

Waterford School District Board of Education Meeting October 5, 2017

Pupil Accounting

Presented by:

Dr. Keith Wunderlich

Superintendent

William Holbrook, CPA
Executive Director, Business & Operations

2017 Fall Count and Timeline

Enrollment Process:

- January 1st: Enrollment process begins for 2017-2018 Kindergarten (May 1st for all other grades)
 - Parents/Guardians can begin registration online or at Central Enrollment
 - Final documentation (birth certificate and residency proofs) is obtained and reviewed at Central Enrollment
 - Final data entry into the student database and approval is performed by Central Enrollment
- January 16th through September 8th: School of Choice open enrollment for kindergarten only

2017 Fall Count and Timeline

Count Process:

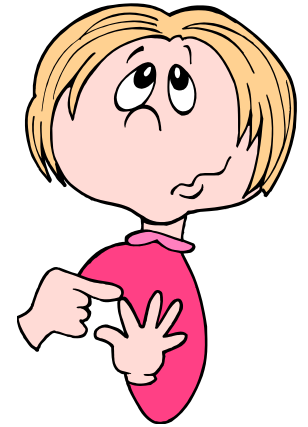
- September 5th: First day of school
- September 25th: Teachers receive Attendance Verification Forms, these forms are used by Oakland Schools when the audit is performed
- October 2nd:
 - Count day meeting with building secretaries to discuss the count process and any new rules from the State
 - Buildings run Roster Report for review and adjustments



2017 Fall Count and Timeline

Count Process:

- October 4th: Count Day
 - Updated Roster Reports are run and reviewed at the building level
 - Teachers verify attendance
 - Identify unexcused absences (10 day rule)
 - Identify excused absences (30 day rule)
 - Identify suspensions (45 day rule)
- October 13th: Elementary buildings return completed Roster Reports and principal signs Confirmation Form



2017 Fall Count and Timeline

Count Process:

- October 18th: Last day to count unexcused absences (10 day rule)
- October 24th: Student Support Services returns final Special Education count for additional categorical funding
- October 24th & 25th: Secondary buildings return completed Roster Reports and principal signs Confirmation Form
- November 3rd: Last day to count excused absences (30 day rule)



2017 Fall Count and Timeline

Count Process:

- November 8th: Submit count to Oakland Schools and State of Michigan
 - UIC's (Unique Identifier Code for Students) are cross checked with State website data
 - Duplicates are researched and adjustments are made as needed
- November 15th: Certify count with State
- November 18th: Last day to count suspensions (45 day rule); if student can be counted auditor will make adjustment

2017 Fall Count and Timeline

Count Process:

- November 16th through March 31st: Oakland Schools conducts an audit and adjusts the count accordingly
 - Items that could impact a count:
 - *FTE conflict with another district - unresolved duplicate UIC*
 - *Not exiting a student*
 - *Non compliant attendance record*
 - *Absenteeism – FTE needs to be prorated*
 - *Student claimed as a graduate, but actually failed to graduate*
 - *25e – student arrives after count, but can be prorated for funding*
 - *Work based education –not in accordance with program rules*
 - *Residency*



2017 Fall Count and Timeline

Items to Consider:

- Headcount does not equate to a full Foundation Allowance (\$7,630), FTE is the measurement
 - Preschool students are funded differently and only certain special needs students can obtain Foundation Allowance
 - High school students may not have a full schedule (dual enrollment)
 - Some students can't handle a full day – may use credit recovery
- Certain programs have no (or limited) impact on the bottom line
 - Children's Village has zero financial impact due to other funding sources
 - Center Programs have an approximate impact of 30% as other Districts will pay the difference with higher tuition rates
 - Grad Alliance only receives a prorated Foundation Allowance for each month attended
 - Section 53 – out of county court placed students are funded 100%
- VLAC (Virtual Learning Academy Consortium), and dual enrollment have costs associated with participation

2017 Fall Count and Timeline

November 15th is the date that the count is certified

At that point the data is ready to be analyzed

Begin to adjust budget numbers in preparation for the Revised Budget

