The first two sections of this memo address the reporting of enrollment data for the first school month of the 2012-13 school year. The third section outlines the process for reporting monthly enrollment/attendance data during the school year.

I. Daily for the First Week of School (September 4 - 7, 2012):

A. Complete an Enrollment Report (attached) every day for the first week 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 Michael Fernandes at 643-7856 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 week 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 second and third 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 Michael Fernandes at 643-7856 or Anne Maretti at 643-7845.

Attachments: Enrollment Report Spreadsheet
No Show Procedure Document
Attendance and Enrollment Calendar

cc: Tuan Ly, Database Administrator
Mary Hardin-Young, Assistant Superintendent
Sara Noguchi, Assistant Superintendent
Lisa Allen, Assistant Superintendent