

REVISE

Sacramento
City Unified
School District

LLETI

SUBJECT: 2017-18 ENROLLMENT AND ATTENDANCE
REPORTS

2017-18 NO. BS-10

TO:

Attendance Technicians and High School Registrar

DATE: August 18, 2017

Chief Business Officer

Enrollment Procedures

has always been 3 days, but due to the Labor Day holiday the District is extending the

is during the

attendance) entered for their attendance for all the first 4 days of school, and has not been
tab please do the following.

Enrollment Start Date

When you are notified by another SCUSD school that a student at your school site with
student with a start date within the first 4 days. On the student's enrollment tab please

re-enrolled)


set the end status to T160.

When a student showed using scenario 1 shows up to attend your school. On the student's enrollment
record

having positive attendance

set the end status to T160.

Follow the below steps).

Students **Schedule** Flags Grades Transcript Credit Summary Assessment
All Terms) ▾ Display Active and Dropped Courses  Print OR Choose a report option ▾ on Scheduler

Enrollments **Schedule** Attendance Flags
All Terms) ▾ Display Active and Dropped Courses

 Load  End  Restore Search

Effective

 Terms 1 2 3 4

For assistance call 913-441-1500 or by email: support@scusd.edu

Verification of Enrollment/Course-Section Counts

The Class Size Average (K-12) report within Infinite Campus reports on the enrollment numbers per class per day and on average enrollment for a selected date range or year to date. This report calculates

averages based on instructional days. *(This area is heavily redacted with black bars)*

Path: Index > CA State Reporting > Class Size Average (K-12) report within Infinite Campus.

(This area is heavily redacted with black bars)

Date Range	Select Calendar
07/24/2017	
1000-1 HOMEROOM 1	
1000-2 HOMEROOM 2	
1000-3 HOMEROOM 3	
1000-4 HOMEROOM 4	
1000-5 HOMEROOM 5	