

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

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

Pupil Membership Count Day: **February 12th, 2025**

_____ CA-60's for all sampled students	CA60
_____ Schedules for all students sampled	SCHEd
_____ Written statement of procedures for attendance and electronic attendance	ATT2
_____ Teacher weekly attendance, names of substitute teachers on count day (Signed and dated)	TA
_____ Sign In/Out and Call In/Out sheets to verify attendance (Signed by attendance Secretary)	SIO
_____ Foreign Exchange Student List	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
_____ 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