Sacramento City Unified School District

———— BULLETIN ————

SUBJECT:	<u>2015-16 ENROLLMENT AND ATTENDANCE</u> <u>REPORTS</u>	2015-16 NO. BS-39
TO:	<u>Elementary and K-8 School Principals</u> <u>Office Managers and Attendance Clerks</u>	
DATE:	<u>August 27, 2015</u>	
PREPARED BY:	Michael Smith, Director	**DEPARTMENT:** <u>Budget Services</u>
REVIEWED BY:	Gerardo Castillo, CPA Chief Business Officer	**APPROVED:**

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2015-16 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 - 11, 2015):

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 Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.

  - 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 Merilee Carrasco and Nancy Wheelhouse.

<u>No-Shows</u>:

Students absent on the first four days of school without proper absence verification (note, phone call, etc.) must be inactivated at your school site. This is accomplished in Infinite Campus.

  - 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 **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. 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.*

B. Input of attendance by Teachers into Infinite Campus fulfills the verification requirement. **Therefore; paper signature is <u>not</u> 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 Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.

Attachments: Daily Enrollment Count
                No Show Procedure Document

cc: Robin Martin, Director III Assessment, Research & Eval.
           Rhonda Rode, SIS Manager
           Lisa Allen, Interim Deputy Superintendent
           Mary Hardin-Young, Area Assistant Superintendent
           Chad Sweitzer, Area Assistant Superintendent
           Doug Huscher, Interim Area Assistant Superintendent
           Olga Simms, Area Assistant Superintendent
           Tu Moua-Carroz, Area Assistant Superintendent

Sacramento City Unified School District
First Two Weeks **Elementary** Daily Enrollment
Count 2015-2016

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	Your Area Assistant Superintendent: email malinda-chambers@scusd.edu
Simms/Huscher	Your Area Assistant Superintendent: email lynchs@scusd.edu
Hardin-Young/Sweitzer	Your Area Assistant Superintendent: email meuy-saechin@scusd.edu
	AND carrascm@scusd.edu, wheelhon@scusd.edu

School:_____
Principal:_____
Date:_____

					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?
			TEACHER INFORMATION			Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6				
	Room	TS*	Teacher Name	Teacher #													
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	
10															0	0	
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23															0	0	
24															0	0	
25															0	0	
	GRADE TOTALS					0	0	0	0	0	0	0	0	0	0	0	

*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 2015-2016

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	Your Area Assistant Superintendent: email malinda-chambers@scusd.edu
Simms/Huscher	Your Area Assistant Superintendent: email lynchs@scusd.edu
Hardin-Young/Sweitzer	Your Area Assistant Superintendent: email meuy-saechin@scusd.edu
	AND carrascm@scusd.edu, wheelhon@scusd.edu

School:_____
Principal:_____
Date:_____

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

Budget Services

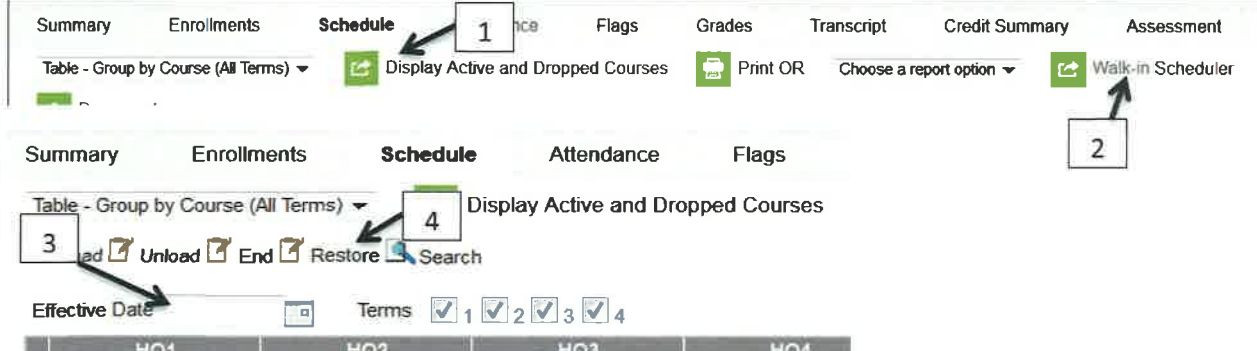*Please note that the window school sites have to identify No Shows has always been 3 days, but due to the Labor Day holiday the District is extending the 2015-16 school year window to 4 days.*

The following are instructions on how to resolve No Show scenarios during the **first 4 days of school**.

- Scenario 1: The student has unexcused absence (no positive attendance) entered for their attendance for all the first 4 days of school, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following.
  1. Check the No Show check box
  2. Enter the End Date. This will be the same date as their enrollment Start Date
  3. Enter the End Status N470
  4. Click Save

- Scenario 2: Before school starts or during the first 4 days of school, you are notified by another SCUSD 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. Delete the enrollment that had been rolled forward (or pre-enrolled)
  2. If the student's previous year's end status is E155, update the end status to T160.

- Scenario 3: After the first 4 days of school the student that you no showed using scenario 1 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 No Show End Status record
  2. Create a new enrollment for the student
     - Start date should be the date the student started having positive attendance
     - 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 steps).

Instructions for Restoring a student's schedule	Screenshot
1. Go to the student's "Schedule" tab. 2. Click on the "Walk-in scheduler". 3. Fill in the "Effective Date" with the new enrollment's Start Date 4. Click "Restore" • Confirm the student's schedule will be restored by clicking "OK"	Summary Enrollments **Schedule** [1] nce Flags Grades Transcript Credit Summary Assessment Table - Group by Course (All Terms) ▼ Display Active and Dropped Courses Print OR Choose a report option ▼ Walk-in Scheduler Summary Enrollments **Schedule** Attendance Flags [2] Table - Group by Course (All Terms) ▼ [4] Display Active and Dropped Courses [3] ad Unload End Restore Search Effective Date [ ] Terms ☑1 ☑2 ☑3 ☑4 HQ1 HQ2 HQ3 HQ4

If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu