

Desk Audit Required Documentation Checklist

District		Pupil Membership Count Day:	
-----------------	--	------------------------------------	--

Submit this form with your required paperwork to Revver by **November 14, 2025**. If an item does not pertain to your building, you can check N/A next to that item. Each line should have a checkmark for Yes or N/A.

Reminder to download and save **all** student schedules on count day for field audit requests. **Do Not submit until requested by auditor.**

Yes	N/A	Documentation Item
		CERTIFIED Student Alpha List with Students >0 from MSDS/CEPI
		SIS Alpha List with Students >0 Signed and Dated by Building Principal
		Educational Testimonies
		Copy of Attendance Policy (For all grade levels)
		Attendance Codes
		Count Day Absence Forms by building (PowerSchool MI 10/30 Day Report by period, MISTAR Absent Return Report, 10-day worksheets)
		Board approved courses and grad requirements
		Unaudited Certified FTE Summary Report from MSDS/CEPI (DS-4061)- Signed and Dated
		General Education DS4061 (from SIS)
		Special Education FTEs DS4061 (from SIS)
		Residency Related DS4061 (from SIS, LEAs only)
		Cooperative Agreement (Fall – All agreements/ Spring only new agreements)
		Incoming Roster by Building (from SIS, LEAs only)
		Incoming Roster by District (from SIS, LEAs only)
		Incoming FTE Summary by Building (from SIS, LEAs only)
		Nonpublic, Part-Time Sites and Assurances
		Teacher Attendance Certification Form (Date Range 9/22/25 – 10/31/25, Signed and Dated)**
		75% Attendance Report District Wide (Fall Date Range: 1 st day of school – 10/31/25, Spring Date Range: 11/1/25-3/12/26)
		Add and Drop Report (Status Changes) do not include track transfers –Fall Date Range 9/22/25 - 10/31/25, Spring Date Range: 2/2/26-3/13/26
		Non-Traditional Student List (Entire District by Building, only students w/FTE Non-Traditional Codes)
		Kindergarten Age Verification
		List of New School of Choice Students for the Current School Year
		Early Middle College Verification
		Early Middle College List for student with more than 1.00 FTE
		Worksheet A (must include program code)-Signed and Dated by Instructor**
		Worksheet Bs (must include program code)-Signed and Dated by Instructor**
		FTE Conflicts Form with Back Up Documentation (if applicable)

**** Documents must be signed in ink by staff.**

Pupil Accountant Signature:			
Pupil Accountant Name:		Date:	