

Desk Audit Required Documentation Checklist

District: _____

Count Date: _____

Submit this form with your required paperwork to Revver by Friday November 20, 2026. If an item does not pertain to your building, you can check N/A next to that item. Each line should have a checkmark for Yes or N/A. Reminder to download and save all student schedules on count day for field audit requests. Do Not submit schedules until requested by auditor.

10 Day Return Date :		
Yes	N/A	Documentation Item
☐	☐	CERTIFIED Student Alpha List with Students > 0 from MSDS/CEPI
☐	☐	SIS Alpha List by Building with Students > 0 Signed and Dated by Building Principal
☐	☐	Educational Testimonies* - Fall only
☐	☐	Copy of Attendance Policy (For all grade levels) - Fall only
☐	☐	Attendance Codes - with excused or unexcused indicated for each code
☐	☐	Count Day Absence Forms by building (PowerSchool MI 10/30 Day Report by period, MISTAR Absent Return Report, 10-day worksheets) October 7th through November 6th
☐	☐	Board approved courses and grad requirements* - Fall only
☐	☐	District Course Catalogs (if not previously provided with new school year forms)
☐	☐	Certified FTE Summary Report from MSDS/CEPI (DS-4061)- Signed and Dated
☐	☐	General Education DS4061 (from SIS)
☐	☐	Special Education FTEs DS4061 (from SIS)
☐	☐	Residency Related DS4061 (from SIS, LEAs only)
☐	☐	Cooperative Agreement (Fall – All agreements/ Spring only new agreements)
☐	☐	Nonpublic, Part-Time Sites and Assurances*
☐	☐	Teacher Attendance Certification Form (Date Range 09/28/2026 - 11/06/2026, Signed and Dated in ink) *
☐	☐	75% Attendance Report District Wide (Fall Date Range: 1st day of school – 11/06/2026)
☐	☐	Add and Drop Report (Status Changes) do not include track transfers –Fall Date Range 9/28/2026 - 11/06/2026
☐	☐	Non-Traditional Student List (By building only students w/FTE >0) *See Non-trad codes
☐	☐	Kindergarten Age Verification*
☐	☐	List of New School of Choice Students for the Current School Year* FTE>0 Building/Grade/alphabetical order
☐	☐	Early Middle College Verification*
☐	☐	Early Middle College List for student with more than 1.00 FTE*
☐	☐	Worksheet A (must include program code)-Signed and Dated by Instructor
☐	☐	Worksheet Bs (must include program code)-Signed and Dated by Instructor
☐	☐	FTE Conflicts Form with Back Up Documentation (if applicable)* Revver Folder 6, FTE Conflict

*** Template available on the Wayne RESA Pupil Accounting and Auditing Webpage at www.resa.net**