

Findings Reported To	Risk Ranking 3- High 2- Moderate 1-Low	POCA Due Date	POCA Completion Date	POCA Follow-up Monitoring
CC				
CC				
CC				
Chief of PO				
Chief of PO				
Chief of PO				
Department Head				
Chief of PO				

Audit Schedule/ Frequency	Estimated Audit Population per Audit	Estimated Annual Sample Size	Sampling Size Per Audit	Actual Number Audits Completed
quarter		120	10	
		40	20	
quarter		40	10	
quarter		100	25	
quarter		100	25	
monthly				
quarter				
monthly				
yearly				
weekly				
weekly				
yearly				
xcel format.				

Type of Audit	Program/Department	Sampling Method
Attendance (Student)	Education	
Student Progress Marks	Education	
Student Contractual Services	Education	
Student Bussing Assignments and locations	Education	
Attendance (Staff)	Education	
Teacher Report & Draft IEP completion by due date	Education	
Teacher/TA Completion of mandated monthly trainings	Education	
Teacher certification maintenance & CTLE Credit completion	Education	
Class Grouping (age & skills set)	Education	
CSE & Annual review scheduling	Education	
Parent communication	Education	
Teacher & TA Evals	Education	
Fire Drills	Education	
Safety Compliance Checklists	Education	
Lock Down Drills	Education	
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