

# SPRING COUNT DAY: February 11, 2026

## Required DESK Documentation Checklist

School District \_\_\_\_\_

Building: \_\_\_\_\_

Return this form with all the required paperwork.

Check off items as you complete your forms for submission.

If an item does not pertain to your building, you can note "NA" next to that item.

MSDS File Due to CEPI: Wednesday, March 18, 2026

Recertification to CEPI: Wednesday, March 25, 2026




Send copies of all Desk Audit Documentation no later than March 27, 2026



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TO: MCISD (Attn: Steve Martin)

1201 41st Ave

Menominee, MI 49858

 <b>Enclosed</b>	Required <b>DISTRICT</b> Documentation
SPRING if ONLY Changes since the Fall	(Form 2-B) <b>Local District Planning Form</b> for District / including ALL Buildings
	(DS-4061) <b>Unaudited FTE Summary Report</b> from CEPI
	(Certified MSDS) <b>Student Alpha List</b> from CEPI <ul style="list-style-type: none"><li>Last Page Signed and Dated</li></ul>
	<b>Alphabetized Membership</b> from PowerSchool <ul style="list-style-type: none"><li>Official Enrollment Student Roster as of the Count Date</li></ul>
SPRING if ONLY Changes since the Fall	Approved <b>Waivers</b> for the District such as Travel Waivers, Alt Ed Waivers
 <b>Enclosed</b>	Required <b>TEACHER</b> Documentation
SPRING if ONLY Changes since the Fall	(Form 1-J) <b>Teacher Verification Form</b> includes ALL Long-Term Subs & All Virtual Third-Party <ul style="list-style-type: none"><li>Separate Forms for each Building (ie, Elementary, Middle School, High School, Virtual Teachers, Substitute Teachers)</li><li>Include Master Teacher Schedule for ALL Buildings</li><li>Highlight <b>YELLOW</b> any changes for the Spring</li></ul>
 <b>Enclosed</b>	Required <b>Days, Hours &amp; Professional Development</b> Documentation
SPRING if ONLY Changes since the Fall	(Form 3-E) <b>Days &amp; Clock Hours</b> per Building per FULL day, PART/HALF Day <ul style="list-style-type: none"><li>Scheduled Daily Hours of Instruction 2024-25</li><li>Scheduled Days of Instruction 2024-25</li><li>District Calendar</li></ul>
	(Form DPPR) <b>Professional Development Days</b> <ul style="list-style-type: none"><li>Staff Attendance Records (Must be at least 75%)</li><li>Board Approval</li><li>Professional Day Agenda</li><li>SCECH's assigned per Attendee</li></ul>
	<b>75% Building Attendance Summary</b> per Building & per District

 Enclosed	Required <b>BUILDING</b> Documentation
	(Form 1-G) <b>Drop-Add Record</b>
	(Form 4-A) <b>Special Ed Worksheet A &amp; B</b> <ul style="list-style-type: none"> <li>• <b>IMPORTANT- All Worksheet B totals MUST equal amount certified Special Ed Total on the Alpha List!</b></li> </ul>
	(Form 1-F) <b>Absent on the Day of Count List</b> include Excused Documentation & 10/30 Day Report from PS <ul style="list-style-type: none"> <li>• Elementary School</li> <li>• Middle School</li> <li>• High School</li> </ul>
	<b>Pupil Class Schedules</b> <i>Submit separately for each building.</i> <ul style="list-style-type: none"> <li>• Pupils Schedules ON the Day of Count <ul style="list-style-type: none"> <li>o Elementary</li> <li>o Middle School</li> <li>o High School</li> </ul> </li> </ul>
	(Form 1-E) <b>Verification Form</b>
	(Form 2-F) <b>Attendance &amp; Retention Policies Form</b>
 Enclosed	If Applicable <b>Required POP III / BUILDING</b> Documentation
	(Form 5-A) <b>Alternative Education</b> Alt Ed Student List
	(Form 5-B) <b>Cooperative Ed Programs Pupils</b>
	(Form 5-C) <b>Home Based Education Pupils</b> <ul style="list-style-type: none"> <li>• Services provided for Suspension or Expelled</li> <li>• Certification from a physician who is either an M.D. or a D.O. or a licensed physician's assistant certifies a medical condition that requires that the pupil be confined to the home or hospitalized during regular school hours for a period longer than five (5) consecutive school days.</li> <li>• Home Based Pupil Schedule</li> <li>• Home Based Teacher Log- Instructional Dates/Times <ul style="list-style-type: none"> <li>o For a general education pupil, a minimum of two 45-minute periods of instructional service per week.</li> <li>o For a pupil with an individualized education plan (IEP), a minimum of two nonconsecutive hours of instructional service per week.</li> </ul> </li> </ul>
	(Form 5-D) <b>Homebound / Hospitalized Homebased Pupils</b> <ul style="list-style-type: none"> <li>• Pupil Schedule</li> <li>• Homebound / Hospitalized Teacher Log- Instructional Dates/Times</li> <li>• Homebound/Hospitalized Certification from Physician (MD/DO Only)</li> </ul>
	(Form 5-E) <b>Non-Public Home School &amp; Share Time Pupils</b> <ul style="list-style-type: none"> <li>• Pupil Schedule</li> <li>• Curriculum offering is restricted to nonessential elective courses.</li> <li>• The pupil shall not be counted as more than 0.75 of full-time equated membership.</li> <li>• The course length and grading system must be like that of the course offered to public school pupils</li> </ul>
	(Form 5-F) <b>Part-Time Pupils</b> <ul style="list-style-type: none"> <li>• Pupil Schedule</li> <li>• Calculation of Part Time Pupil</li> </ul>
	(Form 5-G-A) <b>Postsecondary and CTE Pupils</b> <i>High School Only</i> <ul style="list-style-type: none"> <li>• Proof of Payment</li> </ul>

	<p><b>(Form 5-G-B) Early Middle College Pupils</b> <i>High School Only</i></p> <ul style="list-style-type: none"> <li>• Proof of Payment</li> <li>• EDP on file for all EMC Pupils</li> <li>• The pupil is enrolled in at least one math or math-related class during the pupil's final year.</li> <li>• The pupil is not a foreign exchange pupil enrolled under a cultural exchange program.</li> <li>• The pupil is enrolled in at least one course in the fifth year that earns high school credit during each count period.</li> </ul> <p>NOTE: An early middle college pupil must enroll in the five-year high school program and be reported with participation code 3500 in the Michigan Student Data System (MSDS) by the CEPI fall general collection certification deadline while the pupil is enrolled in grade 11.</p>
	<p><b>(Form 5-H) Reduced Schedule Pupils</b> <i>High School Only</i></p> <ul style="list-style-type: none"> <li>• Pupil Schedule</li> <li>• Reduced Schedule Request &amp; Approval Form</li> <li>• Approved for NO less than 80% of school hours.</li> </ul>
	<p><b>(Form 5-I) School of Choice 105/105C</b> Include Cooperative Agreements if applicable.</p> <ul style="list-style-type: none"> <li>• All SOC Pupils must be listed for each building.</li> <li>• <b>NEW SOC for the School Year, highlight in YELLOW and include SOC documentation</b></li> </ul>
	<p><b>(Form 5-N) Suspended / Expelled Pupil List</b></p> <ul style="list-style-type: none"> <li>• NO Service Provided, returning within 45 days</li> </ul>
	<p><b>(Form 5-M) Split Schedule Pupil List</b></p>
	<p><b>(Form 5-O-A) Distance Learning and / or Independent Study Pupils</b></p> <ul style="list-style-type: none"> <li>• Grade Eligibility: <ul style="list-style-type: none"> <li>o Distance learning: K-12</li> <li>o Independent study: 9-12</li> </ul> </li> <li>• Course Limits: <ul style="list-style-type: none"> <li>o Distance learning: No limit.</li> <li>o Independent study: 2 courses per semester or trimester.</li> </ul> </li> </ul> <p>NOTE: The course must be academic in nature and must be approved by the board of education.</p>
	<p><b>(Form 5-O-D) Virtual Learning Pupils</b></p> <ul style="list-style-type: none"> <li>• Pupil schedule for each Virtual Pupil</li> <li>• Parent Permission for each Virtual Pupil</li> <li>• Virtual Learning Options 2 Way Communication Log- Submit Logs for all Pupils.</li> </ul>
	<p><b>(Form 5-P) Work-Based Learning Pupils</b> <i>High School Only</i></p> <ul style="list-style-type: none"> <li>• WB Pupil Schedule for each Work Based Pupil</li> <li>• Pupils' EDP</li> <li>• WB Attendance Time Sheet Verification</li> <li>• WB Training Agreement / Plan</li> <li>• WB Employer / Worksite Visitation Log</li> <li>• Safety instruction appropriate to the placement has been provided by the district or employer and must be documented in either the training plan or training agreement.</li> </ul> <p>NOTE: The experience does not generate more than one-half of the pupil's membership up to .5 FTE; the Pupils must have at least one high school course scheduled, which may be the course used to anchor the experience.</p>
	<p><b>(Form 5-Q-C) Foreign Exchange Pupils</b></p> <ul style="list-style-type: none"> <li>• Pupil Schedule</li> <li>• Documentation of Visa</li> <li>• Documentation of Full Time or Part Time Pupil</li> </ul>
	<p><b>(Form 6-A) Experiential Learning Pupils</b> <i>High School Only</i></p> <ul style="list-style-type: none"> <li>• Pupils Schedule</li> <li>• Pupils' EDP</li> <li>• Copy of Course Curriculum / Syllabus</li> <li>• Attendance must be taken and documented regarding both the classroom instruction and direct experience components of the course.</li> </ul> <p>NOTE: The course is a combination of instruction and direct experience. The pupil is limited to one experiential learning course per semester. The primary responsibility of the teacher of record of the course must be delivering instruction to the enrolled pupils. The teacher shall not be concurrently teaching another course.</p>
	<p><b>(Form 6-B) Peer to Peer Pupils</b> <i>Grades 6-12 Only</i></p> <ul style="list-style-type: none"> <li>• Pupils Schedule</li> <li>• Course Curriculum / Syllabus</li> <li>• Board Approval of Peer to Peer Class</li> </ul>

The Superintendent and/or principal's signature verifies that all required forms have been submitted and that the line items are marked.

Principal's Signature \_\_\_\_\_

Date \_\_\_\_\_