	HPT Audit Implementation Plan	**Signature Approvals**	**Date Approved**
		Judy Brennan, Director of the Enrollment and Transfer Center Don Wolf, Chief Technology Officer Superintendent - or - Myong Liegh - or as assigned by Sup.	

HPT Audit Recommendations				Implementation Plan			Status Updates
#	**Abbreviated Recommendation**	**Response**	**Responsible Adminstrator / Manager**	**Implementation Plan** (Specific steps to be implemented)	**Anticipated date implementation will be complete** (generally expected within 6 months)	**Comments**	**Status update as of 6/20/2024**
1	We recommend the ETC strengthen its internal control structure to ensure HPT requests are approved or denied in alignment with the school district's policy and administrative directive.	Agree	Judy Brennan, Director of ETC	Update the transfer policy and administrative directive to delineate HPT from Open Enrollment. Train school enrollment staff on policy/AD changes	December 31, 2023	Policy and AD changes approved in December 2023. Trainings held November 2023-March 2024	In progress
2	We recommend the ETC strengthen its internal control structure to ensure adequate documentation to support HPT requests is retained in alignment with state and federal record retention requirements for educational records.	Agree	Judy Brennan, Director of ETC	Consult with the school district's legal council and/or Records Management to ensure ETC has a clear understanding of what transfer related documents have record retention requirements.	August 31, 2024	The initial response was that current practices are compliant with records retention requirements. On June 11, 2024, ETC was notified of additional compliance requirements for transfer-related correspondence and documentation. We will work with the records manager to establish any additional procedures needed to ensure compliance.	Outstanding

3	We recommend the ETC establish and implement internal controls that will ensure determination of available space is on a standard set of criteria.	Agree	Judy Brennan, Director of ETC	Modify procedures to so that all transfer requests that qualify as extenuating circumstances are approved or waitlisted following a standard set of procedures. Consult with staff in OSP, RAA, OTIS and MLL to explore options for standard reporting of actual/forecast class sizes for transfer consideration.	February 1, 2024	All 2024-25 Hardship petition transfer requests that qualify as extenuating circumstances are approved or waitlisted following a standard set of procedures throug the new Synergy lottery software. No extenuating circumstances are denied due to lack of space at the requested school. Consultations to establish new class-size reporting for transfer considerations are ongoing, and require significant time and commitment from other departments.	Outstanding
4	We recommend the ETC strengthen its internal control structure to ensure compliance with policies and procedures applicable to HPT requests.	Agree	Judy Brennan, Director of ETC	Perform an annual review of the Administrative Directive (4.10.054-AD) and the ETC website to ensure they reflect current practices. When appropriate, request edits to the Administrative Directive (4.10.054-AD), and/or add clarification information on the ETC website.	October 31, 2023	Annual Administrative Directive and website review will occur annually by July 31. Recommended changes will be implemented by October 31 each year.	In progress
5	We recommend the ETC strengthen HPT data collection processes and procedures to ensure data is accurate, complete, to ensure equitable processes and decision-making and to identify areas of improvement in neighborhood schools.	Agree	Judy Brennan, Director of ETC	Provide reports of annual hardship petition requests and reasons to principals and OSP leaders annually	November 30, 2023	Petition analysis queries were delayed due to implementation of new Synergy transfer software. ETC is on-target to release reports to school stakeholders by November 30, 2024.	Outstanding