# Desk Audit Required Documentation Checklist

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| **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** |
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|  |  | CERTIFIED Student Alpha List from MSDS/CEPI |
|  |  | SIS Alpha List Signed and Dated by Building Principal |
|  |  | [Educational Testimonies](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/ETpKtJGGCdxGtUQlDO01AMYB8ErYt8y4jV74iSj-ZJChYg) |
|  |  | Copy of Attendance Policy (For all grade levels) |
|  |  | Attendance Codes |
|  |  | [Board approved courses and grad requirements](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/ER0cM13xpJRBtRs88YlDivEBnONEJn77SzsOFAVsDnmwmA?e=RIwpci) |
|  |  | 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](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/EXFbzGE5oVJIoFtkdLzn4uYB18wpjHd2Z8c_oTC57y5uoQ?e=jYswfX) |
|  |  | [Teacher Attendance Certification Form](https://wcresa-my.sharepoint.com/:x:/g/personal/pikej_resa_net/Ea4IxsH7lTlKvPbf_ZWKPjQBb2GIJKYzRosCDck_rux6Lw?e=roeyGT) (Date Range 9/22/25 – 10/31/25, Signed and Dated)\*\* |
|  |  | 75% Attendance Report District Wide (Fall Date Range: 1st 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, [Non-Traditional Codes](https://wcresa-my.sharepoint.com/:b:/g/personal/pikej_resa_net/EcH8Ilry3qNOomGBENTcc1IBvZWmxPCp2dUAqobevZUchw?e=WnzZJM)) |
|  |  | [Kindergarten Age Verification](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/EQ7fPCfHzLFPtACNo3p5i08BFehk_JZV-JHtLpmssHdrRw?e=664unC) |
|  |  | [List of New School of Choice Students](https://wcresa-my.sharepoint.com/:x:/g/personal/pikej_resa_net/EQ_gdjkSv3dPkdKUbKPUB-UBHAh8CWrT1rRKxxAbsjTShg?e=TSwDXu) for the Current School Year |
|  |  | [Early Middle College Verification](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/EXDw4y_hG61BiYxEKDbbDr0BOxbb1O0m4T-n9XTmieZNmQ?e=Hu4Uv6) |
|  |  | [Early Middle College List for student with more than 1.00 FTE](https://wcresa-my.sharepoint.com/:x:/g/personal/pikej_resa_net/EZTgCQskVyRNp2N94jZ9HYMBc0EUhc8oERnS62ph2lFeAQ) |
|  |  | 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](https://wcresa-my.sharepoint.com/:w:/g/personal/pikej_resa_net/Ed20f20Lf5BNsn9hmeOw-bEBHbMXTdf2SCXYx0LiF4PD1g?e=WvK2MP) with Back Up Documentation (if applicable) |

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

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| **Pupil Accountant Signature:** |  |  |  |
| **Pupil Accountant Name:** |  | **Date:** |  |