

COOR Intermediate School District

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September 10, 2008

TO COOR AREA SUPERINTENDENTS, BUILDING PRINCIPALS AND
PUPIL ACCOUNTING REPRESENTATIVES

FROM GEORGE E. JOHNSON,
DIRECTOR, PLANNING & FINANCE

SUBJECT PUPIL MEMBERSHIP COUNT INFORMATION

Fall count day is **Wednesday, September 24, 2008**. The 10-day rule occurs 9/25 – 10/8.
The 30-day rule ends 10/24.

Membership reports due to COOR ISD by **October 28, 2008**. Below is a list of information that must be included with the fall membership report. If you have any questions please call my office at 275.9526.

1. Alpha/Membership list to include the following:

- students' names (legal per birth cert.)
- residence/school of choice
- DOB
- FTE (Special Educ. + General Educ.) note: FTE = 1.0 or less for part time pupils
- signed & dated by building principal
- grade
- address (house # and street name)
- building

2. The following is to be indicated on the alpha list or an additional supplemental list

A. **Students absent on the count day** and the date returned (lists should be by building, by grade, in alphabetical order) **Please note: according to the Michigan Department of Education (MDE), attendance documents "must be signed by the teacher...The records must be printed and signed for the week prior to the count date, the count week and the 30 calendar days following the count date..." These records must be kept on file at each building along with other count day documentation.**

B. Separate lists of the following **non-conventional student groups** (lists should reflect students' legal name, no nicknames, and indicate grade). Please refer to the MDE Pupil Accounting Manual for specific categorical requirements.

- Dual Enrollment
- Homebound
- Workstudy/Co-op
- Part-time/Reduced Schedule
- Split Schedule-students attending Kirtland Community College

3. Special Education Worksheet B

- Submit Worksheet B for each student's primary provider; by program code, by building, by grade, alphabetical by student.
- Be sure to indicate students' corresponding general education FTE
- **Worksheet B FTE's must be reconciled to membership report before submitting to ISD.**