




# BULLETIN

**SUBJECT:** 2015-16 ENROLLMENT AND ATTENDANCE REPORTS **2015-16 NO. BS-38**

**TO:** Middle and High School Principals  
Attendance Technicians and High School Registrars

**DATE:** August 27, 2015

**PREPARED BY:** Michael Smith, Director **DEPARTMENT:** Budget Services

**REVIEWED BY:** Gerardo Castillo, CPA  
Chief Business Officer **APPROVED:** 

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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.

### 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 **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.

## III. Reporting Monthly Attendance:

- A. 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 the *Index =>Attendance* section of Infinite Campus.
- 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.**
- D. **Single Period Attendance Report** is recommended to be run daily to find students marked absent in all but one period. Verify the accuracy to ensure attendance is not overstated. This report is located under *Index =>CA State Reporting*.

If you have any questions about running 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



## No Show Enrollment Clean-Up 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 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. Do not delete or update 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
<ol style="list-style-type: none"> <li>1. Go to the student's "Schedule" tab.</li> <li>2. Click on the "Walk-in scheduler".</li> <li>3. Fill in the "Effective Date" with the new enrollment's Start Date</li> <li>4. Click "Restore"               <ul style="list-style-type: none"> <li>• Confirm the student's schedule will be restored by clicking "OK"</li> </ul> </li> </ol>	

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