Muskegon Area Intermediate School District

**Student Count Checklist – All Buildings**

* 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**

**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 Requirements
* Early Childhood SpEd 1754
* Early Childhood SpEd 1755
* Early Middle College – include bill, proof of payment and student college course list
* Home-based District Policy
* Home-based – Mandatory Expulsion
* Home-based Teacher log
* Home-bound/Hospitalized Pupil List – must attach doctor note (MD/DO only)
* Home-bound/Hospitalized Teacher Log – 4 Wk min
* Non-public Shared-Time list
* Non-Public vs Public Class Time Comparison
* Non-Resident Students – Must match Alpha List
* Verification of Schools of Choice
* Part-time Pupils
* Split Schedule
* Cooperative Ed (i.e. Career Tech Center)
* Post-secondary Dual Enrollment – include bill, proof of payment and student college course list
* Reduced Schedule list of pupils
* Reduced Schedule Request Form
* Independent Study Pupils
* Distance Learning Pupils
* Expanded Virtual Enrollment
* 2-Way Communications Documentation
* Seat Time Waiver
* Work-based Learning
* Experiential Learning
* Suspension & Expulsion Log – Less than 45 Days
* Worksheets A & B If you are submitting any new Section 53 Students on worksheet A, please submit supporting documentation, ie. Court documents.

**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 Report
* Building Attendance Policy
* Board Approved List of Classes
* Count Day Absence List – must include ALL absent students (suspended, homebound, etc)
* 75% Attendance Sheet – (1st day of school thru November 15th)
* Master Schedule – (Must show teachers “given” First, Last Name, Courses, planning periods, etc.)
* Local District Planning form – (Completed by Admin Office Personnel - one per District).
* FTE Comparison Report – Printed from MSDS after certified reporting is complete.
* DS4061 – Printed from MSDS after certified reporting is complete.