

TARTET TITLE

School District

SUBJECT: 2018-19 ENROLLMENT AND ATTENDANCE 2018-19 NO. BS-6

TO

DATE: August 1, 2018

PREPARED BY: G DEPARTMENT:

REVIEWED BY: APPROVED

Chief Business Officer

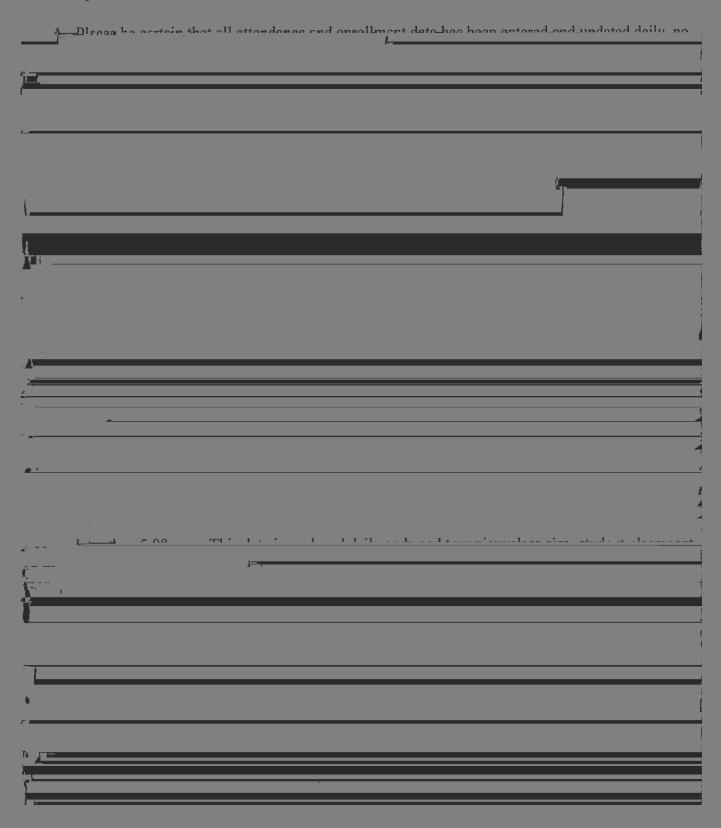
The first two sections of this memo address the reporting of enrollment data for the first school month of the 2018-19 school year. The third section outlines the process for reporting monthly

annalles ant/attendance date during the school recon

I. Daily for the First Two Weeks of School (August 30 - September 7, 2018):

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



Sacramento City Unified School District First Two Weeks **Elementary** Daily Enrollment Count 2018-2019

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

IMPORTANT: Please Email enrollment report no later than **NOON each day** to:

Moua-Carroz or Arellano-Simms Your Instruc Asst Superintendent: email lynchs@scusd.edu

Hardin Young or Sweitzer Your Instruc Asst Superintendent: email stephanie-ehrk@scusd.edu

AND carrascm@scusd.edu, wheelhon@scusd.edu

School	<u>:</u>													
Principa	al:													
		Spec	: Ed										Total	
	TEACHER INFORMATION	l S	SDC	Kdg.	Kdg.								Regular	Total All
Room		Teacher # Enr		A.M.	P.M.							6 E	nrollment	Enrollment
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Budget Services

^{*}Teacher Status: T - Temporary, P- Probationary or Permanent, S- Substitute

Moua-Carroz or Arellano-Simn Your Instruc Asst Superintendent: email lynchs@scusd.edu

Hardin Young or Sweitzer Your Instruct Asst Superintendent: email stephanie-ehrk@scusd.edu

School:	
Principal:	
Date:	

				Spec Ed					
				SDC			Number of Students in each Grade		
				Enrollment	•	Kdg.			
Room	TS*	Teacher Name	Teacher #		A.M.	P.M.			
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No Show Enrollment Procedures