

**Van Buren ISD
Audit File Names**

All files uploaded into MOODLE Pupil Accounting Notebook **must** follow naming convention below:

DistrictCode_BuildingCode_NameOfFile_CountDate

Example: 80000_06908_ALPHA_100720

All supporting documentation **must** also have the name of the report included.

Example: 80130_02139_CTC_100720

Please use EEM District and Building codes. If the report is for the entire district as a whole, rather than for an individual building, simply omit the building code. If you have any questions, please contact Dawn Blum, ISD Pupil Auditor at dblum@vbid.org or 269.539.5203.

Naming Convention List for Audit Reports – VAN BUREN ISD DISTRICTS

Report Name	File Name
Absence Report 10/30 Report - ELEMENTARY	ABRPTE
Absence Report 10/30 Report – MS/HS	ABRPTMH
Affidavit of Residency	AR
Alpha Membership List (generated from Student Information System)	ALPHA
Birth Certificate Verification	BCV
CTC Student List – Van Buren Tech Center	CTC
Distance Learning Independent Study Apprenticeships	DLISA
District Calendar	DC
Drop and Add List	DA
Early Middle College	EMC
Electronic Notebook Certification	ENC
Electronic Pupil Attendance Certification	EAC
Electronic Special Ed Teacher Worksheet AB Certification	ESEWSC
Experiential Learning	EL
HomeBased Pupils List	HB
HomeBased Teacher Log	HBTL
HomeBound/Hospitalized Pupils	HBH
HomeBound/Hospitalized Teacher Log	HBHL
Local District Planning Form	LDP
Master Teacher Schedule	MTS
Non Resident - Section 105/105c Pupils	NR
Nonpublic/Home School Pupils	NPHS
Part Time Pupils	PT
Peer-to-Peer	PTP
Post-Secondary CTE Dual Enrollment	Dual
Proof of 75% Attendance – WAIVED 2020-21 SY	Proof75
Pupil Schedule	PS
Record Retention Statement	RRS
Reduced Schedule Pupils	RS
Scheduled Days/Clock Hours of Instruction	DaysHrs
Section 23a Recovery	S23A
Special Ed Transition Services Pupils List	SETS
Special Ed Transition Services Teacher Log	SETSL
Special Ed Worksheets Certification	SEWSC
Split Schedule Pupils	SS
Virtual Learning 2 Way Contact Log	VL2W
Virtual Learning Pupil List	VL

Work-Based Learning – Employer Worksite Visitation Log – General Ed	WBL-EVLG
Work-Based Learning – Employer Worksite Visitation Log – Special Ed	WBL-EVLS
Work-Based Learning Pupil List – General Ed	WBLG
Work-Based Learning Pupil List – Special Ed	WBLS

NOTE: Additional forms will be added to this list as needed. If you do not see the form here on this list, refer to the MPAAA list.