Muskegon Area Intermediate School District

**Student Count Checklist**

(All Grades)

* Buildings are required to verify accuracy and completion of all reports prior to submitting packet to MAISD
* All items (except attendance books and schedules) **MUST** be included in this packet – pertinent to your building ONLY.
* PLEASE NOTE: All of your forms MUST be **Alphabetical By Grade**

**All buildings MUST hand in the following:**

* ALPHA LIST with FTE > 0 and **SIGNED BY THE BUILDING PRINCIPAL**
* Official School Calendar (building)
* Completed Days of Instruction, Daily Time Schedules, Clock Hours Summary Report, Clock Hours Report
* District /Building Attendance Policy
* Board Approved List of Classes
* Count Day Absence List
* 75% Attendance Sheet
* List of teachers names – (Given) First name, Middle Initial, and Last Name

**Please check the box next to the forms that are pertinent to your building and that are included in your packet to the MAISD.**

(***New*** *– anything that doesn’t pertain to your building does not need to be handed in)*

* Graduation Requirement
* Early Childhood SE 54
* Early Childhood SE 55
* Early Middle College
* Home-based District Policy
* Home-based – Mandatory Expulsion
* Home-based Teacher log
* Home-bound & Hospitalized Pupil List
* Home-bound & Hospitalized Teacher Log
* Written Certification from physician for Homebound/Hospitalized
* Legal Residence for Public School Membership
* Non-public Shared-Time list
* Non-Resident Students
* Verification of Schools of Choice
* Part-time Pupils
* Split Schedule
* Cooperative Ed (i.e. Career Tech Center)
* Dual Enrollment
* Reduced Schedule list of pupils
* Independent Study Pupils
* Virtual Enrollment
* Seat Time Waiver
* Work-based
* Experiential Learning
* Suspension & Expulsion Log
* Worksheets A & B If you are submitting any new Section 53 Students on worksheet A, please submit supporting documentation, ie. Court documents.