

# School Letterhead

Date XX/XX/XXXX

Step Up For Students

Attn: SUFS AUP Team

RE: School DOE CODE XXXX – Corrective Action Plan

The following corrective action plan has been developed and implemented to correct the following exception noted below:

## Section III.F.1 Budget Verification

A budget will be created and approved prior to July 1<sup>st</sup> each year and reviewed at least twice to compare actual to projected.

## Section VI.E Student Physical Verification

During the course of the current school year. The school will contract with a CPA firm prior to the end of the school year to ensure adequate time for the CPA to perform the physical verification

Sincerely,

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School Director / Principal