



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

February 12, 2009

District Exit Conference

Starkville School District

Beginning on Monday, February 9, 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:

That at both schools audited, Henderson Intermediate School and Ward-Stewart Elementary School, there is 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:

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, the number of students enrolled in each school is being accurately reported.

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

Henderson Intermediate School is not following policy regarding student enrollment. Two out of 14 records had incomplete or invalid proof of residency.

Ward-Stewart Elementary School is not following policy regarding student enrollment. Of the 33 records that were reviewed 30 had incomplete or invalid proof of residency and 3 of the 33 did not have valid proof of immunization.



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 Henderson Intermediate 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 14 records reviewed, the student's information in the student package of one record did not match the student's record i.e. telephone numbers.

At Ward-Stewart 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 33 records reviewed, the student's information in the student package of 3 records did not match the student's record i.e. telephone numbers and addresses did not match.

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 both schools, Henderson Intermediate School and Ward-Stewart 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:

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, there is 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:

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, the policy regarding attendance and absenteeism is being followed.

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 Henderson Intermediate 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.

At Ward-Stewart Elementary School the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package **did not match**



the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS, however, a reason was given for the discrepancy.

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:

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, the policy regarding the reporting of unexcused absences is being followed. 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 the attendance officer is following policy regarding the reporting of unexcused absences at both schools, Henderson Intermediate School and Ward-Stewart Elementary School.

Student Transfers

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

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, the policy regarding student transfers is being followed.

Student Withdrawals

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

At both schools, Henderson Intermediate School and Ward-Stewart Elementary School, the policy regarding student withdrawals is being followed.

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 both schools, Henderson Intermediate School and Ward-Stewart 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:

Starkville Public School District was not in compliance with the Mississippi Employment Protection Act as of July 1, 2008, but the district has subsequently become compliant as of December 9, 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 Ramona Williams, Performance Audit Division of the Office of State Auditor, 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

2.12.09

Date

STARKVILLE SCHOOL DISTRICT

GREENSBORO CENTER, 401 GREENSBORO STREET
STARKVILLE, MS 39759



OFFICE OF THE
SUPERINTENDENT

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February 19, 2009

Ramona Williams
Performance Audit Division
Office of State Auditor
P. O. Box 956
Jackson, MS 39205

Dear Ms. Williams:

The following is acknowledgement of findings determined in a limited review by the Office of the State Auditor's Performance Audit Division of the accuracy and reliability of student data transmission to MDE. In addressing the findings, the following corrective actions are submitted to comply with review indicators:

Student Enrollment

Indicator 3: Two of the fourteen records checked at Henderson Intermediate had incomplete or invalid proof of residency. Ward-Stewart had 30 of 33 records with incomplete or invalid proof of residency. Three of 33 records had invalid proof of immunization.

Indicator 4: One of the fourteen records reviewed at Henderson Intermediate failed to have matching information in the student data package and cumulative folder. Of the 33 records reviewed at Ward-Stewart, three records did not have matching telephone numbers.

Corrective Action

Principals at both schools were given copies of the discrepancies to review with appropriate staff.

The findings will be shared with all principals in the district along with a directive to start a systematic check of all cumulative records.

A district procedural checklist for cumulative records and registration is being compiled. This checklist will be followed in all schools.

A review of district policy will be completed to insure compliance with state requirements for cumulative records.

School Attendance Reporting

Indicator 1: The school attendance officer reports that the superintendent is not signing off in a timely manner thus not meeting specification of the law.

Corrective Action

The superintendent signs all attendance reports within 30 minutes of receiving, however the time involved in getting reports and the time they get to the attendance officer can be outside the limitation. All efforts are being made to submit in a timely manner. The law has since changed thus no longer requiring the superintendent to report information to the attendance officer.

Sincerely,



Judy Couey
Superintendent