

Principal's Audit Checklist

School: _____

Date: _____

Principal: _____

**Principals: This form will guide you through the FTE auditing process.
 Please ensure that each step is completed **thoroughly** for an accurate FTE AUDIT.**

The purpose of the Staffing Audit is to reconcile the following:

- Staffing Worksheet
- FTE Verification and Staff Assignments
- USBE License Requirements
- Highly Qualified Teacher Standards (Title 1 Only)
- Identify Underqualified Teachers
- Identify Grant-Funded Teachers (i.e. BTSALP)
- Classified Employee Staff Assignments and Funding Source
- Review list of employees with relatives
- Check licenses on Occupational Therapist, Physical Therapist, Interpreters etc.

Checklist:

PRIOR TO YOUR FTE AUDIT:

- The FTE Audit Appointment has already been made for you – see schedule.**
- FTE Audit Worksheet**
 - Sent to you via e-mail
 - Complete ALL worksheets – Ensure that the funding source(s) is accurate for each employee
 - List all employees alphabetically by last name on the appropriate worksheet. Do not list employees more than once.
 - Employees who “share” school assignments (*i.e. psychologists, SLPs, etc.*) should be listed on both schools’ audit worksheets with the appropriate FTE percentages.
 - Complete a [“Notification of Resignation”](#) form for each Classified employee no longer at your location and bring with you to your audit
 - List all Custodial and Nutrition workers on the worksheet provided in the FTE Workbook (Excel file) – Alphabetically by last name (put all student sweepers in ABC order grouped at the end)
 - List all Drivers Ed. Teachers **and** coaches (*High School Only*) – Alphabetically by last name
 - Email to the Human Resource Administrator (Licensed) **PRIOR** to audit appointment (*in Excel format only*)
- Principals Audit Checklist (This Form)**
 - Complete each section thoroughly – list employee names and information accurately
 - Print this form and bring with you to your audit
- Underqualified Teachers (Forms found on workatjordan.org/adminonly)**

Review the Underqualified Report emailed to you and provide a **signed** “Letter of Authorization and Agreement” form AND a **signed** “Temporary Employment Agreement” notice for **each** teacher on the Underqualified list and bring it with you to the audit. **ANY issues will need to be resolved PRIOR to the audit.** Employees without verification on CACTUS by the time you come to your audit ARE CONSIDERED UNDERQUALIFIED and you will need to bring to the audit these two (2) forms for each underqualified educator:

 1. A signed **REQUEST FOR “LETTER OF AUTHORIZATION AND AGREEMENT”** form for each educator listed on the report. Form found on workatjordan.org/adminonly in the “hiring resources” section. **If an Educator will have a valid Utah license prior to October 1st, they will not need an authorization. If it is questionable, they will need the authorization. Educators may only be recommended by the LEA to use 3 Letters of Authorization in a career.**
 2. A signed **“TEMPORARY (One Year) EMPLOYMENT AGREEMENT”** for each “underqualified” educator is required. This document outlines the details regarding their **“one-year”** agreement along with district requirements that all Underqualified teachers need to complete during this school year. Note that APT teachers will need a Temporary Employment Agreement signed, but will not need the Letter of Authorization form filled out, as they have a license issued from the state.
 3. ALL BTSALP teachers (Elementary Only) will need to sign a “Temporary Agreement” due to the grant-funded nature of their position.

List all teachers who require an Authorization for the upcoming contract year:

	<u>Educator</u>	<u>Reason for Authorization (Endorsement/License)</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

Expiring Licenses JUNE 30th of this contract year.

Review and notify staff whose licenses are expiring. HR will be sending letters out in November to each licensed employees whose license is expiring this year. The letters serve as a reminder and also provide instructions on steps to take to properly renew their license. Fingerprints and background checks may be done the first business day of the New Year. Please encourage your employees to not delay the process of license renewal as licensure is a condition of employment.

Nepotism:

List of employees with relatives at your school ([You create this list](http://policymanual.jordandistrict.org/policies/dp303.html)- Refer to DP303 and DP307)

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Please review:

- License Areas and Endorsements** (CACTUS report sent by HR- Review and ensure accuracy prior to audit)
- % of assignments report** (CACTUS report sent by HR- Review and ensure accuracy prior to audit. This report is generated from your schools **course master**)
- CTE-(secondary schools only)** Reconcile all CTE positions with CTE coordinator prior to audit

AUDIT

Review with Principal at Audit:

Letter of Authorization - Did Principal turn in Letter of Authorization for each underqualified educator? Yes No

Temporary Employee Agreement "One Year" – Principal turned in a signed form for each listed above? Yes No

Temporary Agreement – Principal turned in a signed form for each grant-funded BTSALP teacher? Yes No

Hourly Licensed Employees HQ/Endorsed (Title 1 Only)? Yes No

Nepotism- Does the school have any violations? Yes No

Does FTE worksheet match Staffing/Enrollment Report? Yes No

Assignments for all Licensed Employees Reconciled: Including SRO/SAY (FTE Worksheet) Yes No

Hourly Licensed Employees Reconciled Yes No

Funding Sources Identified and Reconciled: (FTE Worksheet) Yes No

½ Time or Job Shares Reconciled: (Job Share Application must be submitted each year) Yes No

FTE Audit Action & Follow-up: Items to fix/follow-up listed on form? Yes No

Classified Employees:

Assignments for all Classified Employees Reconciled:

Yes No

Funding Sources Identified:

Yes No

Coaches Reconciled:

Yes No

Hours Worked Reconciled:

Yes No

Principal's Signature

Human Resource Administrator's Signature

Date: _____