



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

May 27, 2011

Lamar County School District

Beginning on Monday, May 2, 2011, 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:

Baxterville does have a written policy on enrollment requirements and procedures.

Oak Grove High does have a written policy on enrollment requirements and procedures.

Oak Grove Middle does have a written policy on enrollment requirements and procedures.

Oak Grove Upper does have a written policy on enrollment requirements and procedures.

Oak Grove Lower does have a written policy on enrollment requirements and procedures.

Oak Grove Primary does have a written policy on enrollment requirements and procedures.

Purvis High does have a written policy on enrollment requirements and procedures.

Purvis Middle does have a written policy on enrollment requirements and procedures.

Purvis Upper does have a written policy on enrollment requirements and procedures.

Purvis Lower does have a written policy on enrollment requirements and procedures.

Sumrall High does have a written policy on enrollment requirements and procedures.

Sumrall Middle does have a written policy on enrollment requirements and procedures.

Sumrall Elementary 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:



Baxterville is reporting the number of students enrolled accurately.

Oak Grove High is not reporting the number of students enrolled accurately. The enrollment report ran on May 11, 2011 shows 1423 children enrolled, and the head count performed on May 11, 2011 shows 1438 enrolled.

Oak Grove Middle is reporting the number of students enrolled accurately.

Oak Grove Upper is not reporting the number of students enrolled accurately. The enrollment report ran on May 17, 2011 shows 868 children enrolled, and the head count performed on May 17, 2011 shows 872 enrolled.

Oak Grove Lower is reporting the number of students enrolled accurately.

Oak Grove Primary is not reporting the number of students enrolled accurately. The enrollment report ran on May 9, 2011 shows 932 children enrolled, and the head count performed on May 9, 2011 shows 931 enrolled.

Purvis High is not reporting the number of students enrolled accurately. The enrollment report ran on May 4, 2011 shows 514 children enrolled, and the head count performed on May 4, 2011 shows 483 enrolled.

Purvis Middle is not reporting the number of students enrolled accurately. The enrollment report ran on May 6, 2011 shows 397 children enrolled, and the head count performed on May 6, 2011 shows 395 enrolled.

Purvis Upper is not reporting the number of students enrolled accurately. The enrollment report ran on May 5, 2011 shows 342 children enrolled, and the head count performed on May 5, 2011 shows 341 enrolled.

Purvis Lower is reporting the number of students enrolled accurately.

Sumrall High is not reporting the number of students enrolled accurately. The enrollment report ran on May 12, 2011 shows 453 children enrolled, and the head count performed on May 12, 2011 shows 449 enrolled.

Sumrall Middle is reporting the number of students enrolled accurately.

Sumrall Elementary is not reporting the number of students enrolled accurately. The enrollment report ran on May 13, 2011 shows 797 children enrolled, and the head count performed on May 13, 2011 shows 798 enrolled.

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



Baxterville is not following policy regarding student enrollment. Of the records reviewed, 3 out of 16 had missing, incomplete, or invalid proof of residency.

Oak Grove High is not following policy regarding student enrollment. Of the records reviewed, 4 out of 40 had missing, incomplete, or invalid proof of residency.

Oak Grove Middle is following policy regarding student enrollment.

Oak Grove Upper is not following policy regarding student enrollment. Of the records reviewed, 2 out of 24 had missing, incomplete, or invalid proof of residency.

Oak Grove Lower is not following policy regarding student enrollment. Of the records reviewed, 1 out of 27 had missing, incomplete, or invalid proof of residency.

Oak Grove Primary is not following policy regarding student enrollment. Of the records reviewed, 2 out of 32 had missing, incomplete, or invalid proof of residency.

Purvis High is not following policy regarding student enrollment. Of the records reviewed, 2 out of 28 had missing, incomplete, or invalid proof of residency.

Purvis Middle is not following policy regarding student enrollment. Of the records reviewed, 1 out of 18 had missing, incomplete, or invalid proof of residency.

Purvis Upper is not following policy regarding student enrollment. Of the records reviewed, 1 out of 15 had missing, incomplete, or invalid proof of residency.

Purvis Lower is not following policy regarding student enrollment. Of the records reviewed, 1 out of 17 had missing, incomplete, or invalid proof of residency.

Sumrall High is not following policy regarding student enrollment. Of the records reviewed, 3 out of 22 had missing, incomplete, or invalid proof of residency.

Sumrall Middle is not following policy regarding student enrollment. Of the records reviewed, 2 out of 16 had missing, incomplete, or invalid proof of residency.

Sumrall Elementary 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 Baxterville, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 16 student's information **did not match** information in the student package.



At Oak Grove High, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 40 student's information **did not match** information in the student package.

At Oak Grove Middle, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 16 out of 36 student's information **did not match** information in the student package.

At Oak Grove Upper, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 24 student's information **did not match** information in the student package.

At Oak Grove Lower, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 1 out of 27 student's information **did not match** information in the student package.

At Oak Grove Primary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 8 out of 32 student's information **did not match** information in the student package.

At Purvis High, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 23 out of 28 student's information **did not match** information in the student package.

At Purvis Middle, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 2 out of 18 student's information **did not match** information in the student package.

At Purvis Upper, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 5 out of 15 student's information **did not match** information in the student package.

At Purvis Lower, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 6 out of 17 student's information **did not match** information in the student package.

At Sumrall High, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 3 out of 22 student's information **did not match** information in the student package.

At Sumrall Middle, the selected student's information in the student package **is the same** as the information kept in the student's record.

At Sumrall Elementary, the selected student's information in the student package **is not the same** as the information kept in the student's record. Of the records reviewed, 15 out of 35 student's information **did not match** information in the student package.



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:

Baxterville does have a written policy on monitoring and reporting student absences.

Oak Grove High does have a written policy on monitoring and reporting student absences.

Oak Grove Middle does have a written policy on monitoring and reporting student absences.

Oak Grove Upper does have a written policy on monitoring and reporting student absences.

Oak Grove Lower does have a written policy on monitoring and reporting student absences.

Oak Grove Primary does have a written policy on monitoring and reporting student absences.

Purvis High does have a written policy on monitoring and reporting student absences.

Purvis Middle does have a written policy on monitoring and reporting student absences.

Purvis Upper does have a written policy on monitoring and reporting student absences.

Purvis Lower does have a written policy on monitoring and reporting student absences.

Sumrall High does have a written policy on monitoring and reporting student absences.

Sumrall Middle does have a written policy on monitoring and reporting student absences.

Sumrall Elementary 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:

Baxterville is following policy regarding attendance and absenteeism.

Oak Grove High is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 2 out of 64 did not contain enough information to actually validate the excused absence.

Oak Grove Middle is following policy regarding attendance and absenteeism.

Oak Grove Upper is following policy regarding attendance and absenteeism.

Oak Grove Lower is following policy regarding attendance and absenteeism.

Oak Grove Primary is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 43 excuses did not comply with state law. No child shall received



and excused absence for disciplinary suspension or expulsion to actually validate the absence; as specified by Law/Policy Reference: 37-13-91.

Purvis High is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 22 did not have a valid excuse on file.

Purvis Middle is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 7 out of 26 excuses did not comply with state law. No child shall received and excused absence for disciplinary suspension or expulsion to actually validate the absence; as specified by Law/Policy Reference: 37-13-91.

Purvis Upper is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 16 did not have a valid excuse on file.

Purvis Lower is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 31 did not contain enough information to actually validate the excused absence; and 2 out of 31 did not have a valid excuse on file.

Sumrall High is following policy regarding attendance and absenteeism.

Sumrall Middle is not following policy regarding attendance and absenteeism. Of the records reviewed; and 3 out of 22 did not have a valid excuse on file.

Sumrall Elementary is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 45 did not contain enough information to actually validate the excused absence.

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 Oak Grove High met graduation requirements.

All students selected at Sumrall High met graduation requirements.

All students selected at Purvis High met graduation requirements.

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

At Oak Grove High, all graduation records were complete.

At Sumrall High, all graduation records were complete.

At Purvis High, all graduation records were complete.

School Attendance Reporting



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

Baxterville is not following policy regarding the reporting of unexcused absences. Of the records reviewed, and 5 out of 5 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Oak Grove High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 19 out of 27 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 19 out of 27 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Oak Grove Middle is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 3 out of 26 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 3 out of 26 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Oak Grove Upper is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 24 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 17 out of 24 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Oak Grove Lower is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 5 out of 5 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 5 out of 5 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Oak Grove Primary is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 21 out of 22 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Purvis High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 14 out of 24 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 15 out of 24 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Purvis Middle is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 6 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 3 out of 6 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.



Purvis Upper is following policy regarding the reporting of unexcused absences.

Purvis Lower is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 1 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 1 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Sumrall High is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 7 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 7 out of 7 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Sumrall Middle is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 5 out of 5 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 5 out of 5 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

Sumrall Elementary is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 9 out of 16 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 16 out of 16 students reviewed were not reported in a timely manner as specified by law after accumulating five (5) or more unexcused absences.

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

Baxterville attendance officer is following policy regarding the reporting of unexcused absences.

Oak Grove High attendance officer is following policy regarding the reporting of unexcused absences.

Oak Grove Middle attendance officer is following policy regarding the reporting of unexcused absences.

Oak Grove Upper attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 24 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.

Oak Grove Lower attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 5 out of 5 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.



Oak Grove Primary attendance officer is following policy regarding the reporting of unexcused absences.

Purvis High attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 14 out of 24 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.

Purvis Middle attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 6 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.

Purvis Upper attendance officer is following policy regarding the reporting of unexcused absences.

At Purvis Lower I was unable to determine compliance because no referrals were made to the school's attendance officer after the student accumulated five (5) or more unexcused absences.

Sumrall High attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 7 out of 7 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.

At Sumrall Middle I was unable to determine compliance because no referrals were made to the school's attendance officer after the student accumulated five (5) or more unexcused absences.

Sumrall Elementary attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 9 out of 16 students' files had no attempts made to secure enrollment and/or attendance in the student's file that had accumulated five (5) or more unexcused absences.

Reporting of Suspensions

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

Baxterville did not have any suspensions to report to the school attendance officer.

Oak Grove High is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 3 out of 14 were not reported to the school attendance officer when they occurred and 2 out of 14 suspensions were not coded as an unexcused absence, as required by law.



Oak Grove Middle is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 8 out of 35 suspensions were not coded as an unexcused absence, as required by law.

Oak Grove Upper is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 7 suspensions were not coded as an unexcused absence, as required by law.

Oak Grove Lower did not have any suspensions to report to the school attendance officer.

Oak Grove Primary is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 suspensions were not coded as an unexcused absence, as required by law.

Purvis High is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 3 out of 5 suspensions were not coded as an unexcused absence, as required by law.

Purvis Middle is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 11 were not reported to the school attendance officer when they occurred and 11 out of 11 suspensions were not coded as an unexcused absence, as required by law.

Purvis Upper did not have any suspensions to report to the school attendance officer.

Purvis Lower did not have any suspensions to report to the school attendance officer.

Sumrall High is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 13 were not reported to the school attendance officer when they occurred and 1 out of 13 suspensions were not coded as an unexcused absence, as required by law.

Sumrall Middle is following policy regarding the reporting of suspensions.

Sumrall Elementary did not have any suspensions to report to the school attendance officer.

Fixed Assets

1. I determined whether the school/district is following policy regarding the management of fixed assets. As a result, I found the following:

Baxterville is following policy regarding the management of fixed assets.

Oak Grove High is following policy regarding the management of fixed assets.

Oak Grove Middle is following policy regarding the management of fixed assets.



Oak Grove Upper is following policy regarding the management of fixed assets.

Oak Grove Lower is following policy regarding the management of fixed assets.

Oak Grove Primary is following policy regarding the management of fixed assets.

Purvis High is following policy regarding the management of fixed assets.

Purvis Middle is following policy regarding the management of fixed assets.

Purvis Upper is following policy regarding the management of fixed assets.

Purvis Lower is following policy regarding the management of fixed assets.

Sumrall High is following policy regarding the management of fixed assets.

Sumrall Middle is following policy regarding the management of fixed assets.

I determined that Sumrall Elementary is not following policy regarding the management of fixed assets. Of the records reviewed, 1 out of 48 items selected were not located; and 1 out of 1 items were not found on the inventory listing.

At Risk Program

1. I determined whether the school is following policy regarding the free/reduced lunch program. As a result, I found the following:

Baxterville is following policy regarding the free/reduced lunch program.

Oak Grove High is following policy regarding the free/reduced lunch program.

Oak Grove Middle is following policy regarding the management of fixed assets.

Oak Grove Upper is following policy regarding the free/reduced lunch program.

Oak Grove Lower is following policy regarding the free/reduced lunch program.

Oak Grove Primary is following policy regarding the free/reduced lunch program.

Purvis High is following policy regarding the free/reduced lunch program.

Purvis Middle is following policy regarding the free/reduced lunch program.

Purvis Upper is following policy regarding the free/reduced lunch program.

Purvis Lower is following policy regarding the free/reduced lunch program.



Sumrall High is following policy regarding the free/reduced lunch program.

Sumrall Middle is following policy regarding the free/reduced lunch program.

Sumrall Elementary is following policy regarding the free/reduced lunch program.

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 PO BOX 3937, Brookhaven, MS 39603-7937, **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

6-1-11

Date



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Purvis, MS 39475

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Mississippi Office of the State Auditor
Stacey E. Pickering, Auditor
Performance Audit Division
Jackson, Mississippi

June 7, 2011

To Whom It May Concern:

Please find below comments regarding the MSIS, Graduation Requirements, Fixed Asset Inventory, and Free/Reduced Lunch Program audits recently conducted in Lamar County School District by Mr. Clint Robinson of your Performance Audit Division.

Student Enrollment

1. All schools have a written policy on enrollment requirements and procedures as required.
2. Baxterville, Oak Grove Middle, Oak Grove Lower, Purvis Lower, and Sumrall Middle are reporting the number of students enrolled accurately as required.
(schools response)
 1. Oak Grove High enrollment report showed 1423 students enrolled and the head count showed 1438 enrolled. The extra students were new students who were enrolled in classes but had not been entered into SAM yet and therefore were not included in the report.
 2. Oak Grove Upper Enrollment Total Summary Report showed 868 students on roll. The Homeroom Roster Report showed 866 students on roll. The Autistic class that is shared with Oak Grove Lower, but housed on our campus, does not appear when we print a Homeroom Roster Report. That teacher is Mrs. Erin Parrish. This has been reported to our MSIS coordinator Mrs. Bowers. We have 2 Oak Grove Upper Elementary students in that class. That would equal the 868 total summary figure. In addition, the head count indicated 4 more students than what we currently have on roll. Those 4 students are housed daily on our campus but are part of the Oak Grove Lower roll. These students were in the room when the head count was taken.
 3. Oak Grove Primary had 932 students on roll, but only 931 accounted for. The mistake was that Mendi Roberts had not reported to our office that a preschool handicapped student was moved from her classroom to Pine Belt. I believe she had sent information to the SPED office, but not to our attendance clerk. We have been directed to count preschoolers present every day so it had not been caught on our end. However, when a student goes into Pine Grove they generally remain on roll so it would have been accurate if the office had been informed of the move. This has been addressed with the involved parties.
 4. Purvis High enrollment report showed 514 students enrolled and the head count showed 483 enrolled. The difference of 31 students can be



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- accounted for as follows: 16 students were in Alternative (off campus), 3 students were in ISS (detention off campus), 2 seniors take College Algebra on the OGHs campus, 3 seniors have late arrival or early release, 2 students were in the office for disciplinary reasons, and 5 students were making up work with a teacher who did not have a class.
5. Purvis Middle enrollment report showed 397 students and the head count showed 395 students enrolled. One student was in the Alternative School (off campus) and one student was expelled but the office had forgotten to drop the student from SAM.
 6. Purvis Upper enrollment report showed 342 students and the head count showed 341 students. We had one student going to the Pine Belt Mental Health school in Hattiesburg. He is enrolled with us, but had been assigned to the teacher there at PBMH as instructed. I provided the auditor with a letter stating this information.
 7. Sumrall High enrollment report showed 453 students and the head count showed 449 students. GED students who have passed the test are now removed from the enrollment list as soon as a passing score is reported.
 8. Sumrall Elementary enrollment report run on May 13, 2011 showed 797 children enrolled, and the head count performed on May 13, 2011 showed 798 enrolled. A new student enrolled on May 12, 2011. This student actually started school the following day, May 13, 2011, but was not enrolled in SAMS yet.
3. Oak Grove Middle and Sumrall Elementary are following policy regarding student enrollment records as required.
(schools response)
 1. Baxterville had 3 students with missing, incomplete, or invalid proof of residency. The folders were updated immediately by using information from sibling's folders. In the future office staff and teachers will check to make sure each child stands alone. If information is sent from a household, every student will have the information placed inside individual folder.
 2. Oak Grove High had 4 students with missing, incomplete, or invalid proof of residency. When the records clerk and teachers check cumulative folders, they will make sure that the proofs of residency are in all student cumulative folders.
 3. Oak Grove Upper had 2 students with missing, incomplete, or invalid proof of residency. When the records clerk and teachers check cumulative folders, they will make sure that the proofs of residency are in all student cumulative folders.
 4. Oak Grove Lower had 1 student with missing, incomplete, or invalid proof of residency. The enrollment packet (checklist we use to make sure we have all items for registration) that contains the proofs of residency was completely missing from a student cumulative folder. When checking cumulative folders the records clerk and teachers will make sure that registration packets, which include the proofs of residency, are in all student cumulative folders.
 5. Oak Grove Primary had 2 students with missing, incomplete, or invalid proof of residency. One student had a proof that did not have the child's



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- address on it (utility) and one child was missing a proof. Both were corrected the following day.
6. Purvis High had 2 students with missing, incomplete, or invalid proof of residency. When the records clerk and teachers check cumulative folders, they will make sure that the proofs of residency are in all student cumulative folders.
 7. Purvis Middle had 1 student with missing, incomplete, or invalid proof of residency. When the records clerk and teachers check cumulative folders, they will make sure that the proofs of residency are in all student cumulative folders.
 8. Purvis Upper had 1 student with missing, incomplete, or invalid proof of residency. We had one student found to have one of his proofs invalid. The addresses did not match on both proofs (employee's child). We will pay close attention to both documents' addresses at the time they are presented.
 9. Purvis Lower had 1 student with missing, incomplete, or invalid proof of residency. Efforts will be made to verify that all needed information is in folders.
 10. Sumrall High had 3 students with missing, incomplete, or invalid proof of residency. All three student's proof of residency have been corrected.
 11. Sumrall Middle had 2 students with missing, incomplete, or invalid proof of residency. One student had just moved from one location in the Sumrall district to another residence in the Sumrall district. The parent was contacted to bring new proof of residence and we were waiting on it. The old proofs didn't match the new address in the computer/cumulative folder. The parent brought one proof the same day while the auditor was here. The other student is the child of one of the teachers at Sumrall High School. They live out of district, and we did not have a district transfer form on file.
4. Sumrall Middle had all student information selected in the student package to be the same as the information kept in the students' records.
(schools response)
 1. Baxterville had 3 students whose information did not match. The folders were immediately updated with phone numbers, addresses, and adding step mom as guardian. Our records will be monitored for SAM, cumulative folders, and proof of residency at the beginning of school and periodically to make sure all information is correct.
 2. Oak Grove High had 3 students whose information did not match. When a student's address and phone number are changed in SAM, the address and phone number will automatically be changed for the parent with whom the student resides if a box on the computer screen is checked. We will take care in the future to be sure that the box is checked so that the changes will also appear for the parent.
 3. Oak Grove Middle had 16 students whose information did not match. When a student's address and phone number are changed in SAM, the address and phone number will automatically be changed for the parent with whom the student resides if a box on the computer screen is checked.



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We will take care in the future to be sure that the box is checked so that the changes will also appear for the parent.

4. Oak Grove Upper had 8 students whose information did not match. When a student's address and phone number are changed in SAM, the address and phone number will automatically be changed for the parent with whom the student resides if a box on the computer screen is checked. We will take care in the future to be sure that the box is checked so that the changes will also appear for the parent.
5. Oak Grove Lower had 1 student whose information did not match. A "1" was left off the student's address in the cumulative folder. Instead of "116" it was written as "16". When the records clerk and teachers check cumulative folders they will make sure the address in the cumulative folder matches the address on the proofs of residency.
6. Oak Grove Primary had 8 students whose information did not match. There were 8 folders where the phone numbers did not match. Those have been corrected and we have trained on the importance of correcting this data on cumulative records as soon as received.
7. Purvis High had 23 students whose information did not match. When a student's address and phone number are changed in SAM, the address and phone number will automatically be changed for the parent with whom the student resides if a box on the computer screen is checked. We will take care in the future to be sure that the box is checked so that the changes will also appear for the parent.
8. Purvis Middle had 2 students whose information did not match. When a student's address and phone number are changed in SAM, the address and phone number will automatically be changed for the parent with whom the student resides if a box on the computer screen is checked. We will take care in the future to be sure that the box is checked so that the changes will also appear for the parent.
9. Purvis Upper had 5 students whose information did not match. We had four phone numbers that did not match and one parent/guardian not listed on a cumulative folder for a new student. The four students above with incorrect phone numbers are students who have frequent number changes - often no phone at all. We will change the number on the cumulative folder as we get the information for change of phone numbers. The paren/guardian information was an oversight and was corrected immediately.
10. Purvis Lower had 6 students whose information did not match. Information will be compared and kept updated.
11. Sumrall High had 3 students whose information did not match. All three students' information has been corrected. One phone number, one address, and one guardianship.
12. Sumrall Elementary had 15 students whose information did not match. We had several students whose address or phone information had changed. Our plan is to have parents review their child's information during fall registration and highlight and change any old information.



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Student Attendance/Absenteeism

1. All schools have a written policy on monitoring and reporting student absences as required.
2. Baxterville, Oak Grove Middle, Oak Grove Upper, Oak Grove Lower, and Sumrall High are following policy regarding attendance and absenteeism.
(schools response)
 1. Oak Grove Primary had one student who was suspended out of school and his record was incorrectly marked as excused. This has been clarified and corrected for future purposes.
 2. Purvis High had one student with an excused absence for which we did not have a note. We had excused the student after the attendance clerk spoke with the parent on the phone about the absence, but the parent never sent an actual excuse for that absence.
 3. Purvis Middle had 7 students without valid excuses for excused absences. Care will be taken to verify that excuses are valid for excused absences.
 4. Purvis Upper had one excuse missing/not on file. We will ensure proper documentation is filed in a timely manner so as to avoid misplacing the information.
 5. Purvis Lower had 3 students without valid excuses for excused absences. Notes will be returned to parents for them to give all needed information for an absence to be excused.
 6. Sumrall Middle had 3 students without valid excuses for excused absences. Care will be taken to verify that excuses are valid for excused absences.
 7. Sumrall Elementary had 1 student without a valid excuse. One of our students returned to school a day later than the medical excuse allowed and we listed that day as excused medically. Usually we excuse all days associated with a medical excuse because some recovery periods take longer.

Graduation

1. All high schools met graduation requirements as required.
2. All high schools' graduation records are complete as required.

School Attendance Reporting

1. Purvis Upper is following policy regarding the reporting of unexcused absences as required.
(schools response)
 1. Baxterville had 5 students not reported in a timely manner. Our reports will be faxed to the Truancy Officer or picked up within 2 days of the unexcused absences. The district is reviewing its policy to determine how best to comply with this requirement.



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2. Oak Grove High had 19 students not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
3. Oak Grove Middle had 3 students not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
4. Oak Grove Upper had 4 students not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
5. Oak Grove Lower had 5 students not reported to the school attendance officer. The attendance clerk will demand proof of documentation from the truancy officer of when students were reported to the truancy officer. This documentation needs to be provided at the time of reporting. If the truancy officer doesn't visit the school on a regular basis, the reporting needs to happen electronically. A response of receipt from the truancy officer must be required. Also, the fifth absence came at the end of March (audit month). A parent has 5 days to turn in an excuse for the absence according to district policy. This resulted in the reporting of the 5th unexcused absence to occur on the truancy officer's April report therefore not showing up on the truancy officer's March report. The district is reviewing its policy to determine how best to comply with this requirement.
6. Oak Grove Primary had 21 students not reported to the school attendance officer in a timely manner. We were out of compliance because we waited 5 days (district policy) for the excuses to arrive. The district is reviewing its policy to determine how best to comply with this requirement.
7. Purvis High had 14 students not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
8. Purvis Middle had 2 students not reported and 3 students not reported in a timely manner to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
9. Purvis Lower had 1 student not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
10. Sumrall High had 1 student not reported and 7 students not reported in a timely manner to the school attendance officer. SHS has now established a reporting plan that meets state and district policy requirements to include copies of emails, and deliveries of hard copies to the attendance officer.
11. Sumrall Middle had 5 students not reported to the school attendance officer. Reports will be faxed or emailed to the attendance officer or picked up within 2 days of the unexcused absences.
12. Sumrall Elementary had 9 students not reported and 16 students not reported in a timely manner. Our reports will be faxed to the Truancy Officer or picked up within 2 days of the unexcused absences. The district



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is reviewing its policy to determine how best to comply with this requirement.

2. Baxterville, Oak Grove High, Oak Grove Middle, Oak Grove Primary, and Purvis Upper attendance officers are following policy regarding the reporting of unexcused absences.
(schools response)
 1. Oak Grove Upper had 4 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.
 2. Oak Grove Lower had 5 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.
 3. Purvis High had 14 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.
 4. Purvis Middle had 2 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.
 5. Purvis Lower had no determination of compliance because no referrals were made to the school attendance officer.
 6. Sumrall High had 7 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.
 7. Sumrall Middle had no determination of compliance because no referrals were made to the school attendance officer.
 8. Sumrall Elementary had 9 students with no attempts made by the attendance officer to secure enrollment and/or attendance in the student's file. The Superintendent will request that the attendance officer provide documentation to the school of the officer's attempts.

Reporting of Suspensions

1. Baxterville, Oak Grove Lower, Purvis Upper, Purvis Lower, and Sumrall Elementary did not have any suspensions to report to the school attendance officer.
2. Sumrall Middle is following policy regarding the reporting of suspensions.
(schools response)
 1. Oak Grove High had 3 suspensions not reported to the school attendance officer and 2 not coded as unexcused. In the future, all suspensions will be reported to the attendance officer and will be coded as unexcused absences.



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2. Oak Grove Middle had 8 suspensions not coded as unexcused. In the future, all suspensions will be reported will be coded as unexcused absences.
3. Oak Grove Upper had 1 suspension not coded as unexcused. In the future, all suspensions will be reported will be coded as unexcused absences.
4. Oak Grove Primary had 1 suspension not coded as unexcused. One student was counted as excused by mistake. The mistake has been corrected.
5. Purvis High had 3 suspensions not coded as unexcused. The attendance clerk was marking a student that went home suspended during the day as checked out instead of marking it as an unexcused absence. This has been corrected.
6. Purvis Middle had 2 suspensions not reported to the school attendance officer and 11 not coded as unexcused. In the future, all suspensions will be reported to the attendance officer and will be coded as unexcused absences.
7. Sumrall High had 1 suspension not reported to the school attendance officer and 1 not coded as unexcused. However, during the exit conference, the auditor discovered his mistake and corrected it.

Fixed Assets

1. All schools except Sumrall Elementary are following policy regarding the management of fixed assets.
(schools response)
2. Sumrall Elementary had 1 item not located and 1 item not found on the inventory listing. The one missing item was a can opener from the cafeteria. It had been sent in for repair and was replaced. The item not on the inventory was the replacement. The inventory listing has been corrected by the Child Nutrition Director.

At Risk Program

1. All schools are following policy regarding the free/reduced lunch program as required.

I would like to take this opportunity to stress how important I take the issues found out of compliance in our district. I will make every effort to correct and improve in all areas of weakness and will strive for 100% accuracy at each level. This will be implemented by policy changes where needed and employee training.

If you need more information, please let me know.

Sincerely,


Ben Burnett
Lamar County School District
Superintendent of Education