

**RESA FALL STATE AID MEMBERSHIP COUNT  
Documentation Checklist - LEA**

By \_\_\_\_\_, submit the following reports/documentation to Debbie Caperton at RESA:

**General, Special Education, and Alternative Pupils**

1. DS4061 report (generated by the MSDS application)   
**TWO COPIES - signed and dated**
2. Special Education Worksheets A and B (with Section 53 documentation when appropriate) – **signed and dated by teacher**
3. Alpha rosters (by building, by grade level), identifying each student who is: 
  - ✓ Nontraditional....use RESA’s letter, alpha code(s)
  - ✓ Nonresident
4. Nonpublic, part-time sites and assurances (attached)
5. Educational Testimonies (attached) 
  - Pupil Programs
  - Participant Programs
  - School of Choice
6. District’s excused/unexcused absence policy
7. Cooperative Agreement(s)
8. Master Teacher List-Teacher Attendance Certification Form from MISTAR
9. Kindergarten Waiver Verification (pupils who turned 5 between 9/2-12/1) (attached)
10. FTE summary sheets and reports compiling building data into district-wide totals (For RESA MiStar users, see attached sheet).
11. Expanded Online Learning Form, if applicable (21f) (attached)
12. For Shared-time field audits – please also include a schedule for each shared-time site that shows name of school, day of week, hour(s) for class, name of class & grade level and how FTE was calculated.

**Example:**

St. Michael’s	Monday	Tuesday	Wednesday	Thursday	Friday
9-10 am	Gym, 1 <sup>st</sup> gr	Music, 3 <sup>rd</sup> gr	Art, 5 <sup>th</sup> gr	Spanish, 2 <sup>nd</sup> gr	Computer, 4 <sup>th</sup> gr
10-11 am		Art, 2 <sup>nd</sup> gr	Music, 1 <sup>st</sup> gr		
11-12 pm	Gym, 3 <sup>rd</sup> gr			Music, 5 <sup>th</sup> gr	
12-1 pm		Music, 4 <sup>th</sup> gr			

1<sup>st</sup> grade – gym for 60 minutes, 1 day per week, music for 60 minutes, 1 day per week = 120 minutes per week x 36 weeks in school year = 4,320/60 minutes = 72 hours/1,098 hour requirement = .07 FTE

**FOR RESA MISTAR CLIENTS: EACH BUILDING SCHEDULED TO BE FIELD AUDITED:**

- 13. Absent Return Report (students absent on count day)
- 14. List of Non-Traditional Students for Audit
- 15. Kindergarten Statement (if applicable)

**Please staple each copy of the DS4061, alpha rosters by building, Nontraditional sheets, each educational testimony, School of Choice, etc.**

Sample