

HPS Checklist

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** 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 Paperwork:

- (B)DS 4061 From MSDS and completed DS 4061 worksheet TISD Website
- (C) District Proof of 75% Attendance
- (D) Electronic Verification Statement (MPAAA 1-H)
- (E) All approved Waivers related to Count day or Days and Clock Hours
- (G) District/Building Excused/Unexcused Absence Policy

REQUIRED DOCUMENTATION

- (2) Student Alpha Lists from Student Information System (Sorted by grade with grade totals)
- (3) Master Schedule of Teachers (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-Middle, High, Alternative Ed (MPAAA Form 1-F)
- (8) Special Education Worksheet B (Worksheet A, if applicable)
- (9) Verification Statement Form (MPAAA Form 1-E and 1-H)
- (10) Student Schedules on Count day/ or elementary students class rosters

REQUIRED IF APPLICABLE

- (11) Cooperative Ed Form or Tech Center Student list (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)
- (15) Part-Time Pupil List (Section 5-F PAM)
- (19) Sp Ed Pupils with Less -Than- Full - Da Schedule (claimed for 1.0 FTE) (Section 5-H PAM)
- (20) Special Ed Transition Pupil List (Section 5-L PAM)
 - Teacher visitation Log (work-based)
- (22) Suspension and Expulsion Pupil List (Section 5-N PAM)
- (23) Virtual Learning
- (24)Work-Based Pupil List (Section 5-P PAM)
 - Training Agreement/Plan
 - Gen Ed/SpEd Teacher Visitation Log (work-based)

Paperwork submitted by _____ Date _____