



ENROLLMENT AUDIT TRAINING

LEA TRAINING - PCSB

STUDENT ENROLLMENT AUDIT

SY 2012 - 2013



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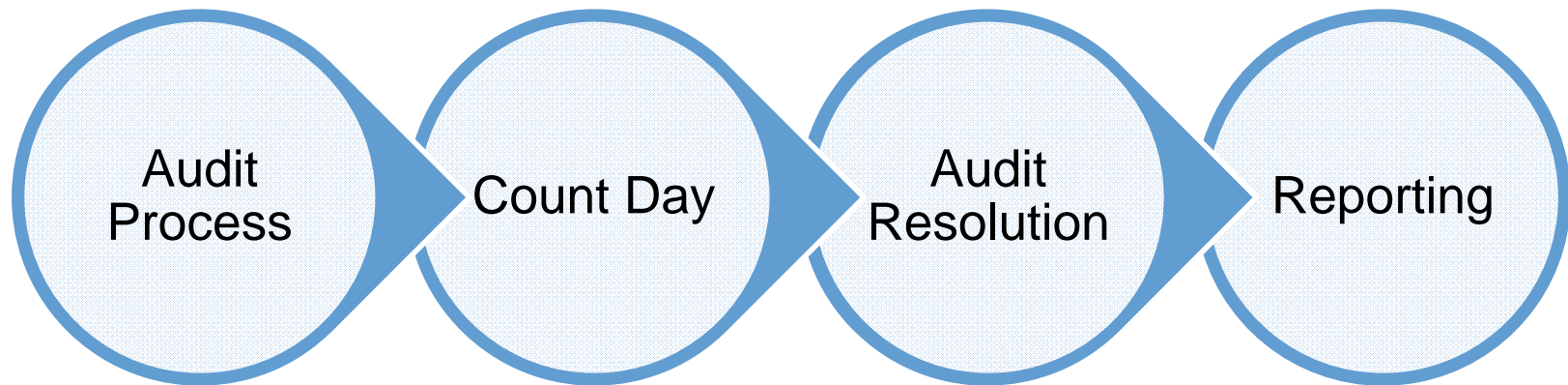
Contact Information

- Rachel Locus, CPA – Engagement Partner
- Terry Tyler, CPA – Quality Control Partner
- LaTonja Belsches, CPA – Engagement Manager
- Email: enrollmentaudit@fstaylor.com
- Telephone: 202-898-0008
- Fax: 202.459.2264



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Training Overview





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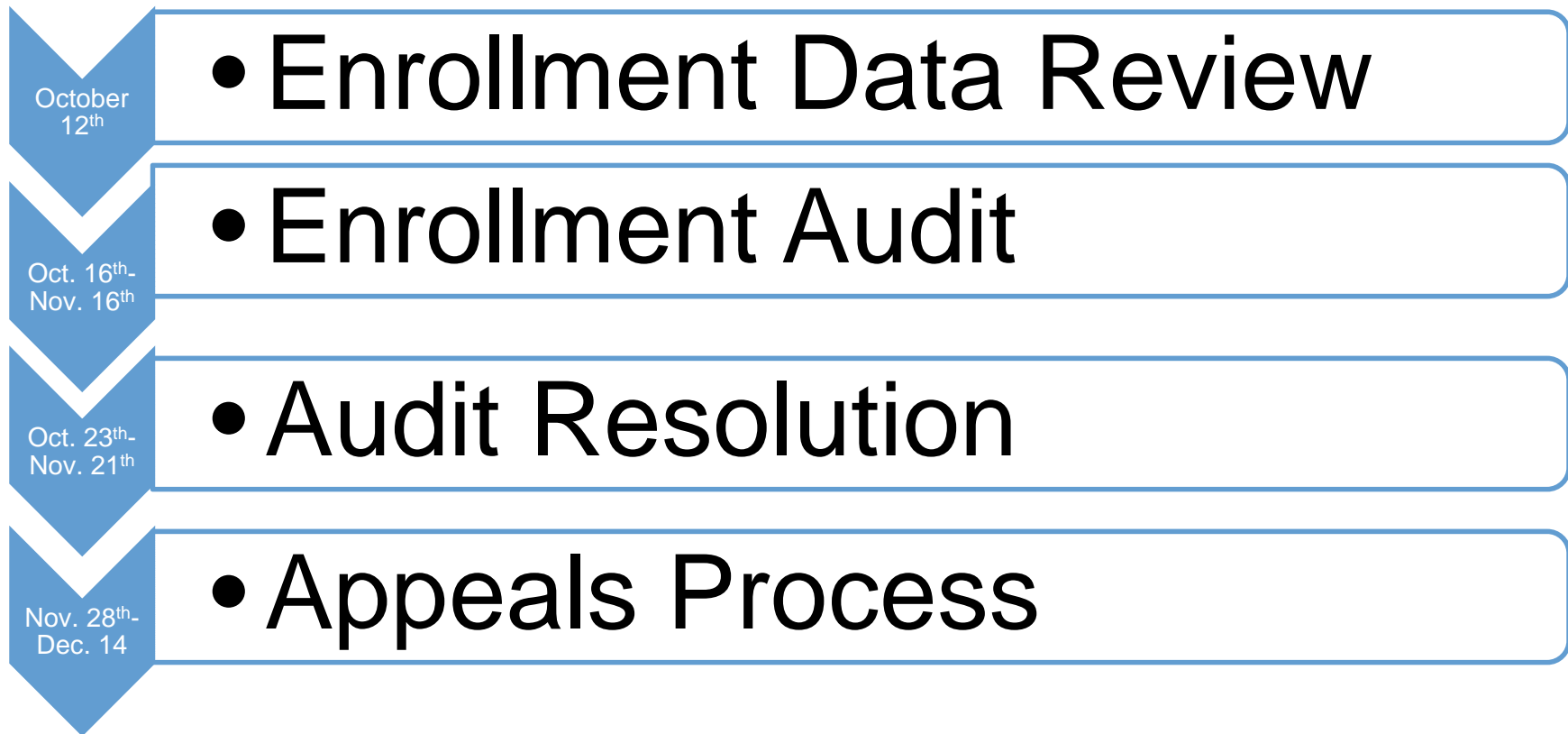
AUDIT PROCESS

- ❑ Important Dates
- ❑ Audit Workflow
- ❑ Audit Schedule
- ❑ Data Integrity



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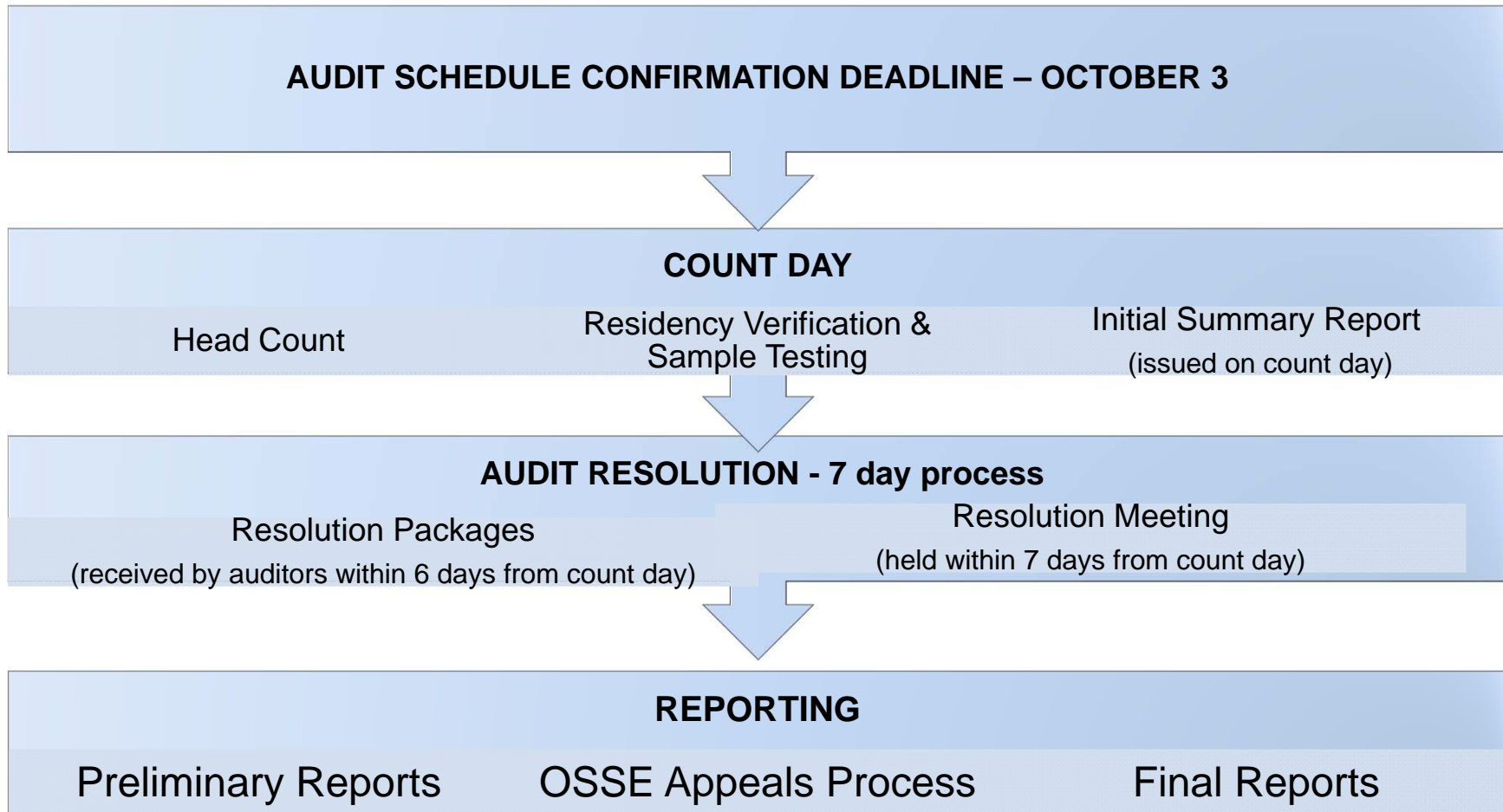
Important Dates





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AUDIT WORKFLOW





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Audit Schedule

- Schedule confirmations must be signed and returned by October 3rd
 - Return confirmation via email or fax by the date requested
 - Verify all information is correct
- Field audits begin on October 16, 2012
- Changes made only for impractical circumstances (testing, school closures, etc.)



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Data Integrity

- Ensure SLED data is correct (**double check**)
 - Verification Oct. 9th – Oct. 11th; Certified October 11th.
- OSSE will provide enrollment data to F.S. Taylor on October 12th
- Individual classroom rosters must correspond to the **DAY** and **TIME** of your scheduled enrollment audit



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COUNT DAY

- Physical Head Count
- Residency Verification
- Summary Reports



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Physical Head Count

Audit Teams

- Arrive at confirmed location and time
- Audit will begin promptly

Students

- Remain in classrooms until count completed
- Tardy students remain in designated area and will be counted

Teachers

- Call names on rosters
- Advise of known withdrawals
- Validate grade levels
- Certify count totals, comments and grade levels recorded on rosters

Absentees and Discrepancies

- Will be summarized and provided
- Supporting documentation will be requested



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Residency Verification

Student Binders

- Sorted alphabetical order by last name
- Minimum of 3 binders, for each school

Binder Content

- Residency verification forms
 - DC Residency Form
 - Home Visitation Residency Form
 - Homeless Referral Form
 - Parent Residency Verification Retention Form (Opt Out)

Audit Testing

- 100% of residency verification forms
- Random sample of support for residency determination
- Examination of verification forms for students attending non-public schools



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Residency Verification Sample

- Sample Size - based on student population for each school
- Sample Selection – **provided** and **tested** on count day
 - Examine documentation obtained from parent or guardian
 - Enrollment form must also be provided



Initial Summary Reports

- Issued on Count Day
 - Summary report documents:
 - Absentees
 - Residency discrepancies
 - Other relevant open audit points
 - LEA signature required to document receipt of summary report
- Next Business Day
 - Email communication
 - Electronic summary of absentees and discrepancies
 - Date and time of resolution meeting
 - Instruction for resolution process



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AUDIT RESOLUTION

- Resolution Packages
- Resolution Meeting



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Resolution Package

Documentation

- Absent Students – In accordance with OSSE hierarchy policy
- Residency Discrepancies – Forms and supporting documents submitted
- Other noted discrepancies
- Must be certified by LEA designee

Timetable

- Submitted within six (6) days from count day

Delivery Method

- Fax: (202) 249-2264
- Email: enrollmentaudit@fstaylor.com
- Subject: School Name_LEA Designee_resolution package



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Resolution Process

Resolution Packages – Received within 6 days from count day

- Received and reviewed by auditors
- Determine the sufficiency of supporting documentation
- Email LEA designee if additional information is required

Resolution Meeting – Within 7 days from count day

- Auditor will discuss preliminary enrollment audit numbers
- LEA **MUST** retain copy of documentation presented at resolution meeting
 - **NO** new documentation can be submitted **DURING** appeal process.
- LEA designee signature acknowledges audit results and findings



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Absent Student Documentation Hierarchy Policy

Documentation Type and Order of Preference	Description
1. Attendance Records	<p>Demonstrate at least one day of attendance during the September 24 through October 19 time period. Attendance does not need to be demonstrated for each class during the day.</p> <p>If not available OR if more than one LEA shows attendance record, #2 is requested.</p>
2. Note from parent/legal guardian/doctor/etc.	<p>If a student is absent on the day of the head count because of an illness, court-ordered appearance, out-of-school suspension, the LEA may provide a note explaining the absence signed by a parent, legal guardian or doctor or official documentation of the court-ordered appearance, suspension, etc.</p> <p>If not available OR if more than one LEA shows attendance record, #3 is requested</p>
3. School Work	<p>Two pieces of school work or exam documentation (including student's name and the date of the work) during the time period of September 24 through October 19. Electronically submitted work or exams that have a date stamp and show the student's name or unique student identifier will also be accepted.</p>

School must submit signed certifications forms along with each absent student package presented to auditors. Forms at <http://osse.dc.gov/service/data>



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REPORTING

- ❑ Preliminary and Final Reports
- ❑ Appeals Process



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Reporting

- Preliminary audit enrollment reports
 - Due to OSSE by November 26th
 - Issued based on the resolution of information presented during the audit process
- Pre-Appeals enrollment data
 - Issued by OSSE on November 28th



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Appeals Process

- November 29th through December 14th
- **NO** new documentation can be submitted **DURING** appeal process.
 - Only documentation presented during resolution meeting will be considered
- All appeals will be presented before a panel that includes:
 - 2 representatives from OSSE
 - 1 representative from the Office of the Deputy Mayor for Education
- Allows each LEA to appeal an enrollment, grade, or residency decision.
- Consideration of LEA evidence presented during the appeals process and OSSE's conclusion on the particular matter.
- Issue post-appeal reports which capture all appeal decisions



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QUESTIONS ?