

1: REQUIRED DOCUMENTATION

Documents described in this section must be available at the local or intermediate school district in order to document and support the memberships counted. It is each district's responsibility to document the accuracy of memberships counted for state aid. This section indicates the required content of certain documents, but it does not prescribe the format. Each district designates an individual to be responsible for pupil accounting and inform the intermediate district who that pupil accounting designee is for the district.

The district must adhere to the "[Schedule for the Retention and Disposal of Public School Records](#)" to ensure that the membership counts can be validated. The required schedule is available on the Department's website at www.michigan.gov/sasf.

A) District Level Requirements

The district must maintain the following documentation for pupil membership purposes:

1) District or Building or Program Calendar

The school district's board of education shall adopt a school calendar that identifies the days for which instruction is scheduled. The district may elect to use a district-wide, building-level, program-level, or clustered calendar. The calendar must adhere to the winter holiday and spring break identified in the common calendar unless the State Superintendent grants a waiver from this requirement, which is found in Section 1284a of the Revised School Code (MCL 380.1284a).

2) Attendance Policy

The school district's board of education shall adopt attendance policies, including the criteria for allowing or denying excused absences. The school administration must develop attendance procedures that provide direction for building administrators and instructional staff and criteria to determine whether the district complies with its policies and procedures.

3) Graduation Requirements

The school district's board of education shall adopt graduation requirements that include the total number of credits required for graduation. Sections 1278a and 1278b of the Revised School Code detail these requirements (MCL 380.1278a and 380.1278b).

4) List of Approved Courses

The school district's board of education shall adopt a list of approved courses. The list includes all courses offered by the district for credit or grade promotion and is used when determining which courses may be included in membership for state aid purposes, as well as for auditing purposes when examining the membership counted for state school aid on the count days. The list of approved courses must include traditional offerings and courses offered through other means such as experiential learning or online learning opportunities.

5) Master Teacher Schedule

The master teacher schedule is a district listing of teaching personnel who were assigned as the teacher of record for one or more courses for a given school year. The list should include both permanent and long-term substitute teachers. The listing will serve as a reference to the pupil accounting auditor when teacher certification compliance is verified. The list should contain all teachers, including those who were only assigned to a course for a portion of the school year. If a teacher was only assigned for a portion of the school year, the list should provide the time period of the assignment.

B) Building or Program Level Requirements

The district must also maintain the following documentation at the building level, or program level if applicable, for pupil membership purposes:

1) Building or Program Schedules

The district shall maintain a building or program schedule that includes each of the following:

- a. Each teacher's legal name.
- b. Room locations or numbers.
- c. Course names and numbers.
- d. Scheduled days and times of classes.

2) Building or Program Alpha List

There must be an alphabetical list of memberships by building, program (if applicable), and grade level. This list is used by the auditor to verify the pupils counted for membership as reported in the Michigan Student Data System (MSDS). Only pupils who are eligible for membership can be included in the alpha list. The principal of the building or program to which the list pertains must sign the alpha list.

The auditor may require a printed list from the district's student information system for comparison purposes. The alpha list MUST provide the following information for each pupil as of the count day:

- a. The pupil's legal name (as it appears on the birth certificate unless the name was not recorded on the birth certificate at the time of birth).
- b. The pupil's street address, city, state, and zip code.
- c. The pupil's date of birth.
- d. The district's pupil identification number.
- e. The pupil's grade level or program classification.
- f. The amount of general education FTE claimed, special education FTE claimed, and total FTE claimed per pupil. Round FTE to the nearest tenth or hundredth, at the district's discretion, provided there is consistency throughout the district.
- g. The total amount of general education FTE claimed, special education FTE claimed, and total FTE claimed by building or program, and a grand total of the FTE claimed by the district. Round FTE to the nearest tenth or hundredth at the district's discretion, provided there is consistency throughout the district.
- h. Indication of absence for any pupil not in attendance on count day, who attended the missed course(s) within 10 school days if the absence was unexcused, or within 30 calendar days if the absence was excused. The district may provide the 10/30-day report separately.
- i. The pupil's residency status (resident or nonresident).
 - For nonresidents, the list must also include the resident district name and district code.
- j. Pupils educated by another district through a cooperative agreement who are counted in membership by the resident district as part of the cooperative agreement must list the

name and code of the district where the resident pupil is educated under the cooperative agreement.

3) Non-Conventional Programs

Every building or program must have documentation in place on the pupil membership count day and the supplemental count day identifying each pupil who participates in a non-traditional program. These programs include, but are not limited to those described in detail in the following sections of this manual:

- a. Alternative Education Programs (5-A)
- b. Cooperative Education Programs (5-B)
- c. Cyber Schools (5-O-C)
- d. Early/Middle College (5-G-B)
- e. Expanded Online Learning (5-O-D)
- f. Experiential Learning Courses (6-A)
- g. Home Based (5-C)
- h. Homebound and Hospitalized Pupils (5-D)
- i. ISD Schools of Choice or Former 91 or 91a (5-J)
- j. Nonpublic and Home-schooled Pupils (5-E)
- k. Part-Time Pupils (5-F)
- l. Peer-To-Peer Elective Course Credit Program (6-B)
- m. Postsecondary Enrollment Options & Career and Technical Preparation Dual Enrollment Programs (5-G-A)
- n. Reduced Schedule Pupils (5-H)
- o. Seat Time Waiver (5-O-B)
- p. Section 105 and 105c Schools of Choice Pupils (5-I)
- q. Section 23a Dropout Recovery Program (5-Q-A)
- r. Section 25e Pupil Membership Transfers (5-Q-B)
- s. Special Education Early Childhood Programs and Services (5-K)
- t. Special Education Pupil Transition Services (5-L)
- u. Split-Schedule Pupils (5-M)
- v. Suspension and Expulsion (5-N)
- w. Virtual Learning, Distance Learning, & Independent Study (5-O-A)
- x. Work-Based Learning Experiences (5-P)

The local school district and intermediate school district auditor decide together whether to report non-conventional pupils using separate lists or on the building alpha rosters. It is the district's responsibility to identify the applicable category for each non-conventional pupil.

4) Attendance Records

Attendance records are necessary to determine and validate pupil eligibility during the membership count period. The teacher must record attendance on a class-by-class basis for

buildings or programs in which the pupils change classrooms (such as high school and middle school). Class-by-class attendance taking is not required for middle school pupils moving from class to class in a group as opposed to individually moving to various classes.

Alterations to the official adopted calendar, such as canceled hours of instruction, or changed hours of instruction, must be shown on the teacher's attendance records and provided to the pupil membership auditor.

The teacher of record must review and sign in ink the original attendance record to consider the document the official record; this requirement also applies to computer-generated attendance records.

The following describe the practices for maintaining attendance records:

- a. Attendance records are maintained by the teacher of record, or assigned substitute teacher.
- b. The records must be legible, accurate, and reliable. If the records are deemed unreliable by the intermediate district pupil accounting auditor, an alternative method will be necessary. The intermediate district pupil accounting auditor will identify an appropriate replacement for the current record keeping system, if necessary.
- c. The district must develop, implement, and enforce a district-wide standard attendance system. The system must use a minimum of letters or symbols.
- d. All teachers, including assigned substitute teachers, must adhere to the district-wide standard attendance system.
- e. The first date of attendance for each pupil must be indicated in the teachers' original attendance records.
- f. Drop and transfer dates must be clearly indicated in the teachers' attendance records.
- g. Teachers must not obliterate the original attendance record for pupils who are no longer enrolled in a course.
- h. The district, at the end of the school year, collects all teacher attendance records. Attendance records remain the property of the school district to retain for three years after the school year for which the attendance coincides.
- i. A "dropped" pupil must continue to be marked as "absent" until the attendance office has officially dropped the pupil, especially when using electronic attendance as the official record.
- j. Attendance markings must be easily readable and entered on a separate line or on a separate page from grades, scores, and other markings.
- k. Non-scheduled instructional days must be indicated on the attendance records.
- l. Pupils on suspension, whether in-house or off-campus, must be marked absent in their regular classes. The type of suspension should be noted using a district-designated notation, such as "IS" for an "in-school" suspension and "S" for off-campus suspension. The office must maintain a list of pupils assigned to an in-house suspension room. A certified teacher responsible for the "in-school" suspension room must record actual daily attendance.
- m. The Department strongly recommends that districts adopt a positive attendance procedure throughout the entire school year.

Teacher attendance records (the source document) may be one of the following:

- A teacher attendance book.

- A pupil sign-in (time) and sign-out (time) daily record.
- An automated “mark-sense” data collection form.
- A daily teacher attendance slip.
- Any teacher source document that will definitely and clearly substantiate attendance, on a specific date and at a specific time, as applicable.

The teacher must sign the source attendance document, regardless of the format. The document must include the name of the class, class period, and dates. Teachers must sign automated data collection attendance documents, preferably on a daily basis but at a minimum, on a weekly basis. If the record is in pencil, the teacher of record must total the daily attendance in ink.

The records must be printed and signed for the week before the count date, the count week, and the 30 calendar days following the count date. Teachers must take attendance every day of operation even if the district does not print the attendance document for the remainder of the year. The district must provide the auditor with the district’s written electronic attendance procedures.

Districts that have the permission of their ISD auditor to participate in “green auditing”, must provide electronic access to the local district attendance records for review during the audit process. The district will provide a certification document to the auditor containing the names and dated signatures of all teachers of record, attesting to the accuracy of the electronic attendance documentation or file(s) provided to the auditor. The certification document must follow the form prescribed by the department and intermediate district. **An alternate form of attendance record keeping may be necessary if the intermediate district pupil accounting auditor deems an electronic system as unreliable.**

The attendance requirement must be met by a pupil in order for membership to be counted for that pupil. Additional or alternate attendance and participation requirements may apply to pupils attending through non-conventional means. Refer to the applicable section of this manual for the non-conventional program in question for additional detail regarding requirements for counting membership.

Districts must document the method used to confirm pupil attendance, and comply with specific guidelines for each non-conventional program. This documentation must be available to pupil membership auditors for review.

5) Policy Defining Excused and Unexcused Absences

Section 6(8) of the State School Aid Act (MCL 388.1606) states:

“...[A] pupil who is absent from any of the classes in which the pupil is enrolled on the pupil membership count day or supplemental count day and who does not attend each of those classes during the 10 consecutive school days immediately following the pupil membership count day or supplemental count day, except for a pupil who has been excused by the district, shall not be counted as 1.0 full-time equated membership. A pupil who is excused from attendance on the pupil membership count day or supplemental count day and who fails to attend each of the classes in which the pupil is enrolled within 30 calendar days after the pupil membership count day or supplemental count day shall not be counted as 1.0 full-time equated membership.”

Every district must have a school policy defining an excused absence and an unexcused absence. Each pupil with an unexcused absence on count day must have attended before count day and must return within 10 school days in order to be counted. Each pupil with an excused absence must be enrolled and scheduled for classes but did not have to attend school before count day; such a pupil has 30 calendar days to return.

In addition, a pupil who was enrolled and in attendance in a district, an intermediate district, a public school academy, or the education achievement system before the pupil membership count day or supplemental count day of a particular year but was expelled or suspended on the pupil membership count day or supplemental count day shall only be counted as 1.0 full-time equated membership if the pupil resumed attendance in the district, intermediate district, public school academy, or education achievement system within 45 days after the pupil membership count day or supplemental count day of that particular year (MCL 380.1606(8)).

It must also be noted that an absence on count day might be for one or more class periods or for the entire school day. If the unexcused pupil misses less than the full day, and does not attend all classes within the 10-day period, FTE may only be reported equal to the percentage of classes attended during the 10-day period. The same is true for a pupil with an excused absence, except that he or she has up to 30 calendar days to attend all enrolled classes.

6) Excused Absence Documentation

A district maintains the excused absence documentation for each pupil by maintaining a list of pupils absent on each scheduled and provided day of instruction. In addition, the intermediate school district auditor may require a separate list indicating the pupils absent on the count day and the pupils' return dates if the local district did not identify those pupils on the building alpha rosters.

The documentation for count day absences must indicate:

- a. Name of the pupil.
- b. Class name (and number, if appropriate).
- c. Absence date(s).
- d. Date(s) the excuse was recorded.
- e. Reason for the absence.
- f. Building and grade level or program classification.
- g. Signature of the approving administrator or designated staff.
- h. Name and relationship of person making contact.

Pupil absences are considered unexcused if documentation supporting an excused absence is unavailable.

Note: A child whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the local education agency superintendent to visit with his or her parent or legal guardian relative to such leave or deployment (Section 1 of the Interstate Compact On Educational Opportunity For Military Children Act (MCL 3.1041-3.1042)).

C) Individual Pupil Level Requirements

The district must maintain the following documentation for each pupil for membership purposes:

1) Enrollment Records (CA60)

The district must complete all items on the enrollment record where applicable and proper information is available, or mark the item as "N/A" if not applicable.

The enrollment record must indicate:

- a. Pupil's legal name, address, and birth date.
- b. Pupil's identification number.
- c. School district of residence.
- d. Current grade level.
- e. The school district or building of the pupil's last enrollment (including a copy of school record).
- f. Enrollment in another district and the name of the district.
- g. Parent's or guardian's name and address (if the pupil is less than 18 years of age).
- h. Pupil's signature (if the pupil is 18 years of age or older).
- i. Date of enrollment.
- j. Immunization records.
- k. Proof of identity (when first enrolling).
- l. Records verify that the district reviewed the pupil's proof of residency.

2) Proof of Pupil Identity and Age

Section 1135 of the Revised School Code (MCL 380.1135) requires that:

(1) Upon enrollment of a student for the first time in a local or intermediate school district, the district shall notify in writing the person enrolling the student that within 30 days he or she shall provide to the local or intermediate school district either of the following:

(a) A certified copy of the student's birth certificate.

(b) Other reliable proof, as determined by the school district, of the student's identity and age, and an affidavit explaining the inability to produce a copy of the birth certificate.

(2) If a person enrolling a student fails to comply with subsection (1), the local or intermediate school district shall notify the person enrolling the student in writing that, unless he or she complies within 30 days after the notification, the case shall be referred to the local law enforcement agency for investigation. If the person enrolling the student fails to comply within that 30-day period, the local or intermediate school district shall notify the local law enforcement agency.

(3) The local or intermediate school district shall immediately report to the local law enforcement agency any affidavit received pursuant to this section that appears inaccurate or suspicious in form or content.

(4) Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to Section 1134 of the Revised School Code (MCL 380.1134). If a student record has been tagged pursuant to section 1134, a copy of the student record shall not be forwarded, and the requested school shall notify the law enforcement agency that notified the school district of the missing student pursuant to section 8 of Act

No. 319 of the Public Acts of 1968, being section 28.258 of the Michigan Compiled Laws, of the request.

(5) A local or intermediate school district shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with the family educational rights and privacy act, 20 U.S.C. 1232g.

The school district has the authority to determine the type of "other reliable proof" that the district will accept to prove a pupil's identity or age when a copy of the pupil's birth certificate is not available. Examples of "other reliable proof" that may be accepted are: baptismal certificate indicating date and place of birth; court records; county, military, or immigration records; doctor or hospital records with sworn statements; certain family records; life insurance policy; or a sworn notarized statement from a parent or guardian. (A district must never deny enrollment or expel a pupil simply because the parent(s), or legal guardian, did not provide a birth certificate.)

Note: Section 1 of the Interstate Compact on Educational Opportunity for Military Children Act (MCL 3.1041) provides that a special power of attorney relative to the guardianship of a child of a military family is sufficient for purposes of enrollment and all other actions requiring parental participation and consent, that a district may not charge tuition for a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives outside the district of the custodial parent, and that such a child may continue to attend the school in which he or she was enrolled while residing with the custodial parent.

3) Pupil Class Schedules

The district must retain the individual pupil's class schedule in effect on the count day to determine the FTE membership count. **The class schedule must reflect all courses in which the pupil is enrolled for the semester or trimester on pupil count day.** The pupil's class schedule must include the following information:

- a. Pupil's legal name.
- b. Pupil's identification number.
- c. Course names and numbers.
- d. The name of the instructor for each course.
- e. Scheduled days and times of the classes.

Note: A pupil enrolled through a seat time waiver program shall develop a class schedule that details the credits that the pupil will earn throughout the school year with the help of the teacher of record assigned to the pupil. The class schedule shall reflect all courses in which the pupil is enrolled and scheduled during each semester. This includes pupils who utilize a sequential learning schedule where the pupil must complete one or some of the scheduled courses before proceeding to the next scheduled course.

Districts shall maintain a current class schedule for pupils during the count period. If a class schedule changes after the count period, the district must update the class schedule immediately. If a district uses "placeholders" in lieu of actual course names for planning purposes, all placeholder course names need to be replaced with the actual course names prior to count day.

Note: If a district operates on trimesters and has a pupil with an excused absence on the supplemental count day, it may count that pupil if the pupil returns within the 30 calendar days following the supplemental count day to a different class schedule in the third trimester and meets the class-by-class attendance requirement for that third trimester.

D) Statutory and Other References

<u>State School Aid Act:</u>	<u>Revised School Code:</u>
MCL 388.1603	MCL 380.1134 - 380.1137
MCL 388.1606	MCL 380.1146 - 380.1148a
MCL 388.1623a	MCL 380.1166
MCL 388.1624b	MCL 380.1277 - 380.1284b
MCL 388.1625e	MCL 380.1309 - 380.1311a
MCL 388.1705	MCL 380.1401 - 380.1416
MCL 388.1705c	MCL 380.1561 - 380.1599

Other References:

McKinney-Vento Homeless Education Assistance Act of 2001, Pub. L. No. 100-77 § 11301, Stat. 482

Interstate Compact on Educational Opportunity for Military Children Act of 2008, MCL 3.1041-3.1042

Administrative Procedures Act of 1969, MCL 24.258

E) Question and Answer

Attendance Sheets Signed By The Teacher Of Record Requirement:

- Q #1 The district has the teachers report attendance to the office via the computer. However, the front office is where changes or edits, such as late arrivals and excused or unexcused absences, occur. Is it acceptable that office personnel are the only personnel allowed to edit the records?
- A #1 It is acceptable that a district keep attendance by computer **if the teacher signs** an attendance sheet weekly. Although the front office staff, in this scenario, are the only employees editing the pupil's records, the teacher must also verify the accuracy of each day's record. The central office is more than likely where the phone calls and the determination for "excused" and "unexcused" absences will be made. However, the central office, for example, cannot change an "absent" to "present" for first period just because the pupil arrived for second period. The teacher of record would know if the pupil was tardy or arrived in the middle of the class period.
- Q #2 The district read in the Pupil Accounting Manual that pupil attendance is required for one week prior to the count period, during the count week, and for thirty calendar days following the count date. The pupil membership auditor is requesting that pupil attendance be kept for the entire year. Is the district required to keep attendance for six weeks or for the entire year?
- A #2 The district must keep attendance each day of operation for the entire school year. Pupil attendance is necessary to determine that the district has met the 75% pupil attendance requirement each day of operation. If the district does not keep individual teacher attendance books, the district must print, at minimum, a weekly attendance report which is signed and dated by the teacher.

Proof Of Identity And Enrollment:

- Q #3 A resident of the district wants to enroll a pupil but has no proof of relationship to the child. The resident claims that he is the biological father but his name is not on the child's birth certificate. What does the resident need to present as proof of his parental rights in order to enroll this child?
- A #3 The district should consult legal counsel concerning issues related to missing children. Section 1135 requires that a person enrolling a pupil in school for the first time provide the local or intermediate school district with a certified copy of the pupil's birth certificate or other reliable proof of the pupil's identity. If the mother of this child cannot enroll the pupil as a resident of the district, then the father must show proof that he is the child's parent or legal guardian. The father should be notified that proof of parentage or guardianship must be provided within 30 days. If proof is not provided, the authorities should be notified.
- Q #4 A parent enrolling his or her child refuses to leave the child's birth certificate with the district. What does the district need to use to enroll this child?
- A #4 The parent's responsibility to "provide" a certified copy of the child's birth certificate upon enrollment for the first time does not entitle the school district to keep the child's birth certificate. The district should have a document to check off such things as having seen a certified copy of the child's birth certificate. The district may photo copy the birth certificate; however, the district should consult legal counsel regarding the handling of any personal information on the certificate.
- Q #5 District A has enrolled a new resident pupil. District A requested the pupil's records from the previous school district. The previous district refuses to send a copy of the pupil's birth certificate, stating that sending copies of birth certificates is against its policy. What recourse does District A have?
- A #5 The Revised School Code requires that the parent(s) or legal guardian provide a certified copy of the pupil's birth certificate upon enrollment in the district for the first time. This simply means that the person enrolling the child must show the certified copy of the birth certificate to the administrator who is completing the enrollment process. It does not mean that the district keeps the birth certificate or even copies the birth certificate. A document stating that a district employee saw the certified birth certificate would suffice. Therefore, it is possible that the previous district will not even have a copy of the birth certificate.
- Q #6 The district had two resident families who enrolled their children in another school district. Now that it is after the pupil membership count day, the families would like to return to the resident district. Must the district enroll these pupils?
- A #6 Yes, Section 1147 of the Revised School Code guarantees that all pupils who reside in a given district who meet the age requirement or satisfy the early kindergarten enrollment exception provided in Section 1147 have the right to attend school in the resident district.
- In some extenuating circumstances (such as a pupil who is under a permanent, state-mandated expulsion), the resident district may not be required to enroll a pupil. Using the example of a pupil under a state-mandated expulsion, the school may enroll the pupil only if it can separate the pupil from the general pupil

population. Note that this pupil is expelled from all public school districts within the district until he or she is reinstated under Section 1311(5) of the Revised School Code.

Immunization Records:

- Q #7 A 19 year-old pupil is enrolled in the alternative education program. This pupil did not have a copy of his immunization records and was not certain where or how to obtain a copy of those records. We heard that it was not necessary for a 19 year-old to provide these records. Is this true?
- A #7 Yes. The Department of Community Health requires information regarding immunizations for pupils between the ages of 5 and 18. The Department of Community Health has informed the Department of Education that 19 year-olds, who are of legal age, cannot be required to respond to the immunization questions. Thus, 19 year-olds are not part of the 90%-95% measurement to avoid a penalty.

Proof Of Residency:

- Q #8 A mother tries enrolling her children in District A but cannot prove residency. The mother insists that she is residing with the child's grandmother. The district knows the mother frequents a house in District B and believes that is her true residence. The mother insists that that is her sister's residence. The mother has no utility bills, rent payments, etc. in her name. The district believes a driver's license can be falsified. What does the district use as proof of residency?
- A #8 If the grandmother and mother sign a notarized statement that the family resides with the grandmother for the purpose of a suitable home, that is acceptable. The children are considered residents of District A.
- The pupils might be protected under the McKinney-Vento Homeless Assistance Act, 42 USC 11431, thus making them eligible for immediate enrollment in the current district of residence or allowing them to continue enrollment in the school of origin (the school they attended when permanently housed or the school in which they were last enrolled) if that is preferred by the parent or guardian and is feasible.
- Q #9 A child's parents are divorced and the child resides with his mother in District A. The child attends District B where his father resides (as is allowed under Section 24b of the State School Aid Act). The father is remarrying and would like the child to attend a district other than District B. May District B deny the child the right to attend?
- A #9 Sections 1148a of the Revised School Code and 1624b of the State School Aid Act grant the child the right to attend school in any district in which a parent resides. If the child has been attending District B all along and District B has on record that the child's father resides in District B and knows that the father continues to reside in District B, then the child may continue to attend District B without the father's approval. However, should the father move out of District B, the child would need a release from District A to continue attending District B.

- Q #10 A high school pupil moved from the district during the summer and enrolled in his new resident district. The district wants to withhold the pupil's records, as he owes for several lost books. The district has been told that they cannot legally withhold this pupil's records. Is this true?
- A #10 Yes, Attorney General Opinion 6064, from April 1982, states: "A school district must furnish the records of a pupil upon request of another school district in which the pupil is enrolled as an incident to the operation of free and public elementary and secondary schools required by the Constitution of 1963 article 8 section 2, and is precluded from withholding the records because the pupil or his or her parents are indebted to the school district possessing the records for fees or other charges."

Senior in High School:

- Q #11 Pupil has attended District A for several years up through his junior year. The family moved out of the district during the summer. The pupil would like to attend District A and graduate with his class. What documentation is required so this pupil may continue his senior year at District A?
- A #11 The pupil must obtain a release from the new resident district, unless the pupil meets one of the exceptions listed in Section 6(6) of the State School Aid Act. For example, a pupil who was enrolled in District A under Section 105 schools of choice is allowed to remain enrolled even if his or her physical address changes after enrollment unless the pupil breaks the schools of choice enrollment by enrolling in another district or by being expelled from the district.

10/30-Day Rule:

- Q #12 A pupil is absent on count day but is still enrolled in the district. Should the district remove the pupil if he or she continues to be absent? Should the district remove the pupil from the database?
- A #12 If the pupil is still enrolled, the pupil may be eligible to be counted based on the 10/30-day rule. However, if a pupil is not present on count date and if the district is not sure if the pupil is still enrolled, the district should not count the pupil for FTE. If the pupil is enrolled in another district, the pupil will be reported in that district's count. Check with the ISD auditor for additional information.