



**Sacramento
City Unified
School District**

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**SUBJECT: 2018-19 ENROLLMENT AND ATTENDANCE
REPORTS**

2018-19 NO. BS-7

TO

[Redacted]

[Redacted]

[Redacted]

[Redacted]

PREPARED BY: Gloria Chung, Director III

DEPARTMENT:

REVIEWED BY:

APPROVED:

[Redacted]

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 enrollment/attendance data during the school year.

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

August 1, 2018
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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

School: _____

Moua-Carroz or Arellano-Simms [Your Instruc Asst Superintendent: email lynchs@scusd.edu](mailto:lynchs@scusd.edu)



No Show Enrollment Procedures