

Section 2 - Audit Criteria

To demonstrate accountability for formula funds supporting Career and Technology Education, the collection of complete and accurate data on students and classes are essential.

The electronic data reporting process does not provide for the submission of reports signed by the authorized local administrator; therefore, the following paragraph will have an implied and binding effect on each report submitted, just as if the signed statement appeared on each report submitted:

I, the authorized administrator, do testify that the class identified here meets all state guidelines and documentation exists to support the eligibility of the class for formula funding.

The following documents shall be kept on file for audit purposes for three years prior to the current year. If there are specific state and/or federal requirements that exceed this timeframe, they will take precedence over these requirements.

- **Student Data for Career Majors:** All data fields of the student record submitted to ODCTE will be audited. As a result, keep the original source document so the information can be verified. This may be the intake form or an enrollment form that is completed by the student or a combination of data sources. A computer-generated report will not suffice for documentation purposes unless the student enrolled on-line. Clock hours reported will be based on the enroll date and drop date of the student. NOTE: For purposes of customer relations, it is highly recommended that some type of transcript record be maintained for each student on a permanent basis. If a secondary student misses 10 consecutive class periods within a semester, the student needs to be dropped from the class for reporting purposes. The student clock hours will need to be adjusted if the student does return to class. The technology center's attendance policy will be reviewed for post-secondary students.
- **Student Data for BIS:** Each school will develop processes and procedures to ensure the student data submitted is accurate. Before the data can be submitted the school will have to attest the information submitted is correct and accurate data as provided from the student. Proper documentation will be kept on file. The process will be reviewed and some student data may be randomly checked for accuracy.
- **BIS Class Data:** The following will be on file to document the class offering in addition to the class file that verifies data elements submitted.
 - A class outline or syllabus (see following page for example)
 - Attendance roster either individually signed by students or roll taken and the instructor signature verifying the students attended
 - Beginning and ending times of training conducted
 - Contact information for the instructor

When submitting BIS student data or class data to the ODCTE via the Internet, the following screen will be displayed. In order to proceed with data processing, the "I Agree" button must be selected.

I understand that by selecting "I Agree", I am acknowledging that our school requests all data elements as required by the Information Management Division of the ODCTE as outlined in the *Instructions for Providing Enrollment and BIS Class Data* guidebook. I understand that this information can be collected in hard copy form, through personal interviews, and/or by electronic means. I understand that a student has the right to deny the sharing of one or more data elements. If that is the case, the data element will be reported as 'unknown' or, where applicable, left blank. I also acknowledge that our school has procedures in place to ensure that data being submitted to the ODCTE has been verified to the best of our ability and is as accurate as possible.

I Agree

I Do Not Agree

Sample Class of Study (Syllabus)

The following is a list of all items that are required to be in your files.

Instructor: Name and Title

Class Title: List the title of your classes as it appears in the school brochure.

Class Length: List the class length in hours.

Credits: List the number of credits or CEUs assigned to the class.

Prerequisites: List any required prerequisite.

Class Description: This should describe the class. Mention should be made of the level for which the class is designed, number of hours per day and times, and type of instruction to be given in the class. This is usually the same information that will be placed in school brochures and other promotional materials.

Class Objective: This is a short general statement that describes what the participant will be able to do once he/she completes the class.

Specific Objectives: These objectives should describe a pattern of performance that participants should be able to demonstrate at the end of the class.

Class Content Outline: Indicate the topics to be covered in outline form. The class outline should follow the competency profile.

Assessment/Evaluation Procedure: A written description of your evaluation procedures.

Classroom/Safety Procedures: Describe procedures and guidelines specific to the class, specifically related to safety.

Instructional Materials: List specific supplies, uniforms, tools, equipment, etc., that are needed for the class.

Bibliography: Include a detailed list (in bibliography format) of all textbooks and resources required for the class