



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

December 17, 2008

Lee County School District

Beginning on Monday, December 15, 2008, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student 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:

Guntown Middle, Mooreville Elementary, Middle, and High School does 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:

Guntown Middle, Mooreville Elementary, Middle, and High 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:

Guntown Middle School is not following policy regarding student enrollment. 8 out of 22 records were missing, had incomplete, or invalid proof of residency. 1 out of 22 records were missing or had incomplete proof of immunization. 2 out of 22 records were missing, had incomplete, or invalid proof of age.

Mooreville Elementary School is not following policy regarding student enrollment. 7 out of 35 records were missing, had incomplete, or invalid proof of residency.

Mooreville Middle School is not following policy regarding student enrollment. 7 out of 16 records were missing, had incomplete, or invalid proof of residency. 1 out of 16 records were missing, had incomplete, or invalid proof of age.

Mooreville High School is not following policy regarding student enrollment. 17 out of 21 records were missing, had incomplete, or invalid proof of residency. 5 out of 21 records were missing or had incomplete proof of immunization.



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

At **Guntown Middle School** the selected student's information in the student package is not the same as the information kept in the student's record. 18 out of 22 student's information found in student package and did not match the student's record.

At **Mooreville Elementary School** the selected student's information is not in the student package and is not the same as the information kept in the student's record. 2 out of 35 student's information found in student package and did not match the student's record.

At **Mooreville Middle School** the selected student's information in the student package is not the same as the information kept in the student's record. 6 out of 16 student's information found in student package and did not match the student's record.

At **Mooreville High School** the selected student's information in the student package is not the same as the information kept in the student's record. 14 out of 21 student's information found in student package and did not match the student's record.

5. I determined whether the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS. As a result, I found the following:

At **Guntown Middle, Mooreville Elementary, Middle, and High School** the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS.

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:

Guntown Middle, Mooreville Elementary, Middle, and High School does 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:

Guntown Middle School is following policy regarding attendance and absenteeism. However, 7 out of 56 excuses **did not contain enough information to actually validate the excused absence.**

Mooreville Elementary School is following policy regarding attendance and absenteeism.

Mooreville Middle School is following policy regarding attendance and absenteeism. However, 6 out of 22 excuses **did not contain enough information to actually validate the excused absence.**



Mooreville High School is not following policy regarding attendance and absenteeism. 3 out of 47 students with excused absence(s) on the student package report **did not have a valid excuse on file**, and 2 out of 47 **did not have enough information to actually validate the excuse**.

3. I determined whether the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS. As a result, I found the following:

At **Guntown Middle, Mooreville Elementary, Middle, and High School** the total number of excused, unexcused, and total absent students on the student attendance report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS.

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 **Mooreville High School** met graduation requirements.

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

At **Mooreville High School** all graduation records were not complete. 8 out of 8 of student's records reviewed had incomplete Graduation Facts sections.

School Attendance Reporting

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

I determined that **Lee County School District** superintendent is not following policy regarding the reporting of unexcused absences.

At **Guntown Middle School** is not following policy regarding the reporting of unexcused absences, 19 out of 19 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At **Mooreville Elementary School** is not following policy regarding the reporting of unexcused absences, 1 out of 6 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At **Mooreville Middle School** is not following policy regarding the reporting of unexcused absences, 4 out of 4 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At **Mooreville High School** is not following policy regarding the reporting of unexcused absences, 7 out of 7 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.



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

I determined that **Guntown Middle, Mooreville Elementary, Middle, and High School** attendance officer is following policy regarding the reporting of unexcused absences.

Report Submission

1. I determined whether all final student package reports were transmitted to MSIS by the deadline established by the Mississippi Department of Education. As a result, I found the following:

At **Guntown Middle, Mooreville Elementary, Middle, and High School** all final student package reports were submitted by the deadline established by the Mississippi Department of Education.

Student Transfers

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

Guntown Middle, Mooreville Elementary, Middle, and High School is following policy regarding transfers

Student Withdrawals

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

Guntown Middle, Mooreville Elementary, Middle, and High School is following policy regarding withdrawals.

Mississippi Employment Protection Act (E-Verify)

1. I determined whether the school district is following policy regarding the Mississippi Employment Protection Act. As a result, I found the following:

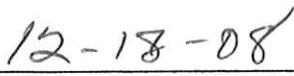
Lee County Public School District was not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

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 me, **Karol Odom at P.O. Box 956 Jackson, MS 39205**, within one week from today. If you have questions or comments, please feel free to contact myself 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



Date

December 18, 2008

TO: State Auditor's Performance Audit Division
FROM: Mike Scott, Superintendent, Lee County School District
DATE: December 18, 2008
RE: **Response to MSIS Audit Findings**

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

Guntown Middle School is not following policy regarding student enrollment. 8 out of 22 records were missing, had incomplete, or invalid proof of residency. 1 out of 22 records were missing or had incomplete proof of immunization. 2 out of 22 records were missing, had incomplete, or invalid proof of age.

Mooreville Elementary School is not following policy regarding student enrollment. 7 out of 16 records were missing, had incomplete, or invalid proof of residency. 1 out of 16 records were missing, had incomplete, or invalid proof of age.

Mooreville Middle School is not following policy regarding student enrollment. 7 out of 16 records were missing, had incomplete, or invalid proof of residency. 1 out of 16 records were missing, had incomplete, or invalid proof of age.

Mooreville High School is not following policy regarding student enrollment. 17 out of 21 records were missing, had incomplete, or invalid proof of residency. 5 out of 21 records were missing or had incomplete proof of immunization.

The Principals, MSIS contacts and attendance clerks have been notified and will have a conference on the proper documentation that goes in a student's folder. Proper documentation must be available in a student's folder as stated in the student handbook for Lee County Schools on page 7 under **Admission, Pupil Resident, Children of legal age whose parents or legal guardians are residents of this school district are eligible to attend school. In the case of separated or divorced parents, court orders and decrees involving custody of children will be the determining factor for school enrollment and residency.**

All students wishing to enroll in a Lee County School must provide the following documentation to the school when enrolling:

1. Certified Birth Certificate
2. Mississippi Certificate of Immunization Compliance
3. Lee County School District Residency Registration Form
(Minimum of two required for all students)
 - a. Electric bill
 - b. Water bill

- c. Gas bill
- d. Home phone bill
- e. Apartment or home lease agreement (updated every 30 days)
- f. Affidavit of residency (must show 2 proofs of residency)
- g. District representative personal home visit

Students in grades 1-12 must also provide the following when enrolling:

1. Report Card
2. Name and Address of Former School attended

Finding: **Student Enrollment.** 4. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

At **Guntown Middle School** the selected student's information in the student package is not the same as the information kept in the student's record. 18 out of 22 student's information found in student package and did not match the student's record.

At **Mooreville Elementary School** the selected student's information is not in the student package and is not the same as the information kept in the student's record. 2 out of 35 students' information found in student package and did not match the student's record.

At **Mooreville Middle School** the selected student's information in the student package is not the same as the information kept in the student's record. 6 out of 16 student's information found in student package and did not match the student's record.

At **Mooreville High School** the selected student's information in the student package is not the same as the information kept in the student's record. 14 out of 21 student's information found in student package and did not match the student's record.

The Principals, MSIS contacts and attendance clerks have been notified and have had a conference on this finding.

Finding: **Student Attendance/Absenteeism.** 2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

Guntown Middle School is following policy regarding attendance and absenteeism. However, 7 out of 56 **excuses did not contain enough information to actually validate the excused absence.**

Mooreville Middle School is following policy regarding attendance and absenteeism. However, 6 out 22 excuses **did not contain enough information to actually validate the excused absence.**

Mooreville High School is not following policy regarding attendance and absenteeism. 3 out of 47 students with excused absence(s) on the student package report **did not have a valid excuse on file**, and 2 out of 47 **did not have enough information to actually validate the excuse.**

The Principals, MSIS contacts and Attendance Clerks have been notified that proper documentation must be available for an absence to be excused.

The District policy does state the requirements for absentees to be excused.

The statement below pertaining to excused and unexcused absences can be found in the student handbook and also is a part of the data collection policy in statement #1 on page 8. Wording to the statement will have to be changed to include the **student's name and date written by the parent.**

Two types of excuses for absences shall be issued, excused and unexcused. Excused absences will require a telephone call to the school office or a written excuse **to include the student's name and the date of the absence by the parent,** whichever is required by the principal, upon the student's return to school. All other absences shall be unexcused.

Finding: **Graduation** –***THIS IS ONLY PERFORMED AT SCHOOLS WITH A 12TH GRADE***
3. I determined whether all graduation records were complete. As a result, I found the following:

At Mooreville High School all graduation records were not complete. 8 out of 8 of student's records reviewed had incomplete Graduation Facts sections.

The Principal and MSIS contact that had this finding has had a conference concerning this discrepancy.

Finding: **School Attendance Reporting** –1. I determined whether the school superintendent is following policy regarding reporting of unexcused absences. As a result, I found the following:

I determined that *Lee County Schools* superintendent is not following policy regarding the reporting of unexcused absences.

At *Guntown Middle School* is not following policy regarding the reporting of unexcused absences, 19 out of 19 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At *Mooreville Elementary School* is not following policy regarding the reporting of unexcused absences, 1 out of 6 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At *Mooreville Middle School* is not following policy regarding the reporting of unexcused absences, 4 out of 4 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

At *Mooreville High School* is not following policy regarding the reporting of unexcused absences, 7 out of 7 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences within the time frame specified by law.

The Principals, MSIS contacts and attendance clerks have been notified and been in conference concerning the reporting of 5 or more unexcused absences to the attendance officer. If the attendance officer comes once a week the designated person will fax a report of these students to the attendance officer when the 5 or more absences occur.

Finding: *Mississippi Employment Protection Act (E-Verify)*

1. I determined whether the school district is following policy regarding the Mississippi Employment Protection Act. As a result, I found the following:

Lee County Public School District was not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

Due to the fact that the board meeting for Lee County School District was held on Tuesday, July 15, personnel were not approved for hiring until July 15, 2008. Therefore, July 16, 2008, is the beginning date of the e-verify process.