

PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST
MIDDLE - HIGH - ALTERNATIVE

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 DOCUMENTATION

- (2) Student Alpha Lists from Student Information System (Sorted by grade with grade totals)
- (3) Master Teacher list and Teachers 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-Middle, High, Alternative Ed (MPAAA form 1-F)
- (6) Nonresident Pupil List (Section 5-1 PAM)
- (7) 75% Attendance Report
- (8) Special Education Worksheet B (Worksheet A, if applicable)
- (9) Verification Statements (form 1-E)
- (10) Count Day Student Schedules (Electronic version preferred)

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 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)
- (14) Nonpublic Shared Time at Public School Pupil List (Section 5-E PAM)
- (14) Nonpublic Shared Time at Nonpublic School Pupil List (Section 5-E PAM)
- (15) Part-Time Pupil List (Section 5-F PAM)
- (16) Dual Enrollment Pupil List (Section 5-G-A PAM)
 - Proof of payment
- (17) Early/Middle College Pupil List (Section 5-G-B PAM)
 - Proof of payment
- (18) Reduced Scheduled Pupil List (Section 5-H PAM)
 - Reduced Schedule Request & Approval Form
- (19) Sp. Ed Pupils with Less-Than-Full-Day 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)

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- (21) Split Schedule Pupil List (*Section 5-M PAM*)
- (22) Suspension and Expulsion Pupil List (*Section 5-N PAM*)
- (23) Virtual Learning Pupil List (*Section 5-O-D PAM*)
 - Virtual Learning Mentor Log (Self-scheduled, no attendance taken)
- (24) Work-Based Pupil List (*Section 5-P PAM*)
 - Training Agreement/Plan
 - Gen Ed/SpEd Teacher Visitation Log (work-based)
- (25) Experiential Learning Pupil List (*Section 6-A PAM*)
- (26) Peer-to Peer Pupil List (*Section 6-B PAM*)
- (27) Offline Project Based Learning Pupil List (*Section 5-O-B PAM*)
 - Project Based Learning Waiver Approval from state
 - Project Based Learning Mentor Log
- (28) Section 23a Dropout Recovery Program (*Section 5-Q-A PAM*)
- (29) Distance Learning and Independent Studies (*5-O-A PAM*)
- (30) Visa Program Pupil List

Paperwork completed and submitted by _____ Date _____