**K-12: Pupil Accounting Required Documentation Field Audit Checklist**

District: Building: School Year: Pupil Membership Count Day: **February 14, 2024**

CA-60’s for all sampled students

Schedules for all students sampled

Written statement of procedures for attendance and electronic attendance

Teacher weekly attendance, names of substitute teachers on count day (Signed and dated)

# CA60 SCHED

*ATT2*

*TA*

Sign In/Out and Call In/Out sheets to verify attendance (Signed by attendance Secretary) *SIO*

Foreign Exchange Student List 5-Q-C

5-A: Alternative Education Learning Lab Sign In/Out Sheet *5-A3*

5-C: Home-Based Education Services – Teacher Log *5-C2*

5-C: Home-Based Education pupil’s transcript, with credit *5-C3*

5-D: Homebound-Hospitalized written certification letter by physician, hospital, or licensed treatment facility *5-D2*

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| 5-D: Homebound-Hospitalized Educational Services – Teacher Log | *5-D3* |
| 5-D: Homebound-Hospitalized pupil’s transcript, with credit | *5-D4* |
| 5-G-A: Notice of courses, students, hours of enrollment, and charges from the University or College | *5-G-A2* |
| 5-G-A: Proof of payment of the Postsecondary courses | *5-G-A3* |
| 5-G-A: 5th Year Students Graduation Plan for year, signed by school, parent, and student | *5-G-A4* |
| 5-G-B: Plan to show on-track to complete 5-year program with diploma and 60 college credits | *5-G-B3* |
| 5-G-C: Proof of payment of the Postsecondary courses | *5-G-C2* |
| 5-G-C: Proof of payment for tuition | *5-G-C3* |
| 5-G-C: Gifted and Talented pupils transcript, with credit | *5-G-C4* |
| 5-H: Reduced Schedule Request and Approval Form | *5-H3* |
| 5-H: Reduced Schedule per IEP – Physician Statement | *5-H4* |
| 5-H: Reduced Schedule per IEP – IEP showing reduced time | *5-H5* |
| 5-I: School of Choice Form and District Releases | *5-I2* |
| 5-K: ECSE IEP, IFSP’s | *5-K2* |
| 5-K: Parent Participation and Education Component | *5-K3* |
| 5-L: Special Education Transition Pupil IEP | *5-L2* |
| 5-L: Transition Services Training Plan and Agreement | *5-L3* |
| 5-L: Living experiences and grades documentation | *5-L4* |
| 5-L: Special Education Transition Services Teacher Log | *5-L5* |
| 5-N: Suspended and Expelled Students Instruction Log | *5-N2* |
| 5-O-B: Offline Seat Time Waiver Two-Way Mentor Communication | *5-O-B2* |
| 5-O-B: Proof of payment for each course | *5-O-B3* |
| 5-O-B: Offline STW Pupil EDP | *5-O-B4* |
| 5-O-B: Offline STW Program Implementation Plan | *5-O-B5* |
| 5-O-B: Seat-Time Waiver Approval | *5-O-B6* |
| 5-O-D: Parental Consent Form for Online Courses, Signed by Parent, District and Student | *5-O-D2* |
| 5-O-D: Student EDP for eligible Online K-12 students (2+ Online Courses) | *5-O-D3* |
| 5-O-D: Online Mentor Logs OR Course Assignment and Completion Documentation | *5-O-D4* |
| 5-O-D: Proof of Payment for all online classes – Itemized | *5-O-D5* |
| 5-P: Work Based Education Training Agreement and Training Plan | *5-P3* |
| 5-P: Work Based General Ed Employer Visitation Log | *5-P4* |
| 5-P: Work Based Employer – SE Worksite Visitation Log | *5-P5* |
| 5-Q-A: Dropout Recovery Pupil Personalized Learning Plan | *5-Q-A2* |
| 6-A: Experiential Learning Objectives – Syllabus | *6-A2* |
| 6-A: Student EDP for Experiential Learning students | *6-A3* |
| 6-B: Peer-to-Peer course syllabus detailing instructional objectives, lesson plans, and grading criteria | *6-B2* |