

**PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST  
ELEMENTARY/EARLY CHILDHOOD**

Please return this form with required paperwork. Check off items as you complete your forms for submission. If an item does not pertain to your building, please **DO NOT submit blank forms.**

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

The following documents are required, if you think that one does not apply to your school please call and verify.

**REQUIRED DOCUMENTATION**

- (2) Student Alpha Lists from Student Information System (Sorted by grade with grade totals)
- (3) Master Teacher list and teacher Schedules(room numbers, class times, lunch breaks)  
(List MUST contain exact names of teachers as listed on MOECS and must include PIC #'s)
- (4) Add & Drop (Entry/Withdrawal Report) (MPAAA form 1-G)
- (5) Count Day Absence Form (MPAAA form 1-F Elementary Absence)
- (6) Nonresident List of Pupils Form (Section 5-I PAM)
- (7) 75% Attendance Report
- (8) Special Education Worksheet B (Worksheet A, if applicable)
- (9) Birth Certificate /Verification Statement of proof of identity (MPAAA form 1-E)
- (10) Count Day Student Rosters

Please provide the following documents *if* they apply to your school, if they do not apply leave check box empty.

**REQUIRED IF APPLICABLE**

- (11) Cooperative Ed Form (Section 5-B PAM)
- (12) Homebased Pupil List (Section 5-C PAM)
  - Homebased Teacher Log- Instructional Dates/Times
- (13) Homebound/Hospitalized Pupil List (Section 5-D PAM)
  - Homebound/Hospitalized Teacher Log-Instructional Dates/Times
  - Homebound/Hospitalized Certification from Physician (MD/DO only)
- (14) Nonpublic Shared Time List & Calculations (Section 5-E PAM)
  - Nonpublic Shared Time FTE Summary
  - Nonpublic versus Public Course Offerings
- (15) Part-Time List of Pupils (Section 5-F PAM)
- (19) Sp. Ed Pupils with Less-Than-Full-Day Schedule(claimed for 1.0 FTE) (Section 5-H PAM)
- (22 ) Suspension and Expulsion Pupil List (Section 5-N PAM)
- (23) Virtual Learning List of Pupils (Section 5-O-D PAM)
  - Virtual Learning Mentor Log (Self-scheduled, no attendance taken)

Paperwork completed and submitted by \_\_\_\_\_

Date \_\_\_\_\_