

FTE Audit File

Office of Budgeting, Cost Accounting FTE

In Audit File

- Certification
 - Copy of Approved Request for Board Approval for Out of Field Teachers
 - Copy of Parent Notification Letter for Approved Out of Field Teachers

- Attendance Reports
 - Teachers Not Taken Attendance Report for each day in Pre-Survey and Survey - Teacher Completion Reports
 - Attendance Slips for each teacher listed
 - Signed Attendance Certification Statement
 - [Use the Certification Statement provided on the Budgeting, Cost Accounting and FTE website.](#)

- Membership Totals
 - Student Breakdown report run on Date Certain October 13, 2023

- Eligibility Verification Reports
 - Students Qualifying for FTE - Attendance Chart
 - Excessive Attendance Report

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*Send a copy of the final, signed page of the Eligibility Verification Reports and the Attendance Certification State ment to Budgeting, Cost Accounting & FTE using this form.
Originals are to remain in the Audit File at the School Site*

Date Certain for

Survey 2

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Friday, October 13, 2023
