

**PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST (Fall Count Day)**  
**DISTRICT LEVEL REQUIREMENTS**

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, do not check the box next to item.

**Please DO NOT submit blank forms.**

District: \_\_\_\_\_ Count Day: \_\_\_\_\_

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

**REQUIRED DOCUMENTATION**

- ☐ All approved Waivers related to Count day or Days and Clock Hours
- ☐ DS 4061 From MSDS and completed DS 4061 worksheet from Live Binder
- ☐ Electronic Verification Statement (MPAAA 1-H)
- ☐ District Proof of 75% Attendance
- ☐ District Course Catalog
- ☐ District/Building Excused/Unexcused Absence Policy
- ☐ District Graduation Requirements
- Scheduled Daily Clock Hours of Instruction
- Scheduled Days of Instruction

Paperwork submitted by \_\_\_\_\_ Date \_\_\_\_\_