- A principal's plan is implemented.
- Seat time hours were documented, completed timely, and in accordance with the assigned principal's plan, and conducted outside of the required instructional time.
- Assignments for content-specific work were completed during seat time hours and were maintained in the AFC system.
- Evidence of the Attendance Committee's approval/denial of credits to support final decisions.
- Any exceptions to the attendance for credit program requirements were accompanied by

a valid petition.

4. Cafeteria Operations

- General – To assess whether the campus cafeteria is adequately staffed and that students are utilizing the food services, the OIA conducted an observation of the cafeteria environment.
- Cafeteria Cleanliness – To determine if the campus cafeterias were clean and up to date on required inspections, OIA performed the following:
 - Completed a walkthrough of the kitchen and other areas to verify cleanliness, current state of equipment, and if staff were following procedures for proper food handling.
 - Obtained the last two City of Dallas, Department of Code Compliance – Consumer Health Division, Retail Food Establishment Inspection Reports and verified the campus met the City of Dallas food protection and education sanitation standards.
- Cash Handling – To determine if cash collected by the campus cafeteria was handled in accordance with District policy, OIA conducted a walkthrough with the campus kitchen supervisor and verified the following:
 - Cash deposit bags were locked in the safe and recorded in the Cafeteria Deposit Pick-up Log.
 - Change funds were secured in a black box or safe.
 - Cash register drawer(s) change fund money matched the amount recorded in the cafeteria C-1 form.
- FCNS Internal Assessment/Observation – To ensure cafeterias are aligning with FCNS food quality and operational standards, OIA initiated an internal assessment by utilizing an administrator's observation form to evaluate cafeteria cleanliness, customer service, and each element of the meal, based on taste, appearance, and temperature. Assessors attached photos and included comments from their overall observations.

5. Assets

Assets – To determine if the campus complied with policies and procedures for Asset Management, auditors verified the following:

- Transfers/disposals were approved.
- Determined if the campus participated in the annual physical count audit.
- Verified that student devices are secured.
- Reviewed employee access to and observed the environment of the IT closet.

6a. Social Media

- Social Media – To determine if the campus complied with social media requirements, auditors reviewed the following:
 - Verified campuses have an approved authorization form for creating social media accounts.
 - Verified campuses have a minimum of three designees assigned to manage the social

- media accounts. Verified accounts were properly transferred to new administrators, as applicable.
- Verified that social media passwords meet District requirements.
- Determined if Communication Services distributed the Social Media Registration Form memo to the campuses through the Weekly Administrative Information Packet.
- Verified that social media pages are properly listed on the districtwide social media account listing.
- Verified all social media accounts meet the District's naming conventions and format.

6b. Campus Website

Campus Website - To determine if the campus website complied with District requirements, auditors verified the following:

- The campus website contains general campus information, campus contact information, a picture of the principal, and vertical team information (a team structure or communication flow that operates with a clear, top-down chain of command).

7. Attendance

Attendance – To determine if the campus complied with Attendance requirements, auditors verified that attendance was consistently recorded daily in PowerSchool. Auditors reviewed attendance records in PowerSchool for all teachers across five consecutive days at each campus visited and tabulated counts by full attendance, partial attendance, or no attendance taken.

8a. Special Education Instruction

Special Education (SPED) Instruction – To determine if the campus complied with SPED instructional requirements, auditors sampled five students and conducted the following:

- Determined if 3 SPED evaluation meetings (initial, annual, and reevaluation) were held timely.
- Reviewed if progress monitoring reports were completed every nine weeks for the 2025-2026 school year.
- Observed if the campus properly utilized cameras in the classrooms, as applicable.

8b. Section 504 Access

Section 504 Access – To determine if the campus complied with Section 504 accommodation requirements, auditors sampled five students and conducted the following:

- Confirmed the implementation date of the Individual Accommodation Plans as well as the subsequent timing of required recurring meetings.
- Verified if the 504 annual review evaluation meetings and three-year reevaluation meetings were conducted timely

9. Personal Devices

- Personal Devices – To determine if the campus follows District policies as pertains to high schools regarding personal devices such as cell phones, smart watches, tablets, laptops,

air pods, bluetooth headphones, and smart glasses, auditors conducted a walkthrough of the campus to verify that students are properly utilizing the District approved pouches to store their personal devices. The District pouches should be secured at the beginning of each school day. At the end of the school day, the students have access to a magnetic device, which unlocks the pouch for student personal device retrieval.

10. Campus Stores

- Campus Stores – To determine if food and beverage sales at the campuses comply with District standards, auditors verified that food and beverages at campus stores meet USDA nutrition standards and determined if exempt fundraisers (for food sales) occurred for six days or less. Auditors selected a sample of six food or beverage items from the campus store.

Primary criteria used for each area reviewed in this audit were:

Activity Funds

- 1) CFD (LOCAL), Accounting: Activity Funds Management, date issued June 3, 2022
- 2) CFD (LEGAL), Accounting: Activity Funds Management, date issued September 25, 2009
- 3) FJ (REGULATION), Student Fundraising, date issued May 25, 2017
- 4) CDC (REGULATION), Gifts and Solicitations, date issued August 31, 2023
- 5) Dallas ISD Activity Funds Manual, last updated July 2025
- 6) Dallas ISD Activity Funds Sponsor/Staff Handbook updated July 2024
- 7) Dallas Independent School District (ISD) Purchasing Manual, dated January 2026

Payroll

- 1) DEA (REGULATION), Compensation Plan, date issued February 6, 2025
- 2) Dallas ISD Oracle Payroll Manual, dated June 30, 2025

Attendance for Credit

- 1) FEC (REGULATION), Attendance, Attendance for Credit, date issued November 4, 2016
- 2) FEC(LOCAL), Attendance for Credit, date issued December 1, 2016 and date issued April 13, 2026
- 3) Texas Education Code, Section 25.092, Minimum Attendance for Class Credit or Final Grade, September 9, 2021
- 4) Attendance for Credit Procedural Manual 2024-2025

Cafeteria Operations

- 1) Dallas ISD Food and Child Nutrition Services Standard Operating Procedure, Cleaning and Sanitizing Food Contact Surfaces, last updated August 25, 2024
- 2) Dallas ISD Food and Child Nutrition Services Standard Operating Procedure, Date Marking Ready-to-Eat Time/Temperature Control for Safety Foods, updated August 2024
- 3) Dallas City Code, Volume I, Chapter 17, Article X., Section 17-10, Compliance and Enforcement (as of this report date)

Assets

- 1) Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG), Update 19, Model 1: Financial Accounting and Reporting, 2024
- 2) The Fiscal Management Division website (FMX) Reporting Requirements for the Annual Financial Reports of State Agencies and Universities, Controlled Assets
- 3) CQ (REGULATION), Technology Resources, date issued April 17, 2026

Social Media

- 1) Dallas ISD Social Media Guidelines, March 2024.

Campus Websites

- 1) Information Systems Audit and Control Association (ISACA) – How Do Organizations Control Their Use of Social Media? ISACA Journal Vol 2, Issued August 25, 2021

Attendance

- 1) TEA's 2025-2026 Student Attendance Accounting Handbook, Section 3.6 – General Attendance-Taking Rules, dated September 2025

SPED Instruction

- 1) Dallas ISD Special Education Operating Procedures Manual, dated 2020

Section 504 Access

- 1) TEA Section 504, dated January 2024 The Rehabilitation Act of 1973
- 2) TEA, The Dyslexia Handbook, dated August 2024
- 3) Texas HB 3928 Dyslexia Evaluation, September 1, 2023
- 4) Dallas ISD Section 504 General Information About Section 504, dated March 9, 2022
- 5) FB(LEGAL), Equal Educational Opportunity, date issued January 17, 2023
- 6) FB(LOCAL), Equal Educational Opportunity, date issued September 30, 2020
- 7) TEA's Effective District Framework (EDF) Version 1.0, 2024

Personal Devices

- 1) "Dallas ISD Schools - Device-Free Zones" webpage as of April 29, 2026
<https://www.dallasisd.org/parents-students/student-requirements/dallas-isd-schools-device-free-zones>
- 2) Texas House Bill 1481, Student Use of Personal Communication Devices on School Property, dated July 31, 2025
- 3) District's 2025-2026 Student Code of Conduct

Campus Stores

- 1) Alliance for a Healthier Generation, "Smart Snacks in Schools Product Calculator" webpage as of April 29, 2026
<https://foodplanner.healthiergeneration.org/calculator/>
- 2) Texas Department of Agriculture | Food and Nutrition Division, Section 22, Competitive Foods | February 14, 2025

Conclusion

Overall, the District has established processes to manage the areas reviewed in the report. Appendix 1 summarizes observations identified at the campuses.

We would like to thank the campuses, Financial Services, and School Leadership for their cooperation and assistance during this audit.

The audit was conducted in conformance with the Institute of Internal Auditors' *Global Internal Audit Standards*. Those standards require OIA to plan and perform the audit to obtain sufficient, reliable, and relevant evidence to provide a reasonable basis for our observations and conclusions based on our audit objectives. OIA believes the evidence obtained provides a reasonable basis for our observations and conclusions based on our audit objectives.

Respectfully submitted,

Robert Rubel

Robert Rubel, MBA, CPA, CIA, CISA
Chief Internal Audit Officer

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Summary of Observations by Campus

Tickmark Legend

%	Error Rate
✓	No exception noted
X	Exception
N/A	Testing attribute does not apply to campus
N	There was no activity during the testing period

Table 1 - Summary of Observations by Campus

No.	Testing Attributes	Booker T. Washington High School	Hillcrest High School	Townview High School - Marvin E. Robinson School of Business and Management
1. Activity Funds				
1A. Board of Control (BOC)				
1	The campus has a BOC	✓	✓	✓
2	BOC meets on a regular basis	✓	✓	✓
3	Applicable personnel attended BOC meetings	✓	✓	✓
4	Meetings were well documented and necessary activities were discussed	✓	✓	✓
1B. Training		Sample Size: 36	Sample Size: 57	Sample Size: 14
1	Principal or designee completed Activity Funds Training and passed the quiz	✓	✓	✓
2	Office Manager completed Activity Funds Training and passed the quiz	✓	✓	✓
3	Financial Clerk completed Activity Funds Training and passed the quiz	✓	✓	✓
4	Sponsors completed Activity Funds Training and passed the quiz	✓	✓	✓
1C. Monthly Reconciliations				
1	No lengthy outstanding items in the 461-CAF reconciliations	✓	✓	✓
2	No lengthy outstanding items in the 865-SAF reconciliations	✓	✓	✓
1D.1 Cash Receipts		Sample Size: 6	Sample Size: 6	Sample Size: 6
1	Oracle receipt was supported by Tabulation of Monies Form, as applicable	67%	✓	✓
2	The funds were submitted by the sponsor to the bookkeeper on the date collected based on a comparison of the dates on the Oracle Receipt and the Tabulation of Monies Form.	67%	✓	✓
3	Oracle receipt was signed by bookkeeper and sponsor showing proper segregation of duties.	✓	✓	✓
4	The account code matched the purpose.	✓	✓	✓
5	Oracle reversed receipts were signed by the principal and kept in the activity funds binder.	N	N	N
1D.2 Cash Safeguarding and Bank Deposits				
1	The campus has and utilizes a working safe	✓	✓	✓
2	The safe is secure and has appropriate access controls	✓	✓	✓
3	The safe was locked at the moment of inspection	✓	✓	✓
4	There are not any deposit bags in the safe with dates older than the last courier pick up.	✓	✓	✓
1E. Purchases and Disbursements		Sample Size: 6	Sample Size: 6	Sample Size: 6
1	The FASC - Activity Funds Request for Purchase and Payment Form (CAF 2071) was reviewed by BOC	✓	33%	✓
2	Requisition was approved by the principal in Oracle	✓	✓	✓

Summary of Observations by Campus (Continued)

Tickmark Legend

%	Error Rate
✓	No exception noted
X	Exception
N/A	Testing attribute does not apply to campus
N	There was no activity during the testing period

Table 1 - Summary of Observations by Campus

No.	Testing Attributes	Booker T. Washington High School	Hillcrest High School	Townview High School - Marvin E. Robinson School of Business and Management
3	A quote was attached to the Requisition (excluding catering)	✓	✓	✓
4	Correct line code was used in the Requisition	✓	✓	✓
5	A purchase order was created after the requisition was approved.	✓	✓	✓
6	Items were received/services were rendered, and vendor provided an invoice before payment was made	✓	✓	✓
7	Sales tax was not included in payment, unless required to be included	✓	✓	✓
8	Purchases with CAF (461) were made from DISD awarded vendors	✓	✓	✓
9	Purchases with SAF (865) comply with the intended purpose of the group	✓	✓	✓
10	Purchase was allowable per District policy	✓	✓	✓
11	If a reimbursement, approval was obtained and documented, and a legible, itemized receipt was submitted in iExpense within 10 days of purchase	N	N	N
1F. Fundraising		Sample Size: 5	Sample Size: 4	Sample Size: 1
1	The Fundraiser Permission Form was completed	✓	✓	✓
2	The Financial Recap Form was completed and submitted to the Principal within 10 days of the end of the fundraiser, except commission-based fundraisers	✓	✓	N
3	Fundraiser Financial Recap Worksheet was completed by the Sponsor and attached to the Financial Recap Form in Laserfiche	60%	✓	N
4	Projected income vs net income variances were deemed appropriate	✓	✓	N
5	Funds were received and recorded in Oracle	✓	✓	✓
6	Funds were coded to the account approved on the fundraiser approval form	✓	✓	✓
1G. Donations		Sample Size: 8	Sample Size: 10	Sample Size: 5
1	Donor intent was documented	✓	100%	✓
2	The donation was reported to Volunteer and Partnership Services	✓	100%	20%
3	The donation was recorded and disbursed according to donor intent	✓	N	✓
4	The donation was approved by the Principal	✓	N	✓
5	In-kind donations were reported using the new partnership portal.	✓	✓	✓
6	A thank you note was sent to the donor if applicable	25%	N	✓
2. Payroll (Overtime)		Sample Size: 3	Sample Size: 3	
1	Overtime was authorized in advance by the supervisor, excluding FCNS and custodial employees	N	100%	N
2	Total overtime paid during FY did not exceed 25% of their yearly salary	N	✓	N
3	Compensatory time was used prior to PTO.	✓	N	N

Summary of Observations by Campus (Continued)

Tickmark Legend

%	Error Rate
✓	No exception noted
X	Exception
N/A	Testing attribute does not apply to campus
N	There was no activity during the testing period

Table 1 - Summary of Observations by Campus

No.	Testing Attributes	Booker T. Washington High School	Hillcrest High School	Townview High School - Marvin E. Robinson School of Business and Management
4	An excessive amount of compensatory time was not used	✓	N	N
3. Attendance for Credit		Sample Size: 5	Sample Size: 5	Sample Size: 5
1	There's a principal's plan noting the hours of seat time per number of absences.	✓	✓	✓
2	The number of seat time hours assigned was in accordance with the determined hours on the Principal's Plan	✓	✓	✓
3	The seat time logs documented the number of hours of seat time conducted	✓	✓	✓
4	Seat time hours logged matched seat time hours assigned.	✓	60%	✓
5	The seat time hours were conducted outside of school hours (for samples where seat time was logged)	✓	20%	✓
6	Documentation of submitted assignment was provided to verify credited seat time.	✓	40%	✓
7	The work appeared to be for the subject/course tested (for samples where work was documented)	✓	✓	✓
8	The attendance committee appropriately approved awarded credit	N	N	N
4. Cafeteria Operations				
1	Cafeteria is organized and clean	✓	✓	✓
2	State of equipment is in good condition	✓	✓	✓
3	Staff is sufficient	✓	✓	✓
4	Students are eating the food	✓	✓	✓
5	No items Out of Compliance in the last two Department of Code Compliance - Consumer Health Division, Retail Food Establishment Inspection Report	✓	✓	✓
6	No significant observations made in the last two Inspection Reports	✓	✓	✓
7	Cafeteria cash deposits are kept in the safe until courier pick-up	✓	✓	✓
8	All deposit bags are in the safe recorded in the Cafeteria Deposit Pick Up Log	✓	✓	✓
9	If the change fund is not in use, it is stored in the cafeteria black box or safe. If the fund is in use, the amount matches the amount recorded in the "start change money" located at top of C-1 form.	✓	✓	✓
5. Assets				
1	The campus provided supporting documentation showing approvals of the transfers/disposals.	✓	N	N
2	The campus participated in the annual physical inventory audit. 100% Completion.	✓	✓	✓
3	Student devices are collected and carts are kept locked.	✓	✓	✓
4	Devices are secured and not easily laying around or accessible.	✓	✓	✓

Summary of Observations by Campus (Continued)

Tickmark Legend

%	Error Rate
✓	No exception noted
X	Exception
N/A	Testing attribute does not apply to campus
N	There was no activity during the testing period

Table 1 - Summary of Observations by Campus

No.	Testing Attributes	Booker T. Washington High School	Hillcrest High School	Townview High School - Marvin E. Robinson School of Business and Management
5	The IT closet was secured upon inspection.	✓	✓	X
6	The IT closet was organized, clean, and temperature controlled.	✓	✓	✓
6a. Social Media		Sample Size: 2	Sample Size: 3	Sample Size: 4
1	The campus has an authorization form.	100%	100%	100%
2	The campus has 3 designees to manage the social media accounts.	100%	100%	100%
3	The passwords for the social media platform meet the password requirements of the district.	100%	100%	✓
4	The campus social media designees completed training.	100%	100%	100%
5	All social media accounts are listed on the Communication Services' Social Media Account Listing.	100%	100%	100%
6	All social media accounts meet the District's naming conventions and format.	✓	✓	✓
6b. Campus Website				
1	The campus website contains general campus information.	N/A	✓	✓
2	The campus website contains campus contact information.	N/A	✓	✓
3	The campus website contains a picture of the principal.	N/A	✓	✓
4	The campus website contains vertical team information.	N/A	✓	✓
7. Attendance		Sample Size: 5	Sample Size: 5	Sample Size: 5
1	Attendance was consistently taken and recorded in PowerSchool.	✓	✓	✓
8a. SPED			Sample Size: 5	Sample Size: 5
1	Required evaluation meetings were held timely.	N/A	✓	✓
2	Progress monitoring was documented.	N/A	80%	✓
3	Parental consent was appropriately given.	N/A	✓	✓
4	The campus was properly utilizing cameras in the classrooms.	N/A	✓	✓
8b. Section 504		Sample Size: 5	Sample Size: 5	Sample Size: 5
1	Annual meetings were completed.	40%	60%	✓
9. Personal Devices				
1	Elementary school student devices were collected in the homeroom class and stored in a secured location until the end of the school day.	N/A	N/A	N/A
2	Secondary school students are using cell phone pouches to store their devices.	✓	✓	✓
10. Campus Stores				Sample Size: 6
1	The products meet USDA nutrition standards.	N	N	✓
2	Exempt fundraisers occurred 6 days or less.	N	N	✓