**Wayne RESA**

**Student Accounting and Auditing**

**New Pupil Accountant Checklist**

1. Welcome to the world of Pupil Accounting.

Please review our web pages. **🞏**

1. Print and Review the Pupil Accounting Manual

[michigan.gov/mde/0,1607,7-140--22360--,00.html](http://www.michigan.gov/mde/0%2C1607%2C7-140--22360--%2C00.html) **🞏**

1. Complete CEPI Security Agreement for Michigan Student Data **🞏**

System (MSDS) (used to upload & certify count, graduation/dropout review,

Student search, UIC resolver)

[michigan.gov/documents/cepi/MSDS\_Security\_Agreement\_465044\_7.doc](http://www.michigan.gov/documents/cepi/MSDS_Security_Agreement_465044_7.doc)

Complete CEPI security Agreement for Educational Entity Master (EEM) (used for days/clock hours input)

[michigan.gov/documents/cepi/EEM\_security\_agreement\_408312\_7.doc](http://www.michigan.gov/documents/cepi/EEM_security_agreement_408312_7.doc) **🞏**

1. Join Michigan Pupil Accounting and Attendance Association(MPAAA) [mpaaa.org/index.php](http://mpaaa.org/index.php) **🞏**