



Preparing for your KSDE Audit

An overview of the Audit Engagement Letter and documentation to prepare for your annual KSDE audit

Prepared by the Kansas State Department of Education Fiscal Auditing Team
For KSDE audits completed during the 2020-21 School Year



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Fiscal Auditing webpage: <http://ksde.org/Default.aspx?tabid=319>

Introduction

Note: Any changes to this document for the 2020-21 school year are shown in **blue**.

At least a couple weeks before your annual audit, KSDE's Fiscal Auditing team will send an audit engagement letter detailing when the audit will be conducted and the auditor(s) assigned. At minimum, the letter will be emailed to your district superintendent and board clerk.

How to prepare for KSDE audit: During your annual audit, KSDE Fiscal Auditing staff will verify:

- **current year enrollment data submitted to the Kansas Individual Data on Students (KIDS) system.** Current year items to be audited are in the first section shown below on pages 2-5.
- **expenditures and programs for the prior year.** Prior year items are listed in the second section shown below on pages 6-8.

How to Prepare for Current Year Enrollment and Attendance records to be audited:

For the 2020-21 school year, student count day is **Monday, September 21, 2020**. KSDE will audit the current year's enrollment on September 21 using data submitted to the Kansas Individual Data on Students (KIDS) system.

Items to be audited for current year enrollment include:

1. **Enrollment and attendance records for all students counted by your district on September 21. Auditors will verify your student headcount and your student full-time-equivalent (FTE). Please provide the following:**
 - a. **Daily attendance records from the beginning of school through October 4.** This is a list of all students and their attendance through October 4. Each school district has different student information systems, and each system produces different reports. Please see the table below, showing reports for the five most commonly used student information systems, to help you identify and prepare attendance reports that are helpful in completing your annual KSDE audit. Again, KSDE Fiscal Auditing will work with the information your student information system provides.

To confirm your reported full-time-equivalent (FTE) student attendance (Minutes Enrolled), or to aid in the calculations of student minutes, see the electronic calculator – **Bell Schedule Calculator**, on the KSDE Fiscal Auditing webpage under the section "Calculators" at: <http://ksde.org/Default.aspx?tabid=319>.

In considering which report(s) to provide, remember that for middle schools and high schools, period attendance is needed by the auditors.

Table 1 - Providing Enrollment and Attendance Records – Reports to generate – listed by local student information system		
	Preferred	Acceptable
<i>PowerSchool</i>	Monthly Attendance Report	Absentee Report
<i>GoEdustar</i>	Attendance Report	
<i>Skyward</i>	Absence Occurrence Report	Daily Attendance Report

Infinite Campus	Student Period Attendance Detail	Period Detail Batch Report
Synergy	Elem – ATD402 Middle/High – ATP401 Gain Loss – ATD412	

Table 1: These reports can be provided in either Excel or PDF format. Providing the preferred report will assist the KSDE auditor in conducting the audit more efficiently.

- b. **Entry/Withdrawal list through October 4.** Provide a list of students who have entered the district or have withdrawn from the district (including the date), from the beginning of the school year through October 4.
- c. **September 21 class schedules for high school and middle school students.** This is a copy of the class schedule for high schools and middle schools (or junior highs).

d. **Attendance records for non-public students enrolled and attending part-time in your district.** If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite. If you provide the data electronically, please provide copies of attendance records and other relevant data in support of the claim.

High School Student Schedule												
Neill Sinclair Grade - 11												
Period	Course	Teacher	Room	Sem								
1	Geometry	Shane	215	S1								
1	Geometry	Shane	215	S2								
2	Broadcast & Media Production	Brennan	148	S1								
2	Broadcast & Media Production	Brennan	148	S2								
3	ESA Science	Abercrombie	Fitch	01	EnglTechWinS1	Ern Andrews	01	1				
3	ESA Science	Abercrombie	Fitch	02	ESL Speech 1	Sydney Smith	02	2				
4	US History	Abercrombie	Fitch	03	Intro to Manuf	Norman Mailer	03	1				
4	US History	Abercrombie	Fitch	04	Wrt Training S1	Michael Jackson	04	2				
5	Junior English	Abercrombie	Fitch	05D	Algebra II S1	Gita Patel	05D	1				
5	Junior English	Abercrombie	Fitch	06D	Art I S1	Lisa Peebles	06D	2				
5	Junior English	Abercrombie	Fitch	07	Health	Annette Funicello	07	1				
6	Wellness and Impact Math	Abercrombie	Fitch	08	Tech Phys I S1	Mark Anthony	08	2				
6	Wellness and Impact Math	Abercrombie	Fitch	09	Mentoring	Uli Geller	09	12				
7	Physical Fitness	Abercrombie	Fitch	12	ESL Advocate	Sydney Smith	12	12				
7	Physical Fitness	Abercrombie	Fitch	12	MigrantAdvocate	Karen Long	12	12				
7	Recreational			11								
S	Seminar	Acevedo	Makayla	01	ESLListCom/PLS1	Judy Duncan	01	1				
S	Seminar	Acevedo	Makayla	02	ESL_Su/Sk PL S1	Annette Funicello	02	2				
S	Seminar	Acevedo	Makayla	03	E_Bs/MathExt LS1	Annette Funicello	03	1				
S	Seminar	Acevedo	Makayla	04	E_Bs/MathExt LS1	Annette Funicello	04	2				
S	Seminar	Acevedo	Makayla	05B	Walk Life S1	Brian Griffen	05B	1				
S	Seminar	Acevedo	Makayla	06B	ESL/MigTutorial	Rachel Ray	06B	2				
S	Seminar	Acevedo	Makayla	07	ESLReadSk PL S1	Heather Ostermiller	07	1				
S	Seminar	Acevedo	Makayla	08	ESLWrtSk PL S1	Juan Villalobos	08	2				
S	Seminar	Acevedo	Makayla	09	FreshmanSuccess	Judy Duncan	09	12				
S	Seminar	Acevedo	Makayla	12	ESL Advocate	Juan Villalobos	12	12				

Regardless if it's an Excel Spreadsheet or a PDF file, please use a method that is system-generated (as opposed to scanning a printed document), for both convenience and time savings (for both district staff and KSDE auditors).

e. **IEP and attendance records for Special Education pre-school students and Special Education kindergarten and non-public Special Education students will be reviewed.** If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite. If you provide the data electronically, please provide copies of service logs, attendance records and other relevant data in support of the claim.

f. **Eligibility documentation for Preschool-Aged At-Risk (4-year-old at-risk students), if applicable.** The criteria used to identify Preschool-Aged At-Risk students (4-year-old at-risk) has one new available criterion for 20-21: Homeless, as determined by the local education liaison. A complete list of criteria includes: Poverty (free lunch, not reduced), single parent family, a referral from the Department for Children and Families (DCF), teen parent, parent without a high school diploma, migrant status, limited English proficiency, developmentally or academically delayed (but not special education), or Homeless. If the documentation related to 4-year-old at-risk includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite. If you provide the data electronically, please provide copies of applications and other relevant data in support of the claim.

- g. **Attendance records for students attending an alternative school or attending a virtual school/program.** In addition, for each of the following (alternative, virtual 19 and under, virtual 20 and older) provide roster, headcount and student FTE:
1. *Students attending alternative school:* Provide sign-in/sign-out logs documenting attendance in support of minutes claimed for students attending an alternative school.
 2. *Students 19 years or younger (as of September 20) attending virtual school:* Provide the log showing when a student connected to the virtual curriculum, as well as any logs showing offline time, or sign-in/sign-out logs in support of the minutes claimed for students 19 years or younger and attending virtually.
 3. *Students 20 years or older (as of September 20) earning virtual credits:* KSDE will audit credits earned during 2019-20. Provide transcripts and proof the student pass the credits claimed for reimbursement.

1a. Remote Learners for 2020-21: please provide the following:

- a list of students attending as Remote Learners on any one given day from the beginning of school through October 4 and for each student, indicate whether/not the student was attending their classes via live-stream each day.
- for each Remote Learner not attending via live-stream each day, please provide the following:
 1. parent assurance document.
 2. district's log of daily meaningful contact with the student.
 3. a general description of how instructional services were provided each day (how lessons were made available to the student, for example: electronically, paper packets, etc... and whether virtual curriculum and instruction was used to support the Remote Learner's instruction and if so, what (product) was used).

Note: student daily activity logs for remote learners are not required, as they were eliminated by KSDE for the 2020-21 school year based on a decision made on 9/14/2020. Instead, in place of student daily activity logs, for those Remote Learners not attending their classes each day via live-stream:

- a parent/guardian must provide the district with a signed Parent Remote Learning Assurances document (this is a one-time document signed for the 2020-21 school year) and
- the district must have a local licensed teacher employed by the district make a daily meaningful connection/contact (either by telephone or interactive video call) to the student on each day the student is a Remote Learner during 2020-21 and
- the district must maintain a simple log documenting the daily meaningful connections to each Remote Learner and make the log available for KDSE audit. (Again, a district log of daily meaningful connections is only required for those Remote Learners who are not attending and participating their daily classes via live-stream.)

h. **Attendance records for students in Juvenile Detention Centers (JDC) or a Psychiatric Residential Treatment Facility (PRTF) in your district.** Provide attendance logs for the prior year April (2019-20), current year September and November counts, if applicable.

i. **Enrollment weightings or other funding:** The KDSE auditor will verify documentation related to the following weightings or funding, if applicable:

1. **At-risk weighting:** Please provide supporting documentation for any student claimed as eligible to receive free meals in the national school lunch program. Also, provide a list of students whose lunch status changed due to the verification process. Finally, remember that students 20 years and older as well as part-time students grades K to 12 and non-graded students are not counted for at-risk funding.

2. **Bilingual/English for Speakers of Other Languages (ESOL) weighting:** Please provide a list of bilingual students, including those receiving services and those identified but not receiving services. For each student identified as bilingual (include any students coded as a "1, 2, 3, 5, 7 or 8" in KIDS data field D42) provide documentation of the home language survey and test results. For students coded as a "2, 3, or 7" in KIDS data field D42, list each provider and contact minutes provided to those students during the week of September 21, 2021. Next, provide a list of bilingual certified teachers and paras providing Bilingual/ESOL services. For those teachers on a "Plan of Study" toward achieving bilingual certification, provide documentation of annual progress made toward completed certification as well as documentation that they have not exceeded the three-year limitation. For each supervised para, provide weekly meetings notes with supervising teacher.

3. **Career Technical Education (CTE) weighting:** Please provide a September 21 roster for each class approved for extra (.5) funding by the Career and Technical Education (CTE) team under the Pathways Process. Each roster should include the names of all students enrolled in the class on count day (students who take the class for dual credit during 2020-21 should be on a separate roster), the Pathways approved course code (all 16 characters), the name of the teacher, the class period scheduled and the bell schedule. **A list of all CTE courses for which dual credit can be earned. A list of CTE courses which are nested (3 CTE courses taught together at the same time.)** If your building has a seminar period, please provide a list of teachers or students who do not have full access to the seminar period. (For example, limited access because of club meetings, the teacher is scheduled out of the building, is teaching another class etc...)

4. **Transportation weighting:** Please provide a list of road closings that would have affected distance from a student's home to school on count day. Also, provide a list of students for whom transportation is paid with special education funds (include students receiving special education services whose transportation from home to school and/or school to home is funded by special education funds).

5. **New facilities weighting:** If your district qualifies for new facilities funding, please provide documentation showing the district has the required 25% Local Option Budget (LOB) and that bond election was held prior to July 1, 2015 (certification from the county election commissioner). Also provide: rosters, teacher schedules and the district's computation for each new classroom. For a sample electronic calculator, see – **New Facilities Worksheet**, on the KSDE Fiscal Auditing webpage under the section "Calculators" at: <http://ksde.org/Default.aspx?tabid=319> .

- ~~6. **Pre-K to 3rd grade reading – Evidence or Research-Based programs funding:** Please provide a September 20 roster of students and indicate whether each student is participating in a State Board approved reading program and if so, which one(s). The PreK – 3rd grade reading is not funded for 2020-21.~~

7. **Out-of-State Students funding:** Please provide a September 21 roster of students attending your district but whose residence is not the state of Kansas. If the student's parent or guardian is a currently an employee of the district, please provide proof of such employment.

8. **Kansas Preschool Pilot (KPP):** Please provide a September 21 roster of all students attending your district who were enrolled in your Kansas Preschool Pilot (KPP) program. The roster should include each student's date of birth and whether the student qualifies as at-risk and if so, which one at-risk criteria was used to qualify the student for your Kansa Preschool Pilot program. For each such student, have ready for audit the documentation verifying the student's at-risk status.

How to prepare for prior year expense (2019-20) records to be audited:

The KSDE auditor will verify the following expenditures and programs for the prior year (2019-20).

2. **Transportation expenditures reported on Table XI of the Annual Statistical Report (18E).** Provide a copy of the fund accounting report and any supporting documentation to verify expenditures.

Account Code	Description	Actual (YTD)
34-1000-111-9900	Instr Full-Time Cert Sal Voc Ed	\$ 430,792.26
34-1000-114-9900	Instr Cert Unused SL Voc Ed	\$ 2,661.10
34-1000-115-1110	Instruction- Sub Salary for Certified Staff ARCHITECTURE & CONSTRUCTION	\$ 416.50
34-1000-115-1120	Certified Sub Salary Visual Arts	\$ 283.50
34-1000-213-9900	Instr Empl Hlth Ins Ben Cash Voc Ed	\$ 27,483.12
34-1000-221-1110		
34-1000-221-1120		
34-1000-221-9900		
34-1000-250-9900		
34-1000-321-1110		
34-1000-321-1120		
34-1000-329-1110		
34-1000-329-1120		
34-1000-589-9900		
34-1000-589-1110		
34-1000-589-1120		
34-1000-589-9900		
34-1000-619-1110		
34-1000-619-1120		
34-1000-644-1120		
34-1000-644-9900		
34-1000-739-1110		
34-1000-739-1120		
34-1000-739-9900		
34-2213-250-9900	Instr Unemp Comp C P	\$ 8.70
34-8000-000-0000	Vocational Education	\$ 275.00

Account	Description	Budget	Expenditures	Payables & Encumbrances	Unencumbered Balance	Percent Remaining
00	REVOLVING FUND					
00-00-2300-520-00	Insurance Health & Life Reimb	0.00	0.00	0.00	0.00	0.00
00-00-2300-580-00	Travel	0.00	0.00	0.00	0.00	0.00
00-00-2300-610-00	Supplies	0.00	0.00	0.00	0.00	0.00
00-00-2300-640-00	Books	0.00	0.00	0.00	0.00	0.00
00-00-2300-710-00	Grounds Repair	0.00	0.00	0.00	0.00	0.00
00-00-2300-720-00	Building Repair	0.00	0.00	0.00	0.00	0.00
00-00-2300-730-00	Equipment	0.00	0.00	0.00	0.00	0.00
00-00-2300-890-00	Misc Reimbursable	0.00	0.00	0.00	0.00	0.00
00	Current Year Account Totals:	0.00	0.00	0.00	0.00	0.00
00-X0-8000-000	Prior Year Encumber/payable	0.00	0.00	0.00	0.00	0.00
00	Prior Year Account Totals:	0.00	0.00	0.00	0.00	0.00
00	FUND Totals:	0.00	0.00	0.00	0.00	0.00

Image 1: Whether you provide an Excel spreadsheet with fund accounting reports on different tabs, or a .pdf file for each fund (inset), both are acceptable methods for providing data for KSDE auditors to review.

3. **Indirect Costs expenditures reported on Table V of the Annual Statistical Report.** Provide payroll and/or fund account reports in support of the amounts claimed.

4. **Driver Education and/or Motorcycle Education competency records.** If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite. If you provide the data electronically, please provide copies of tests, score sheets, and other relevant data in support of the claim.

5. **Special Education Pupil Transportation expenditures reported on Form 308.** Provide a copy of the fund accounting report and any supporting documentation to verify expenditures.

6. **State Categorical Aid for teachers, para-professionals and expenditures incurred and reported as costs for catastrophic special education individual student care, if these programs were not audited this past summer.** Provide electronically (an Excel Spreadsheet or delimited file (.csv), generated from your payroll system, or from a separately maintained ledger, is preferred when applicable):

- Payroll records for certified staff in support of actual salary earned.
- Total contracted salary data for certified staff.
- Payroll records for classified staff in support of actual hours worked.
- Roster of long-term substitutes and new hires, with the name of special education staff replaced. Also include names of active staff who have shared a position during the school year.
- Paid invoices and service logs for staff contracted through third party providers. If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite.
- Records documenting staff development requirements (in-service) for paraprofessionals. If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite.
- Payroll records for all personnel in support of actual hours worked during the Extended School Year (ESY).
- Please have a roster of Bi-Annual Certification (sole source funding) for staff whose duties are 100% special education. For staff with duties less than 100% special education, provide a personnel activity report (PAR/time and effort log). For a sample electronic calculator – **Special Ed – Personnel Activity Report**, visit the KSDE Fiscal Auditing webpage at: <http://ksde.org/Default.aspx?tabid=319>. See Image 3.

- i. Present a roster of students, from December 1 and May 1, for each early childhood special education teacher claimed. Identify IEP and non-IEP students.
- j. Please make available documentation for all students claimed for Non-Public Equivalency. If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite. If you provide the data electronically, please make sure to provide a copy of the contract, license or professional certification for staff providing services, service logs, and paid invoices.

Regular School Year Summary			ESY (Summer) Summary		
Employee:	-		Report hours here that are part of the ESY (summer) term. Do NOT report any regular term hours here.		
Social Security # or Employee #:	-		Month	Hours or Percent of Special Ed	Total Hours or Percent
Month	Hours or Percent of Special Ed	Total Hours or Percent	Month	Hours or Percent of Special Ed	Total Hours or Percent
August			May (ESY only)		
September			June (ESY only)		
October			July (ESY only)		
November			August (ESY only)		
December			Total time providing Sped Services	0%	
January			Number of months entered	0	
February			Sped percentage	0.0%	
March			Total all hours		
April			Hourly Limit	NA	
May					
June					
Total Time Providing Sped Services	0%		Actual FTE to be claimed	0.00	
Number of months entered	0				
Sped percentage	0.0%				
Total all hours					
Hourly Limit	NA				

Image 2: Using an electronic personnel activity report will allow the district to quickly document service delivery time for the entire fiscal year.

7. A School Bus Safety audit report will be conducted by the auditor. Along with your actual audit engagement letter, you will receive a blank copy of the School Bus Safety audit report template. Please read through the questions on the template and have documentation ready for the auditor's arrival. If this includes an extensive amount data on paper, you may want to provide documentation to the auditor when they arrive onsite.

Fiscal Auditing
785-296-4976
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900 Jackson, Suite 252 - Topeka, KS 66612

To: Keith Dreiling, State Transportation Director, School Bus Safety
From: Laurel Murdie, Director, Fiscal Auditing
Subject: School Bus Safety Review for USD 101
Auditor:
Date: September 15, 2016

During the enrollment audit of the above named district, a review School Bus Safety Compliance issues. This information was presented during the audit exit conference.

Questions A, B, C, and D apply only to Interlocals and Cooperatives

A. Do you provide student transportation? If no, check no and stop.

B. Do you provide student transportation with school buses?

C. Do you provide student transportation with school passenger vehicles?

D. Who is your transportation contact person?

Questions 1 through 7 apply to all LEAs.

1 District has conducted one emergency evacuation drill per semester during a route bus

2 All drivers have appropriate driver licenses on file

To: Craig Neuenwander, Director, School Finance
From: Laurel Murdie, Director, Fiscal Auditing
Subject: Special Expenditure Report for USD: 101
Audit Period: July 1, 2015 through June 30, 2016
Auditor(s):
Date: 9/15/2016

The law requires the State Department of Education to verify that school districts record and report expenditures in the correct functions and in the appropriate funds. Auditors were asked to check certain 2015-16 General and Supplemental General Fund expenditures to verify that they were reported correctly in the accounting records of the district. Auditors were also asked to review program weightings for appropriate reporting. Listed below are the auditor's findings with comments if applicable.

	Yes	No*	If no, which fund was charged (explain below)
1 Clerk of the Board Salary is charged to 2300			
2 Business Office personnel is charged to 2500			
3 Principal's salary is charged to 2400			

8. Parents As Teachers State Aid and the local 50% match expenditures. Provide a copy of the fund accounting report and any supporting documentation to verify expenditures. Examples of fund accounting reports are shown in Image 2.

- 9. Bond and Interest payments, including the principal and interest for general obligation bonds issued after July 1992 and after July 2015. Provide a copy of the fund accounting report, a copy of the bond schedule and any additional supporting documentation to verify expenditures. Examples of fund accounting reports are shown in Image 2.
- 10. Mentor teacher and Professional Development: Provide documentation to support that mentor teacher funds from KSDE were passed through to mentor teachers. Provide documentation to support actual expenditures reported as professional development and that those expenses were paid from the district's Professional Development Fund.
- 11. Prior year 1,116 hour logs for every attendance center. For a sample electronic calculator, visit the KSDE Fiscal Auditing webpage under the section "Calculators" at: <http://ksde.org/Default.aspx?tabid=319>.

12. **School Nutrition Program/National School Lunch Program will be reviewed IF your district has expended less than \$750,000 of federal funds from all federal revenue sources.** If this includes an extensive amount data on paper, you may want to provide this to the auditor when they arrive onsite.
13. **Expenditures will be examined for the Afterschool Enhancement Programs.** Provide a copy of the fund accounting report and any supporting documentation to verify expenditures. Examples of fund accounting reports are shown in Image 2.
14. **Juvenile Detention Center and Psychiatric Residential Treatment Facilities instructional expenditures.** Provide a copy of the fund accounting report and any supporting documentation to verify expenditures. Examples of fund accounting reports are shown in Image 2.
15. **If district has claimed Career Technical Education (CTE) Transportation funds, provide the route, mileage and type of bus used for this purpose.** Provide a worksheet detailing how the mileage was computed.
16. **If district received CTE Incentive funds (formerly known as Senate Bill 155), provide documentation of high school graduation and industry certification.** Both documents must be provided to guarantee funding.
17. **Safe and Secure Schools:** Provide any supporting documentation to verify expenditures.
18. **High-Density At-Risk:** Provide any supporting documentation to verify expenditures and to verify those expenditures were for at-risk best practices approved by the State Board.
19. **Mental Health Intervention Team:** Provide any supporting documentation to verify expenditures for school liaison(s) and any supporting documentation to verify that mental health intervention team funds from KSDE were passed through to the appropriate Community Mental Health Center (CMHC).

School Bus Safety – audit report – example:



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 www.ksde.org

To: Keith Dreiling, State Transportation Director, School Finance
 From: Laurel Murdie, Director, Fiscal Auditing
 Subject: School Bus Safety Review for USD 0
 Auditor: auditor(s)
 Date: January 0, 1900

During the enrollment audit of the district, a review was made of the following selected school bus safety compliance issues. This information was presented to each audited entity during exit conferences.

- Questions A, B, C, and D apply only to Interlocals and Cooperatives.**
- | | YES | NO |
|--|-----|----|
| A Do you provide student transportation? <i>If no, skip to item "D" and ignore items 1 to 8.</i> | | |
| B Do you provide student transportation with school buses? | | |
| C Do you provide student transportation with school passenger vehicles? | | |
| D Name & phone # of person answering auditor's questions: <input type="text"/> | | |

- Questions 1 through 8 apply to all Local Education Agencies (LEAs).**
- | | YES | NO |
|--|-----|----|
| 1. Has conducted one emergency evacuation drill per semester* for all students riding a route bus <i>(For 19-20, if one evac drill in 1st semester, mark "yes")</i> | | |
| 2. All drivers have appropriate driver licenses on file. | | |
| 3. All drivers have current physical exam on file. | | |
| 4. Drivers have attended at least 7* safety meetings during past school year.
<i>Note: Number of meetings is pro-rated for staff hired during the school year.
 *For 19-20, minimum number of safety meetings is 7 (rather than 10) b/c COVID-19 shortened the school year.</i> | | |
| 5. Pre-trip inspections, available for one year, on each vehicle used to transport students. | | |
| 6. *NEW* The district/employer is prepared to comply with the federal mandate requiring an annual limited query be made through the Federal Motor Carrier Safety Administration (FMCSA) Drug and Alcohol Clearinghouse on all employees requiring a CDL.
<i>(In January 2020, the FMCSA established its Drug and Alcohol Clearinghouse and requirements.)</i> | | |
| 7. Are any 12- 15 passenger rated vans used for student transportation? | | |
| 8. Name & phone # of person answering auditor's questions: <input type="text"/>
<i>(If not already provided above on line D)</i> | | |