



MISSISSIPPI OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING, AUDITOR

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

May 20, 2016

Jackson Public School District

Beginning on Tuesday, April 12, 2016, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student and personnel data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

Student Enrollment

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

All schools do have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

Whitten Middle School is reporting the number of students enrolled accurately.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

Brown Elementary, Davis Magnet Elementary, Dawson Elementary, Green Elementary, Lake Elementary, McWillie Elementary, Oak Forest Elementary, Poindexter Elementary, Power APAC, Smith Elementary, Walton Elementary, Woodville Heights Elementary, Kirksey Middle, Northwest Middle, and Rowan Middle Schools are following policy regarding student enrollment.

Baker Elementary School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 10 had missing, incomplete, or invalid proof of residency.

Barr Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 5 had missing, incomplete, or invalid proof of residency.

Bates Elementary School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 12 had missing, incomplete, or invalid proof of residency.

Boyd Elementary School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 17 had missing, incomplete, or invalid proof of residency.



Casey Elementary School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 12 had missing, incomplete, or invalid proof of residency.

Clausell Elementary School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 11 had missing, incomplete, or invalid proof of residency.

French Elementary School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 6 had missing, incomplete, or invalid proof of residency.

Galloway Elementary School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 9 had missing, incomplete, or invalid proof of residency.

George Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 5 had missing, incomplete, or invalid proof of residency.

Isable Elementary School is not following policy regarding student enrollment. Of the records reviewed, 4 out of 12 had missing, incomplete, or invalid proof of residency.

John Hopkins Elementary School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 13 had missing, incomplete, or invalid proof of residency.

Johnson Elementary is not following policy regarding student enrollment. Of the records reviewed, 2 out of 13 had missing, incomplete, or invalid proof of residency.

Key Elementary School is not following policy regarding student enrollment. Of the records reviewed, 4 out of 10 had missing, incomplete, or invalid proof of residency.

Lee Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 10 had missing, incomplete, or invalid proof of residency.

Lester Elementary School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 12 had missing, incomplete, or invalid proof of residency.

Marshall Elementary School is not following policy regarding student enrollment. Of the records reviewed, 6 out of 13 had missing, incomplete, or invalid proof of residency.

McLeod Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 16 had missing, incomplete, or invalid proof of residency.

North Jackson Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 17 had missing, incomplete, or invalid proof of residency.



Pecan Park Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 13 had missing, incomplete, or invalid proof of residency.

Raines Elementary School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 10 had missing, incomplete, or invalid proof of residency.

Spann Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 16 had missing, incomplete, or invalid proof of residency.

Sykes Elementary School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 11 had missing, incomplete, or invalid proof of residency.

Timberlawn Elementary School is not following policy regarding student enrollment. Of the records reviewed, 8 out of 15 had missing, incomplete, or invalid proof of residency.

Van Winkle Elementary School is not following policy regarding student enrollment. Of the records reviewed, 9 out of 14 had missing, incomplete, or invalid proof of residency.

Watkins Elementary School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 10 had missing, incomplete, or invalid proof of residency.

Wilkins Elementary School is not following policy regarding student enrollment. Of the records reviewed, 8 out of 16 had missing, incomplete, or invalid proof of residency.

Bailey APAC Middle School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 14 had missing, incomplete, or invalid proof of residency.

Blackburn Middle School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 14 had missing, incomplete, or invalid proof of residency.

Brinkley Middle School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 11 had missing, incomplete, or invalid proof of residency.

Cardozo Middle School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 18 had missing, incomplete, or invalid proof of residency.

Chastain Middle School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 21 had missing, incomplete, or invalid proof of residency.

Hardy Middle School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 14 had missing, incomplete, or invalid proof of residency.

Peoples Middle School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 13 had missing, incomplete, or invalid proof of residency.

Powell Middle School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 15 had missing, incomplete, or invalid proof of residency.



Siwell Middle School is not following policy regarding student enrollment. Of the records reviewed, 3 out of 15 had missing, incomplete, or invalid proof of residency.

Whitten Middle School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 16 had missing, incomplete, or invalid proof of residency.

Callaway High School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 33 had missing, incomplete, or invalid proofs of residency. Additionally, I was unable to determine compliance for 15 of the 33 records requested because the records were not presented for review.

Jim Hill High School is not following policy regarding student enrollment. Of the records reviewed, 26 out of 38 had missing, incomplete, or invalid proof of residency. Additionally, I was unable to determine compliance for 5 of the 38 records requested because the records were not presented for review.

Lanier High School is not following policy regarding student enrollment. Of the records reviewed, 10 out of 24 had missing, incomplete, or invalid proofs of residency. Additionally, I was unable to determine compliance for 3 of the 24 records requested because the records were not presented for review.

Murrah High School is not following policy regarding student enrollment. Of the records reviewed, 38 out of 44 had missing, incomplete, or invalid proof of residency; Additionally, I was unable to determine compliance for 2 of the 44 records requested because the records were not presented for review.

Provine High School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 33 had missing, incomplete, or invalid proof of residency.

Wingfield High School is not following policy regarding student enrollment. Of the records reviewed, 13 out of 24 had missing, incomplete, or invalid proof of residency. Additionally, I was unable to determine compliance for 1 of the 24 records requested because the record was not presented for review.

4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At Barr Elementary, Casey Elementary, George Elementary, John Hopkins Elementary, Lake Elementary, Lee Elementary, Oak Forest Elementary, Poindexter Elementary, Power APAC, Sykes Elementary, and Bailey APAC Middle School, the selected student's information in the student package **is the same** as the information kept in the student's record.

At Baker Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 10 student's information **did not match** information in the student package.



At Bates Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 12 student's information **did not match** information in the student package.

At Boyd Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 2 out of 17 student's information **did not match** information in the student package.

At Brown Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 5 student's information **did not match** information in the student package.

At Clausell Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 11 student's information **did not match** information in the student package.

At Davis Magnet Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 8 student's information **did not match** information in the student package.

At Dawson Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 11 student's information **did not match** information in the student package.

At French Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 6 student's information **did not match** information in the student package.

At Galloway Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 9 student's information **did not match** information in the student package.

At Green Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 11 student's information **did not match** information in the student package.

At Isable Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 7 out of 12 student's information **did not match** information in the student package.

At Johnson Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 2 out of 13 student's information **did not match** information in the student package.

At Key Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 10 student's information **did not match** information in the student package.



At Lester Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 12 student's information **did not match** information in the student package.

At Marshall Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 13 student's information **did not match** information in the student package.

At McLeod Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 16 student's information **did not match** information in the student package.

At McWillie Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 9 student's information **did not match** information in the student package.

At North Jackson Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 17 student's information **did not match** information in the student package.

At Pecan Park Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 13 student's information **did not match** information in the student package.

At Raines Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 10 student's information **did not match** information in the student package.

At Smith Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 5 out of 11 student's information **did not match** information in the student package.

At Spann Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 16 student's information **did not match** information in the student package.

At Timberlawn Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 9 out of 15 student's information **did not match** information in the student package.

At Van Winkle Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 14 student's information **did not match** information in the student package.

At Walton Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 13 student's information **did not match** information in the student package.



At Watkins Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 10 student's information **did not match** information in the student package.

At Wilkins Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 16 student's information **did not match** information in the student package.

At Woodville Heights Elementary School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 4 out of 12 student's information **did not match** information in the student package.

At Blackburn Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 5 out of 14 student's information **did not match** information in the student package.

At Brinkley Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 5 out of 11 student's information **did not match** information in the student package.

At Cardozo Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 18 student's information **did not match** information in the student package.

At Chastain Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 17 out of 21 student's information **did not match** information in the student package.

At Hardy Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 14 student's information **did not match** information in the student package.

At Kirksey Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 10 student's information **did not match** information in the student package.

At Northwest Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 12 student's information **did not match** information in the student package.

At Siwell Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 9 out of 15 student's information **did not match** information in the student package.

At Peeples Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 13 student's information **did not match** information in the student package.



At Powell Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 2 out of 15 student's information **did not match** information in the student package.

At Rowan Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 6 student's information **did not match** information in the student package.

At Whitten Middle School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 16 student's information **did not match** information in the student package.

At Callaway High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 13 out of 18 student's information **did not match** information in the student package. Additionally, I was unable to determine compliance for 15 of the 33 records requested because the records were not presented for review.

At Jim Hill High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 19 out of 38 student's information **did not match** information in the student package. Additionally, I was unable to determine compliance for 5 of the 38 records requested because the records were not presented for review.

At Lanier High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 7 out of 24 student's information **did not match** information in the student package. Additionally, I was unable to determine compliance for 3 of the 24 records requested because the records were not presented for review.

At Murrah High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 27 out of 44 student's information **did not match** information in the student package.

At Provine High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 33 student's information **did not match** information in the student package.

At Wingfield High School, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 10 out of 24 student's information **did not match** information in the student package.



Student Attendance/Absenteeism

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

All schools do have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

Bates Elementary, Boyd Elementary, Casey Elementary, French Elementary, Galloway Elementary, George Elementary, Key Elementary, Lake Elementary, Marshall Elementary, McWillie Elementary, Poindexter Elementary, Power APAC, Spann Elementary, Chastain Middle, Peoples Middle, Rowan Middle, and Wingfield High Schools did not have any excused absences.

Barr Elementary, Brown Elementary, Clausell Elementary, Davis Magnet Elementary, Dawson Elementary, Johnson Elementary, Lester Elementary, McLeod Elementary, Oak Forest Elementary, Raines Elementary, Smith Elementary, Van Winkle Elementary, Walton Elementary, Watkins Elementary, Cardozo Middle, Hardy Middle, Kirksey Middle, Northwest Middle, Siwell Middle, Whitten Middle, Jim Hill High, Murrah High, and Provine High Schools are following policy regarding attendance and absenteeism.

Baker Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 excuse did not comply with district and/or school policies.

Green Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 2 did not contain enough information to actually validate the excused absence and 2 out of 2 excuses did not comply with district and/or school policies.

Isable Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 excuse did not comply with district and/or school policies.

John Hopkins Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 excuse did not comply with district and/or school policies.

Lee Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 did not have a valid excuse on file.

North Jackson Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 2 excuses did not comply with district and/or school policies.

Pecan Park Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 excuse did not comply with district and/or school policies.

Sykes Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 2 out of 2 excuses did not comply with district and/or school policies.



Timberlawn Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 6 out of 7 excuses did not comply with district and/or school policies.

Wilkins Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 3 did not have a valid excuse on file.

Woodville Heights Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 excuse did not comply with district and/or school policies.

Bailey APAC Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 1 did not contain enough information to actually validate the excused absence.

Blackburn Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 7 excuses did not comply with district and/or school policies.

Brinkley Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 7 excuses did not comply with district and/or school policies.

Powell Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 2 excuses did not comply with district and/or school policies and 1 out of 2 did not have a valid excuse on file.

Callaway High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 3 did not contain enough information to actually validate the excused absence and 1 out of 3 excuses did not comply with district and/or school policies.

Lanier High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 2 out of 2 excuses did not comply with district and/or school policies.

Reporting of Suspensions

1. I determined whether the school is following policy regarding the reporting of suspensions. As a result, I found the following:

Baker Elementary, Barr Elementary, Bates Elementary, Boyd Elementary, Brown Elementary, Casey Elementary, Clausell Elementary, Davis Magnet Elementary, Dawson Elementary, French Elementary, Galloway Elementary, George Elementary, Green Elementary, Isable Elementary, John Hopkins Elementary, Johnson Elementary, Key Elementary, Lake Elementary, Lester Elementary, McLeod Elementary, McWillie Elementary, North Jackson Elementary, Oak Forest Elementary, Poindexter Elementary, Power APAC, Raines Elementary, Smith Elementary, Spann Elementary, Sykes Elementary, Timberlawn Elementary, Van Winkle Elementary, Walton Elementary, Watkins Elementary, Wilkins Elementary, Woodville Heights Elementary, Bailey APAC Middle, Hardy Middle, Northwest Middle, Powell Middle, and Whitten Middle Schools did not have any suspensions.



Kirksey Middle, Siwell Middle, and Provine High Schools are following policy regarding the reporting of suspensions.

At Blackburn Middle and Rowan Middle Schools, I was unable to determine compliance.

Lee Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 2 were not reported to the school attendance officer as they occurred; and 1 out of 2 suspensions were not coded as an unexcused absence, as required by law.

Marshall Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 were not reported to the school attendance officer as they occurred; and 1 out of 1 suspensions were not coded as an unexcused absence, as required by law.

Pecan Park Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer as they occurred.

Brinkley Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer as it occurred and 1 out of 1 suspension was not coded as an unexcused absence, as required by law.

Cardozo Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 3 out of 4 were not reported to the school attendance officer as they occurred; and 2 out of 4 suspensions were not coded as an unexcused absence, as required by law.

Chastain Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 2 was not reported to the school attendance officer as they occurred.

Peoples Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer as they occurred.

Callaway High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 4 out of 4 were not reported to the school attendance officer as they occurred and 1 out of 4 suspensions were not coded as an unexcused absence, as required by law.

Jim Hill High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 suspensions were not coded as an unexcused absence, as required by law.

Lanier High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 3 suspensions were not coded as an unexcused absence, as required by law.



Murrah High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 2 were not reported to the school attendance officer as they occurred.

Wingfield High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 2 were not reported to the school attendance officer as they occurred; and 1 out of 2 suspensions were not coded as an unexcused absence, as required by law.

School Attendance Reporting

1. I determined whether the school is following policy regarding the reporting of unexcused absences. As a result, I found the following:

Baker Elementary, Brown Elementary, French Elementary, George Elementary, Key Elementary, Lee Elementary, Smith Elementary, and Walton Elementary Schools are following policy regarding the reporting of unexcused absences.

Watkins Elementary School did not have any occurrences of students obtaining 5 or more unexcused absences.

At Galloway Elementary, Isable Elementary, Poindexter Elementary, Blackburn Middle, Brinkley Middle, and Rowan Middle Schools, I was unable to determine compliance regarding the reporting of unexcused absences.

Barr Elementary School is not following policy regarding the reporting of unexcused absences. Of the 3 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Bates Elementary School is not following policy regarding the reporting of unexcused absences. Of the 1 occurrence of students obtaining 5 or more unexcused absences, 1 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Boyd Elementary School is not following policy regarding the reporting of unexcused absences. Of the 19 occurrences of students obtaining 5 or more unexcused absences, 5 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Casey Elementary School is not following policy regarding the reporting of unexcused absences. Of the 2 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.



Clausell Elementary School is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Davis Magnet Elementary School is not following policy regarding the reporting of unexcused absences. Of the 1 occurrence of students obtaining 5 or more unexcused absences, 1 occurrence was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Dawson Elementary is not following policy regarding the reporting of unexcused absences. Of the 14 occurrences of students obtaining 5 or more unexcused absences, 9 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Green Elementary School is not following policy regarding the reporting of unexcused absences. Of the 13 occurrences of students obtaining 5 or more unexcused absences, 4 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 4 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

John Hopkins Elementary School is not following policy regarding the reporting of unexcused absences. Of the 6 occurrences of students obtaining 5 or more unexcused absences, 3 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Johnson Elementary is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Lake Elementary School is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences, 4 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Lester Elementary School is not following policy regarding the reporting of unexcused absences. Of the 1 occurrences of students obtaining 5 or more unexcused absences, 1 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.



Marshall Elementary School is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences, 5 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 3 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

McLeod Elementary School is not following policy regarding the reporting of unexcused absences. Of the 13 occurrences of students obtaining 5 or more unexcused absences, 4 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

McWillie Elementary School is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences, 3 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

North Jackson Elementary School is not following policy regarding the reporting of unexcused absences. Of the 15 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Oak Forest Elementary School is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences, 4 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Pecan Park Elementary School is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences, 6 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Power APAC School is not following policy regarding the reporting of unexcused absences. Of the 1 occurrence of students obtaining 5 or more unexcused absences, 1 occurrence was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Raines Elementary School is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences, 1 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.



Spann Elementary School is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences, 4 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Sykes Elementary School is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences, 1 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Timberlawn Elementary School is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences, 6 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Van Winkle Elementary School is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences, 5 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Wilkins Elementary School is not following policy regarding the reporting of unexcused absences. Of the 11 occurrences of students obtaining 5 or more unexcused absences, 7 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Woodville Heights Elementary School is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Bailey APAC Middle School is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences, 3 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Cardozo Middle School is not following policy regarding the reporting of unexcused absences. Of the 12 occurrences of students obtaining 5 or more unexcused absences, 11 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.



Chastain Middle School is not following policy regarding the reporting of unexcused absences. Of the 35 occurrences of students obtaining 5 or more unexcused absences, 21 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 8 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Hardy Middle School is not following policy regarding the reporting of unexcused absences. Of the 26 occurrences of students obtaining 5 or more unexcused absences, 19 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 3 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Kirksey Middle School is not following policy regarding the reporting of unexcused absences. Of the 14 occurrences of students obtaining 5 or more unexcused absences, 5 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Northwest Middle School is not following policy regarding the reporting of unexcused absences. Of the 4 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Peoples Middle School is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences, 7 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Powell Middle School is not following policy regarding the reporting of unexcused absences. Of the 26 occurrences of students obtaining 5 or more unexcused absences, 10 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Siwell Middle School is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences, 3 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Whitten Middle School is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences, 1 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.



Callaway High School is not following policy regarding the reporting of unexcused absences. Of the 22 occurrences of students obtaining 5 or more unexcused absences, 17 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Jim Hill High School is not following policy regarding the reporting of unexcused absences. Of the 51 occurrences of students obtaining 5 or more unexcused absences, 28 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Lanier High School is not following policy regarding the reporting of unexcused absences. Of the 42 occurrences of students obtaining 5 or more unexcused absences, 37 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences.

Murrah High School is not following policy regarding the reporting of unexcused absences. Of the 21 occurrences of students obtaining 5 or more unexcused absences, 12 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 3 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Provine High School is not following policy regarding the reporting of unexcused absences. Of the 45 occurrences of students obtaining 5 or more unexcused absences, 20 of these occurrences were not reported to the school attendance officer after accumulating five (5) or more unexcused absences and 1 of these occurrences was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Wingfield High School is not following policy regarding the reporting of unexcused absences. Of the 16 occurrences of students obtaining 5 or more unexcused absences, 2 of these occurrences were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

2. I determined whether the school attendance officer is following policy regarding reporting of unexcused absences. As a result, I found the following:

Baker Elementary, Barr Elementary, Boyd Elementary, Brown Elementary, French Elementary, Galloway Elementary, George Elementary, John Hopkins Elementary, Key Elementary, Lake Elementary, Pecan Park Elementary, Power APAC, Sykes Elementary, Smith Elementary, Spann Elementary, Walton Elementary, Bailey APAC Middle, Kirksey Middle, Northwest Middle, Whitten Middle, Callaway High, and Lanier High Schools' attendance officers are following policy regarding the reporting of unexcused absences.

At Isable Elementary, Poindexter Elementary, Blackburn Middle, Brinkley Middle, and Rowan Middle Schools, I was unable to determine compliance.



At Bates Elementary, Casey Elementary, Lester Elementary, and Watkins Elementary Schools, I was unable to determine compliance because no occurrences were reported to the school's attendance officer.

Clausell Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Davis Magnet Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 1 occurrence of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Dawson Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 14 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 14 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences; and 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Green Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 6 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Johnson Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 6 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Lee Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 10 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Marshall Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 4 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

McLeod Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences and 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.



McWillie Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

North Jackson Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 13 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Oak Forest Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 8 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Raines Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 6 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Timberlawn Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 3 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 3 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Van Winkle Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 2 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Wilkins Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 4 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 4 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Woodville Heights Elementary School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 5 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Cardozo Middle School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 1 occurrence of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.



Chastain Middle School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 14 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 1 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Hardy Middle School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 7 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 5 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Peoples Middle School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Powell Middle School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 16 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Siwell Middle School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 4 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 4 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Jim Hill High School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 28 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Murrah High School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 9 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 3 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.

Provine High School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the 25 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 3 had no documentation of a petition being filed in court after the student accumulated 12 unexcused absences, as required by law.

Wingfield High School attendance officer is not following policy regarding the reporting of unexcused absences. Of the 16 occurrences of students obtaining 5 or more unexcused absences that were reported to the attendance officer, 2 had no attempts made to secure enrollment and/or attendance after accumulating five (5) or more unexcused absences.



Graduation – THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12TH GRADE

1. I determined whether graduation requirements are being met. As a result, I found the following:

All students selected at Lanier High, Murrah High, Provine High, and Wingfield High Schools met graduation requirements.

At Callaway High School, not all students selected met graduation requirements. Of the records reviewed, 1 out of 9 did not earn the minimum number of Carnegie.

At Jim Hill High School, not all students selected met graduation requirements. Of the records reviewed, 1 out of 11 did not earn the minimum number of Carnegie units. Additionally, I was unable to determine whether graduation requirements were met for 2 out of 11 graduates.

2. I determine whether all graduation records were complete. As a result, I found the following:

At Provine High and Wingfield High Schools, all graduation records were complete.

At Callaway High School, all graduation records were not complete. Of the records reviewed, 9 out of 9 of students' records reviewed had incomplete Graduation Facts sections.

At Jim High School, all graduation records were not complete. Of the records reviewed, 11 out of 11 of student's records reviewed did not have completed Summary of High School Units.

At Lanier High School, all graduation records were not complete. Of the records reviewed, 8 out of 8 of student's records reviewed did not have completed Summary of High School Units.

At Murrah High School, all graduation records were not complete. Of the records reviewed, 16 out of 16 of student's records reviewed did not have completed Summary of High School Units.

Property Internal Controls

1. I determined whether the district has internal controls related to property and whether the district is adhering to those controls. As a result, I found the following:

Jackson Public School District has written internal controls related to property but is not adhering to those controls. 1 out of 177 items reviewed did not follow the district's internal control procedures; the information on the purchase order did not match the information in the inventory system for 18 out of 177 items reviewed; and the inventory system/listing had the incorrect location for 26 out of 177 items reviewed.

Please note: Due to safety concerns, the audit of Forest Hill High School was not completed and therefore is not a part of this audit report.



I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to my office, at **P.O. Box 956, Jackson, MS 39205; Attention: Paige Taylor, by 5/27/2016. If you do not respond within two weeks after this date, the response for the audit report will state that you chose not to respond.** If you have questions or comments, please feel free to contact me or Keyla Bradford, Project Manager, at 601-576-2800.

By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.



Superintendent Signature

5.20.16

Date



Jackson Public Schools

Cedrick Gray, Ed.D.
Superintendent of Schools

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May 26, 2016

Keyla Bradford
Performance Audit Division
Office of the State Auditor
P.O. Box 956
Jackson, MS 39205

Dear Mrs. Bradford:

In response to your May 20, 2016 exit interview, the Jackson Public School District will comply with noted deficiencies in our performance audit. I have reviewed the document and we will implement the action plan included with this response to correct the noted concerns. A general meeting with administrators will be held July 27, 2016 to discuss the action plan. Follow-up meetings throughout the 2016-2017 school year will be scheduled as required to monitor implementation and compliance.

Sincerely,

A handwritten signature in blue ink that reads "Cedrick Gray". The signature is fluid and cursive, with the first and last names being clearly legible.

Cedrick Gray, Ed.D.
Superintendent

Jackson Public School District

Corrective Action Plan: State Auditor Report

Section I: Student Enrollment

Standard	Problem	Response
Enrollment Records	<ol style="list-style-type: none">1. Invalid proofs of residency2. Missing records	<ol style="list-style-type: none">1. Schools/Office of Enrollment Services will:<ul style="list-style-type: none">• Follow newly revised district procedures for collecting and filing proper proofs of residency for all enrollees.• Conduct ongoing internal audits of active proof of residency of schools' files to ensure district and state compliance.• Provide audit findings for corrective actions and support recommendations to Heads of School and Divisional Directors.• Continue to follow with fidelity the district's currently revised enrollment procedures.2. Schools/Office of Records will:<ul style="list-style-type: none">• Ensure that students' records contain all required documentation according to established district and state guidelines.• Ensure that schools have access to all student records as needed for review by appropriate personnel and other district approved individuals and/or agencies.

Section I: Student Enrollment

Standard	Problem	Response
Student Information	1. Student information in the student package (SAM) does not match information recorded on students' records	2. Schools will be required to: <ul style="list-style-type: none">• Accurately encode student information into student's package at the beginning of each school year.• Ensure accurate recording of student information on students' records as it appears in student package.• Consistently update student's package and student information changes throughout the school year.• Require parents/guardians to complete a "Change of Information" form when requesting a change of information. 3. District Office will conduct ongoing internal audits of records to ensure that student package information is congruent with recorded information on the students' records and make adjustments according to findings.

Section II: Student Attendance/Absenteeism

Standard	Problem	Response
Excused Absence	<ol style="list-style-type: none"> Schools are not following policy for validating excused absences. 	<ol style="list-style-type: none"> The School District will: <ul style="list-style-type: none"> Update Standard Operating Procedures for processing excused absences.
Reporting Suspensions and Unexcused Absences	<ol style="list-style-type: none"> Schools are not following procedure for reporting suspensions and unexcused absences. 	<ol style="list-style-type: none"> Schools will: <ul style="list-style-type: none"> Follow with fidelity the district’s process for reporting suspensions to State Attendance Officer. Ensure the encoding of suspensions as unexcused absences as required by state statute. Follow with fidelity the district’s Attendance Phase Process – 5, 10, 12 days – for reporting unexcused absences to the State Attendance Officer. School District will: <ul style="list-style-type: none"> Assign Attendance Counselors to monitor, track and facilitate district attendance processes within schools. Conduct ongoing internal audits of attendance to ensure the proper reporting of suspensions and unexcused absences at appropriate timing to the State.

Section III: Graduation

Standard	Problem	Response
Graduation Records	1. Graduation requirements are not met and records are incomplete.	2. Schools will be required to: <ul style="list-style-type: none"><li data-bbox="980 394 1523 489">• Ensure that all graduation requirements are met for students earning the minimum number of Carnegie Units.<li data-bbox="980 506 1523 600">• Ensure that Graduation Facts Section of student record is fully complete according to required specification.

Section IV: Property Internal Controls

Standard	Problem	Response
Internal Controls related to Property	1. Not adhering to those internal controls related to property as established by school district.	1. The District will: <ul style="list-style-type: none">• Continue to follow its established policies and procedures regarding internal controls for property. The District will also continue to strictly enforce the guidelines and ensure that district staff members are in compliance.