



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

February 3, 2009

Richton School District

Beginning on Thursday, January 29, 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:

Richton 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:

Richton High School is not reporting the number of students enrolled accurately. The enrollment report ran on January 30, 2009 shows 360 children enrolled, and the head count performed on January 30, 2009 shows 359 enrolled.

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

Richton High School is not following policy regarding student enrollment. 15 out of 18 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 Richton High 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 18 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 Richton High School, the total number of students enrolled on the enrollment report from the student package does not match the total number of students on the Student Roster Holding Area Report from MSIS. The enrollment report from the student package shows 373 students enrolled, and the Student Roster Holding Area Report from MSIS shows 359 students enrolled.

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:

Richton 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:

Richton High School is not following policy regarding attendance and absenteeism. 1 out of 21 excuses **did not contain enough information to actually validate the excused absence**. 1 out of 21 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 Richton High School, the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package does not match the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS. The student package report shows 172 excused, 91 unexcused, and 263 total absents, and the Holding Area Student Absences Report shows 140 excused, 98 unexcused, and 238 total absents.

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:

At Richton High School, not all students selected met graduation requirements. 1 out of 5 did not pass or did not have documentation of being exempt from the Subject Area Tests.

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

At Richton High School, all graduation records were not complete. 1 out of 5 of student's records reviewed did not have completed Summary of High School Units.



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

I determined that Richton High 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:

Richton 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:

Richton High 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 Richton High School, all final student package reports were not submitted by the deadline established by MS Department of Education. 1 out of 3 transmittals were not 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:

I determined that Richton 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— Clint Robinson, 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

2/3/09

Date

RICHTON SCHOOL DISTRICT

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KYLE NOBLES
Superintendent

BRENDA CLARK, A.P.
Accounts Payable

JUDY HESSON, M.P.A.
Business Manager

MELISSA DAVIS, C.L.E.
District Secretary/Payroll

March 3, 2009

Clint Robinson
P.O. Box 956
Jackson, MS 39205

Dear Mr. Robinson:

The following is submitted in response to your audit on the MSIS program at Richton High School:

Student Enrollment #2

Richton High School is now accurately reporting the number of students enrolled. The High School Secretary is now making daily adjustments to that report.

Student Enrollment #3

Richton High School will require all students to present two current proofs of residence at the beginning of the 09/10 school year to eliminate this finding.

Student Enrollment #4

This finding is the result of students moving from one address to the other within the district and their parents not informing the school of the change of address. The District's requiring all students to present two proofs of residence will eliminate this finding. The District will also make parents and students aware of the need for them to inform the school if their address changes.

Student Attendance/Absenteeism #2

The High School Secretary will examine doctor's excuses more carefully to eliminate this finding in the future.

Student Attendance/Absenteeism #3

The position of MSIS clerk at Richton High School is vacant. The High School Secretary has now been trained on how to submit these reports correctly to avoid this finding in the future.

Graduation #1

The student in question did not graduate; he/she was coded in MSIS as a completer that did not pass a subject area test. The counselor coded the student in what was believed to be the appropriate place on MSIS.

Graduation #2

In this student's record, Physics was incorrectly listed as a Math class; however, the student met all requirements and the summary is now complete and correct.

School Attendance Reporting #1

The superintendent is now signing all reports submitted to the attendance officer.

Report Submission #1

All reports will be submitted to the Mississippi Department of Education on or before deadlines.

Mississippi Employment Protection Act (E-verify)

The Richton School District was in compliance at the time of the audit; the paperwork was located and is now accessible to the superintendent.

The Richton School District is now in compliance with each of these audit findings and will work to improve our operations to reduce future mistakes. I thank Mr. Robinson for his cooperation and willingness to assist us in resolving our findings.

Sincerely



Kyle Nobles, Superintendent