Sacramento
City Unified
School District

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SUBJECT: 2017-18 ENROLLMENT AND ATTENDANCE

2017-18 NO. BS-9

REPORTS

TO Elementary and K-8 School Principals

DATE: August 18, 2017

PREPARED BY: G DEPARTMENT: Budget Services

REVIEWED BY: Gerardo Castillo, CPA APPROVED:

Chief Business Officer

e first two sections of this memo address the renorting of enrollment data for the first school mont	h of
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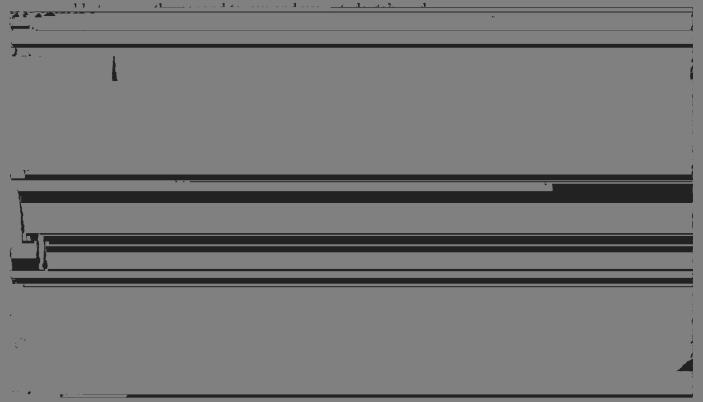
the 2017-18 school year. The third section outlines the process for reporting monthly enrollment/attendance data during the school year.

I. Daily for the First Two Weeks of School (August 31 - September 8, 2017):

- A. Complete a **Daily Enrollment Count** (attached) every day for the first two weeks of school. For your convenience, electronic versions of the form will be e-mailed to the Office Managers and Attendance Technicians at each school site. Additional copies may be obtained by contacting Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.
 - This is a warm body count only count students attending school on the corresponding date.
 - Teachers must still enter daily attendance into Infinite Campus.
- B. Forward the completed forms via e-mail every day during the first two weeks of school to the

II. Daily for the third and fourth weeks of school:

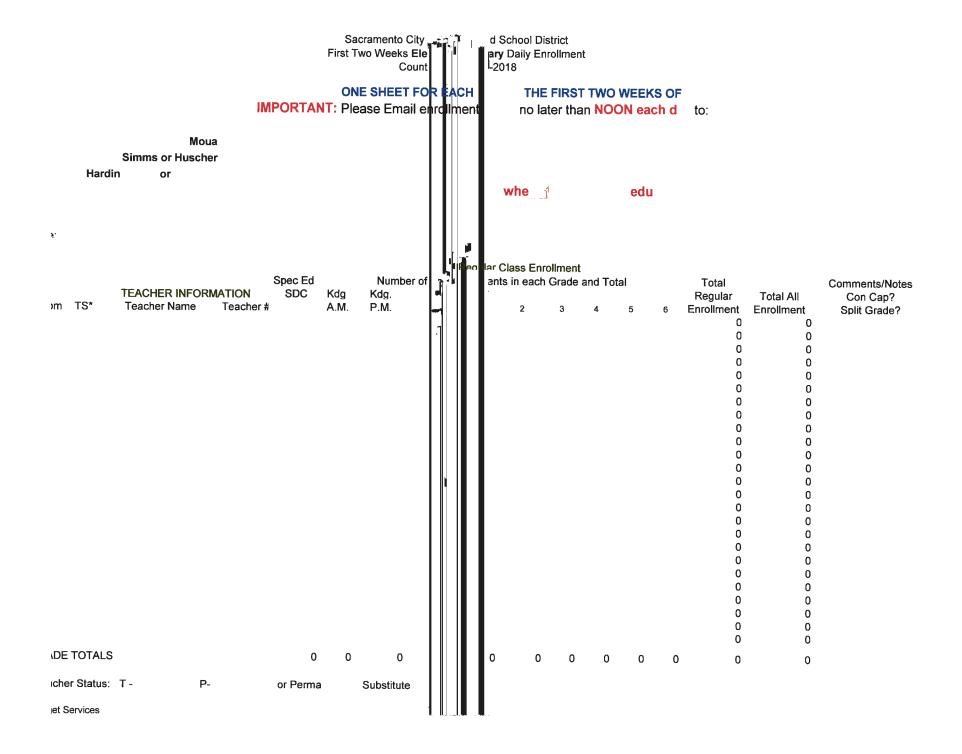
A. Please be certain that all attendance and enrollment data has been entered and updated daily, no later than 5:00 p.m. This data is analyzed daily and used to review class size, student placement needs and staffing considerations. If the data is inaccurate or not updated daily, staff may not be



- B. Please print and review the class enrollment numbers at your site and make any corrections to your enrollment counts and teacher names. The available report is located available under *Index* > *CA State Reporting* > *Class Size Average (K-12) report* within Infinite Campus.
- C. It is imperative that you ensure all teachers have submitted attendance daily. This can be verified by running the **Classroom Monitor** daily. This function is located under *Index* => *Attendance* section of Infinite Campus.

III. Reporting Monthly Attendance:

A. Be sure to check for new registrations, assign them to classes, and enter any withdrawals daily by 5:00 p.m. so that the district has the most accurate data for student placements and staffing. The



NOTE: COMPLETE ONE SHEET FOR EACH DAY OF THE FIRST TWO WEEKS OF SCHOOL

IMPORTANTPlease Email enrollment r no later than NOON each day to:

Moua-Carroz

Simms or Huscher Hardin Young or Sweitzer

School: Principal:

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		TE	EACHER INFOR	RMATION		Spec Ed SDC Enrollment	Kda.	Regular Class Enrollment Number of Students in each Grade Kdg.						Total						Comments/Notes Con Cap?	
	Room	TS*	Teacher Na	ame	Teacher 7		A.M.	P.M	1	2	3	4	5	6	7	8	K-8	Total A	MA	Split Grade?	
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No Show Enrollment Procedures

Please note that the window school sites have to identify No Shows has always been 3 days, but due to the Labor Day holiday the District is extending the 2017-18 school year window to 4 days.

The following are instructions on how to resolve No Show scenarios during the

- Scenario 1: The student has unexcused absence (no positive attendance) entered for their attendance for all the first 4 days of school, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following.
 - 1. Check the No Show check box
 - 2. Enter the End Date. This will be the same date as their enrollment Start Date
 - 3. Enter the End Status N470
 - 4. Click Save

Scenario 2: Before school starts or during the first 4 days of school, you are notified by another SCUSD school that a student at your school site with unexcused absences (no positive attendance) wants to enroll the student with a start date within the first 4 days. On the student's enrollment tab please do the following.

- 1. Delete the enrollment that had been rolled forward (or pre-enrolled)
- 2. If the student's previous year's end status is E155, update the end status to T160.

Scenario 3: After the first 4 days of school the student that you no showed using scenario 1 shows up to attend your school. On the student's enrollment tab please do the following.

- 1. the student's No Show End Status record
- 2. Create a new enrollment for the student

Start date should be the date the student started having positive attendance Enter Start Type as 01

- 3. If the student's previous year's end status is E155, update the end status to T160.
- 4. Optional: Restoring the student's schedule. (See and follow the below steps).

Instructions a student's schedule

- 1. Go to the student's "Schedule" tab.
- 2. Click on the "Walk-in scheduler".
- 3. Fill in the "Effective Date" with the new enrollment's Start Date
- 4. Click "Restore"

Confirm the student's schedule will be restored by clicking "OK"



If you have any questions, please contact Tech Services

Desk at 643-9445 or by email: support@scusd.edu

Verification of Enrollment/Course-Section Counts

