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School- or district-level documents

- < District/school/program calendar
- < ) school/program bell schedule (or equivalency)
- < ) School/program handbook & course catalog (for secondary and district-run programs, including home-school enrichment programs)
- < Online Schools and Programs- Authorizer Assurances
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Audit Documentation Formatting

For each student included in the duplicate count, the district must upload one document, using the following naming convention:

- < District Number\_SASID\_StudentLastName\_StudentFirstName
- < For example: 0010\_999999991\_Smith\_John



0010\_999999991\_Smith\_John.pdf

- < Each document should contain all required audit documents necessary to support funding.

If your district is conceding funding for a student (i.e., your district submitted the student for funding in error), you must still upload a document for the student with the following naming convention:

- < District Number\_SASID\_StudentLastName\_StudentFirstName\_Concede
- < For example: 0010\_999999991\_Smith\_John\_Concede



0010\_999999992\_Smith\_Jane\_Concede.pdf

- < This document can be blank.