

SEPTEMBER 30<sup>TH</sup> UNIT COUNT



**RED CLAY CONSOLIDATED SCHOOL  
DISTRICT  
SEPTEMBER 30<sup>th</sup> REPORTING MANUAL**

**This manual is for district and school personnel who are  
responsible for the September 30<sup>th</sup> Count.**

**August 2019**

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# 1 What Is September 30<sup>th</sup>? Why Is It Important?

## 1.1 About the "count"

September 30<sup>th</sup> reporting (also called the Enrollment and Unit Count reporting by the State) is a process of counting eligible students who are being served by the District, as of September 30<sup>th</sup> each year, for the purposes of allocating staff and other resources to the District and its schools. This annual process is a legal requirement for all public schools in Delaware, with oversight provided by the Delaware Department of Education and the State Auditor's Office.

In addition to the legal requirements, the accuracy of this reporting process is critical because improperly counting students that are not eligible, according to state law and state regulations, may result in a loss of resources (meaning staff positions may be cut or funding may be lost) after an audit. Inaccurate reporting in the September 30<sup>th</sup> Count can and does affect the number of "units" (staff positions) earned and the amount of funding received in all areas of the District. The intentional "over-counting" of students or misrepresentation of student enrollment data is illegal and carries serious consequences for the District, as well as for individual staff members.

One area of particular concern over the last few years has been the accuracy of teacher attendance reporting (daily attendance, as well as classroom attendance), and the evidence that teachers are able to provide that individual students have, in fact, been served and are, therefore, eligible. It is important for administrators, teachers and secretarial staff to understand that, in several instances throughout the State, inaccurate record-keeping has contributed to staffing cuts or missed opportunities for additional positions in the teaching and support personnel areas. Without a unanimous commitment on the part of all staff involved in the "count," such losses in resources are likely to continue. It only takes one miscounted student to result in a lost unit, especially in the area of special education.

Due to the importance of the September 30<sup>th</sup> reporting process, it is expected that all administrators, teachers and support staff involved with the "count" will assume a shared responsibility for accurate attendance reporting and adhere to the guidelines and procedures set forth by the District.

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### **1.2 Staff roles**

Each staff member involved in the "count" serves an important role:

#### **Administrators:**

##### **District Administrators**

- Serve as liaisons with the Department of Education and attend annual DOE meeting
- Develop and institute District procedures
- Collaborate with the Technology Office for system/data needs and procedures
- Provide training for key building staff
- Supervise, monitor and assist school and program staff during the "count"
- Resolve internal and external issues related to the "count"
- Secure, finalize and provide required documentation to the Department of Education following the "count"
- Rectify data accuracy issues that surface following the "count"
- Serve as the contact for auditors when files are reviewed

##### **Building Administrators**

- Principal: Retains official legal responsibility for the content and accuracy of the data reported for the school or program
- Review and implement September 30<sup>th</sup> reporting procedures
- Attend September 30<sup>th</sup> training
- Communicate to building staff about the reporting procedures, the importance of accuracy and the overall expectations for staff
- Conduct collaborative planning with September 30<sup>th</sup> school secretary to communicate and implement September 30<sup>th</sup> reporting procedures with school staff; support and assist, as necessary
- Address concerns with staff related to accuracy and reporting procedures, as necessary
- Monitor and assess data through the month of September, seeking accurate, legal counting of each student that qualifies
- Sign off on DDOE required funding assurance for students with disabilities as IEP meetings are held
- Review and monitor September 30<sup>th</sup> reports for accuracy and areas of concerns
- Report questions and concerns to appropriate District staff

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### Teachers

- Follow attendance reporting procedures accurately
- Record accurate attendance
- Alert the September 30<sup>th</sup> secretary when reporting errors are discovered; check to see that accurate corrections have been made
- Carefully review, sign and immediately return all attendance verification sheets at designated dates)
- Participate in IEP meetings as appropriate and required for students with disabilities.
- Keep record of work completion in TAC (grades 4-12) /gradebook (grades K-3)
- Keep student work samples in an agreed-upon/systematic manner for the **last ten (10) student days in September.**

### Educational Diagnosticians

- Review and implement September 30<sup>th</sup> reporting procedures
- Assure timely data entry and data accuracy for all special education students
- Regularly review the IEP Verification Reports to determine accurate and complete data
- Keep the school administrator and secretary informed of concerns related to special education students and the "count"

### Secretaries

- Review and implement September 30<sup>th</sup> reporting procedures
- Attend September 30<sup>th</sup> training
- Conduct collaborative planning with building administrator to communicate and implement September 30<sup>th</sup> reporting procedures
- Set-up the official audit file for the school; prepare related correspondence
- On a daily basis, enter required attendance data; changes and corrections; run reports, as required; keep audit file up-to-date
- Regularly monitor attendance data for accuracy; alert appropriate staff to areas of concern

## ***1.3 Student Attendance Reporting Systems***

### ***1.3.1 Elementary Schools (grades K-5) and Special Schools***

Teachers take homeroom attendance daily via eSchoolPlus.

### ***1.3.2 Secondary Schools (grades 6-12) - Period Attendance***

Secondary schools use the eSchoolPlus system for period attendance. Teachers take attendance every period on their classroom computer. Attendance will not be required to be taken during the 'homeroom' period if the schools schedule contains a 'homeroom' period. Daily

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attendance will be calculated based on the number of minutes in attendance during the school day

## 2 References and Useful Publications

**Most information has been excerpted directly or has been paraphrased from the following:**

-"A Summary of Delaware Code and Department of Education Regulations for Student Accounting for the September 30 Enrollment and Unit Computation," Delaware Department of Education (revised annually).

-Title **14** of the Delaware Code (various sections related to residence and age requirements, attendance, eligibility, and unit computations).

## 3 Supervision and Assistance

### **3.1 District Administrative Team**

For supervision and assistance, your school will receive monitoring and support from one of the following members of the district administrative team:

- Unit Count Coordinators
  - Sam Golder / 552-3753
  - Amy Grundy / 552-3753
  - Kristine Bewley / 892-4721
- Unit Count School Liaisons
  - Tawanda Bond / 552-3722
- Special Services
  - Sarah Celestin / 552-3773
  - Ken Oates / 552-3773
  - Deborah Shepherd / 552-3762
- Alternative Educational Programs
  - Michael Simmonds / 552-3766
- Career and Technical Education
  - Lou Mingione / 552-3742



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### 3.2 School Liaison Assignments

| A. Grundy  | T. Bond  | S. Golder                                      | K. Bewley                                     | S. Celestin  |
|--|--|--|---|--|
| Baltz<br>Cooke<br>Highlands<br>Lewis<br>Mote<br>North Star | Cab<br>Forest Oak<br>Heritage<br>Linden Hill<br>Marbrook<br>Richey | AIHS<br>Conrad<br>Dickinson<br>HBMS<br>Skyline | AIMS<br>BSS<br>McKean<br>Shortlidge<br>Warner | Early Years<br>First State<br>Meadowood<br>R Park<br>Stanton |

The responsibility of each member will be to visit the schools listed the September 11-12 for the purpose of dry run on September 16<sup>th</sup>. The Dry Run appointments will be held at the Technology Office on September 18<sup>th</sup>.

## 4 Timeline

### 4.1 Timeline

A number of the following events are also provided in the as a checklist/calendar for school staff. **IT IS EXPECTED THAT 'DSC STUDENT RECORDS REQUEST' BE SUBMITTED FOR EVERY STUDENT AND PROCESSED DAILY.**

|            |   |
|------------|---|
| May        | Plan and execute address verification mailers for next year   |
| May        | Review and revise move-up rules   |
| July 1     | 2019-20 Annual Unit Count Regulations Meeting (DOE)   |
| August     | Develop and finalize September 30 <sup>th</sup> Guidelines for next year<br>Begin preparations for administrative and staff training                                      |
| August     | Ensure school calendars are updated in eSchoolPlus<br>Monitor and adjust student enrollment data following rollover<br>District administrative team planning and training |
| Mid-August | Enroll/withdraw students, finalize schedules, etc. into eSchoolPlus   |
| August 13  | Red Clay Unit Count Procedure Training  |
| August     | Special Services: Meet with and train Educational Diagnosticians  |

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|                 |   |
|-----------------|---|
| Wk of August 19 | Principals: Plan to reinforce to returning teachers the importance of accurate and timely attendance-taking           |
| Wk of August 26 | E.D.'s: Ensure that IEPPlus is updated  |
| September 11-12 | School pre-audits conducted by district administrative team (run all 9/16 dry run reports for these visits to review) |
| September 16    | Dry Run documents (print <b>ALL</b> reports at the end of the day)  |
| September 16    | Last 10 days begin  |
| September 18    | Unit Count Dry Run Appointments (Tech Office)   |
| September 24-25 | As needed, school pre-audits conducted by district administrative team  |
| September 30    | DOE lockdown  |
| October 2       | Unit Count Final Appointments (Tech Office)   |
| October 7       | District September 30 <sup>th</sup> records to Dept. of Education   |
| October 18      | District administrative team debrief  |

## 5 Training and Support

### 5.1 Training sessions

August trainings will be provided for all administrators and secretaries that have involvement with the September 30<sup>th</sup> Count.

### 5.2 School staff orientation

The school team (September 30<sup>th</sup> administrator and secretary) are to provide the following information about the count to staff in their school prior to the first student day:

- Attendance reporting procedures
- Importance of accuracy
- Documentation is required for the "fleeting and momentary" students (No shows-low show report). **WORK SAMPLES ARE REQUIRED FOR EACH DAY FROM SEPTEMBER 16<sup>th</sup> THROUGH SEPTEMBER 27<sup>th</sup>.**

Sample memo for staff will be sent to you via e-mail.

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### **5.3 Monitoring and support**

In addition to school-based data monitoring, school attendance data will be centrally monitored by members of the District administrative team. Special attention will be directed to identifying students with patterns of excessive absences. Attendance questions or problems relating the Unit Count should be directed to the District administrative team member assigned to your school/Unit Count Coordinator.

### **5.4 Reporting accuracy**

Each school is responsible for the accuracy of the attendance data they report. Building principals are encouraged to emphasize the important of accurate daily and classroom attendance.

### **5.5 Pre-audits**

Your administrative/school liaison will be responsible for conducting **TWO** pre-audits and for monitoring activities related to September 30<sup>th</sup> Count. These will be scheduled in mid- and late-September. The purpose is to look at your records and help correct any discrepancies that may lead to lost student counts during a State September 30<sup>th</sup> audit.

## **6 Attendance and Enrollment Systems**

### **6.1 Attendance system**

All schools will use eSchoolPlus to take attendance.

#### ***Form A/B for Unit Count:***

Elementary (grades 1-5):

Use Form A- 8/26

Use Form B- Starting 8/27 daily

Kindergarten Only:

Use Form A- 8/26-8/29 daily

Use Form B- Starting 9/3 daily

### **6.2 Enrolling/registering and withdrawing students**

- Registering/enrolling and withdrawing students are done in the eSchool system.
- DOE system is updated two times daily.

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- Student registrations and withdrawals must be done on a daily basis as this affects what the teachers see on their rosters the next day and minimizes "write-ins" on the verification sheets.

### **6.3 Kindergarten Staggered Start**

#### ***eSchool Attendance:***

| <b><i>Dates students are supposed to attend</i></b> | <b><i>Attendance Code to mark 8/26-8/27</i></b>     | <b><i>Attendance Code to Mark 8/28-8/29</i></b> |
|---|---|---|
| For students who are supposed to attend 8/26-8/27   | If not present mark Absent                          | All students tagged<br>ENC                      |
| For students who are supposed to attend 8/28-8/29   | All students tagged<br>ENC (Excused Non-Chargeable) | If not present mark Absent                      |

### **6.4 Grade 6 and 9 Orientation Day**

Use eSchoolPlus to take attendance as usual

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# 7 Definition of Terms

## 7.1 Attendance Codes

In eSchoolPlus, teachers can change the following codes: Present, Absent Unexcused, Tardy to Class, and Unexcused Tardy to Class Excused.

| <b>ESchoolPlus Code</b>   | <b>Description</b>  | <b>Meaning....</b>   | <b>Counts as....</b>   |
|---|---|--|------------------------|
| <i>(blank)</i>  | <i>Present</i>  | <i>Student Attended HR/Class</i>   | <i>Present</i>         |
| <b>AE</b>   | <b>Absent Excused</b>   | <i>Student was absent but presented a valid excuse in accordance with the Code of Conduct.</i>   | <i>Absent</i>          |
| <b>AU</b>   | <b>Absent Unexcused</b>   | <i>Student was absent without a valid code.</i>  | <i>Absent</i>          |
| <b>TE</b>   | <b>Tardy Excused</b>  | <i>Student was tardy but presented a valid excuse.</i>   | <i>Tardy (Present)</i> |
| <b>TU</b>   | <b>Tardy Unexcused</b>  | <i>Student was tardy without a valid excuse</i>  | <i>Tardy (Present)</i> |
| <b>AUL</b>  | <i>Student was tardy to school, unexcused- used for the period student arrives, all periods before ate AU</i> | <i>Student was tardy to school, unexcused (secondary schools)</i>  | <i>Tardy (Present)</i> |
| <b>AEL</b>  | <i>Student was tardy to school, excused- used for the period student arrives, all periods before ate AE</i>   | <i>Student was tardy to school but excused (secondary schools)</i>   | <i>Tardy (Present)</i> |
| <b>ENC</b>  | <b>Excused Non-Chargeable</b>   | <i>Student in participating in a school function within building (make-up testing, nurse's office, driver's ed). KN- used for split week when students are not scheduled to attend</i> | <i>Present</i>         |
| <b>BL</b>   | <b>Bus Late</b>   | <i>Student was late to school as the result of a late arriving bus</i>   | <i>Present</i>         |
| <b>ED</b>   | <b>Early Dismissal</b>  | <i>Student was dismissed early with proper authorization and documentation has been retained on file.</i>  | <i>Present</i>         |
| <b>FT</b>   | <b>Field Trip</b>   | <i>At school-sponsored field trip</i>  | <i>Present</i>         |
| <b>SO</b>   | <b>Suspension Out-of-School</b>   | <i>Out-of-School suspension or approved extended suspension (not special education)</i>  | <i>Absent</i>          |
| <b>SI</b>   | <b>Suspension In-School</b>   | <i>In-school suspension</i>  | <i>Present</i>         |
| <b>HB</b>   | <b>Supportive Instruction (Homebound)</b>   | <i>Supportive Instruction students with authorization from Special Services on file OR Extended Suspension authorized.</i>   | <i>Present</i>         |
| <b>OA*</b><br><i>Secondary schools have specific course/sections listed below</i> | <b>Outside Agency</b>   | <i>Outside Agency student with verification on file</i>  | <i>Present</i>         |
| <b>RE</b>   | <b>Return from Early Dismissal</b>  | <i>Student was returned to school after an early dismissal</i>   | <i>Present</i>         |

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### **7.2 Outside Agency/Alternative Education**

#### **Outside Agencies/Alt Ed that take homeroom attendance: Kingswood, Parkway, Positive C.H.A.N.G.E.:**

- Students will be scheduled into course 8889-900 by the school
  - School to drop current schedule and provide 8889-900, which should identify each period of every cycle day as an individual session
- Office of Federal Programs will identify the primary homeroom and alternative building as applicable

#### **Outside Agencies/Alt Ed that do not take homeroom attendance: All others than those mentioned above**

- Students should be scheduled into course 8889-901 by the school
  - School to drop current schedule and provide 8889-901, which should identify each period of every cycle day as an individual session
- School to identify the outside agency in the primary homeroom on the registration screen
- School office staff should enter OA attendance code for all courses for the duration of the OA placement.

*Note: Homebound students should be marked as HB for their primary homeroom, but their schedule should remain activate for mark reporting purposes.*

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| <b>Agency</b>                              | <b>Homeroom</b> | <b>Grades</b> | <b>Course #</b> | <b>Section #</b> |
|--|-----------------|---------------|-----------------|------------------|
| <i>Kingswood</i>                           | <i>KING</i>     | <i>8-12</i>   | <i>8889</i>     | <i>900</i>       |
| <i>Parkway Upper</i>                       | <i>PARKU</i>    | <i>9-12</i>   | <i>8889</i>     | <i>900</i>       |
| <i>Parkway Lower</i>                       | <i>PARKL</i>    | <i>6-8</i>    | <i>8889</i>     | <i>900</i>       |
| <i>Positive C.H.A.N.G.E.</i>               | <i>PCHG</i>     | <i>K-8</i>    | <i>8889</i>     | <i>900</i>       |
| <i>Aquila</i>                              | <i>AQUI</i>     | <i>6-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Avalon</i>                              | <i>AVAL</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>Compass</i>                             | <i>COMP</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>Connections</i>                         | <i>CONN</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>Crossroads</i>                          | <i>CROSS</i>    |               | <i>8889</i>     | <i>901</i>       |
| <i>DAPI</i>                                | <i>DAPI</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Camelot</i>                      | <i>CAME</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: DE Day Trtmnt Ctr</i>            | <i>DDTC</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Cleveland White Program</i>      | <i>CWP</i>      | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: DSCYF</i>                        | <i>DSCYF</i>    |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Ferris</i>                       | <i>FERR</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Grace &amp; Snowden Ctgs</i>     | <i>GRSN</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Lewes Day Trtmnt Ctr</i>         | <i>LDTC</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: NCCDC</i>                        | <i>NCCDC</i>    |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Northeast Trtmnt Ctr</i>         | <i>NET</i>      |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Peoples Place Detention</i>      | <i>PPDC</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Providence Corp.</i>             | <i>PROV</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Seaford House Day Trtmnt Ctr</i> | <i>SHDT</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Silver Lake Trtmnt Ctr</i>       | <i>SLTC</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Stevenson House Det Ctr</i>      | <i>SHDC</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>DSCYF: Terry Center</i>                 | <i>TERRY</i>    |               | <i>8889</i>     | <i>901</i>       |
| <i>Dover Behavioral Health System</i>      | <i>DBHS</i>     | <i>6-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Hilltop</i>                             | <i>HILL</i>     | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Job Corps</i>                           | <i>JOB</i>      | <i>K-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Kid's Peace</i>                         | <i>KPEA</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>LACC</i>                                | <i>LACC</i>     | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>MAP- Groves Day Program</i>             | <i>MAP</i>      | <i>12</i>     | <i>8889</i>     | <i>901</i>       |
| <i>Meadowood Adolescent Program</i>        | <i>ROSE</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>PAL</i>                                 | <i>PAL</i>      | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Project Search</i>                      | <i>PS</i>       | <i>12</i>     | <i>8889</i>     | <i>901</i>       |
| <i>Project Stay Free</i>                   | <i>PSF</i>      | <i>6-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Pyramid Quakertown</i>                  | <i>PYM</i>      | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Renfrew Center</i>                      | <i>REN</i>      |               | <i>8889</i>     | <i>901</i>       |
| <i>Rockford</i>                            | <i>ROCK</i>     |               | <i>8889</i>     | <i>901</i>       |
| <i>Twilight</i>                            | <i>TWIL</i>     | <i>9-12</i>   | <i>8889</i>     | <i>901</i>       |
| <i>Vision Quest</i>                        | <i>VQ</i>       | <i>6-12</i>   | <i>8889</i>     | <i>901</i>       |

## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

### **7.3 Reasons for excused absences/tardies**

The following are valid reasons for excused absences/tardies (codes AE, TE providing parent note and other noted documentation is provided):

- Illness of the child, supported by physician's note if necessary:
- Contagious disease
- Death - immediate family or grandparents - time out of school not to exceed one week. Funerals of other relatives not to exceed one day. Copy of obituary is required if during the last five days of the month of September.
- Legal business (i.e. court hearings, etc.) - Court documents required
- Suspension or expulsion from school (code SO may apply)
- Religious holidays

### **7.4 “Do Not Include” Students – Low Show/No Show**

eSchool student records that are marked “Do Not Include” are students who have been absent unexcused since the first day of school or most of the last 10 days of September and who lack sufficient data to withdraw. Use the Low Show/No Show report to identify potential DNI students. Every effort should be made to follow-up on an actual school of enrollment for students who do not attend at least one day. **Additionally, school referrals and school and district interventions should be entered in the DSC Truancy application and referred to the visiting teacher.**

Some Low Show/No Show students may be eligible to be included in the unit count if homebound, outside agency or other acceptable documentation is provided.

### **7.5 Last 10 days**

The last **10** student or school days are the most critical period of attendance during the Enrollment and Unit Count Reporting process. Attendance reporting for this period carries special documentation and reporting requirements, are the most critical days for accurate attendance reporting, and are the days most closely examined by state auditors. The "last **10** days" begins on **September 16<sup>th</sup>**.

### **7.6 Fleeting and momentary**

"Fleeting and momentary" refers to sporadic and inconsistent attendance to school or class during the last **10** school days of September. Inconsistent attendance may be due to truancy, class or homeroom cutting, or other such circumstances. Special attention must be directed to assuring that documentation exists to validate that each student that fits into this category was educationally served. Accurate classroom attendance reporting and other



## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

documentation (e.g. examples of student work) is critical in providing this type of evidence. If these students are to be withdrawn due to lack of documentation to support their attendance, they must also be reported to the Visiting Teacher for your school. **Based upon previous experience with auditors, their attention seems to be drawn to students who were recorded absent for five or more days of the "last ten days."**

## 8 Special Programs and Situations

### **8.1 Special education students**

Special education students require additional important documentation. The Educational Diagnostician (E.D.) in your school is the staff member overseeing this area. Please work closely with the E.D. to assure all required documentation is accurate and complete.

### **8.2 Supportive Instruction (Homebound)**

Supportive instruction is approved for medical reasons (regular or special education students) or extended periods of absence (special education students only). These students receive an attendance code of HB. A Supportive Instruction teacher must be assigned and services must be delivered. Documentation for approval for supportive instruction for each student that qualifies **must** be included in the September 30<sup>th</sup> audit file. Supportive instruction authorization: Sarah Celestin (secondary) or Ken Oates (elementary)

### **8.3 Extended suspension**

Students who are absent from school due to extended suspension (beyond the maximum days, as per the District's Student Code of Conduct) **must** have the appropriate approval documentation for each student that qualifies in the September 30 audit files. These students should continue to be marked **SO - Suspended Out** during the extended suspension. Extended suspension authorization may only be approved by the Office of Operations.

**EXCEPTION:** Special education extended suspensions MAY ONLY BE approved by Immediate Supervisor in consultation with Special Services. (Coding should be with services)

### **8.4 Alternative program placements**

Students who are enrolled in an outside alternative program will be counted by the regular school.

Before a student is re-entered into the regular school setting, a transition conference is required, along with the development of a transition plan. Schools may re-enroll the student with a valid proof-of-residence.

## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

**-ALL FORMS FOR ALTERNATIVE EDUCATION PROGRAMS MUST BE SUBMITTED TO OFFICE OF OPERATIONS.**

**-APPROVALS FOR SPECIAL EDUCATION ALTERNATIVE EDUCATION PROGRAMS MUST HAVE THE APPROVAL OF SPECIAL SERVICES.**

### ***8.5 DAPI***

DAPI stands for Delaware Adolescent Program Inc. A student enrolled in DAPI on September 30th may be counted in the home school enrollment count. Students should be enrolled in course 8889 - section 901.

### ***8.6 Outside agencies***

Students receiving educational services via outside agencies (such as treatment centers, detention centers, etc.) may or may not be eligible to be counted in Red Clay.

The documentation required in order to count any such student is a signed "**Agency Enrollment Verification Form**" stating the student **will return on or before November 1**. Such form(s) must be included in the September 30th audit files for each student that qualifies. These students should be tagged with the correct homeroom and put into the correct outside agency course and section (see respective course/section numbers for the secondary schools) and tagged OA for attendance purposes once verified. NOTE: while awaiting verification, mark these students Absent Unexcused. After verification, you can go back and change the code to Outside Agency.

### ***8.7 International students***

International students that have completed I-20 requirements, and have paid tuition to attend a Red Clay school may NOT be counted. Please contact the Student Services Office regarding any international students in your school to determine their I-20 status.

### ***8.8 High school situations***

The following situations involve students who may only be taking one or two courses in the home high school. Important: ensure these students have schedules in the eSchoolPlus system. Without this, the period attendance system will not credit the students a day of attendance for September 30th reporting purposes. EDUCATIONAL OPTIONS students in the high schools must be scheduled for at least one full credit course in the 1<sup>st</sup> quarter in their home school to show up on verification reports.

### ***8.9 Cooperative education***

There are special documentation and audit requirements for high school students enrolled in cooperative education placements. An individual audit file must be kept on each student on co-op that includes: a signed and dated (after the last day of school of the previous year, but prior to September 30<sup>th</sup> Count of the current year) training agreement; signed and dated working papers (if student is under 18 years of age); and monthly activity logs.

## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

### ***8.10 Advanced Placement courses (Dual Enrollment)***

Students enrolled in advanced placement courses in college may be counted provided they are taking a minimum of one full-credit course in their home high school.

### ***8.11 Repeating seniors***

Seniors that are attending school for a minimum number of credits in order to graduate are eligible to be counted only if they are: enrolled for a minimum of three (3) traditional courses or an equivalent time in a block schedule, **AND** they meet the age and residency requirements.

### ***8.12 James H. Groves In-School Credit Program***

Students shall be enrolled and attend at least one full credit course in their home high school and shall also meet age and residency requirements to be included in the enrollment count.

## 9 The Last 10 Days

### 9.1 The dates

The Last 10 Days for the September 30<sup>th</sup> Count begins on **Monday, September 16, 2019**. Students to be counted must have attended at least one of those last 10 school days in September.

### 9.2 Enrollment

An opinion from the Attorney General, Opinion No. 79-1017, dated May 24, 1979, defines enrollment as follows:

Unless there is reason to believe that a pupil's attendance during the ten day period (last 10 days of school in September) is fleeting or momentary, his presence in school for all or part of the 10 days effectively "enrolls" him as of the last day in September for the school year.

For students not in attendance during the last 10 student attendance days of September, the following information must be on file to substantiate their inclusion in the enrollment count:

1. Reason for the absence (usually medical) and date of last direct contact with student or parent.
2. Reason to believe that the student will be returning to school prior to November 1st.

### 9.3 Unit Count Transfer Process

#### 9.3.1 Out-of-district transfers

During the last ten days, the Unit Count Transfer faxing process is required for all public schools in the state. This process must be used for any student enrolling into your school from another Delaware school district. **Failure to follow the notification procedure may result in including the same student in two different district enrollments and hence unit counts. If that occurs, the student will be disallowed from the receiving school's enrollment** The receiving district must be notified by the last student attendance day of September.

#### Directions for faxing unit count transfer students (OUT-OF-DISTRICT)

By submitting the "DSC Student Records Request", Red Clay will process these forms to the sending school/district in compliance with the DOE Regulation.

**Retain** a copy of the 'DSC Student Records Request' forms in your audit file.

#### 9.3.2 In-District Transfers

Registrations for in-district transfers should be handled by completing the 'DSC Student Records Request' form (including those that occur during the last 10 days).

## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

### ***9.4 Special documentation for high absence students***

**For all students absent five or more of the "last ten days,"** the following documentation must be kept in a special back-up file (not in the audit file): Period attendance record for class listed on the student's schedule (showing classroom attendance for the last 10 days). There should also be work samples completed by the student during the last 10 days (Students' full name and date must be on the sample) (Samples must be dated **9/16-9/27**). Students in this category without support documentation should not be counted, and therefore, must be withdrawn. The names of withdrawn students must be forwarded to the Visiting Teacher.

## **10 The Audit File**

### ***10.1 The file***

The September 30<sup>th</sup> Audit File is important for several reasons:

- It shows external auditors that our processes are sound;
- It shows external and internal auditors that the school followed the District process;
- It contains justification for including students in the September 30th Unit Count.
- The file should be retained for two years. Once this years files are complete files from two years ago may be shredded

### ***10.2 Organization of the accordion file***

A copy of the checklist with reports for that day should be placed in the corresponding date in the accordion file. (Example: September 4th should be in slot number 4)

### ***10.3 Required contents of the Unit Count training binder***

- a. Red Clay Unit Count Presentation
- b. Guide to Printing Unit Count Reports
- c. DOE Unit Count Regulations
- d. Verification Procedures for Special Education for Funding Units and Local Allocation
- e. FAQ's eSchoolPlus Registration & Withdrawal
- f. FAQ's- First Year Charter Agreement
- g. Statewide School Code List

# 11 Reports and Diagnostic Tools for Schools

## ***11.1 Mailings to students' homes***

If you see that District or school mailings to students' homes have been returned, you will need to investigate as the situation may affect unit count and/or audit results. One or more of the following may be true:

- The address in the system is incorrect
- The address is insufficient (for example, the apartment number is missing)
- The student is not living at that address and is not attending school
- The student is attending school but has moved and needs verification papers or
- Choice / other special permission (maybe he/she lives in a new attendance zone)

**Always use up-to-date mailing labels!** Some schools order many sets at the beginning of the year - these label sets can become outdated very quickly!

## ***11.2 School Forms A and B (Homeroom Attendance Only) (Elementary Only)***

**School Form A** is used on the 1<sup>st</sup> day to identify students who are absent. **School Form B** is used the 2<sup>nd</sup> day of school through September 27<sup>th</sup> to identify students who are absent for that day but to also list students who have not shown up for at least one day of school this year. (Due to staggered start, **kinder uses Form A all of week 1 and begins use of Form B during week 2 through the 27<sup>th</sup>**).

## ***11.3 September 30th Full Student Register Report***

The September 30th Full Student Register Report forms are run following the close of attendance reporting on September 30th and are the most important forms in the audit file. They must be **reviewed, signed (NOT initialed) and dated** by the building principal. They also give one last opportunity to view the attendance for strings of absences and for "fleeting and momentary" situations.

Again, keep September 30<sup>th</sup> Full Student Register reports in the Audit File.

## ***11.4 eSchool Attendance Teacher Verification***

Distribute them to each homeroom/class teacher and collect them, corrected (if necessary), with teacher signature and date verifying that the attendance they entered into eSchool is correct. The office must enter the corrections in eSchoolPlus. Keep the eSchool Attendance Verification Forms in the Audit File with a checklist verifying that every teacher has submitted a signed form.

Attendance verification is a method of checking records between the opening of school and September 30th. **Teachers are responsible** and should validate the attendance in eSchoolPlus against any records they may have, make corrections as needed, before

## SEPTEMBER 30<sup>TH</sup> UNIT COUNT

signing the form. These will be included in the September 30<sup>th</sup> Audit File as evidence to the auditors that we have checks-and-balances in our recordkeeping system.

### ***11.5 IEP Verification Report (by End Date and Last Evaluation Date)***

This report lists special education students in the schools. Look at this list for expired or near-expired IEP dates, incorrect codes, or missing needs category. Alert the E.D. of any discrepancies. They should also be checking this report. This report is run again on September 30<sup>th</sup> and placed in the audit file. Sorting the report by IEP end date will help you determine which students may need immediate IEP updates.

### ***11.6 Withdrawn Student List as of September 30<sup>th</sup>***

The list is to be printed and reviewed according to the checklist. At each identified printing date, you should verify the status of the cumulative and other files. Has a records request been received? Have you made contact with the school the student is believed to be enrolled in?

### ***11.7 Low Show/No Show Report***

The Low Show/No Show Report is a tool for finding students who have been absent, tardy, etc. over a specified number of days during a specified time period. This is a powerful report, considering that teachers occasionally mark attendance incorrectly - often a student is a no-show drops off of the no-show list because he/she is marked present for one day (not marked absent). The Low Show/No Show Report finds these students. When you get the list of high-absence students, you may need to investigate as the students may really be no-shows, homebound or outside agency, or may need to be referred to a visiting teacher.

All of the Low Show/No Show Reports should be kept in the audit file.

For each student that appears on these reports, either documentation should be in the audit file validating the student's reason for the excessive absences (homebound, outside agencies, etc.) OR the student should be tracked as a no-show, and withdrawn following reasonable attempts to locate.

### ***11.8 Office Report/ Daily Bulletin (eSchoolPlus)***

In Red Clay, the Office Report is required for the audit file. It can be used as a tool for discovering attendance problems.

### ***11.9 Students with No Schedules (Cognos Reporting)***

A guidance counselor at each secondary school should be responsible for printing the Students without Schedules report located in Cognos. This report helps to identify students with no schedule in eSchoolPlus. These could be students who were just added to the system, but it could also be no shows/low-shows or an indicator of another problem.

## 12 Reports and Diagnostic Tools for District Offices

### ***12.1 Double Counted Kids Kick List***

Shows students who are enrolled in more than Delaware public school. You should review this kick list daily. **Information must be corrected IMMEDIATELY in the respective schools on the list.**

### ***12.2 DOE Summary of Total Enrollment Report***

The Unit Count Coordinator will review this report regularly.

## 13 Sign Off

The official sign-off will be **Wednesday, October 2, 2019**. Be sure to bring your audit files and work samples from the last 10 days.



SEPTEMBER 30<sup>TH</sup> UNIT COUNT

# 15 Checklists

Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 1 – August 26– 29, 2019

|                   |   |        |
|-------------------|---|--------|
| Monday, August 26 | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                   | <b>Print and Review</b> Students without Schedule (ReportNet - grades 6-12)   | Yes No |
|                   | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)*  | Yes No |
|                   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                   | Make parent contact for numbers that are disconnected   | Yes No |
|                   | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                   | Pass Student Data Cards on to the Nurse   | Yes No |
|                   | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                   | <b>Print and Review</b> Needs Based Program Kick List (DOE)   | Yes No |
|                   | <b>Print and Review</b> CTE Courses Kick List (DOE – grades 7-12)   | Yes No |
|                   | <b>Elementary: Collect and file Form A (Include staff checklist verifying 100% submission )</b>   | Yes No |
|                   | <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i></p> <p><i>*Throughout the month, administrators <b>MUST</b> follow-up with staff members who are not taking attendance. Taking attendance each day/block is <b>mandatory!</b></i></p> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 1 – August 26– 29, 2019**

|                           |  |        |
|---------------------------|--|--------|
| <b>Tuesday, August 27</b> | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|                           | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)                                       | Yes No |
|                           | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)                                      | Yes No |
|                           | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|                           | Make parent contact for numbers that are disconnected  | Yes No |
|                           | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|                           | Pass Student Data Cards on to the Nurse  | Yes No |
|                           | Confirm and update attendance for students enrolled in an Outside Agency                                       | Yes No |
|                           | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|                           | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|                           | <b>Elementary: Collect and file</b> Form B (Include staff checklist) (Kinder uses <b>Form A</b> all this week) | Yes No |
|                           | <i>Comments/Notes:<br/>Items in <b>bold</b> should be placed in the audit file</i>                             |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 1 – August 26– 29, 2019**

|                             |  |        |
|-----------------------------|--|--------|
| <b>Wednesday, August 28</b> | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|                             | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|                             | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes No |
|                             | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|                             | Make parent contact for numbers that are disconnected  | Yes No |
|                             | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|                             | Pass Student Data Cards on to the Nurse  | Yes No |
|                             | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|                             | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|                             | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|                             | <b>Elementary: Collect and file</b> Form B (Include staff checklist) (Kinder uses <b>Form A</b> all this week)   | Yes No |
|                             | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 1 – August 26– 29, 2019**

|                     |   |        |
|---------------------|---|--------|
| Thursday, August 29 | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                     | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|                     | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                     | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                     | Make parent contact for numbers that are disconnected   | Yes No |
|                     | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                     | Pass Student Data Cards on to the Nurse   | Yes No |
|                     | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                     | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                     | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|                     | <b>Elementary: Collect and file</b> Form B (Include staff checklist) (Kinder uses <b>Form A</b> all this week)  | Yes No |
|                     | <i>Comments/Notes:</i><br><i>Items in bold should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 2 – September 3 - 6, 2019**

|                             |  |        |
|-----------------------------|--|--------|
| <b>Tuesday, September 3</b> | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|                             | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|                             | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes No |
|                             | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|                             | Make parent contact for numbers that are disconnected  | Yes No |
|                             | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|                             | Pass Student Data Cards on to the Nurse  | Yes No |
|                             | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|                             | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|                             | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|                             | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|                             | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 2 – September 3 - 6, 2019**

|                               |  |     |    |
|-------------------------------|--|-----|----|
| <b>Wednesday, September 4</b> | <b>Print and Review</b> Office Report (eSP)  | Yes | No |
|                               | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes | No |
|                               | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes | No |
|                               | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes | No |
|                               | Make parent contact for numbers that are disconnected  | Yes | No |
|                               | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes | No |
|                               | Pass Student Data Cards on to the Nurse  | Yes | No |
|                               | Confirm and update attendance for students enrolled in an Outside Agency   | Yes | No |
|                               | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes | No |
|                               | <b>Print and Review</b> Kicker Lists (DOE) – as applicable   | Yes | No |
|                               | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes | No |
|                               | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |     |    |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 2 – September 3 - 6, 2019**

|                       |  |     |    |
|-----------------------|--|-----|----|
| Thursday, September 5 | <b>Print and Review</b> Office Report (eSP)  | Yes | No |
|                       | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes | No |
|                       | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes | No |
|                       | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes | No |
|                       | Make parent contact for numbers that are disconnected  | Yes | No |
|                       | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes | No |
|                       | Pass Student Data Cards on to the Nurse  | Yes | No |
|                       | Confirm and update attendance for students enrolled in an Outside Agency   | Yes | No |
|                       | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes | No |
|                       | <b>Print and Review</b> Kicker Lists (DOE) – as applicable   | Yes | No |
|                       | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes | No |
|                       | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |     |    |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 2 – September 3 - 6, 2019**

|   |  |        |
|---|--|--------|
| <b>Friday, September 6</b>  | <b>Print and Review</b> Office Report (eSP)                                      | Yes No |
|   | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*        | Yes No |
|   | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)        | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by End Date (Cognos)             | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by Last Evaluation Date (Cognos) | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by Grade (Cognos)                | Yes No |
|   | <b>Print and Review</b> Withdrawn Student Listing (Cognos)                       | Yes No |
|   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)             | Yes No |
|   | Make parent contact for numbers that are disconnected                            | Yes No |
|   | Update eSchoolPlus record based on changes noted on individual SDC's             | Yes No |
|   | Pass Student Data Cards on to the Nurse  | Yes No |
|   | Confirm and update attendance for students enrolled in an Outside Agency         | Yes No |
|   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)                      | Yes No |
|   | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)                     | Yes No |
|   | <b>Elementary: Collect and file</b> Form B (Include staff checklist)             | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |  |        |



**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 3 – September 9-13, 2019**

|                            |   |        |
|----------------------------|---|--------|
| <b>Monday, September 9</b> | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                            | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|                            | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                            | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                            | Make parent contact for numbers that are disconnected   | Yes No |
|                            | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                            | Pass Student Data Cards on to the Nurse   | Yes No |
|                            | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                            | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                            | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|                            | <b>Elementary: Collect and file</b> Form B (Include staff checklist)  | Yes No |
|                            | <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 3 – September 9-13, 2019**

|                              |   |        |
|------------------------------|---|--------|
| <b>Tuesday, September 10</b> | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                              | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|                              | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                              | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                              | Make parent contact for numbers that are disconnected   | Yes No |
|                              | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                              | Pass Student Data Cards on to the Nurse   | Yes No |
|                              | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                              | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                              | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|                              | <b>Elementary: Collect and file</b> Form B (Include staff checklist)  | Yes No |
|                              | <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 3 – September 9-13, 2019**

|                                |   |        |
|--------------------------------|---|--------|
| <b>Wednesday, September 11</b> | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                                | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|                                | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                                | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                                | Make parent contact for numbers that are disconnected   | Yes No |
|                                | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                                | Pass Student Data Cards on to the Nurse   | Yes No |
|                                | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                                | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                                | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|                                | <b>Elementary: Collect and file</b> Form B (Include staff checklist)  | Yes No |
|                                | <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 3 – September 9-13, 2019**

|                               |  |     |    |
|-------------------------------|--|-----|----|
| <b>Thursday, September 12</b> | <b>Print and Review</b> Office Report (eSP)  | Yes | No |
|                               | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes | No |
|                               | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes | No |
|                               | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes | No |
|                               | Make parent contact for numbers that are disconnected  | Yes | No |
|                               | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes | No |
|                               | Pass Student Data Cards on to the Nurse  | Yes | No |
|                               | Confirm and update attendance for students enrolled in an Outside Agency   | Yes | No |
|                               | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes | No |
|                               | <b>Print and Review</b> Kicker Lists (DOE) – as applicable   | Yes | No |
|                               | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes | No |
|                               | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |     |    |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 3 – September 9-13, 2019**

|  |  |        |
|--|--|--------|
| <b>Friday, September 13</b>  | <b>Print and Review</b> Office Report (eSP)                                      | Yes No |
|  | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*        | Yes No |
|  | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)        | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by End Date (Cognos)             | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by Last Evaluation Date (Cognos) | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by Grade (Cognos)                | Yes No |
|  | <b>Print and Review</b> Withdrawn Student Listing (Cognos)                       | Yes No |
|  | <b>Print and Review</b> Attendance Report (Student Attendance Calls)             | Yes No |
|  | Make parent contact for numbers that are disconnected                            | Yes No |
|  | Update eSchoolPlus record based on changes noted on individual SDC's             | Yes No |
|  | Pass Student Data Cards on to the Nurse  | Yes No |
|  | Confirm and update attendance for students enrolled in an Outside Agency         | Yes No |
|  | <b>Print and Review</b> Double Counted Kids Kick List (DOE)                      | Yes No |
|  | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)                     | Yes No |
|  | <b>Elementary: Collect and file</b> Form B (Include staff checklist)             | Yes No |
| <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 4 – September 16-20, 2019**

|                                       |   |        |
|---------------------------------------|---|--------|
| <b>Monday, September 16 – Dry Run</b> | eSchool Attendance Teacher Verification Form (signed/dated by teacher)<br>*Include teacher checklist          | Yes No |
|                                       | Print and Review Attendance Report (Student Attendance Calls)   | Yes No |
|                                       | Make parent contact for numbers that are disconnected   | Yes No |
|                                       | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                                       | Pass Student Data Cards on to the Nurse   | Yes No |
|                                       | <b>eSchoolPlus Reports</b>  |        |
|                                       | Full Student Register (requires Principal's signature and date on EVERY page)                                 | Yes No |
|                                       | Office Report   | Yes No |
|                                       | Attendance Missing Submission (e-mail)  | Yes No |
|                                       | <b>Cognos Reporting Reports</b>   |        |
|                                       | Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 8/29-9/13) | Yes No |
|                                       | IEP Verification Report by End Date   | Yes No |
|                                       | IEP Verification Report by Last Evaluation Date   | Yes No |
|                                       | IEP Verification Report by Grade  | Yes No |
|                                       | Entering Students   | Yes No |
|                                       | Withdrawn Student Listing   | Yes No |
|                                       | School Summary (bldg prompt)  | Yes No |
|                                       | Print Students without Schedules (grades 6-12) (Should be blank)  | Yes No |
|                                       | CTE CIP Verification (grades 7-12)  | Yes No |
|                                       |   |        |
|                                       | <b>DOE Reports</b>  |        |
|                                       | Needs Based Detail by School (remember to select PDF format and click Export)                                 | Yes No |
|                                       | School Form 6 (remember to select PDF format and click Export – grades 7-12)                                  | Yes No |
|                                       | School Form 7A (remember to select PDF format and click Export – grades 7-12)                                 | Yes No |
|                                       | School Form 7B (remember to select PDF format and click Export – grades 7-12)                                 | Yes No |
|                                       |   |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

| <b>Dry Run (cont.)</b>  |  |        |
|---|--|--------|
| Print and Review Double Counted Kids Kick List (DOE)  |  | Yes No |
| Print and Review Needs Based Program Kick Lists (DOE)   |  | Yes No |
| Print and Review CTE Courses Kick Lists (DOE – grades 7-12)   |  | Yes No |
|   |  |        |
| <i>Other</i>  |  |        |
| Elementary: Collect and file Form B (Include staff checklist)   |  | Yes No |
| Confirm Outside Agencies are verified   |  | Yes No |
| Confirm and update attendance for students enrolled in an Outside Agency  |  | Yes No |
| System in place for updating phone numbers as emergency cards are returned  |  | Yes No |
| Work with ED to clear up coding and eligibility issues on the IEP Report  |  | Yes No |
| Insure that a request for records has been processed for new entering students  |  | Yes No |
| File incoming Unit Count Transfer forms in Unit Count Transfer folder   |  | Yes No |
| <p><b><i>Dry Run District Comments/Notes:</i></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b><i>Bring blue Dry Run folder with all reports and Form B's</i></b></li> <li><input type="checkbox"/> <b><i>Bring blue Outside Agency/Supportive Instruction folder</i></b></li> <li><input type="checkbox"/> <b><i>Bring a second copy of all the reports to leave with the district team at the dry run (reports are to be in the order listed on the checklist- no exceptions)</i></b></li> </ul> <p><i>*Teacher checklist is used to verify 100% compliance</i></p> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 4 – September 16-20, 2019**

|  |  |        |
|--|--|--------|
| <b>Tuesday, September 17</b>   | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|  | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|  | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|  | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|  | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|  | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/3-9/16) | Yes No |
|  | Make parent contact for numbers that are disconnected  | Yes No |
|  | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|  | Pass Student Data Cards on to the Nurse  | Yes No |
|  | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|  | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|  | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|  | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|  | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> <p><i><b>Begin collecting work samples for all students, every day (Samples must be dated 9/16 and beyond)</b></i></p> |  |        |



**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 4 – September 16-20, 2019**

|                         |   |        |
|-------------------------|---|--------|
| Wednesday, September 18 | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|                         | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|                         | Review Attendance Missing Submission Report (eSP/e-mail)  | Yes No |
|                         | <b>Print and Review</b> Entering Students Report (Cognos)   | Yes No |
|                         | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|                         | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/4-9/17)  | Yes No |
|                         | Make parent contact for numbers that are disconnected   | Yes No |
|                         | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|                         | Pass Student Data Cards on to the Nurse   | Yes No |
|                         | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|                         | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|                         | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|                         | <b>Elementary: Collect and file</b> Form B (Include staff checklist)  | Yes No |
|                         | File incoming Unit Count Transfer forms in Unit Count Transfer folder   | Yes No |
|                         | <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 4 – September 16-20, 2019**

|   |  |        |
|---|--|--------|
| <b>Thursday, September 19</b>   | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|   | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|   | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|   | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|   | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/5-9/18) | Yes No |
|   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|   | Make parent contact for numbers that are disconnected  | Yes No |
|   | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|   | Pass Student Data Cards on to the Nurse  | Yes No |
|   | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|   | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|   | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|   | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 4 – September 16-20, 2019**

|   |  |        |
|---|--|--------|
| <b>Friday, September 20</b>   | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|   | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|   | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)  | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by End Date (Cognos)   | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by Last Evaluation Date (Cognos)   | Yes No |
|   | <b>Print and Review</b> IEP Verification Report by Grade (Cognos)  | Yes No |
|   | <b>Print and Review</b> Withdrawn Student Listing (Cognos)   | Yes No |
|   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|   | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/6-9/19) | Yes No |
|   | Make parent contact for numbers that are disconnected  | Yes No |
|   | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|   | Pass Student Data Cards on to the Nurse  | Yes No |
|   | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|   | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|   | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|   | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 5– September 23- 27, 2019**

|                             |  |        |
|-----------------------------|--|--------|
| <b>Monday, September 23</b> | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|                             | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|                             | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                             | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|                             | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/9-9/20)                               | Yes No |
|                             | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|                             | Make parent contact for numbers that are disconnected  | Yes No |
|                             | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|                             | Pass Student Data Cards on to the Nurse  | Yes No |
|                             | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|                             | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|                             | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|                             | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|                             | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
|                             | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 5– September 23- 27, 2019**

|   |  |        |
|---|--|--------|
| <b>Tuesday, September 24</b>  | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|   | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|   | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|   | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|   | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/10-9/23) | Yes No |
|   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|   | Make parent contact for numbers that are disconnected  | Yes No |
|   | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|   | Pass Student Data Cards on to the Nurse  | Yes No |
|   | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|   | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|   | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|   | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 5– September 23- 27, 2019**

|                         |  |        |
|-------------------------|--|--------|
| Wednesday, September 25 | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|                         | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|                         | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|                         | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|                         | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/11-9/24)                                   | Yes No |
|                         | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|                         | Make parent contact for numbers that are disconnected  | Yes No |
|                         | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|                         | Pass Student Data Cards on to the Nurse  | Yes No |
|                         | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|                         | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|                         | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|                         | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|                         | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
|                         | <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 5– September 23- 27, 2019**

|   |  |        |
|---|--|--------|
| <b>Thursday, September 26</b>   | <b>Print and Review</b> Office Report (eSP)  | Yes No |
|   | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*  | Yes No |
|   | Review Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|   | <b>Print and Review</b> Entering Students Report (Cognos)  | Yes No |
|   | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/12-9/25) | Yes No |
|   | <b>Print and Review</b> Attendance Report (Student Attendance Calls)   | Yes No |
|   | Make parent contact for numbers that are disconnected  | Yes No |
|   | Review and Scan Student Data Cards   | Yes No |
|   | Update eSchoolPlus record based on changes noted on individual SDC's   | Yes No |
|   | Pass Student Data Cards on to the Nurse  | Yes No |
|   | Confirm and update attendance for students enrolled in an Outside Agency   | Yes No |
|   | <b>Print and Review</b> Double Counted Kids Kick List (DOE)  | Yes No |
|   | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)   | Yes No |
|   | <b>Elementary: Collect and file</b> Form B (Include staff checklist)   | Yes No |
|   | File incoming Unit Count Transfer forms in Unit Count Transfer folder  | Yes No |
| <p><i>Comments/Notes:</i><br/> <i>Items in <b>bold</b> should be placed in the audit file</i><br/> <i>*Students without schedules must be given a schedule in eSchool</i></p> |  |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 5 – September 16-27, 2019**

|  |   |        |
|--|---|--------|
| Friday, September 27   | <b>Print and Review</b> Office Report (eSP)   | Yes No |
|  | <b>Print and Review</b> Students without Schedule (Cognos - grades 6-12)*   | Yes No |
|  | <b>Print and Review</b> Attendance Missing Submission Report (eSP/e-mail)   | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by End Date (Cognos)  | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by Last Evaluation Date (Cognos)  | Yes No |
|  | <b>Print and Review</b> IEP Verification Report by Grade (Cognos)   | Yes No |
|  | <b>Print and Review</b> Withdrawn Student Listing (Cognos)  | Yes No |
|  | <b>Print and Review</b> Attendance Report (Student Attendance Calls)  | Yes No |
|  | <b>Print and Review</b> Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/13-9/26) | Yes No |
|  | Make parent contact for numbers that are disconnected   | Yes No |
|  | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|  | Pass Student Data Cards on to the Nurse   | Yes No |
|  | Confirm and update attendance for students enrolled in an Outside Agency  | Yes No |
|  | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|  | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|  | <b>Elementary: Collect and file</b> Form B (Include staff checklist)  | Yes No |
|  | File incoming Unit Count Transfer forms in Unit Count Transfer folder   | Yes No |
| <i>Comments/Notes:</i><br><i>Items in <b>bold</b> should be placed in the audit file</i><br><i>*Students without schedules must be given a schedule in eSchool</i> |   |        |



**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 6– September 30-October 1, 2019**

|  |   |        |
|--|---|--------|
| <b>Monday, September 30 – Unit Count</b> | eSchool Attendance Teacher Verification Form (signed/dated by teacher)<br>*Include teacher checklist          | Yes No |
|  | Print and Review Attendance Report (Student Attendance Calls)   | Yes No |
|  | Make parent contact for numbers that are disconnected   | Yes No |
|  | Update eSchoolPlus record based on changes noted on individual SDC's  | Yes No |
|  | Pass Student Data Cards on to the Nurse   | Yes No |
|  | <b>eSchoolPlus Reports</b>  |        |
|  | Office Report   | Yes No |
|  | Attendance Missing Submission (e-mail)  | Yes No |
|  | <b>Cognos Reporting Reports</b>   |        |
|  | Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/16-9/27) | Yes No |
|  | IEP Verification Report by End Date   | Yes No |
|  | IEP Verification Report by Last Evaluation Date   | Yes No |
|  | IEP Verification Report by Grade  | Yes No |
|  | Entering Students   | Yes No |
|  | Withdrawn Student Listing   | Yes No |
|  | School Summary (bldg prompt)  | Yes No |
|  | Print Students without Schedules (Grades 6-12)  | Yes No |
|  | CTE CIP Verification (Grades 7-12)  | Yes No |
|  | <i>Other</i>  |        |
|  | <b>Print and Review</b> Double Counted Kids Kick List (DOE)   | Yes No |
|  | <b>Print and Review</b> Needs Based Program Kick Lists (DOE)  | Yes No |
|  | Elementary: Collect and file Form B (Include staff checklist)   | Yes No |
|  | Confirm Outside Agencies are verified and attendance is updated   | Yes No |
|  | System in place for updating phone numbers as emergency cards are returned                                    | Yes No |
|  | Work with ED to clear up coding and eligibility issues on the IEP Report                                      | Yes No |
|  | Ensure that a request for records has been processed for new entering students                                | Yes No |
|  | File incoming Unit Count Transfer forms in Unit Count Transfer folder   | Yes No |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

**Red Clay Consolidated School District  
September 30<sup>th</sup> Checklist – Week 6- September 30- October 1, 2019**

|                           |  |        |
|---------------------------|--|--------|
| <b>Tuesday, October 1</b> | <b>Run DOE Reports –<br/>1<sup>st</sup> Thing in the a.m.</b>  |        |
|                           | Needs Based Detail by School (remember to select PDF format and click Export)  | Yes No |
|                           | School Form 6 (remember to select PDF format and click Export – grades 7-12)   | Yes No |
|                           | School Form 7A (remember to select PDF format and click Export – grades 7-12)  | Yes No |
|                           | School Form 7B (remember to select PDF format and click Export – grades 7-12)  | Yes No |
|                           | <b>eSchoolPlus Reports</b>   |        |
|                           | Full Student Register (required Principal’s signature and date on EVERY page) (Date Range: 9/16-9/27) (Check for patterns and accuracy)  | Yes No |
|                           | <b>Cognos Reporting Reports</b>  |        |
|                           | IEP Verification Report by End Date  | Yes No |
|                           | IEP Verification Report by Last Evaluation Date  | Yes No |
|                           | IEP Verification Report by Grade   | Yes No |
|                           | Low Show/No Show Report (Date Range: 9/16-9/27)  | Yes No |
|                           | Make copies for School Audit file and <b>take SIGNED COPY to District Unit Count Coordinator.</b>  | Yes No |
|                           | <i>For Unit Count Final Appointments:</i><br><br><i>(reports are to be in the order listed on the checklist- no exceptions)</i><br><input type="checkbox"/> <i>Bring work samples (full name and date in students handwriting) for any student who has 5 or more absences during the last 10 days (9/16-9/27)</i><br><input type="checkbox"/> <i>Bring dated notes from parents/guardians, doctors, etc. for students who have 5 or more absences during the last 10 days</i><br><input type="checkbox"/> <i>Bring work samples for any student who registers within the last 5 days in September (9/23-9/27)</i><br><input type="checkbox"/> <i>Bring yellow Unit Count folder with all reports and Form B’s</i><br><input type="checkbox"/> <i>Bring orange Unit Count Transfer Folder</i><br><input type="checkbox"/> <i>Bring blue Outside Agency/Supportive Instruction folder</i><br><br><b>To be considered valid documentation, work samples/notes must be dated 9/16 -9/27 (Samples dated prior to 9/16 are not valid documentation!)</b> |        |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

# 16 Unit Count Reports- What to look for.....

| <b>Report</b>  | <b>What to look for:</b>  | <b>Additional Info:</b>   |
|--|---|---|
| Full Student Register  | -Principal signature and date on every page<br>-Trends of absences<br>-Information on students with 5 or more absences or 3 absence in the last 3 days of report to try and catch beginning trend | Does any “no show” have a box that is unmarked...verify that attendance is accurate? “No shows” should be marked absent every day until they are withdrawn.   |
| Office Report  | -Verify that Tardies and Early Dismissals are being entered<br>-Look for students tagged at OA and verify that Outside Agency Verification Form is present  | If OA form notates student will not return prior to Nov 1 <sup>st</sup> student must be tagged as Do Not Include (done by Unit Count Coordinator)<br><br>Verify homebound students are marked as HB |
| Attendance Missing Submission  | -Verify that teachers are taking daily attendance.  | If teachers cannot get into eSchool contact Red Clay Help Desk  |
| Low Show/No Show Report  | -Student who have sporadic or non-attendance. Must provide information and follow up to any student on this report  | Should be tracking follow-up on students in DSC Truancy Tracker<br><br>This report should capture any information the school has regarding the student’s whereabouts (handwritten on the report)    |
| IEP Verification Report-by End Date<br>IEP Verification Report- by Last Evaluation Date<br>IEP Verification Report- by Grade | -Expired or blank IEP End Dates (1 Year)<br>-Expired or blank Eval Date (3 years)<br>-Grade corresponds to correct Needs Category   | By Grade-no 4 <sup>th</sup> graders in K-3 Category, no KN in Pre-K Category<br>Verify no missing meeting dates<br>No blank needs category  |
| Entering Students  |   | Copy should be given/available to ED (ED to check DELSIS)   |
| Withdrawn Student Listing  |   | No Other or Unknown   |
| School Summary (bldg. prompt)  | -Use to compare with DOE Unit Count Reports   |   |
| Student without Schedule (grades 6-12)   | -Report should be blank<br>-Any student on this report needs a schedule built   | <b>WARNING:</b> If a student is not in scheduled courses, the student cannot be marked absent   |
| CTE CIP Verification Report Master Schedule (grades 7-12)  | -Verify all CTE coursed in school are listed on this report<br>-Verify pass time (25 min), Minutes per week and fraction of the year are correct  |   |

**SEPTEMBER 30<sup>TH</sup> UNIT COUNT**

|                               |   |   |
|-------------------------------|---|---|
| Needs Based Detail by School  | -verify students are in correct Funding Category<br>-Assurance boxes are initialed, not checked<br>-Principal signature on report |   |
| School Form 6 (grades 7-12)   |   |   |
| School Form 7A (grades 7-12)  |   |   |
| School Form 7B (grades 7-12)  |   |   |
| Double Counted Kids Kick List | -Report should be blank   |   |
| Needs Based Program Kick List | - Report should be blank<br>-Work with ED to clear of any students on this report   |   |
| CTE Courses                   | -Report should be blank   | Verify CIP information is properly entered in eSchool |
|                               |   |   |