

**Pupil Accounting Required Documentation Checklist  
Non-Public and Home-Schooled Pupils**

District: \_\_\_\_\_ Building: \_\_\_\_\_ School Year: \_\_\_\_\_

**Please send copies of all documentation to MARESA (ATTN: Jill Malin) by 3/29/2024.**

Pupil Membership Count Day: **February 14, 2024**

Put "NA" for any that do not apply.

_____ Student Schedules	<i>SCHED</i>
_____ Scheduled Days of Instruction Form	<i>3-E1</i>
_____ Scheduled Daily Clock Hours of Instruction Form	<i>3-E2</i>
_____ Teacher's Master Schedule ( <i>Formal names</i> )	<i>MS</i>
_____ Board Approved Classes List	<i>BA</i>
_____ Non-Public Shared Time Pupils and Home Schooled Pupils List at Public School	<i>5-E</i>
_____ Non-Public Shared-Time Pupils at Non-Public Site List	<i>5-E2</i>
_____ Non-Public vs. Public Class Time	<i>5-E3</i>
_____ Count Day Absence Form –10/30 Rule - with Return Dates	<i>1-F</i>
_____ Teacher Weekly Attendance Records	<i>TA</i>
_____ Attendance Policy	

Authorized Representatives Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form with your required paperwork. Check off items as you complete forms for submission. If an item does not pertain to your building you can note "NA" next to that item and DO NOT need to submit a blank form. Each line item should contain either a "check mark, "DL" or "NA". ("DL"=District Level)**