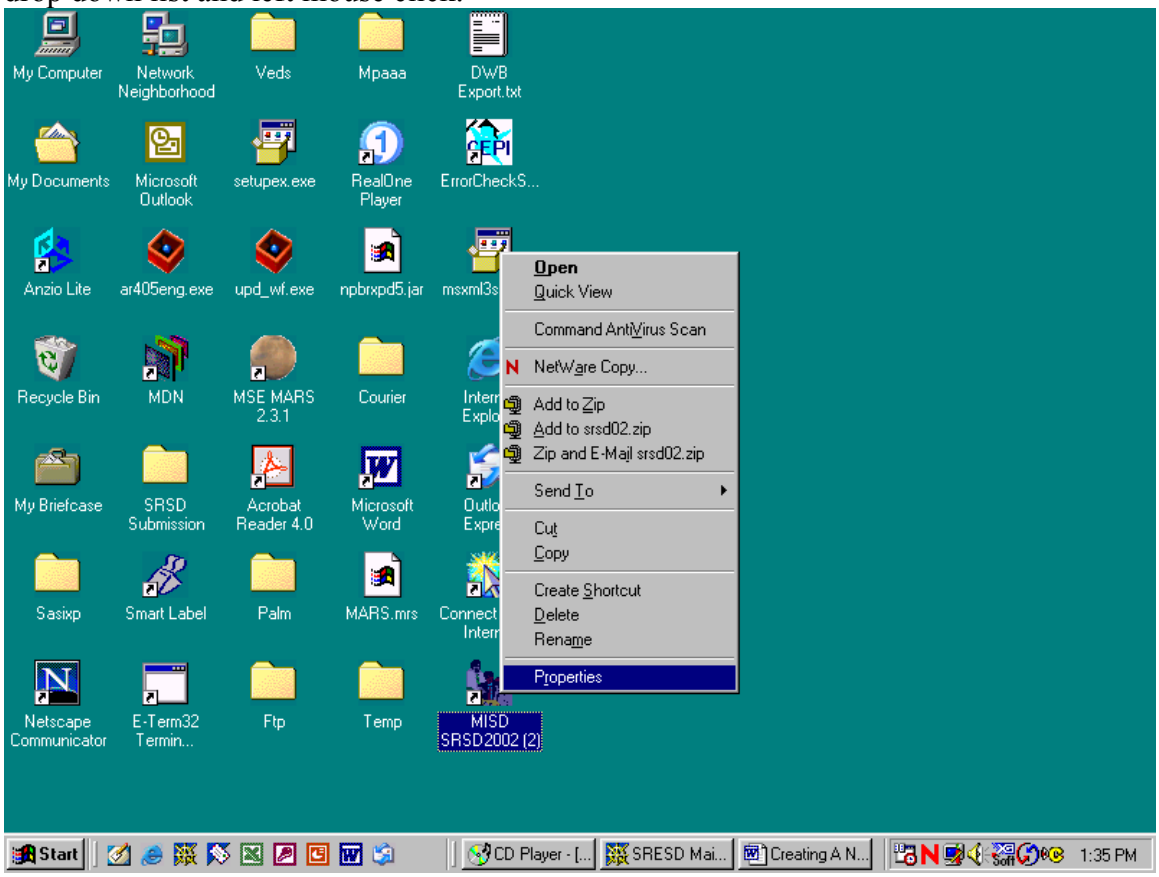
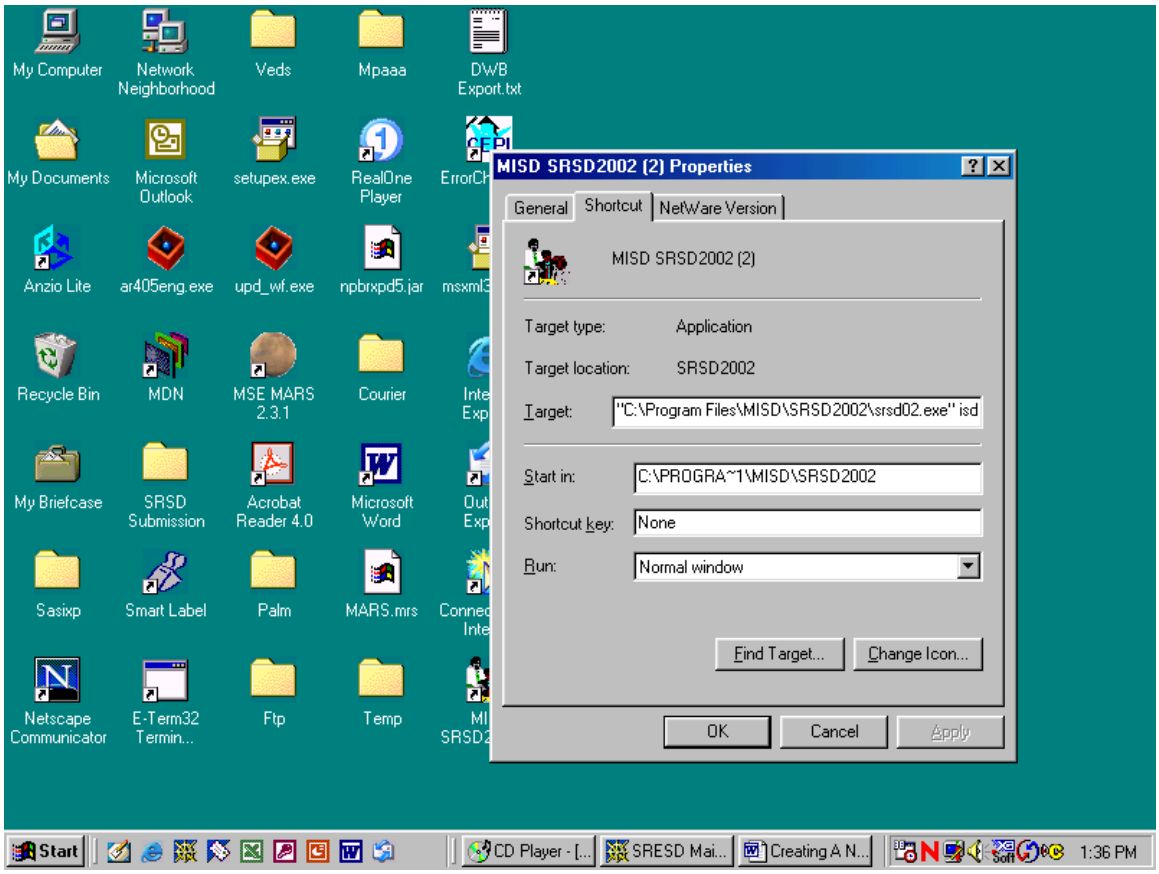
Automated Narrative Instructions

Opening the ISD Auditor file capability.

Turning this feature on allows you to create an audit narrative for each district.
At your desktop right mouse click on the SRSD02 icon. Select PROPERTIES from the drop down list and left mouse click.

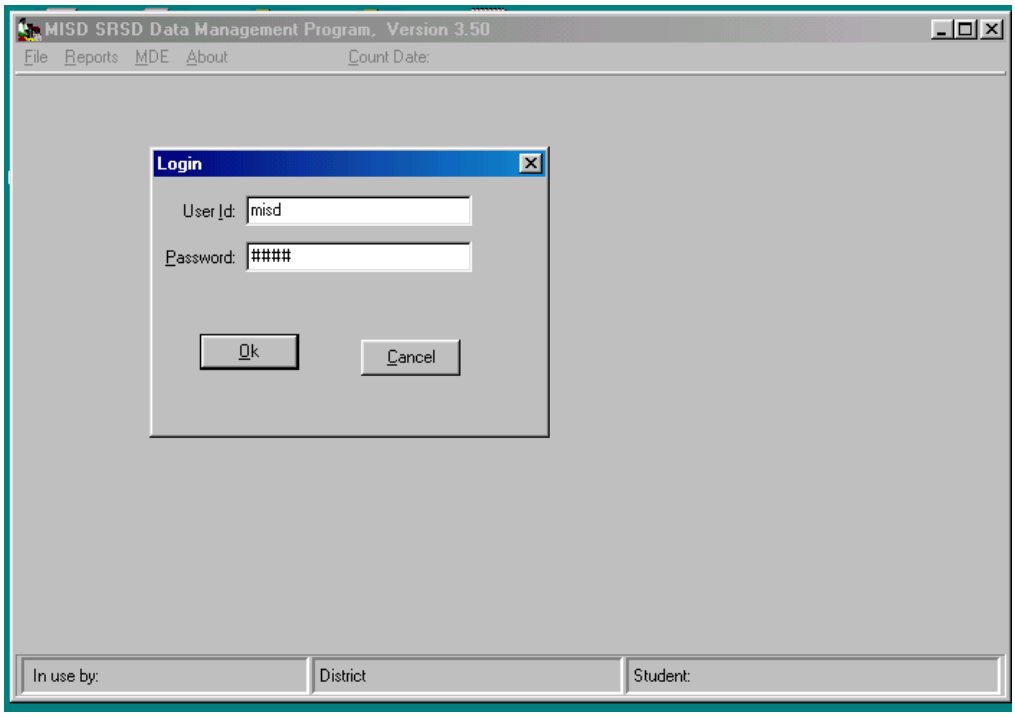


In the box that is titled: TARGET go to the end of the line and space one time and enter isd

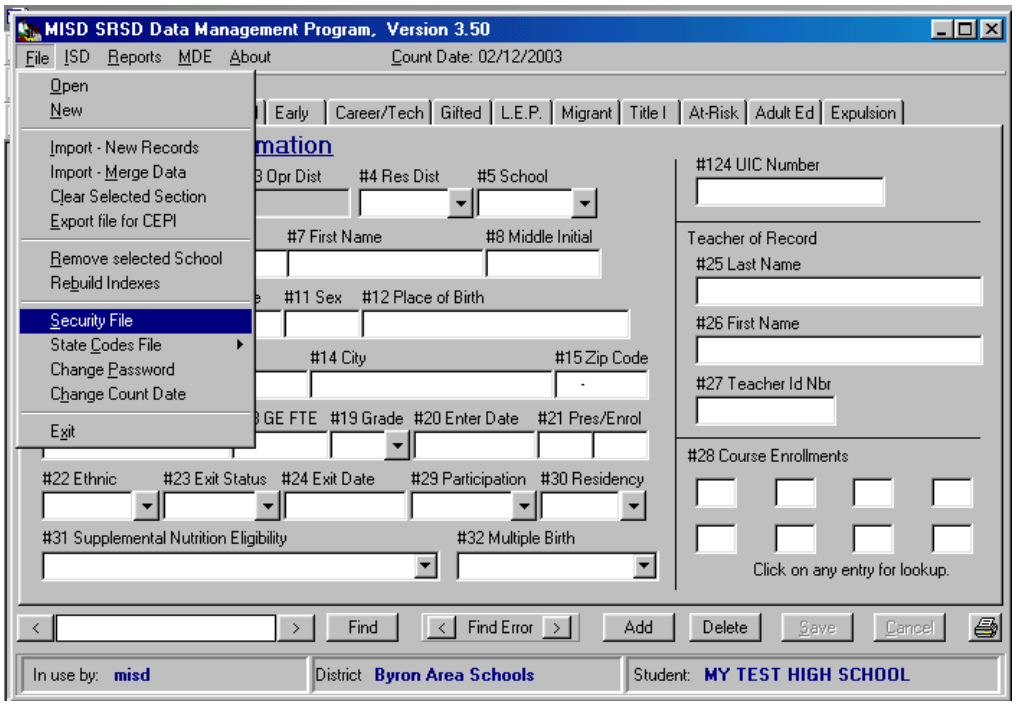


Starting and Logging into the SRSD02 program

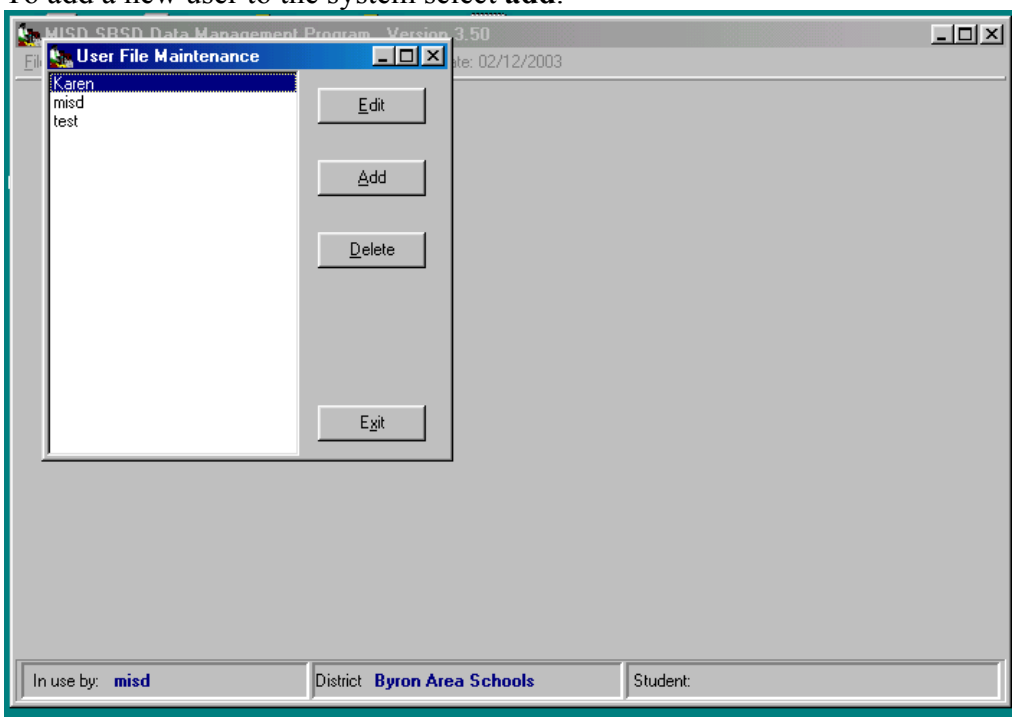
Double click the SRSD02 icon to launch the program. This will open the login screen. Accept the disclaimer language if you accept the user terms.
When you first download the program the generic login is User ID: MISD
Password: MISD.



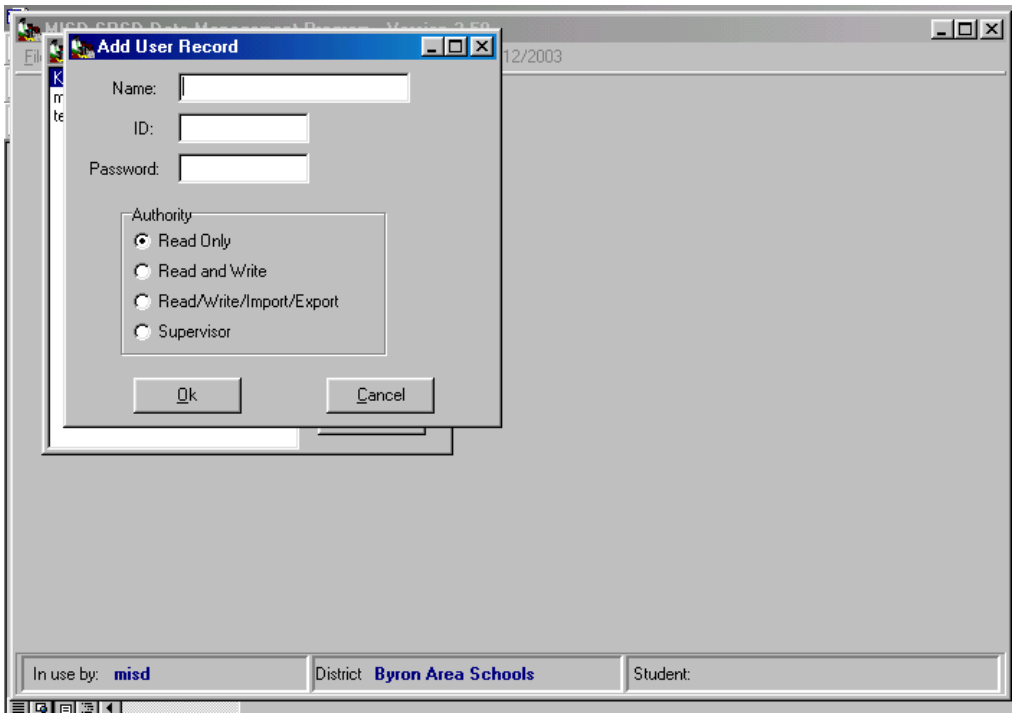
Once you have logged into SRSD02 you may set up users and passwords for your district.



To add a new user to the system select **add**.

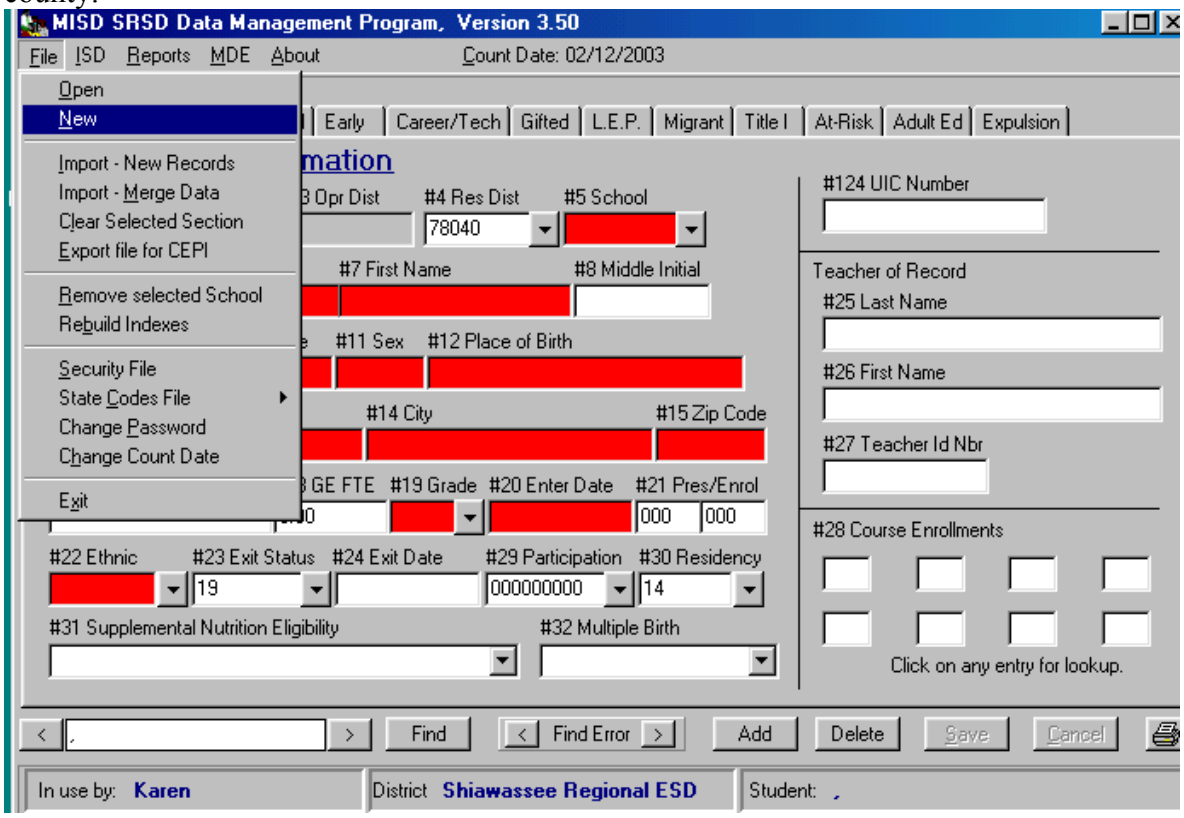


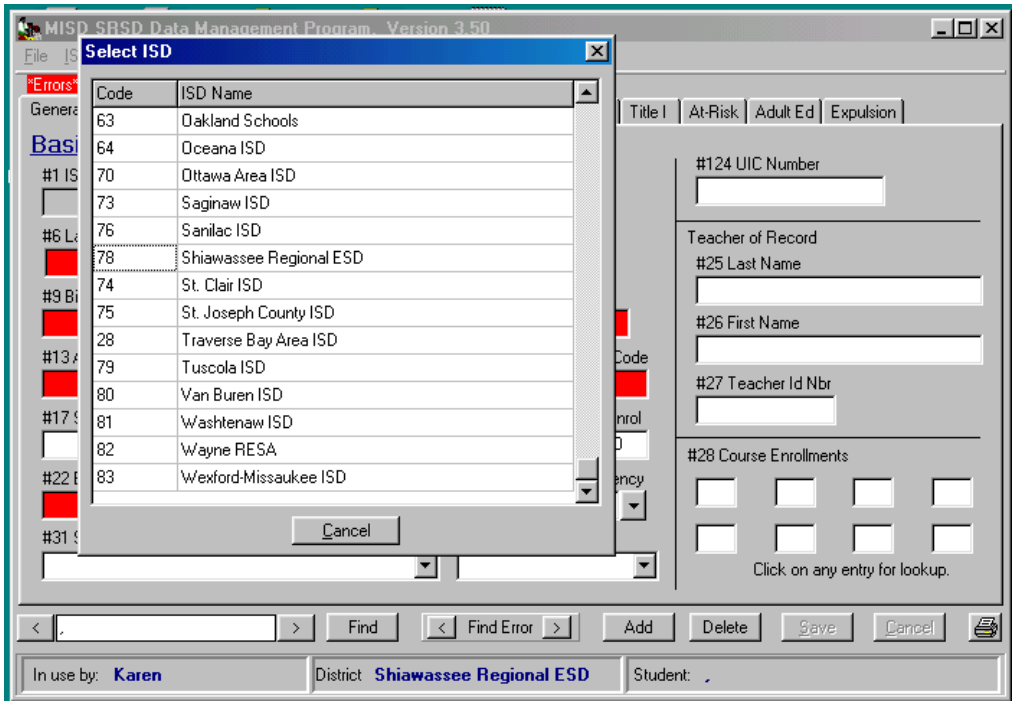
When you select new you will see the following screen.



Select the file you wish to open by selecting File, new, select your ISD. This will bring up a list of your constituant districts. You will only need to do this the first time you open the program. Once you have created a file for each of the schools all you have to do is select open to get to the list of schools in your

county.


MISD SRSD Data Management Program, Version 3.50
File ISD Reports MDE About
Count Date: 02/12/2003
Open
New
Import - New Records
Import - Merge Data
Clear Selected Section
Export file for CEPI
Remove selected School
Rebuild Indexes
Security File
State Codes File
Change Password
Change Count Date
Exit
Early Career/Tech Gifted L.E.P. Migrant Title I At-Risk Adult Ed Expulsion
#4 Res Dist
#5 School
78040
#7 First Name
#8 Middle Initial
#11 Sex
#12 Place of Birth
#14 City
#15 Zip Code
#19 Grade
#20 Enter Date
#21 Pres/Enrol
#22 Ethnic
#23 Exit Status
19
#24 Exit Date
#29 Participation
000000000
#30 Residency
14
#31 Supplemental Nutrition Eligibility
#32 Multiple Birth
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:


Select ISD
Code
ISD Name
63 Oakland Schools
64 Oceana ISD
70 Ottawa Area ISD
73 Saginaw ISD
76 Sanilac ISD
78 Shiawassee Regional ESD
74 St. Clair ISD
75 St. Joseph County ISD
28 Traverse Bay Area ISD
79 Tuscola ISD
80 Van Buren ISD
81 Washtenaw ISD
82 Wayne RESA
83 Wexford-Missaukee ISD
Cancel
Title I At-Risk Adult Ed Expulsion
#124 UIC Number
Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr
#28 Course Enrollments
Click on any entry for lookup.
Find
Find Error
Add
Delete
Save
Cancel
In use by: Karen
District Shiawassee Regional ESD
Student:

MISD SRSD Data Management Program, Version 3.50

File ISD Reports MDE About Count Date: 02/12/2003

Errors

General | Homeless | Special Ed | Early | Career/Tech | Gifted | L.E.P. | Migrant | Title I | At-Risk | Adult Ed | Expulsion

Basic Student Information

#1 ISD | #2 County: 78 | #3 Opr Dist | #4 Res Dist: 78040 | #5 School

#6 Last Name | #7 First Name | #8 Middle Initial

#9 Birth Date | #10 DTP Date | #11 Sex | #12 Place of Birth

#13 Address | #14 City | #15 Zip Code

#17 Student ID | #18 GE FTE: 0.00 | #19 Grade | #20 Enter Date | #21 Pres/Enrol: 000 000

#22 Ethnic | #23 Exit Status: 19 | #24 Exit Date | #29 Participation: 000000000 | #30 Residency: 14

#31 Supplemental Nutrition Eligibility | #32 Multiple Birth

#124 UIC Number

Teacher of Record

#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

Find | Find Error | Add | Delete | Save | Cancel

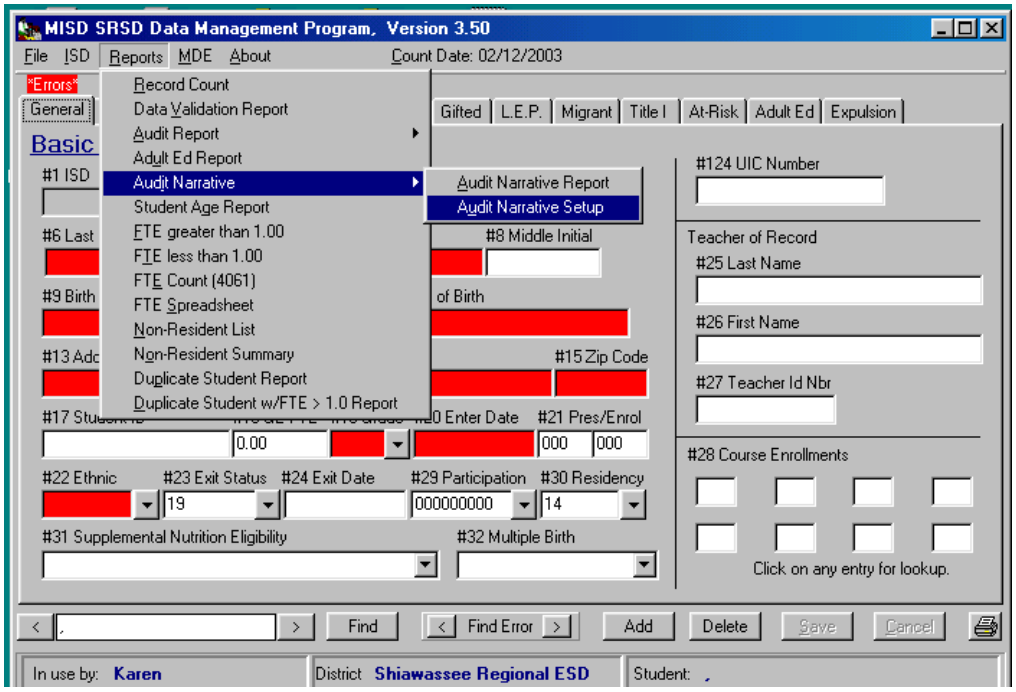
In use by: Karen | District Shiawassee Regional ESD | Student:

Select District

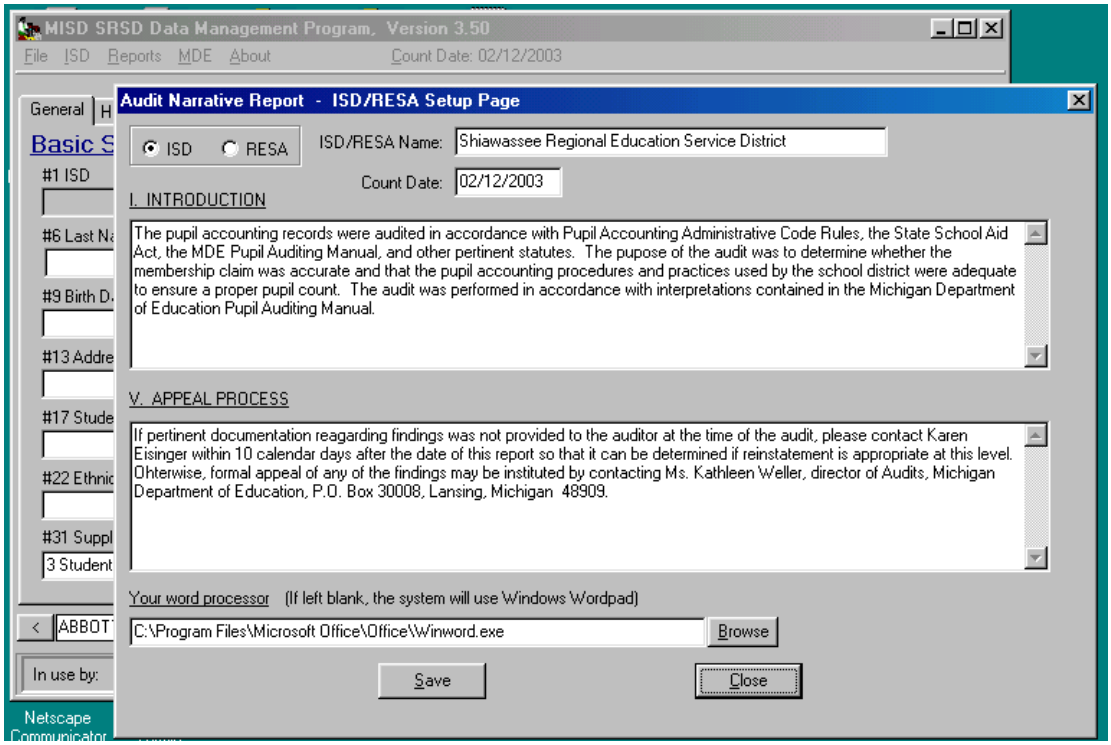
ISD: Shiawassee Regional ESD

Code	District Name
78020	Byron Area Schools
78100	Corunna Public School District
78030	Durand Area Schools
78040	Laingsburg Community School District
78060	Morrice Area Schools
78070	New Lothrop Area Public Schools
78110	Owosso Public Schools
78080	Perry Public School District
78000	Shiawassee Regional ESD

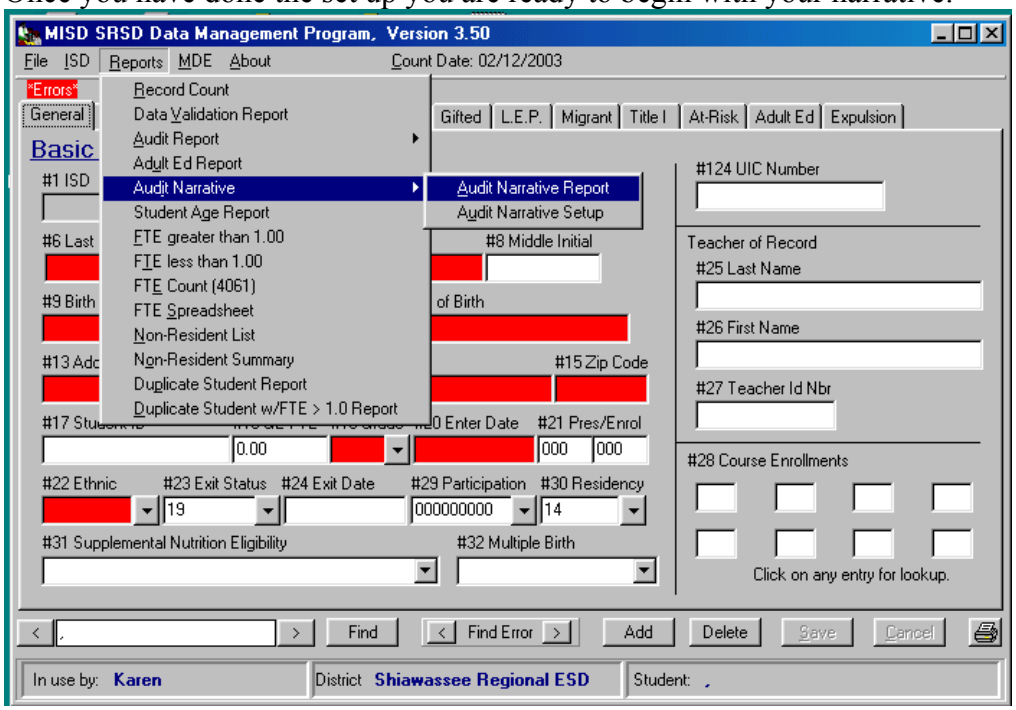
Cancel



Once you have selected a school district you have do set up the narrative. The information you set up on this page will be the frame work for your narrative.



Once you have done the set up you are ready to begin with your narrative.



MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Building/Program	FTE Adjustment	Auditor	Audit Time
Shiawassee Elem. School		Karen Eisinger	2 hrs
Shiawassee Middle School		Karen Eisinger	5 hrs
Shiawassee High School		Karen Eisinger	6 hrs

Save | Generate Report | Exit

In use by: **Karen** | District **Shiawassee Regional ESD** | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Recommendation

- (●) We recommend that no adjustments be made to this membership count.
- ( ) We recommend that the following adjustments be made to this count.

	Unaudited FTE Count	Findings	Audited FTE Count
Special Education	100.33		100.33
General Education	139.17		139.17
Adult Education			0.00

Save | Generate Report | Exit

In use by: **Karen** | District **Shiawassee Regional ESD** | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Recommendation

- We recommend that no adjustments be made to this membership count.
- We recommend that the following adjustments be made to this count.

	Unaudited FTE Count	Findings	Audited FTE Count
Special Education	100.33	-0.33	100.00
General Education	139.17	0.10	139.27
Adult Education			0.00

Save | Generate Report | Exit

In use by: Karen | District Shiawassee Regional ESD | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certificati	
D	S10	FTE for part-time pupils	0.10
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by Septeml	
	S13	PPI - Service	
	S14	Enrollment - After the count dat	
	S15	Enrollment - Attendance before	
	S16	Alpha Roster - Duplicate Stude	
	S17	Alpha Roster - Students not on list but eligible	

FTE for part-time pupils

Enter FTE count: 0.10

OK | Cancel

Save | Generate Report | Exit

In use by: Karen | District Shiawassee Regional ESD | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certificati	
D	S10	FTE for part-time pupils	0.10
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by September 1	
	S13	PPI - Service	
	S14	Enrollment - After the count date	
	S15	Enrollment - Attendance before the count day	
	S16	Alpha Roster - Duplicate Student	
	S17	Alpha Roster - Students not on list but eligible	

Save | Generate Report | Exit

In use by: Karen | District Shiawassee Regional ESD | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S1	Absence - 30 Day	
	S2	Absence - 10 Day	
	S3	Reduced Schedule	
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Se	
	S8	Homebound Hospitalized - Ho	
	S9	Homebound Hospitalized - P	
D	S10	FTE for part-time pupils	
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by Septen	
	S13	PPI - Service	
	S14	Enrollment - After the count date	

FTE for part-time pupils

Enter FTE count:

-.33

OK | Cancel

Save | Generate Report | Exit

In use by: Karen | District Shiawassee Regional ESD | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S1	Absence - 30 Day	
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	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certificati	
D	S10	FTE for part-time pupils	-0.33
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by September 1	
	S13	PPI - Service	
	S14	Enrollment - After the count date	

Save | Generate Report | Exit

In use by: **Karen** | District **Shiawassee Regional ESD** | Student:

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

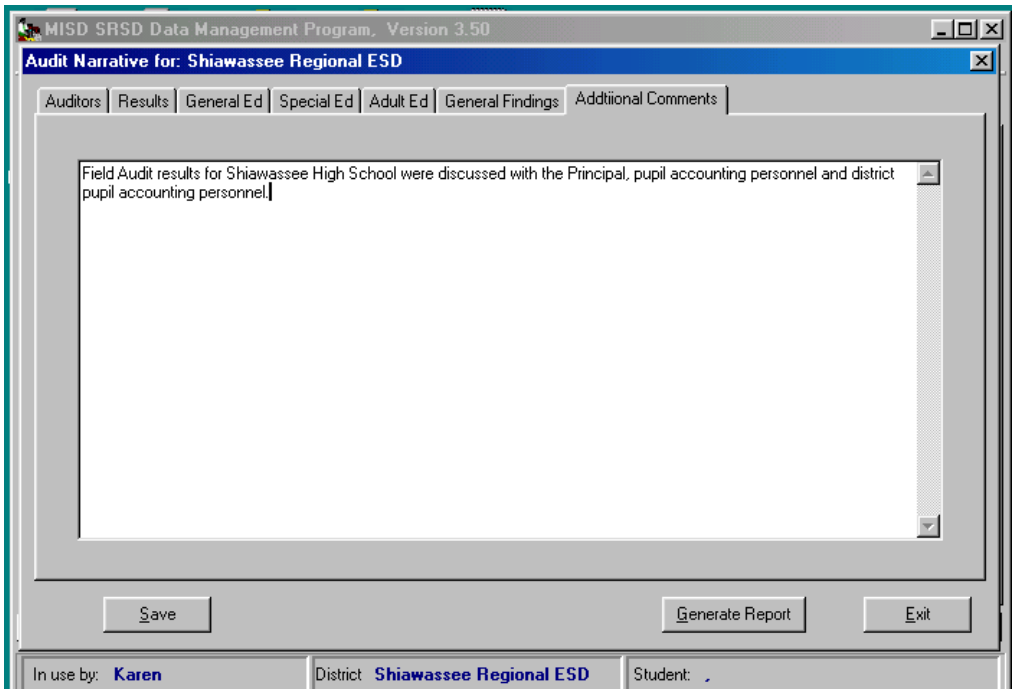
Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

General Findings: (Double-click to select/de-select)

D/F	Nbr	Finding
	G1	Good Job
	G2	Alpha List - Nontraditional Students
	G3	Reports - Summary Validation Reports
	G4	Alpha Roster - Last Name First by Grade
	G5	Alpha List - FTE by student and grade total
	G6	Attendance Records - Markings
F	G7	Attendance Records - Teacher marks
	G8	Attendance Records - Add/Drop marks
	G9	Enrollment - Records Retention & 75% log
	G10	Alpha List - Name of School
	G11	Alpha List - Only Students Eligible
	G12	Student schedules
	G13	Attendance - teacher, class, hour, dates
	G14	Residence - Codes

Save | Generate Report | Exit

In use by: **Karen** | District **Shiawassee Regional ESD** | Student:



When all the fields for your district are filled in select Generate Report

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors | Results | General Ed | Special Ed | Adult Ed | General Findings | Addtiional Comments

Building/Program	FTE Adjustment	Auditor	Audit Time
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Save | Generate Report | Exit

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