



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

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

May 30, 2013

Jackson Public School District

Beginning on Thursday, April 11, 2013, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student and personnel 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:

Bates Elementary, Lake Elementary, Lee Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Wilkins Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Kirksey Middle, Northwest Middle, Peoples Middle, Forest Hill High, and Provine High have 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:

Bates Elementary, Lake Elementary, Lee Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Wilkins Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Northwest Middle, Peoples Middle, and Forest Hill High are reporting the number of students enrolled accurately.

Kirksey Middle School is not reporting the number of students enrolled accurately. The enrollment report ran on May 20, 2013 shows 400 children enrolled, and the head count performed on May 20, 2013 shows 396 enrolled.

Provine High School is not reporting the number of students enrolled accurately. The enrollment report ran on May 14, 2013 shows 1,041 children enrolled, and the head count performed on May 14, 2013 shows 1,035 enrolled.

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

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

Lake Elementary School is not following policy regarding student enrollment. Of the records reviewed, 9 out of 17 had missing, incomplete, or invalid proof of residency.



Lee Elementary School is not following policy regarding student enrollment. Of the records reviewed, 9 out of 19 had missing, incomplete, or invalid proof of residency.

McLeod Elementary School is not following policy regarding student enrollment. Of the records reviewed, 4 out of 26 had missing, incomplete, or invalid proof of residency.

Oak Forest Elementary School is not following policy regarding student enrollment. Of the records reviewed, 6 out of 25 had missing, incomplete, or invalid proof of residency.

Sykes Elementary School is not following policy regarding student enrollment. Of the records reviewed, 5 out of 23 had missing, incomplete, or invalid proof of residency.

Wilkins Elementary School Of the records reviewed, 17 out of 30 had missing, incomplete, or invalid proof of residency.

Woodville Heights Elementary School is not following policy regarding student enrollment. Of the records reviewed, 9 out of 21 had missing, incomplete, or invalid proof of residency.

Cardozo Middle School is not following policy regarding student enrollment. Of the records reviewed, 9 out of 29 had missing, incomplete, or invalid proof of residency.

Chastain Middle School is not following policy regarding student enrollment. Of the records reviewed, 6 out of 21 had missing, incomplete, or invalid proof of residency.

Kirksey Middle School is not following policy regarding student enrollment. Of the records reviewed, 10 out of 20 had missing, incomplete, or invalid proof of residency.

Northwest Middle School is not following policy regarding student enrollment. Of the records reviewed, 7 out of 21 had missing, incomplete, or invalid proof of residency.

Peoples Middle School is not following policy regarding student enrollment. Of the records reviewed, 8 out of 27 had missing, incomplete, or invalid proof of residency.

Forest Hill High School is not following policy regarding student enrollment. Of the records reviewed, 19 out of 37 had missing, incomplete, or invalid proof of residency.

Provine High School is not following policy regarding student enrollment. Of the records reviewed, 17 out of 32 had missing, 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 Bates Elementary, Lake Elementary, and Lee Elementary the selected student's information in the student package **is the same** as the information kept in the student's record.



At McLeod 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 records reviewed, 7 out of 26 student's information **did not match** information in the student package.

At Oak Forest 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 records reviewed, 7 out of 25 student's information **did not match** information in the student package.

At Sykes 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 records reviewed, 4 out of 23 student's information **did not match** information in the student package.

At Wilkins 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 records reviewed, 9 out of 30 student's information **did not match** information in the student package.

At Woodville Heights 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 records reviewed, 5 out of 21 student's information **did not match** information in the student package.

At Cardozo Middle 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 records reviewed, 8 out of 29 student's information **did not match** information in the student package.

At Chastain Middle 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 records reviewed, 4 out of 21 student's information **did not match** information in the student package.

At Kirksey Middle 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 records reviewed, 1 out of 20 student's information **did not match** information in the student package.

At Northwest Middle 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 records reviewed, 1 out of 21 student's information **did not match** information in the student package.

At Peebles Middle 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 records reviewed, 9 out of 27 student's information **did not match** information in the student package.

At Forest Hill High 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 records reviewed, 5 out of 37 student's information **did not match** information in the student package.

At Provine High 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 records reviewed, 10 out of 32 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:

Bates Elementary, Lake Elementary, Lee Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Wilkins Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Kirksey Middle, Northwest Middle, Peoples Middle, Forest Hill High, and Provine High have 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:

Bates Elementary, Lake Elementary, Sykes Elementary, Wilkins Elementary, Chastain Middle, Northwest Middle, and Peoples Middle are following policy regarding attendance and absenteeism.

Lee Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 6 out of 10 did not contain enough information to actually validate the excused absence.

McLeod Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 20 did not contain enough information to actually validate the excused absence; and 1 out of 20 excuses did not comply with district and/or school policies.

Oak Forest Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 8 did not contain enough information to actually validate the excused absence.

Woodville Heights Elementary School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 6 out of 6 did not contain enough information to actually validate the excused absence.

Cardozo Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 7 excuses did not comply with district and/or school policies; and 1 out of 7 did not have a valid excuse on file.

Kirksey Middle School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 11 did not contain enough information to actually validate the excused absence; 1 out of 11 excuses did not comply with district and/or school policies; and 3 out of 11 did not have a valid excuse on file.

Forest Hill High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 17 did not contain enough information to actually validate the excused absence; and 1 out of 17 did not have a valid excuse on file.

Provine High School is not following policy regarding attendance and absenteeism. Of the excuses reviewed, 1 out of 12 excuses did not comply with district and/or school policies.



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 Forest Hill High and Provine High met graduation requirements.

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

At Forest Hill High School, all graduation records were not complete. Of the records reviewed, 20 out of 20 of students' records reviewed had incomplete Graduation Facts sections.

At Provine High School, all graduation records were not complete. Of the records reviewed, 12 out of 16 of students' records reviewed did not have completed Summary of High School Units.

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:

Lee Elementary, McLeod Elementary, and Kirksey Middle did not have any students that had accumulated 5 or more unexcused absences.

Bates Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 10 out of 14 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 4 out of 14 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Lake Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 9 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 7 out of 9 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Oak Forest Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 12 out of 16 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 4 out of 16 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Sykes Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 17 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 14 out of 17 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.



Wilkins Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 9 out of 24 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 13 out of 24 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Woodville Heights Elementary School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 7 out of 12 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 5 out of 12 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Cardozo Middle School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 18 out of 20 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 20 students reviewed was not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Chastain Middle School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 7 out of 34 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 12 out of 34 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Northwest Middle School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 10 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 1 out of 10 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Peoples Middle School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 8 out of 22 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 6 out of 22 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Forest Hill High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 16 out of 39 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 23 out of 39 students reviewed were not reported in a timely manner, as specified by law, after accumulating five (5) or more unexcused absences.

Provine High School is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 12 out of 24 students reviewed were not reported to the school attendance officer after accumulating five (5) or more unexcused absences; and 11 out of 24 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:

Bates Elementary, Lake Elementary, Oak Forest Elementary, Cardozo Middle, Chastain Middle, Northwest Middle, Peoples Middle, and Provine High Schools' attendance officer is following policy regarding the reporting of unexcused absences.

At Lee Elementary, McLeod Elementary, and Kirksey Middle, I was unable to determine compliance because no referrals were made to the school's attendance officer.

Sykes Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 2 out of 17 students' files had no attempts made to secure enrollment and/or attendance.

Wilkins Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 1 out of 24 students' files had no attempts made to secure enrollment and/or attendance.

Woodville Heights Elementary School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 4 out of 12 students' files had no attempts made to secure enrollment and/or attendance.

Forest Hill High School's attendance officer is not following policy regarding the reporting of unexcused absences. Of the records reviewed, 5 out of 39 students' files had no attempts made to secure enrollment and/or attendance.

Reporting of Suspensions

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

Lake Elementary, Lee Elementary, McLeod Elementary, Wilkins Elementary, Woodville Heights Elementary, and Northwest Middle did not have any suspensions.

Bates Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer as it occurred; and 1 out of 1 suspensions was not coded as an unexcused absence, as required by law.

Oak Forest Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 1 was not reported to the school attendance officer as it occurred, as required by law.

Sykes Elementary School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 3 was not reported to the school attendance officer as it occurred, as required by law.



Cardozo Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 7 out of 9 were not reported to the school attendance officer as it occurred; and 4 out of 9 suspensions were not coded as an unexcused absence, as required by law.

Chastain Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 1 out of 2 was not reported to the school attendance officer as it occurred, as required by law.

Kirksey Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 2 out of 4 suspensions were not coded as an unexcused absence, as required by law.

Peeples Middle School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 4 out of 5 were not reported to the school attendance officer as it occurred, as required by law.

Forest Hill High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 7 out of 12 were not reported to the school attendance officer as it occurred; and 1 out of 12 suspensions was not coded as an unexcused absence, as required by law.

Provine High School is not following policy regarding the reporting of suspensions. Of the suspensions reviewed, 5 out of 9 suspensions were not coded as an unexcused absence, as required by law.

Posting of Historical Documents

1. I determined whether the school is posting the required historical documents. As a result, I found the following:

Bates Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Northwest Middle, Forest Hill High, and Provine High are posting the required historical documents.

Lake Elementary School is not posting the required historical documents. Of the classrooms reviewed, 1 out of 30 did not have the required historical documents; and 3 out of 30 did not have the required historical documents properly displayed.

Lee Elementary School is not posting the required historical documents. Of the classrooms reviewed, 1 out of 27 did not have the required historical documents properly displayed.

Wilkins Elementary School is not posting the required historical documents. Of the classrooms reviewed, 2 out of 35 did not have the required historical documents; and 5 out of 35 did not have the required historical documents properly displayed.

Kirksey Middle School is not posting the required historical documents. Of the classrooms reviewed, 1 out of 27 did not have the required historical documents properly displayed.



Peoples Middle School is not posting the required historical documents. Of the classrooms reviewed, 6 out of 45 did not have the required historical documents.

Teacher Endorsements

1. I determined whether teachers in the school have proper endorsements for the subjects they teach. As a result, I found the following:

At Bates Elementary, Lake Elementary, Lee Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Wilkins Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Kirksey Middle, Northwest Middle, Peoples Middle, Forest Hill High, and Provine High, all the teachers reviewed have proper endorsements for the subjects they teach.

Note: OSA is aware that Process Standard 8.1 allows no more than 5% of FTE units, not including academic core subjects, to work outside of the area or areas of endorsement.

Textbooks

1. I determined whether each child in the school is assigned a textbook in each applicable class. As a result, I found the following:

Of the classes reviewed at Bates Elementary School, in 20 out of 20 classes, 151 out of 487 students were not assigned textbooks.

Of the classes reviewed at Lake Elementary School, in 20 out of 20 classes, 273 out of 412 students were not assigned textbooks.

Of the classes reviewed at Lee Elementary School, in 20 out of 20 classes, 166 out of 454 students were not assigned textbooks.

Of the classes reviewed at McLeod Elementary School, in 20 out of 20 classes, 375 out of 523 students were not assigned textbooks.

Of the classes reviewed at Oak Forest Elementary School, in 20 out of 20 classes, 350 out of 498 students were not assigned textbooks.

Of the classes reviewed at Sykes Elementary School, in 20 out of 20 classes, 128 out of 434 students were not assigned textbooks.

Of the classes reviewed at Wilkins Elementary School, in 18 out of 20 classes, 225 out of 428 students were not assigned textbooks.

Of the classes reviewed at Woodville Heights Elementary School, in 20 out of 20 classes, 322 out of 448 students were not assigned textbooks.

Of the classes reviewed at Cardozo Middle School, in 20 out of 20 classes, 209 out of 458 students were not assigned textbooks.



Of the classes reviewed at Chastain Middle School, in 20 out of 20 classes, 159 out of 454 students were not assigned textbooks.

Of the classes reviewed at Kirksey Middle School, in 20 out of 20 classes, 245 out of 524 students were not assigned textbooks.

Of the classes reviewed at Northwest Middle School, in 20 out of 20 classes, 44 out of 330 students were not assigned textbooks.

Of the classes reviewed at Peeples Middle School, in 18 out of 20 classes, 112 out of 410 students were not assigned textbooks.

Of the classes reviewed at Forest Hill High School, in 20 out of 20 classes, 305 out of 359 students were not assigned textbooks.

Of the classes reviewed at Provine High School, in 20 out of 20 classes, 195 out of 371 students were not assigned textbooks.

Safety

1. I determined whether the district/schools are in compliance with all required safety laws and policies. As a result, I found the following:

District

Jackson Public School District is not in compliance with all required safety laws and policies.

Schools

Bates Elementary, Lake Elementary, Lee Elementary, McLeod Elementary, Oak Forest Elementary, Sykes Elementary, Wilkins Elementary, Woodville Heights Elementary, Cardozo Middle, Chastain Middle, Kirksey Middle, Northwest Middle, Peeples Middle, Forest Hill High, and Provine High are not in compliance with all required safety laws and policies.

Property Internal Controls

1. I determined whether the district has internal controls related to property and whether the district is adhering to those controls. As a result, I found the following:

Jackson Public School District has internal controls related to property but is not adhering to those controls. The information on the purchase order did not match the information in the inventory system for 2 out of 80 items reviewed; 15 out of 80 items reviewed did not follow the district's internal control procedures; and the inventory system/listing had the incorrect location for 3 out of 80 items reviewed. Additional controls are needed for items used off-site for school business, as well as in-house transfers.



Vehicles

1. I determined whether the district is following policy regarding the marking of district vehicles. As a result, I found the following:

Jackson Public School District is following policy regarding the marking of district vehicles.

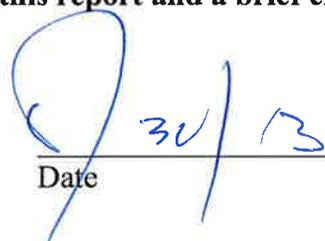
NOTE: Please be advised, a copy of this report is made available to the Mississippi State Board of Education and the Commission on School Accreditation as an element of review for administering the State performance-based accreditation system for public schools. As a result, any adverse findings in this report may affect your accreditation status. In addition, if you have any vehicles that were not properly marked, you have five days to correct this. If the correction is not made, vehicles will be impounded by the State Auditor's Office and the Tax Commission will be notified to withhold any sales and excise tax due.

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



Date



Jackson Public Schools

Cedrick Gray, Ed.D.

Superintendent of Schools

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June 13, 2013

Keyla Bradford
Performance Audit Division
Office of the State Auditor
P.O. Box 956
Jackson, MS 39205

Dear Mrs. Bradford:

In response to your June 4th exit interview, the Jackson Public School District will comply with noted deficiencies in our performance audit. I have reviewed the document and we will implement the action plan included with this response to correct the noted concerns. A general meeting with administrators will be held July 8, 2013 to discuss the action plan. Follow-up meetings throughout the 2013-2014 school year will be scheduled as required to monitor implementation and compliance.

Sincerely,

Cedrick Gray, Ed.D.
Superintendent

Jackson Public Schools

Corrective Action Plan: State Auditor Report

Section I: Student Enrollment

Standard	Problem	Response
Accurate reporting of student enrollment	<ol style="list-style-type: none">1. Students present are being marked as absent.2. Failure to account for students marked present that are away from campus on school business.3. Number of students enrolled does not match the number of students attending.	<ol style="list-style-type: none">1. Schools will be required to:<ul style="list-style-type: none">• Check attendance daily.• Conduct random headcounts• Hold teachers accountable for submitting accurate attendance.2. Schools will be required to account for students that leave campus during the school day by:<ul style="list-style-type: none">• Keeping a list in the main office.• Perform a headcount prior to students leaving and once they return.• Provide the bus driver with the number of students being transported as well as their names and MSIS number.3. Schools will be required to:<ul style="list-style-type: none">• Ensure that the name and number of students attending matches the name and number of students enrolled.

Standard	Problem	Response
<p>Enrollment Records</p>	<ol style="list-style-type: none"> 1. Invalid proofs of residency 2. Missing/incomplete records 3. Supporting documentation for special circumstances 	<ol style="list-style-type: none"> 1.Schools/Office of Pupil Placement will: <ul style="list-style-type: none"> • Collect proofs of residency according to district policy and procedure. 2.Schools/Office of Pupil Placement will: <ul style="list-style-type: none"> • Ensure the student’s folders contain all documentation required by district policy and procedure. 3.Schools/Office of Pupil Placement will: <ul style="list-style-type: none"> • Require an affidavit for circumstances identified in district policy and procedure. • Collect documentation required for children deemed homeless according to district policy and procedure. <p>Note: Central Office administration will revise district policies and procedures for enrollment.</p>
<p>Student Information</p>	<ol style="list-style-type: none"> 1. Student’s information in the student package (SAM) does not match information kept in the student’s record (Cum folder). 	<ol style="list-style-type: none"> 1.Schools will be required to: <ul style="list-style-type: none"> • Input student’s package and record information at the beginning of each school. • Update student’s package and record information if it changes throughout the year. • Complete the student information section of the Cum Folder in pencil. <p>Note: Central Office administration will provide a “change of information” form that will be used consistently across the district.</p>

Section II: Student Attendance/Absenteeism

Standard	Problem	Response
Excused Absence	1. Schools are not following policy for validating excused absences.	1. Central Office administration will: <ul style="list-style-type: none"> • Revise the policy and procedure for excused absences.

Section III: Graduation

Standard	Problem	Response
Graduation Records	1. Graduation records were incomplete	1. Schools will be required to: <ul style="list-style-type: none"> • Ensure that the principal's original signature is on every student's transcript. • Ensure that parent are informed regarding the graduation pathways and are given the opportunity to select the appropriate pathway for their children. • Keep documentation of the student's pathway as a part of the graduation records. • Complete the Summary of High School Units at the conclusion of every school year. <p>Note: Central Office administration will revise district policy and procedure for opting out of the traditional diploma track.</p>

Section IV: Student Attendance Reporting

Standard	Problem	Response
Unexcused Absences	1. Students that have accumulated 5 or more unexcused absences are not being reported to the state attendance officer in a timely manner.	1. Central Office Administration will: <ul style="list-style-type: none"> • Revise the district's policy and procedure as specified by law for reporting unexcused absences. • Meet with the state attendance officers assigned to Jackson Public School and identify a process for schools to report truancy in a timely manner.

Section V: Reporting Suspensions

Standard	Problem	Response
Coding and Reporting	<ol style="list-style-type: none"> Suspensions are not being coded as an unexcused absence. Suspensions are not being reported to the state attendance officers. 	<p>1.Schools will be required to:</p> <ul style="list-style-type: none"> Code out-of-school suspensions as an unexcused absence, but will not count suspension days toward truancy. <p>2.Schools will be required to:</p> <ul style="list-style-type: none"> Provide a copy of the suspension notification to the state attendance officer daily as it occurs. <p>Note: Central Office administration will revise the district’s disciplinary policies and procedures.</p>

Section VI: Posting of Historical Documents

Standard	Problem	Response
Display of historical documents in 11x14 frame.	<ol style="list-style-type: none"> Required historical documents are not being properly displayed. 	<p>1.Schools will be required to:</p> <ul style="list-style-type: none"> Post “In God We Trust” according to State Law.

Section VIII: Textbooks

Standard	Problem	Response
Assignment of Textbooks to Students	<ol style="list-style-type: none"> Not all students were assigned a textbook. 	<p>1.Central Office administration will revise the district’s policy and/or procedure for assigning textbook to students.</p>

Section VIII: Safety

Standard	Problem	Response
Safety Laws and Policies	<ol style="list-style-type: none"> Schools are not in compliance with all required safety laws and policies. 	<p>1. Copies of Board Approved District Safety Plan to be placed in all schools.</p> <p>1.District Safety Plan to be approved by Board of Trustees annually.</p> <p>1.School Safety plans are to be updated annually.</p>

Section X: Property Internal Controls

Standard	Problem	Response
Internal Controls related to Property	1. Jackson Public Schools has internal controls related to property but is not adhering to those controls	1. The District will continue to follow it's established policies and procedures regarding internal controls for property. The District will also continue to strictly enforce the guidelines and ensure that district staff is in compliance.