SUBJECT: 2013-14 ENROLLMENT AND ATTENDANCE REPORTS

TO: Elementary and K-8 School Principals
Office Managers and Attendance Clerks

DATE: August 26, 2013

PREPARED BY: Gerardo Castillo, CPA, Director
DEPARTMENT: Budget Services

REVIEWED BY: Ken A. Forrest, Chief Business Officer
APPROVED:

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2013-14 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 (September 3 - 13, 2013):

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 Principals, Office Managers and Attendance Technicians at each school site. Additional copies may be obtained by contacting Meuy Saechin at 643-7867 or Anne Maretti at 643-7845.

- This is a warm body count – only count students attending school on the corresponding date.

B. Forward the completed forms via e-mail or fax every day during the first two weeks of school to your Area Assistant Superintendent and to Budget Services. (Fax numbers are included on the report spreadsheet.)

No-Show:

Students absent on the first and second day of school without proper absence verification (note, phone call, etc.) must be inactivated at your school site. This is accomplished in Zangle.

- See No Show Procedure Document (Attached).
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. Please print out and review the Analysis/Enrollment Report at your site and make any corrections to your class enrollment counts and teacher names. This report is located under reports in the enrollment application of Zangle.

III. Reporting Monthly Attendance:

A. It is imperative that you ensure all teachers have submitted attendance daily. This can be verified by running the Collection Status Report daily. This report is located under reports in the attendance application of Zangle.

B. Be sure to check for new registrations, assign them to classes, and enter any withdrawals daily by 5:00 p.m. so that the district has the most accurate data for student placements and staffing. The district cannot accurately adjust for under/over enrolled classes or provide the correct staffing without this critical data.

C. Teachers Summary of Attendance Report must be viewed on-line by teachers to verify accuracy of class attendance. If corrections are needed, the teacher should print the report, indicate the change and submit to the attendance clerk for correction in Zangle.

D. Please mail your Monthly Accumulative Attendance Report (MAAR) by the due dates posted on the Attendance and Enrollment Reporting Calendar. Send reports to Budget Services, Box 804.

If you have any questions about your school enrollment counts, please call Meuy Saechin at 643-7867 or Anne Maretti at 643-7845.

Attachments: Daily Enrollment Count
No Show Procedure Document
Attendance and Enrollment Calendar

cc: Steve Bruno, Application Specialist III
Mary Hardin-Young, Assistant Superintendent
Sara Noguchi, Assistant Superintendent
Lisa Allen, Assistant Superintendent
# Sacramento City Unified School District
## First Two Weeks Elementary Daily Enrollment
### Count 2013-2014

**Lisa Allen** Fax # 2535  
**Mary Hardin-Young** Fax # 2535  
**Sara Noguchi** Fax # 2535

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**AND** Anne-Maretti@scusd.edu, Meuy-Saechin@scusd.edu, OR Fax # 399-2039

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**Review:**

- Complete one sheet for each day of the first two weeks of school.
- Email or FAX enrollment report no later than **NOON** each day.
- Email to: Anne-Maretti@scusd.edu, Meuy-Saechin@scusd.edu, OR Fax # 399-2039

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### TEACHER INFORMATION

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<thead>
<tr>
<th>Room</th>
<th>TS*</th>
<th>Teacher Name</th>
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<th>Spec Ed SDC Enrollment</th>
<th>Regular Class Enrollment</th>
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**NOTE:**

- Complete one sheet for each day of the first two weeks of school.
- Email or FAX enrollment report no later than NOON each day.
- Email to: Anne-Maretti@scusd.edu, Meuy-Saechin@scusd.edu, OR Fax # 399-2039

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**Budget Services**

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

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

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

Lisa Allen  Fax #  2535
Mary Hardin-Young  Fax #  2535
Sara Noguchi  Fax #  2535

AND Anne-Maretti@scusd.edu, Meuy-Saechin@scusd.edu, OR Fax # 399-2039

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<th>Room</th>
<th>TS*</th>
<th>Teacher Name</th>
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<th>Spec Ed</th>
<th>SDC Number of Students in each Grade</th>
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GRADE TOTALS

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No Show Procedure
**Steps for “no show” students.**

1. When it is determined that a student will not be returning to your school site (no show), the student must be withdrawn and the exit date (end of the prior school year) entered in Zangle FrontOffice. To begin this procedure, click “Enrollment” in Zangle FrontOffice.

2. In the Enrollment Menu, select “Student Editor”.

3. In the “General” tab, click the “Status” button at the bottom of the page.

4. A Student Status/Program Change screen will appear for the specific student. This is where you will withdraw the student. Click the “Withdraw” button at the bottom left. Make sure the exit date at the top of the field matches the enter date (9/2/13 or 9/3/13). Enter the Exit Code from the drop down box. If unknown, choose “Left, No Known Enrollment”. The next field is where you will enter the school the student will attend, if known. Click “Save” at the bottom right when finished.

5. You will now be back to your original view. High-light the top record under the General tab. Click the “Edit” button, then double-click the high-lighted record.

6. A new screen will open. Click the “Delete” button at the bottom of the screen. A message will appear: “Do You Want to Delete Record?” Click “Yes”.

7. You will again be back to your original view. Choose the “Enrollment” tab, and then click the “Edit” button at the bottom of the screen.

8. A new screen will appear. It is here that you will change the exit date. In the right half of the screen under “Exit”, change the date to 6/13/13 (the last day of the prior school year). Click “Save”.

9. Any additional information can be entered under the “Other” tab in the area under “School Notes”.
Select "Enrollment"
Select "Student Editor"
On "General" tab, click "Status" button at bottom of page.
Click “Withdraw” at bottom of page. Make sure exit date is 9/2/2013 – one day before school starts.

Enter Exit Code, if known. Otherwise, choose “Left, No Known Enrollment”. Enter school student will attend, if known. Click “Save”.
High-light top record. Click “Edit” button. Then double-click high-lighted record.

A new window will open (See next page)
Click "Delete"

The following message will then appear:

"Do You Want to Delete Record?"

Click "Yes"
Choose the "Enrollment" Tab
Click “Edit” at bottom to get to this screen.

Change Exit date to 6/13/13, and click “Save”.
Enrollment Exit Date now changed to reflect end of prior school year.
Any additional notes can be entered under the “Other” tab, if needed.
### ATTENDANCE AND ENROLLMENT CALENDAR

#### TRADITIONAL

**2013-2014**

<table>
<thead>
<tr>
<th>SCHOOL MONTH</th>
<th>NUMBER OF TEACHING DAYS</th>
<th>DATE SCHOOL MONTH BEGINS</th>
<th>DATE SCHOOL MONTH ENDS</th>
<th>MONTHLY ATTENDANCE REPORT DUE TO STUDENT ATTENDANCE BOX # 804 (DUE BY)</th>
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**Annual**

| 178          |

**PLEASE NOTE:**

**PERIODS NOT USED FOR ATTENDANCE PURPOSES:**
12/23/13 THROUGH 12/27/13 (1 WK.)