SUBJECT:	2021-2022 ENROLLMENT AND ATTENDANCE REPORTS		
TO:	Middle and High School Principals Attendance Technicians and High School Registrars		
DATE:	August 23, 2021		
PREPARED BY:	Tiffany Snowdon, Fund Specialist	DEPARTMENT:	Budget Services
REVIEWED BY:	Gabe Estrada Budget Supervisor IV	APPROVED:	_____ Adrian Vargas Assistant Superintendent Business Services

This memo addresses the reporting of enrollment and attendance data for the first school month of the 2021-2022 school year.

I. Entry for the First Four Weeks of School (September 2 – October 1, 2021):

    A. Complete a Daily Enrollment Count Excel spreadsheet for th.95 45.07 Td [(da)4 (t)-5 (a)4 (c)4 (h d)-9 (

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. 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 able to correctly U H V S R Q G W R \ R X D Q G \ R X U V W X G H Q W V ¶ Q H H G V

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 under Index > CA State Reporting > Class Size Average (K-12) report

No Show Disenrollment 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 window to 4 days.

California changed its definition of No Shows for students; only under Scenario 1A is a school permitted to use the No Show Checkbox and End Status

The following are instructions on how to resolve No Show scenarios during the <u>first 4 days of school</u>

x Scenario 1A: The student

No Show Disenrollment Procedures

- x <u>Scenario 3</u> You are notified by another CA 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. Enter End Date and End Stat (T160) based on the date of notification. This will also remove the student from any scheduled courses. OPTIONAL In the End Comments, add the out of district school name
    2. Click Save

- x <u>Scenario 4</u> After the first 4 days of school the student that you no showed using Scenario 1A or 1B shows up to attend your school. On the student's enrollment tab please do the following.
    1. <u>Do not delete or update</u> the student's previous enrollment record
    2. Create a new enrollment for the student
        - ƒ Start date should be the date the student started having positive attendance
        - ƒ 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 two steps)

Instructions for Restoring a student's schedule	Screenshot