

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

Monday, August 26	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (ReportNet - grades 6-12)	Yes No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)*	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes No
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick List (DOE)	Yes No
	Print and Review CTE Courses Kick List (DOE – grades 7-12)	Yes No
	Elementary: Collect and file Form A (Include staff checklist verifying 100% submission)	Yes No
	<p><i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i></p> <p><i>*Throughout the month, administrators MUST follow-up with staff members who are not taking attendance. Taking attendance each day/block is mandatory!</i></p>	

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

Tuesday, August 27	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (Cognos - grades 6-12)	Yes No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes No
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick Lists (DOE)	Yes No
	Elementary: Collect and file Form B (Include staff checklist) (Kinder uses Form A all this week)	Yes No
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i>	

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

Wednesday, August 28

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist) (Kinder uses Form A all this week)	Yes No

Comments/Notes:
*Items in **bold** should be placed in the audit file*
**Students without schedules must be given a schedule in eSchool*

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

Thursday, August 29

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist) (Kinder uses Form A all this week)	Yes No

Comments/Notes:
*Items in **bold** should be placed in the audit file*
**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 2 – September 3 - 6, 2019

Tuesday, September 3	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes No
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick Lists (DOE)	Yes No
	Elementary: Collect and file Form B (Include staff checklist)	Yes No
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i>	

Red Clay Consolidated School District
September 30th Checklist – Week 2 – September 3 - 6, 2019

Wednesday, September 4	Print and Review Office Report (eSP)	Yes	No	
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes	No	
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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	
	Confirm and update attendance for students enrolled in an Outside Agency	Yes	No	
	Print and Review Double Counted Kids Kick List (DOE)	Yes	No	
	Print and Review Kicker Lists (DOE) – as applicable	Yes	No	
	Elementary: Collect and file Form B (Include staff checklist)	Yes	No	
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i>			

Red Clay Consolidated School District
September 30th Checklist – Week 2 – September 3 - 6, 2019

Thursday, September 5	Print and Review Office Report (eSP)	Yes	No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes	No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes	No
	Print and Review Double Counted Kids Kick List (DOE)	Yes	No
	Print and Review Kicker Lists (DOE) – as applicable	Yes	No
	Elementary: Collect and file Form B (Include staff checklist)	Yes	No
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i>		

Red Clay Consolidated School District
September 30th Checklist – Week 2 – September 3 - 6, 2019

Friday, September 6

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review IEP Verification Report by End Date (Cognos)	Yes No
Print and Review IEP Verification Report by Last Evaluation Date (Cognos)	Yes No
Print and Review IEP Verification Report by Grade (Cognos)	Yes No
Print and Review Withdrawn Student Listing (Cognos)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
<p><i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 3 – September 9-13, 2019

Monday, September 9	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes No
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick Lists (DOE)	Yes No
	Elementary: Collect and file Form B (Include staff checklist)	Yes No
	<p><i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 3 – September 9-13, 2019

Tuesday, September 10

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 3 – September 9-13, 2019

Wednesday, September 11	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes No
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick Lists (DOE)	Yes No
	Elementary: Collect and file Form B (Include staff checklist)	Yes No
	<p><i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 3 – September 9-13, 2019

Thursday, September 12	Print and Review Office Report (eSP)	Yes	No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes	No
	Print and Review Attendance Missing Submission Report (eSP/e-mail)	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
	Confirm and update attendance for students enrolled in an Outside Agency	Yes	No
	Print and Review Double Counted Kids Kick List (DOE)	Yes	No
	Print and Review Kicker Lists (DOE) – as applicable	Yes	No
	Elementary: Collect and file Form B (Include staff checklist)	Yes	No
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i>		

Red Clay Consolidated School District
September 30th Checklist – Week 3 – September 9-13, 2019

Friday, September 13

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review IEP Verification Report by End Date (Cognos)	Yes No
Print and Review IEP Verification Report by Last Evaluation Date (Cognos)	Yes No
Print and Review IEP Verification Report by Grade (Cognos)	Yes No
Print and Review Withdrawn Student Listing (Cognos)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
<p><i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 4 – September 16-20, 2019

Monday, September 16 – Dry Run

eSchool Attendance Teacher Verification Form (signed/dated by teacher) *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
eSchoolPlus Reports	
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
Cognos Reporting Reports	
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
DOE Reports	
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

Dry Run (cont.)		
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><i>Dry Run District Comments/Notes:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Bring blue Dry Run folder with all reports and Form B's</i> <input type="checkbox"/> <i>Bring blue Outside Agency/Supportive Instruction folder</i> <input type="checkbox"/> <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> <p><i>*Teacher checklist is used to verify 100% compliance</i></p>		

Red Clay Consolidated School District
September 30th Checklist – Week 4 – September 16-20, 2019

Tuesday, September 17

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Attendance Report (Student Attendance Calls)	Yes No
Print and Review 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
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Begin collecting work samples for all students, every day (Samples must be dated 9/16 and beyond)

Red Clay Consolidated School District
September 30th Checklist – Week 4 – September 16-20, 2019

Wednesday, September 18	Print and Review Office Report (eSP)	Yes No
	Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
	Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
	Print and Review Entering Students Report (Cognos)	Yes No
	Print and Review Attendance Report (Student Attendance Calls)	Yes No
	Print and Review 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
	Print and Review Double Counted Kids Kick List (DOE)	Yes No
	Print and Review Needs Based Program Kick Lists (DOE)	Yes No
	Elementary: Collect and file Form B (Include staff checklist)	Yes No
	File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No
	<i>Comments/Notes:</i> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i>	

Red Clay Consolidated School District
September 30th Checklist – Week 4 – September 16-20, 2019

Thursday, September 19

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/5-9/18)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 4 – September 16-20, 2019

Friday, September 20

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review IEP Verification Report by End Date (Cognos)	Yes No
Print and Review IEP Verification Report by Last Evaluation Date (Cognos)	Yes No
Print and Review IEP Verification Report by Grade (Cognos)	Yes No
Print and Review Withdrawn Student Listing (Cognos)	Yes No
Print and Review Attendance Report (Student Attendance Calls)	Yes No
Print and Review 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
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file 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> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 5– September 23- 27, 2019

Monday, September 23

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Low Show/No Show Report (should have handwritten notes regarding individual students) (Date Range: 9/9-9/20)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 5– September 23- 27, 2019

Tuesday, September 24

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/10-9/23)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 5– September 23- 27, 2019

Wednesday, September 25

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/11-9/24)	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
Confirm and update attendance for students enrolled in an Outside Agency	Yes No
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

Red Clay Consolidated School District
September 30th Checklist – Week 5– September 23- 27, 2019

Thursday, September 26

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review Entering Students Report (Cognos)	Yes No
Print and Review Low Show/No Show Report (should have handwritten notes regarding individual students) (Range: 9/12-9/25)	Yes No
Print and Review 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
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file Form B (Include staff checklist)	Yes No
File incoming Unit Count Transfer forms in Unit Count Transfer folder	Yes No

Comments/Notes:

*Items in **bold** should be placed in the audit file*

**Students without schedules must be given a schedule in eSchool*

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

Friday, September 27

Print and Review Office Report (eSP)	Yes No
Print and Review Students without Schedule (Cognos - grades 6-12)*	Yes No
Print and Review Attendance Missing Submission Report (eSP/e-mail)	Yes No
Print and Review IEP Verification Report by End Date (Cognos)	Yes No
Print and Review IEP Verification Report by Last Evaluation Date (Cognos)	Yes No
Print and Review IEP Verification Report by Grade (Cognos)	Yes No
Print and Review Withdrawn Student Listing (Cognos)	Yes No
Print and Review Attendance Report (Student Attendance Calls)	Yes No
Print and Review 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
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review Needs Based Program Kick Lists (DOE)	Yes No
Elementary: Collect and file 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> <i>Items in bold should be placed in the audit file</i> <i>*Students without schedules must be given a schedule in eSchool</i></p>	

Red Clay Consolidated School District
September 30th Checklist – Week 6– September 30-October 1, 2019

Monday, September 30 – Unit Count

eSchool Attendance Teacher Verification Form (signed/dated by teacher) *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
eSchoolPlus Reports	
Office Report	Yes No
Attendance Missing Submission (e-mail)	Yes No
Cognos Reporting Reports	
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>	
Print and Review Double Counted Kids Kick List (DOE)	Yes No
Print and Review 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

Red Clay Consolidated School District
September 30th Checklist – Week 6- September 30- October 1, 2019

Tuesday, October 1

Run DOE Reports – 1st Thing in the a.m.

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

eSchoolPlus Reports

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
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Cognos Reporting Reports

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 take SIGNED COPY to District Unit Count Coordinator.	Yes No

For Unit Count Final Appointments:

(reports are to be in the order listed on the checklist- no exceptions)

- 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)*
- Bring dated notes from parents/guardians, doctors, etc. for students who have 5 or more absences during the last 10 days*
- Bring work samples for any student who registers within the last 5 days in September (9/23-9/27)*
- Bring yellow Unit Count folder with all reports and Form B’s*
- Bring orange Unit Count Transfer Folder*
- Bring blue Outside Agency/Supportive Instruction folder*

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!)

