

# Audit Preparation Guide Part I



As your school's annual audit approaches we will provide a two-part bulletin series to help your school prepare. Part I focuses on Attendance Compliance

## Common Attendance Audit Findings

### I.S. Master Agreement Findings

- Independent Study Agreement Missing Signatures or Dated Incorrectly
- Student Attendance Claimed prior to signed date of Independent Study Agreement.
- Student Work Samples are either incomplete or not align with School's Independent Study Policy

### CALPADS & P-2 Report Findings

- Students listed FRPM or EL on CALPADS Report lack proper supporting documentation
- P-2 Attendance Report Figures do not match Annual Attendance Report Figures
- Learning Periods on School Calendar do not align with supporting reports extracted from Student Information System

## What Your Auditor Will Request...

### CDE Submitted Reports

Copies of the CALPADS and P-2 Attendance reports with matching support documentation

### Annual School Calendar

Copies of Annual School Calendar with corresponding Learning Periods (LPs) outlined

### Board Policies

Copies of Board Approved Attendance and Independent Study Policies