Sacramento City Unified School District

———— BULLETIN ————

****REVISED***

SUBJECT:	2014-15 ENROLLMENT AND ATTENDANCE REPORTS	2014-15 NO. BS-21
TO:	Elementary and K-8 School Principals Office Managers and Attendance Clerks	
DATE:	August 28, 2014	
PREPARED BY:	Michael Smith, Interim Director	**DEPARTMENT:** Budget Services
REVIEWED BY:	Gerardo Castillo, CPA Interim Chief Business Officer	**APPROVED:**

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2014-15 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 2 - 12, 2014):

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 Merilee Carrasco at 643-7869.

- This is a warm body count – only count students attending school on the corresponding date.
- Teachers must still enter daily attendance into Infinite Campus.

B.   Forward the completed forms via e-mail every day during the first two weeks of school to your Area Assistant Superintendent **and** to both Meuy Saechin and Merilee Carrasco.

No-Shows:

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 Infinite Campus.

- See ***Revised* 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 **Curriculum Student Counts for Elem/K-8** at your site and make any corrections to your class enrollment counts and teacher names. This report is located under *Index =>Ad Hoc Reporting =>Data Export =>Ad Hoc Reporting* in Infinite Campus.

C. It is imperative that you ensure all teachers have submitted attendance daily. This can be verified by running the **Classroom Monitor** daily. This function is located under *Index =>Attendance* section of Infinite Campus.

III. Reporting Monthly Attendance:

A. Great news! Sites are no longer required to print and submit their **Monthly Accumulative Attendance Report (MAAR).**

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. Input of attendance by Teachers into Infinite Campus fulfills the verification requirement. **Therefore; paper signature is not required of the Teachers – same as last year.**

If you have any questions about accessing reports, please contact your Technical Assessment Specialist. For questions on your school enrollment counts, please call Meuy Saechin at 643-7867 or Merilee Carrasco at 643-7869.

Attachments: Daily Enrollment Count
No Show Procedure Document (Revised)

cc:

Robin Martin, ARE Director
Rhonda Rode, SIS Manager
Mary Hardin-Young, Area Assistant Superintendent
Doug Huscher, Interim Area Assistant Superintendent
Tu Moua-Carroz, Interim Area Assistant Superintendent
Lisa Allen, Interim Chief of Schools

Sacramento City Unified School District
First Two Weeks **Elementary** Daily Enrollment
Count 2014-2015

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:

Your Area Assistant Superintendent: email lucyda@scusd.edu

AND Meuy-Saechin@scusd.edu, CarrascM@scusd.edu

School:_____

Principal:_____

Date:_____

| | Room | TS* | TEACHER INFORMATION
Teacher Name | Teacher # | Spec Ed SDC Enrollment | Regular Class Enrollment — Number of Students in each Grade and Total |||||||| Total Regular Enrollment | Total All Enrollment | Comments/Notes Con Cap? Split Grade? |
						Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6			
1														0	0	
2														0	0	
3														0	0	
4														0	0	
5														0	0	
6														0	0	
7														0	0	
8														0	0	
9														0	0	
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19														0	0	
20														0	0	
21														0	0	
22														0	0	
23														0	0	
24														0	0	
25														0	0	
	GRADE TOTALS				0	0	0	0	0	0	0	0	0	0	0	

SAMPLE

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

Budget Services

Sacramento City Unified School District
First Two Weeks **K-8** Daily Enrollment
Count 2014-2015

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

Your Area Assistant Superintendent: email lucyda@scusd.edu
AND Meuy-Saechin@scusd.edu, CarrascM@scusd.edu

School:_____

Principal:_____

Date:_____

					Spec Ed SDC Enrollment	Regular Class Enrollment										Total K-8	Total All	Comments/Notes Con Cap? Split Grade?
			TEACHER INFORMATION			Number of Students in each Grade												
	Room	TS*	Teacher Name	Teacher #		Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6	7	8			
1																0	0	
2																0	0	
3																0	0	
4																0	0	
5																0	0	
6																0	0	
7																0	0	
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24																0	0	
25																0	0	
	GRADE TOTALS					0	0	0	0	0	0	0	0	0	0	0	0	

SAMPLE

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

Budget Services

Directions:

Follow the steps below to close out your **NO SHOW** enrollments that are enrolling into another school at SCUSD.

CALPADS now requires that *all student enrollment records to be closed out* with an **End date** and **End Status** entries before students can be re-enrolled in another school. Students absent on the first or second day of school, without proper absence verification, must have their pre-enrollment records underlined deleted before another school in SCUSD can enroll them for the current school year. **Please delete these records by September 12, 2014** before positive attendance is entered into Infinite Campus.

If you have any questions, please contact Joanne Corby in ARE at 643-9420 or by email: joanneco@scusd.edu .

Instructions	Screenshots
1. Log onto Infinite Campus and navigate through the following steps: 2. Select: Current School Year 3. Confirm: Traditional Calendar (not in Summer School). 4. Select: "Search" tab 5. Select: "Student" from the pull down list and enter the name of the student 6. Click: "Go"	

7. Select the student records that need to be closed out from the list 8. Select: "Enrollments" tab. 9. Double click on enrollment record	
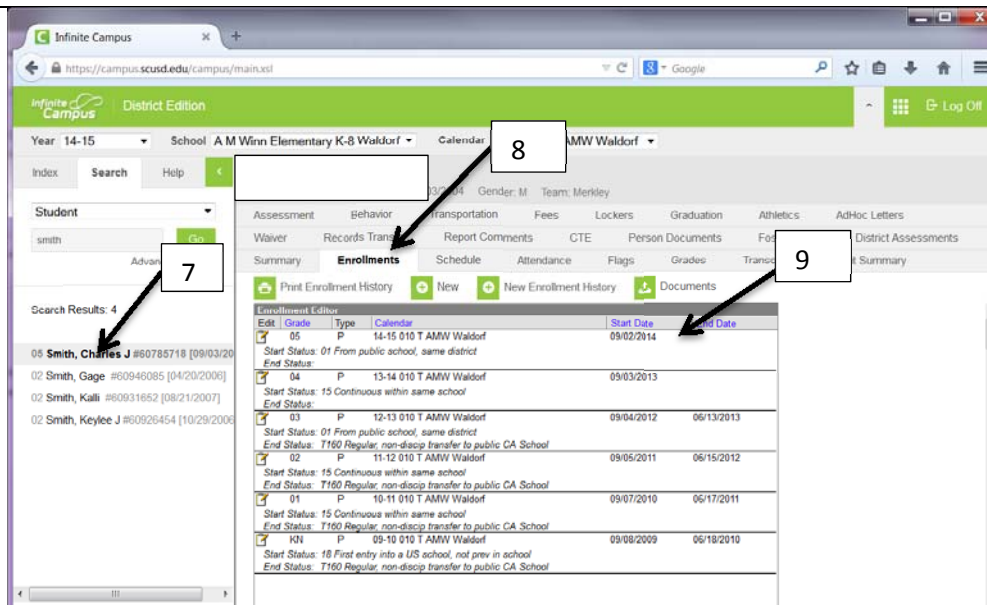
To close out the enrollment, use the following procedures:
 	
    10. Click "Delete" if there is No attendance
        • Confirm the deletion of attendance data by clicking "OK"
    11. If attenadance has been generated, you must select the appropriate end status and end date
        • Do NOT delete
        • Do NOT select the No Show box.	