

Middle School  
Count Day Checklist

Count Date \_\_\_\_\_

- Check for students at JDC  
Withdraw them - keep schedule if returning
- Check for Expelled or Long Term Suspended students  
Zero their FTE (if they are 20 days out drop them)
- Run Locator Report - write adjusted FTE for any student under 1.00 FTE  
Be sure all the periods have a class
- Check with attendance secretaries - are any students 20 days out?  
Drop them (20 days consecutive more than half the day missed)
- Other shared students - email schools  
Verify FTE claimed by each school
- Print 302 by grade  
Do the grade totals match the totals on the working 302 after adds and subtracts?
- Print Withdraw Report  
Do the totals match what is hand written on the working 302?
- Print Entry Report  
Do the totals match what is hand written on the working 302?
- Print Home Hospital (if you have any students)  
We're allowed to count FTE for 2 months - then zero their FTE
- Run P223 - check Bilingual  
Students listed as bilingual can NOT have ENG as the language.
- Home School Enrolled?  
If yes - be sure they are coded (Gen 2/Catg)
- Private School Enrolled?  
If yes - be sure they are coded (Gen 2/Catg)
- Balance in's and out's on P223 Reconciliation Report  
(previous months records to this month)
- Balance, new 302, working 302, new P223  
You should be able to show how they all balance
- Print Ethnic Report  
Filed Separately
- Print Seat Tally - course class list  
Filed Separately
- Save Student Schedules to .txt file on your computer for audit purposes  
Burn to a disc at end of year and file in year end box

**When all the reports are done - Backup your computers**  
**TRA's should be able to show you how**