



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

January 26, 2016

West Jasper Consolidated School District

Beginning on Thursday, January 21, 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:

Bay Springs Elementary, Bay Springs Middle, Stringer Attendance Center, and Bay Springs High Schools 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:

Bay Springs 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:

Bay Springs Elementary School is following policy regarding student enrollment.

Bay Springs Middle School is not following policy regarding student enrollment. Of the records reviewed, 2 out of 6 had missing, incomplete, or invalid proof of residency.

Bay Springs High School is not following policy regarding student enrollment. Of the records reviewed, 1 out of 7 had missing, incomplete, or invalid proof of residency.

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

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 Bay Springs 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 12 student's information **did not match** information in the student package.



At Bay Springs Middle, Stringer Attendance Center, and Bay Springs High Schools, the selected student's information in the student package **is the same** as the information kept in the student's record.

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:

Bay Springs Elementary, Stringer Attendance Center, and Bay Springs High 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:

Bay Springs Elementary, Stringer Attendance Center, and Bay Springs High Schools are following policy regarding attendance and absenteeism.

Reporting of Suspensions

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

Bay Springs Elementary, Stringer Attendance Center, and Bay Springs High Schools did not have any suspensions.

Bay Springs Middle School is following policy regarding the reporting of suspensions.

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:

Bay Springs Elementary School is not following policy regarding the reporting of unexcused absences. Of the 3 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.

Bay Springs Middle, Stringer Attendance Center, and Bay Springs High Schools are following policy regarding the reporting of 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:

At Bay Springs Elementary School, I was unable to determine compliance because no occurrences were reported to the school's attendance officer.

Bay Springs Middle, Stringer Attendance Center, and Bay Springs High Schools attendance officer is following policy regarding the reporting of 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 Stringer Attendance Center and Bay Springs High School met graduation requirements.

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

At Stringer Attendance Center and Bay Springs High School, all graduation records were complete.

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:

West Jasper Consolidated School District has written internal controls related to property and is adhering to those controls.

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 2/2/2016.** **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.

Dr. Jill Miller
Superintendent Signature
asst. State Superintendent.

1-26-16
Date

**Warren E. Woodrow
Superintendent**

**Phone: 601-764-2280
Fax: 601-764-4490**



**Bay Springs Elementary
Bay Springs Middle
Bay Springs High School
Stringer Attendance Center**

West Jasper School District

**Office of the Superintendent
Post Office Box 610
Bay Springs, Mississippi 39422**

Audit Response and Corrective Action Plan

January 28, 2016

Student Enrollment

3. Bay Springs Middle School, Bay Springs High School and Stringer Attendance Center are not following policy regarding student enrollment.

Response: This is being corrected. We are in the process of updating the district policy to include additional proofs of residency approved by MDE to ensure we have a valid proof of residency on students enrolled.

4. Bay Springs Elementary school student information in the student package is not the same as information kept in the student's record.

Response: This has been corrected. We reviewed student information in the student package and made updates to the student's records.

School Attendance Reporting

1. Bay Springs Elementary School is not following policy regarding the reporting of unexcused absences.

Response: This has been corrected. We have reviewed the policy regarding the reporting of unexcused absences with the Bay Springs Elementary School employee responsible for reporting this information, and the policy is being followed.

2. At Bay Springs Elementary School, the OSA was unable to determine compliance because no occurrences were reported to the school's attendance officer.

Response: This has been corrected. Bay Springs Elementary School is reporting occurrences to the school's attendance office according to the policy regarding the reporting of unexcused absences.