



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

February 27, 2009

Newton County School District

Beginning on Wednesday, February 25, 2009, 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:

Newton County 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:

Newton County 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:

Newton County Elementary School is not following policy regarding student enrollment. 12 out of 28 records were missing, had 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 *Newton County Elementary School*, the selected student's information in the student package is not the same as the information kept in the student's record. 9 out of 28 student's information in the student package 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 Newton County 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:

Newton County 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:

*Newton County Elementary School is not following policy regarding attendance and absenteeism. 1 out of 50 excuses **did not attain prior approval for a doctor or dental appointment.** 1 out of 50 excuses did not comply with district and/or school policies.*

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 Newton County 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 reporting of unexcused absences. As a result, I found the following:

I determined that Newton County Elementary School is not following policy regarding the reporting of unexcused absences. 1 out of 1 student file reviewed was not reported to the school attendance officer by the superintendent as specified by law. 1 out of 1 student reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as 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 *Newton County Elementary School* attendance officer is following policy regarding the reporting of unexcused absences.

Student Transfers

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

Newton County 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:

Newton County Elementary School is following policy regarding withdrawals.

Report Submission

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

At *Newton County Elementary School*, all final student package reports were submitted by the deadline established by MS Department of Education.

Mississippi Employment Protection Act (E-Verify)

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

Newton County School District is 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, at P.O. Box 11183, Jackson, MS 39283, 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

2/27/09

Date



Newton County School District

Pat Ross - Superintendent

Wayne McDill - Assistant Superintendent

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Newton County Elementary School
Response to the Office of State Auditor's Performance Audit Division
Limited Review of Accuracy and Reliability of Student Data

Student Enrollment:

1. In response to item number three, ("Newton County Elementary School is not following policy regarding student enrollment. 12 out of 18 records were missing, had incomplete, or invalid proof of residency".) the Newton County Elementary School, under the direction of the Superintendent of Education, will conduct a full audit of all student records during registration for the 2009-2010 school year. During this audit the school will correct any invalid, incorrect, or missing information.
2. In response to item number four, ("At Newton County Elementary School, the selected information in the student package is not the same as the information kept in the student's record. 9 out of 28 students' information in the student package did not match the students' records.), the Newton County Elementary School, under the direction of the Superintendent of Education, will conduct a full audit of all student records during registration for the 2009-2010 school year. During this audit the school will correct any inconsistent information in student packages and student records

Student Attendance/Absenteeism

1. In response to item number two, ("Newton County Elementary School is not following policy regarding attendance and absenteeism. 1 out of 50 excuses did not attain prior approval for a doctor or dental appointment. 1 out of 50 excuses did not comply with district and/or school policies"), the Newton County Elementary School will be persistent in requiring and documenting prior doctor or dental excuses from students/parents.

School Attendance Reporting

1. In response to item number one, ("I determined that Newton County Elementary School is not following policy regarding the reporting of unexcused absences. 1 out of 1 student file reviewed was not reported to the school attendance officer by the superintendent as specified by law. 1 out of 1 student reviewed was not reported to the school attendance officer after accumulating five (5) or more unexcused absences in a timely manner as specified by law"), the Newton County Elementary School will send weekly absenteeism reports to the superintendent who will sign the reports and send those reports to the local attendance officer as specified by law.

Mississippi Employment Protection Act (E-Verify)

1. In response to number one, ("Newton County School District is not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.), the Newton County School District will do what is necessary to be in compliance with the Mississippi Employment Protection Act.