



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

PERFORMANCE AUDIT DIVISION  
DISTRICT EXIT CONFERENCE

*December 9, 2008*

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**McComb Public School District**

Beginning on Monday, December 08, 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:

*Kennedy Elementary 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:

*Kennedy Elementary 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:

*Kennedy Elementary School* is following policy regarding student enrollment.

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 *Kennedy 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. 6 out of 24 student's information in the student package did not match the information in 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 Kennedy Elementary 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:

*Kennedy Elementary 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:

*Kennedy Elementary School* is following policy regarding attendance and absenteeism. However, 8 out of 19 excuses **did not contain the required information (phone number where the parent, guardian, or custodian may be contacted) specified in the student handbook.**

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 Kennedy Elementary School* 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.

### **School Attendance Reporting**

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

I determined that *McComb Public School District* is following policy regarding the reporting of unexcused absences. However, the superintendent is not reporting the information to the school attendance officer as specified by law.



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

I determined that *Kennedy Elementary School* attendance officer is not following policy regarding the reporting of unexcused absences. 1 out of 6 students' files reviewed had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more absences.

**Report Submission**

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

At *Kennedy Elementary 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:

*Kennedy Elementary 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:

*Kennedy Elementary 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:

*McComb 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, **Brandie Evans 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

12/9/08  
\_\_\_\_\_  
Date



December 9, 2008

Ms. Brandie Evans  
Performance Audit Division  
P.O. Box 956  
Jackson, MS 39205

Dear Ms. Evans:

First, thank you for a very positive audit visit at Kennedy Elementary School. When staff members are doing their job, it is extra nice for them to hear it, not only from their immediate supervisor, but from you, as the auditor, as well.

Please accept this letter in response to your visit and as a response to two of the findings of your visit:

Student Attendance/Absenteeism, page 2, number 2

Kennedy Elementary is following policy regarding attendance and absenteeism. However, 8 out of 19 excuses did not contain the required information (phone number where the parent, guardian, or custodian may be contacted) specified in the student handbook.

Response: The student handbook states, "The note should contain the date the note was written, the day and date of absence, reason for being absent, phone number where the parent, guardian, or custodian that is court or Department of Human Services appointed may be contacted, and signature of parent, guardian or custodian that is court or Department of Human Service appointed." In the auditor's visit to Higgins

Middle School in the 2007-2008 school, the auditor cited us for using the word must and stated that we would not be cited if the word should was used; he further stated that by using the word should, parents were given the option of including that information.

School Attendance Reporting, page 2, number 1

I determined that McComb Public School District is following policy regarding the reporting of unexcused absences.

However, the superintendent is not reporting the information to the school attendance officer as specified by law.

Response: When McComb Public School District officials were made aware of the law stating that the superintendent must report the information to the school attendance officer, then attendance reports were sent to McComb Public School District's superintendent so that she could then turn the reports over to attendance officer.

If you need more information as part of this response, please let me know. Again, thank you for your positive visit.

Sincerely,

Katherine M. Everett  
Technology Coordinator  
District MSIS Contact