**Pupil Accounting Required Documentation Checklist**

**Non-Public and Home-Schooled Pupils**

District: Building: School Year:

**Please send copies of all documentation to MARESA (ATTN: Jill Malin) by 3/29/2024.**

Pupil Membership Count Day: **February 14, 2024**

Put “NA” for any that do not apply.

\_\_\_\_\_ Student Schedules *SCHED*

\_\_\_\_\_ Scheduled Days of Instruction Form *3-E1*

\_\_\_\_\_ Scheduled Daily Clock Hours of Instruction Form *3-E2*

\_\_\_\_\_ Teacher’s Master Schedule *(Formal names) MS*

\_\_\_\_\_ Board Approved Classes List *BA*

\_\_\_\_\_ Non-Public Shared Time Pupils and Home Schooled Pupils List at Public School *5-E*

\_\_\_\_\_ Non-Public Shared-Time Pupils at Non-Public Site List *5-E2*

\_\_\_\_\_ Non-Public vs. Public Class Time *5-E3*

\_\_\_\_\_ Count Day Absence Form –10/30 Rule - with Return Dates *1-F*

\_\_\_\_\_ Teacher Weekly Attendance Records *TA*

\_\_\_\_\_ Attendance Policy

Authorized Representatives Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form with your required paperwork. Check off items as you complete forms for submission. If an item does not pertain to your building you can note “NA” next to that item and DO NOT need to submit a blank form. Each line item should contain either a “check mark, “DL” or “NA”. (“DL”=District Level)**