




# BULLETIN

**SUBJECT:** 2017-18 ENROLLMENT AND ATTENDANCE REPORTS **2017-18 NO. BS-9**

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

**DATE:** August 18, 2017

**PREPARED BY:** Gloria Chung, Director III **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 2017-18 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 (August 31 - September 8, 2017):**

- 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 the Administrative Assistant of your Area Assistant Superintendent **and** to both Merilee Carrasco and Nancy Wheelhouse.

### **No-Shows:**

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 and review the class enrollment numbers at your site and make any corrections to your enrollment counts and teacher names. The available report is located available under *Index > CA State Reporting > Class Size Average (K-12) report* within 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 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 Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.

Attachments: Daily Enrollment Count  
No Show Procedure Document  
Verification of Enrollment/Course-Section Counts

cc: Rhonda Rode, SIS Manager  
Elliot Lopez, Chief Information Officer  
Lisa Allen, Deputy Superintendent  
Mary Hardin Young, Area Assistant Superintendent  
Chad Sweitzer, Area Assistant Superintendent  
Doug Huscher, 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 2017-2018

**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](mailto:malinda-chambers@scusd.edu)  
 Simms or Huscher [Your Area Assistant Superintendent: email lynchs@scusd.edu](mailto:lynchs@scusd.edu)  
 Hardin Young or Sweitzer [Your Area Assistant Superintendent: email stephanie-ehrk@scusd.edu](mailto:stephanie-ehrk@scusd.edu)  
**AND [carrascm@scusd.edu](mailto:carrascm@scusd.edu), [wheelhon@scusd.edu](mailto:wheelhon@scusd.edu)**

School: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_

TEACHER INFORMATION				Spec Ed SDC Enrollmen	Regular Class Enrollment						Total Regular Enrollment	Total All Enrollment	Comments/Notes Con Cap? Split Grade?	
					Number of Students in each Grade and Total									
Room	TS*	Teacher Name	Teacher #	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	
10												0	0	
11												0	0	
12												0	0	
13												0	0	
14												0	0	
15												0	0	
16												0	0	
17												0	0	
18												0	0	
19												0	0	
20												0	0	
21												0	0	
22												0	0	
23												0	0	
24												0	0	
25												0	0	
<b>GRADE TOTALS</b>				0	0	0	0	0	0	0	0	0	0	

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

Budget Services

**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-Carroz [Your Area Assistant Superintendent: email malinda-chambers@scusd.edu](mailto:malinda-chambers@scusd.edu)  
 Simms or Huscher [Your Area Assistant Superintendent: email lynchs@scusd.edu](mailto:lynchs@scusd.edu)  
 Hardin Young or Sweitzer [Your Area Assistant Superintendent: email stephanie-ehrk@scusd.edu](mailto:stephanie-ehrk@scusd.edu)  
**AND [carrascm@scusd.edu](mailto:carrascm@scusd.edu), [wheelhon@scusd.edu](mailto:wheelhon@scusd.edu)**

School: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_

TEACHER INFORMATION				Spec Ed SDC Enrollment	Regular Class Enrollment								Total K-8	Total All	Comments/Notes Con Cap? Split Grade?		
					Number of Students in each Grade												
					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	
6															0	0	
7															0	0	
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24															0	0	
25															0	0	
<b>GRADE TOTALS</b>					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

## No Show Enrollment 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 2017-18 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)

## Verification of Enrollment/Course-Section Counts

The Class Size Average (K-12) report within Infinite Campus reports on the enrollment numbers per class per day and on average enrollment for a selected date range or year to date. This report calculates averages based on Instructional days. Make sure that the date range contains at least one Instructional day otherwise no data will be reported.

**Path:** *Index > CA State Reporting > Class Size Average (K-12) report within Infinite Campus.*

### Recommended Settings: See Screenshot below

- Date Range: Current Date
- Report Date: Current Date
- Grade Level: ALL
- Report By: Section
- Students Format: CSV
- Select Sections: Highlight All Homeroom courses (Elem/K8)
- Select Calendar: Choose your school's current calendar

The screenshot displays the configuration interface for the Class Size Average (K-12) report. It includes the following sections:

- Date Range:** From 07/31/2017 to 07/31/2017.
- Report Date:** 07/31/2017.
- Grade Level:** A dropdown menu with 'ALL' selected, and other options: KN, 01, 02, 03, 04.
- Report by:** Radio buttons for 'Teacher' and 'Section' (selected).
- Include IS Students:** An unchecked checkbox.
- Format:** A dropdown menu with 'CSV' selected.
- Select Sections:** A list box containing various homeroom and health courses. The following items are highlighted in blue:
  - 5080-2 HEALTH
  - 6080-1 HEALTH
  - 6080-2 HEALTH
  - 1000-1 HOMEROOM 1
  - 1000-2 HOMEROOM 1
  - 2000-1 HOMEROOM 2
  - 2000-2 HOMEROOM 2
  - 3000-1 HOMEROOM 3
  - 3000-3 HOMEROOM 3
  - 4000-1 HOMEROOM 4
  - 4000-2 HOMEROOM 4
  - 5000-1 HOMEROOM 5
  - 5000-2 HOMEROOM 5
  - 6000-1 HOMEROOM 6
  - 0000A-1 HOMEROOM KG - AM
  - 0000A-2 HOMEROOM KG - AM
- Select Calendar:** A question 'Which calendar would you like to include in the report?' with three radio button options: 'active year', 'list by school', and 'list by year' (selected). Below this is a list of school calendars, with '17-18 185 T NJ Bonnheim CC' highlighted.