

**PUPIL ACCOUNTING REQUIRED DOCUMENTATION CHECKLIST  
CENTRAL OFFICE**

**DISTRICT:** \_\_\_\_\_ **BUILDING:** \_\_\_\_\_ **COUNT DAY:** \_\_\_\_\_

- \_\_\_\_\_ District or Building/Program Calendar – **SEPTEMBER ONLY**
- \_\_\_\_\_ District/Building Attendance Policies - - **SEPTEMBER ONLY**
- \_\_\_\_\_ Excused Absence Policy - - **SEPTEMBER ONLY**
- \_\_\_\_\_ **District’s Written Electronic Attendance Procedure - SEPTEMBER ONLY**
- \_\_\_\_\_ Local District Planning Form (Form R) - - **SEPTEMBER ONLY**
- \_\_\_\_\_ 4<sup>th</sup> Wednesday Worksheet (Form V) – **Completed for Entire District**
- \_\_\_\_\_ Scheduled Days of Instruction Kindergarten (Form DD)
- \_\_\_\_\_ Scheduled Days of Instruction 1-12 & Spec Ed (Form EE)
- \_\_\_\_\_ Scheduled Hours of Instruction Kindergarten (Form FF)
- \_\_\_\_\_ Scheduled Hours of Instruction 1-12 & Spec Ed (Form GG)
- \_\_\_\_\_ Scheduled Clock Hours Professional Development (Form HH)
- \_\_\_\_\_ Schools of Choice Certification
- \_\_\_\_\_ Proof of 75% Attendance for District
- \_\_\_\_\_ Worksheets A & B (Form YY) **If you are submitting any new Section 53 students on worksheet A, please submit supporting documentation, i.e. court documents**
- \_\_\_\_\_ DS4061 Worksheet - **Completed for Entire District**
- \_\_\_\_\_ **SRSD Error Check DS4061 – District Level**

**ALL OTHER FORMS THAT ARE INCLUDED ON YOUR BUILDING LEVEL  
REQUIREMENT CHECKLISTS BUT ARE COMPLETED AT THE CENTRAL OFFICE**

Please return this form with your required paperwork. Check off items as you complete your forms for submission. If an item does not pertain to your building, you can note “NA” next to that item and do not need to submit a blank form. Each line item should contain either a “check mark” or “NA”

**Prior to submitting paperwork & SRSD files to the ISD, central office staff should verify that numbers balance as follows:**

DS4061 worksheet that you’ve completed by hand should balance with the figures on the SRSD Error Check DS4061.

Grade level totals from student management alpha lists (FF-214) should be used to complete the 4<sup>th</sup> Wednesday Worksheet and the district-completed DS4061. These numbers should balance with those shown on SRSD Error Check DS4061.

Special education categorical totals from worksheets A & B should be used to complete the 4<sup>th</sup> Wednesday Worksheet and the district-completed DS4061. These categorical totals should match those reported on the SRSD Error Check DS4061.

**When completing these reports, if you discover that numerical information does not match from one report to another, an error has occurred somewhere. The source of this error needs to be determined and corrections made prior to submission to the ISD.**