



SUBJECT: 2019-2020 ENROLLMENT AND ATTENDANCE REPORTS 2019-20 NO. BS-12

TO

DATE: August 6, 2019

PREPARED BY: Jerry Uhl,

DEPARTMENT:

[REDACTED]

Director II. Accounting

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2019-20 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 29 - September 6, 2019):

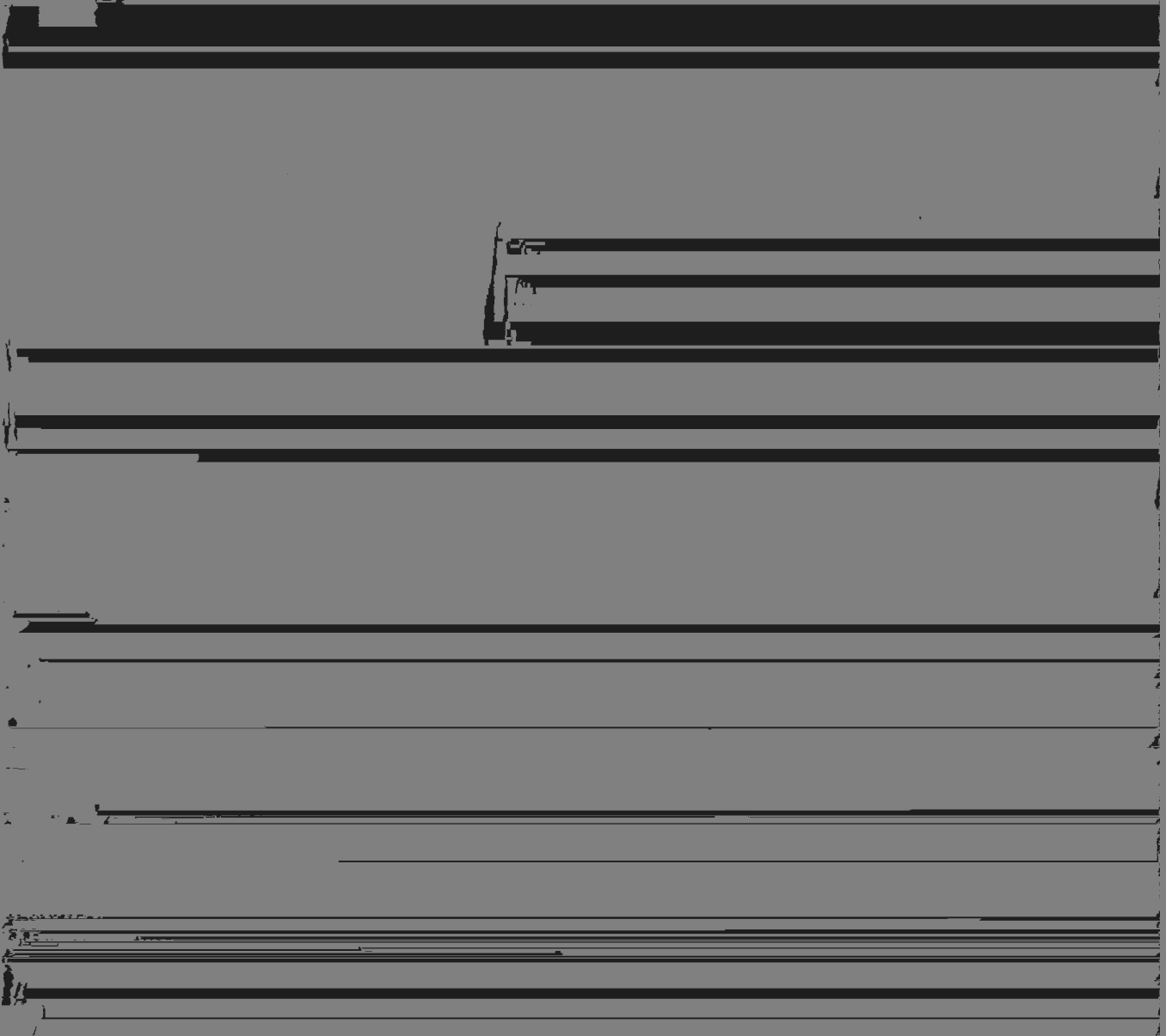
- A. Complete a **Daily Enrollment Count** (attached) every day for the first two weeks of school. For your convenience, electronic versions of the form will be e-mailed to the Office Managers and Attendance Technicians at each school site. Additional copies may be obtained by contacting Tiffany Snowden at 613.7852 or Adriane Avitia at 613.7868

[REDACTED]

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 able to correctly respond to you and your students' needs.

B. 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](#)



August 6, 2019
Page 3

Attachments: Daily Enrollment Count
No Show Procedure Document

cc: Rhonda Rode, Director II, Student & Data Systems
Elliot Lopez, Chief Information Officer
Lisa Allen, Deputy Superintendent
Iris Taylor, Ed.D., Chief Academic Officer
Mary Hardin Young, Instructional Assistant Superintendent
Chad Sweitzer, Instructional Assistant Superintendent
Cliff Allen, Deputy Superintendent

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, Baeta, Arellano-Simms, Hardin Young, Sweitzer

BOTH:

Principal
 Date

Room	TS*	Teacher Name	Teacher #	Spec Ed Enrollment		Regular Class Enrollment								Total K-8	Total All	Comments/Notes Con Cap? Split Grade?									
				Kdg A.M	Kdg P.M	1	2	3	4	5	6	7	8												
1																									
2																									
3																									
4																									
5																									
6																									
7																									
8																									
9																									
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12																									
13																									
14																									
15																									
16																									
17																									
18																									
19																									
21																									
GRADE TOTALS													0	0	0	0	0	0	0	0	0	0	0	0	0

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

Enrollment Procedures

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

ring the first 4 days of school

and has NEVER physically attended the school, has unexcused absences (no
s of school, and has not been claimed by another school in SCUSD. On the student's

Enrollment Start Date

Date *Start Date No Show
*Start Status First Middle US Other Transfers

End Action *Service Type P: Primary

Homeless Immigrant CalGrant OK

UCC/CSU Requirements Met Inexp. recent trans

T160: Regular, non-discip transfer to public CA School
100: Graduated HS Diploma
104: Completed grad req. failed CAHSEE
106: Graduated CAHSEE moods & waiver
108: Graduated CAHSEE Exempt
120: Special Ed Certificate of Completion
250: Adult Ed High School Diploma
320: Completed GED, no HS diploma
330: Passed CHSPE, no HS diploma
360: Complete Gr 12, req not fulfilled
480: Matriculated (highest grade at school completed)
E125: Special Ed, prior or
E130: Died
E140: No known enrollment, Transient
E300: Expelled, no known enrollment
E400: Other or unknown (counts as dropout)
E410: Medical withdrawal
E450: PreK-6th grade exit (may be expected to return)
N470: No Show

ance) entered for their attendance for all first 4 days of school, was enrolled in same
in SCUSD. On the student's enrollment tab please do the following:

1. Enter the End Date, which should be the 4th day of school (not the first day of enrollment)
2. Enter the End Status E140 (NEW definition this year, ages 6 - 18) OR E400 (NEW definition this year, ages 18 and above) and document evidence of a attempt to contact on the Contact Log
3. Click Save

at your school site with unexcused absences (no positive attendance) wants to
student's enrollment tab please do the following:
otification.

Enrollment Procedures

Scenario 1 shows up to attend your school. On the student's enrollment record

showing positive attendance

change the end status to T160. Follow the below steps).

Summary Enrollments **Schedule** Flags Grades Transcript Credit Summary Assessment

Table Group by (Course (All Terms)) Display Active and Dropped Courses Print OR Choose a report option

Enrollments **Schedule** Attendance Flags

Display Active and Dropped Courses

United End Restore Search

Terms 1 2 3 4

If you have any questions, please contact Tech Services Help Desk at 443-9445 or by email: support@scusd.edu

please note: ALPAD requires all students have a schedule based on their first day of enrollment.