	September 15 & 16 2014			
	Kellogg Center, East Lansing			
	Session	Presenter	Facilitator	Room
Sunday				
3:00 PM	Registration Prep	Beckie Reed		
5:00 - 7:00 PM	Registration	Beckie Reed		
6:00 - 8:00 PM	Vendors (Setup)	Various		
Monday				
7:30 AM	Registration	Beckie Reed		
7:30 AM	Breakfast			
8:30 - 11:45 AM (Break 10:00)	Certification Sessions			
	Intro to Pupil Accounting	George Wytko Mary Beth Stein		
	Intro to Pupil Auditing	Barbette Lane		
	Days and Clock Hours	Brian Ciloski Amy Miller		
8:30 - 10:00 AM	Breakout Sessions			
	Intro to Excel	Al Momrik		
	Which one, which one, which one	Brenda Weir		
	Auditing Online Programs	Jenifer Anderson		
	XML to Access	Janell Craig		
	Early/Middle College	Dr. Chery Wagonlander Patti Cantu		
10:00 - 10:15 AM	Morning Break			
10:15-11:45 AM	Breakout Sessions			
	PAM - Updates	Kat Caron		
	Best Practices of Shared Time Programs	Jackie Laymac		
	GAD - Auditing and Record Keeping	Carolyn Claerhout Cindy Rakocy		
	Journey Behind the Curtain (CEPI Tech)	Doris Mann		
	BAA - District Perspective - How to use the website	Chris Hay		
11:45 AM	**Lunch**			
12:35 PM	Welcome & Membership meeting	Leslie Shamel		
1:00 -2:30 PM	Breakout Sessions			
	Legislative Update	Carolyn Claerhout		
	Excel Cool Tips and Tricks	Al Momrik		
	Macomb Reporting Tool	Kristi Martin		
	Journey behind the Curtain (CEPI Tech)	Doris Mann		
2:30 - 2:45 PM	Afternoon Break			
2:45 - 4:15 PM	Breakout Sessions			

	OMG - I'm doing Pupil Accounting	Brenda Weir		
	XML to Access	Janell Craig		
	PAM - Updates	Kat Caron		
	Section 25E	Leslie Shamel		
	Reporting students prior to Kdg (Early on/Early Childhood)	Sharon Singer, Anne Hansknecht		
	Pupil Auditing in Action (formerly roundtable)	Sally Washington	Louise Mancuso	
	Early/Middle College	Dr. Chery Wagonlander		
	Special Education 101	Jennifer Tindall		
	MI School Data - Using the system for data decisions	Kristi Martin		
4:30 - 5:30	Committee/Special Interest Meetings	Chairs	N/A	
4:30 - 7:00	Vendor Expo - Networking			
Tuesday				
7:15 AM	Breakfast Buffet			
7:15 AM	Registration			
	Breakout Sessions			
8:00 - 9:30 AM	Pupil Accounting in Action (formerly roundtable)	Jan Dodge		
	Excel Tips and Tricks	Al Momrik		
	Auditing Online Programs	Jenifer Anderson		
	PAM - Updates	Kat Caron		
	MI School Data - Using the system for data decisions	Kristi Martin		
	Which one, which one, which one?	Brenda Weir		
	Adult Education Reporting	Sandy Thelen		
	BAA - Linkage between Pupil Accounting and Test Coordinator	Beckie Reed		
9:30-9:45 AM	Morning Break			
9:45 - 11:15 AM	Breakout Sessions			
	CEPI Update	Doris Mann		
	Intro to Excel	Al Momrik		
	Macomb Reporting Tool	Kristi Martin		
11:30 AM - 12:30 PM	Lunch			
12:30- 2:00 PM	Breakout Sessions			
	GAD - Auditing and Record Keeping	Carolyn Claerhout/Cindy R.		
	Special Education 101	Jennifer Tindall		
	OMG - I'm doing Pupil Accounting	Brenda Weir		
	Homeless	Sally Washington		
	Intro to Excel	Al Momrik		
	BAA - District Perspective - How to use the website	Chris Hay		
	Reporting students prior to Kdg (Early on/Early Childhood)	Sharon Singer, Anne Hansknecht		
	Adult Education Reporting	Sandy Thelen		
2:00 - 2:15 PM	Afternoon Break			

	General Session			
2:15 - 3:45 PM	State Agency Resources	State Agency		
4:00 PM	Conference Ends! Safe Travels			

MPAAA Fall Conference Session Descriptions

Adult Education Reporting:
Some major changes to Section 107 of the State School Aid Act for the upcoming program year are in place. We'll review these changes which include (but are not limited to) providing adult education services utilizing Michigan's prosperity regions, continued collaboration between intermediate school districts, local program providers, and education advisory groups of the workforce development boards, the implementation of a new funding distribution method, and MSDS reporting at the local level.

Auditing STW and Online Programs:
Looking for the key that unlocks the door to auditing the plethora of online learning options? This is the session for you. From virtual learning on-site with a teacher present to seat time waivers to 21f, this is session will offer you "best practice"/"how-to" tips and procedures to follow in successfully auditing online programs.

BAA – District Perspective on how to use the website:
We have seen how the Division of Accountability explains how the BAA Secure Site works. Now, hear how someone from a district uses the site. Along the way, learn best practices for working with other district staff responsible for accountability/testing activities.

BAA – Linkage between Pupil Accounting and Test Coordinator:
A District representative will present this session to provide information on how student information submitted through MSDS affects district accountability in BAA. Best practices will be shared on how the pupil accounting specialist and test coordinator can work together to ensure that submitted data is accurate.

Best Practices of Shared Time Programs:
Your school district has signed agreements with non-public schools for a Shared Time Program, what are your next steps? How do you calculate FTE? How do you report to MSDS? What will your auditor need to approve your file?

CEPI Update:
This must attend session will cover what's new at CEPI and what you need to know about current and upcoming collections. Included will be information on collection changes for the 2014-2015 school year.

Days and Hours:
What counts? How do you handle passing time? How do you calculate hours? This session is both nuts and bolts of the basics of Days and Hours and includes an opportunity for auditors and district staff to hear how 'the other half lives". An overview of current requirements as they relate to the school district calendars is also included. This session meets the MSBO Days and Hours requirement for Pupil Accounting Specialist and Pupil Accounting Auditor candidates.

Demystifying the GAD (Upper Peninsula Only):
The interactions between auditor and the data specialist / pupil accountant cannot be underestimated when it comes to Graduation and Dropout (GAD) process. Join an experienced auditor/data specialist team as they discuss the requirements and time lines for reporting and correcting the students that make up your graduation rates. A review of regulations and requirements will be discussed, and best practices on finding every possible student to minimize losses will be shared.

MPAAA Fall Conference Session Descriptions

Early/Middle College:
Has your district implemented an Early/Middle College program? You are not alone. This programmatic option is taking off throughout Michigan. What is Early/Middle College? How does it work? Why would students/parents choose this educational option? How does this get reported and auditing? Get your answers here.

Excel Tips and Tricks
Are you ready for some fast-paced Excel training? We will cover a number of tips and tricks in this session. We will cover absolute addressing, copy formats, format, format painter, special formats, text wrapping, custom lists & more.

Homeless:
Various Homeless issues and initiatives will be discussed

Introduction to Excel
There are few better tools than Excel to help you do your job as a pupil accountant and/or data specialist. It allows you to store, organize, and analyze information. Join us for this session where you will learn your way around the Excel environment, modifying columns, rows and cells, and sorting and filtering cells. Discussion that focuses on how a pupil accountant or data specialist can use Excel will be included.

Introduction to Pupil Accounting I
This introduction to pupil accounting auditing focuses on learning the basics of preparing for an audit, acronyms, quality control reviews and tips related to the audit narrative. Embedded in this session are tips on to ways to connect and work with various officials with the Michigan Department of Education (MDE). This session meets the MSBO Introduction to Pupil Accounting I requirement for Pupil Accounting Specialist, Pupil Accounting Auditor and Educational Data Specialist candidates.

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Journey Behind the Curtain (CEPI Tech)
Take a stroll down the green brick path with CEPI and witness the magic that happens behind the scenes. What happens to your data when you hit "certify"? What other data is added to it? Who uses it for what? Why does the system have to go off-line for closeout? Why can't the deadlines be extended? This session may just hold the answers to these and many other questions. Have a specific question you would like to ask CEPI or our technical team? Send an email with "Journey Behind the Curtain" in the subject to CEPI@michigan.gov and we'll try to include as many as we can in our session. Deadline to submit questions for this session is September 3, 2014.

Legislative Update:
This session will provide an update on legislation that passed and/or pending this year that affects pupil accounting, auditing and data submissions.

MPAAA Fall Conference Session Descriptions

Little Fishes; Big Waves (Reporting Early On and Early Childhood students; (Upper Peninsula Only)):
If you work with programs for children under age 5, you know how confusing they can be…the programs, not the children – well the kids can be confusing too but that's another session. Set your sails to this session and learn how to navigate the different programs and reporting requirements for pre-kindergarten children (Early Childhood Michigan Special Education, Early Childhood Special Education, Great Start Readiness Program, Head Start and *Early On*©, etc.) in the Michigan Student Data System.

Macomb Reporting Tool:
Macomb ISD created and continues to update a great error checking program that assists district staff in locating errors in their state report XML files PRIOR to submission to CEPI. Learn about the reports it will check and about the latest updates to the system.

MI School Data – using the data in the system for district decisions:
Learn more about the set of tools MI School Data offers designed to aid the facilitators, intervention specialists, and coaches who are working with priority and focus schools on school improvement plans. The good news is that anyone in the education community working on a school improvement plan (with a secure login) is bound to love these tools, too, because they include handy Top 30/Bottom 30 analyses, proficiency targets, achievement scatterplots, and more!

OMG ! – I'm doing Pupil Accounting:
This session is scenario based training. We will walk step-by-step through a student enrolling, what information is need for reporting and to which collection in MSDS. We will cover multiple types of scenarios to work with different populations of enrolling students to include; special education, LEP, homeless and as many others as we have time for.

Pupil Auditing in Action (formerly roundtable):
Join your roundtable facilitator as veteran pupil accounting auditors share best practices, problematic auditing experiences and practical solutions to auditing questions that will aide you in performing effective and efficient audits.

Pupil Accounting in Action (formerly roundtable):
Join presenters and your peers in this roundtable discussion involving timely issues faced by pupil accounting specialists. Be prepared to share your knowledge and offer helpful best practice hints to assist your peers.

Pupil Accounting Manual Updates:
Have you been wondering what changes to expect with the Pupil Accounting Manual updates? Your wait is over! This session will preview how those changes in legislative or administrative rules will affect your pupil accounting related work for the upcoming school year.

Section 25E:
We are entering the second year of the Section 25e legislation allowing "the money to follow the student". Included in this session will be a review of how Section 25e works for district staff and auditors along with changes in the legislation for this upcoming year.

MPAAA Fall Conference Session Descriptions

Special Education 101:
Learn about program codes, worksheets A and B, how to calculate special education FTEs and how FTES flow to the 4061. Learn about the difference between program assignment and educational setting. Hot off the presses will be a review of what's new for early childhood special education for 2014-2015.

State Agency Resources:
Now is your time! Staff from MDE, CEPI and BAA will address current pupil accounting issues, answer your pre-submitted questions and take questions from conference attendees. This session meets the MSBO Introduction to State Agency Resources requirement for Pupil Accounting Specialist and Pupil Accounting Auditor candidates.

Which one, which one, which one?:
Do you ever get that feeling of "ok, which roster, collection or report is due now, and what exactly does that roster, collection or reports do?" This session will provide information about when the data is due, what data is due and where the data is then used.

XML and Access:
XML and MSDS State Reporting go hand in hand. Have you ever uploaded your MSDS collection and needed a report, but the report with the data you need was not available in MSDS? If you are interested in learning more about using Microsoft Access to build your XML collection report, this is the session for you! This session will cover processes to import XML collection files and create reports based on your file data to assist in data quality checks of your data.