



MISSISSIPPI OFFICE OF THE STATE AUDITOR
STACEY E. PICKERING, AUDITOR

PERFORMANCE AUDIT DIVISION
DISTRICT EXIT CONFERENCE

October 30, 2008

Sunflower County School District

Beginning on Monday, October 27, 2008, the Office of the State Auditor's Performance Audit Division (PAD) performed a limited review of the accuracy and reliability of student data transmitted to the Mississippi Department of Education for the purpose of determining funding for local school districts. OSA reviewed the following:

Student Enrollment

1. I determined whether there is a written policy on enrollment requirements and procedures at each school. As a result, I found the following:

East Sunflower School does have a written policy on enrollment requirements and procedures.

Inverness School does have a written policy on enrollment requirements and procedures.

2. I determined whether the number of students enrolled in school is being accurately reported. As a result, I found the following:

East Sunflower School is reporting the number of students enrolled accurately.

Inverness School is reporting the number of students enrolled accurately.

3. I determined whether the school is following policy regarding student enrollment records. As a result, I found the following:

East Sunflower School is following policy regarding student enrollment.

Inverness School is not following policy regarding student enrollment. 5 out of 9 records were missing, had incomplete, or invalid proof of residency.

4. I determined whether the selected student's information is in the student package and is the same as the information kept in the student's record. As a result, I found the following:

At East Sunflower School, the selected student's information is not in the student package and is not the same as the information kept in the student's record. 6 out of 11 student's information in the student package was not the same as the information in the student record.



At Inverness School, the selected student's information is not in the student package and is not the same as the information kept in the student's record. 6 out of 9 student's information in the student package was not the same as the information in the student record.

5. I determined whether the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS. As a result, I found the following:

At East Sunflower School, the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS.

At Inverness School, the total number of students enrolled on the enrollment report from the student package matches the total number of students on the Student Roster Holding Area Report from MSIS.

Student Attendance/Absenteeism

1. I determined whether there is a written policy on monitoring and reporting student absences. As a result, I found the following:

East Sunflower School does have a written policy on monitoring and reporting student absences.

Inverness School does have a written policy on monitoring and reporting student absences.

2. I determined whether the school is following policy regarding attendance and absenteeism. As a result, I found the following:

East Sunflower School is not following policy regarding attendance and absenteeism. 4 out of 8 students with excused absence(s) on the student package report **did not have a valid excuse on file.**

Inverness School is following policy regarding attendance and absenteeism.

3. I determined whether the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS. As a result, I found the following:

At East Sunflower School the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS.



At Inverness School the total number of excused, unexcused, and total absent students on the student attendance or absentee report from the student package matches the total number of excused, unexcused, and total absent students on the Holding Area Student Absences Report from MSIS.

Report Submission

1. I determined whether all final student package reports are transmitted to MSIS by the 10th of every month. As a result, I found the following:

At East Sunflower School, all final student package reports were submitted to MSIS by the deadline established by MS Department of Education.

At Inverness School, all final student package reports were submitted to MSIS by the deadline established by MS Department of Education.

Student Transfers

1. I determined whether the school is following policy regarding transfers. As a result, I found the following:

East Sunflower School is following policy regarding transfers.

Inverness School is following policy regarding transfers.

Student Withdrawals

1. I determined whether the school is following policy regarding withdrawals. As a result, I found the following:

East Sunflower School is following policy regarding withdrawals.

Inverness School is following policy regarding withdrawals.

School Attendance Reporting

1. I determined whether the school superintendent is following policy regarding reporting of unexcused absences. As a result, I found the following:

I determined that East Sunflower School superintendent is not following policy regarding the reporting of unexcused absences. 6 out of 6 students reviewed were not reported to the school attendance officer by the superintendent. 4 out of 6 students reviewed were not reported to the school attendance officer within 2 school days or 5 calendar days, as required by law.

I determined that Inverness School superintendent is not following policy regarding the reporting of unexcused absences. 5 out of 5 students reviewed were not reported to the school attendance officer by the superintendent. 5 out of the 5 students reviewed were not reported to the school attendance officer within 2 school days or 5 calendar days, as required by law.



2. I determined whether the school attendance officer is following policy regarding the reporting of unexcused absences. As a result, I found the following:

I determined that East Sunflower School attendance officer is following policy regarding the reporting of unexcused absences.

I determined that Inverness School attendance officer is following policy regarding the reporting of unexcused absences.

Mississippi Employment Protection Act (E-Verify)

1. I determined whether the school district is following policy regarding the Mississippi Employment Protection Act. As a result, I found the following:

Sunflower County School District is not in compliance with the Mississippi Employment Protection Act as of July 1, 2008.

I would like to thank you for taking time out of your busy schedule to discuss the results of the review in your district. Copies of all audit exceptions are available upon your request. Please submit formal comments regarding the audit to me, at P.O. Box 11183, Jackson, MS 39283-1183, within one week from today. If you have questions or comments, please feel free to contact myself or Keyla Bradford, Project Manager, at 601-576-2800.

By signing below you agree that you have received a copy of this report and a brief explanation of the exceptions.


Superintendent Signature

10-30-08
Date

Sunflower County School District

THOMAS EDWARDS, SUPT.
P.O. BOX 70
INDIANOLA, MISSISSIPPI 38751

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October 31, 2008

Sunflower County School District has made the following corrections per the State Auditor's Performance Audit Division findings of October 27-30, 2008.

The District has implemented the following:

The Proof of Residency form has been updated to include the verifying signature and date of school officials. Schools have been given the new form with instructions to update all residency records.

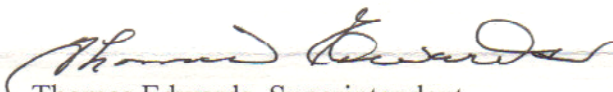
Schools have been informed of the need to update all Cumulative folders.

Schools have been informed of the Student Handbook requirement to have a valid parent phone number on student excuses.

Schools were reminded that unexcused absences must be forwarded to the superintendent for his signature before sending to the Attendance Officer. Schools were also reminded that the absences must be received by the Attendance Officer within 2 school days or 5 calendar days, per state law.

The District was not aware of the new requirement for the Mississippi Employment Protection Act (E-Verify). The District became compliant on October 24, 2008. All new employees will be notified of the requirement and the Verification Form will be run.

Respectfully submitted,


Thomas Edwards, Superintendent