Sacramento City Unified School District

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SUBJECT:	2018-19 ENROLLMENT AND ATT	ENDANCE	2018-19 NO. BS-6
TO:	Elementary and K-8 School Principals Office Managers and Attendance Clerks	<u>S</u>	
DATE:	<u>August 1, 2018</u>		
PREPARED BY:	Gloria Chung, Director III	DEPARTMENT:	Budget Services
<b>REVIEWED BY:</b>	<u>Gerardo Castillo, CPA</u> <u>Chief Business Officer</u>	APPROVED:	1

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2018-19 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 30 - September 7, 2018):

- 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 Instructional Assistant Superintendent <u>and</u> 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).

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### 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. 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 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 <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 Verification of Enrollment/Course-Section Counts
- cc: Rhonda Rode, Director II, Student & Data Systems Elliot Lopez, Chief Information Officer Lisa Allen, Deputy Superintendent Iris Taylor, Ed.D., Chief Academic Officer Mary Hardin Young, Instructional Assistant Superintendent Chad Sweitzer, Instructional Assistant Superintendent Olga Arellano-Simms, Instructional Assistant Superintendent Tu Moua-Carroz, Instructional Assistant Superintendent

#### Sacramento City Unified School District First Two Weeks **Elementary** Daily Enrollment Count 2018-2019

	NOTE: COMPLETE ONE SHEET FOR EACH DAY OF THE FIRST TWO WEEKS OF SCHOOL															
	IMPORTANT: Please Email enrollment report no la						o later t	han <mark>NC</mark>	ON ea	ch da	y to:					
	M	oua-Ca	rroz or Arellano-Simms	Your Inst	truc Asst S	uperin	tendent <sup>.</sup>	email Iv	nchs@	scusd e	du					
			rdin Young or Sweitzer									lodu				
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	Principa	al:														
	Date:															
								Regul	ar Class	Enrollm	ent					
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	Room	TS*	Teacher Name	Teacher #	Enrollment	A.M.	P.M.	1	2	3	4	5	6	Enrollment	Enrollment	Split Grade?
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5 6														0	0	
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	Budget \$	Services														

	NOTE: COMPLETE ONE SHEET FOR EACH DAY OF THE FIRST TWO WEEKS OF SCHOOL																	
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	Room	TS*	Teacher Name	Teacher #		A.M.	P.M.	1	2	3	4	5	6	7	8	K-8	Total All	Split Grade?
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# **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 2018-19 school year window to 4 days.

California changed its definition of No Shows for students; only under Scenario 1A is a school permitted to use the No Show Checkbox and End Status

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

- <u>Scenario 1A:</u> The student was promoted or pre-enrolled to the school and has **NEVER** physically attended the school, has unexcused absences (no positive attendance) entered for his/her attendance for <u>all</u> 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

*Start Date 08/30/2018 *Start Status 18: First entry in	No Show End Date	-	End Action *Service Type P: Primary * End Status					
Start Comments			E170: Secondary Enrollment Exit T160: Regular, non-discip transfer to public CA School 100: Graduated, HS Diploma 104: Completed grad reg, failed CAHSEE 106: Graduated, CAHSEE mods & waiver					
E Future Enrol	lment		108: Graduated, CAHSEE Exempt 120: Special Ed Certificate of Completion 250: Adult Ed High School Diploma					
Next Calendar								
	•		320: Completed GED, no HS diploma					
State Report	ing Fields		330: Passed CHSPE, no HS diploma					
State Exclude	UC/CSU Requirements Met	Homeless Immigrant CalGrant OK	360: Complete Gr 12, req not fulfilled, not graduated 480: Matriculated (highest grade at school completed) E125: Special Ed, prior Completor E130: Died E140: No known enrollment, Truant E300: Expelled, no known enrollment E400: Other or unknown (counts as dropout) E410: Medical withdrawal					
		District of App	E450: PreK-6th grade exit (may be expected to return)					

- <u>Scenario 1B</u>: The student has unexcused absence (no positive attendance) entered for their attendance for <u>all</u> first 4 days of school, was enrolled in same school in previous year, and has not been claimed by another school in SCUSD. On the student's enrollment tab please do the following:
  - 1. Enter the End Date, which should be the 4<sup>th</sup> day of school (Not the first day of enrollment)
  - 2. Enter the End Status E140 (NEW definition this year, ages 6 18) OR E400 (NEW definition this year, ages 18 and above) and document evidence of attempt to contact on the Contact Log
  - 3. Click Save
- <u>Scenario 2:</u> 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. Enter End Date and End Status (T160) based on the date of notification.

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 previous enrollment 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. Grades Summary Enrollments Schedule Flags Transcript Credit Summary Assessment 2. Click on the "Walk-in scheduler". Table - Group by Course (All Terms) -Display Active and Dropped Courses Print OR Choose a report option -Walk-in Scheduler 3. Fill in the "Effective Date" with the new enrollment's Start Date 2 Summary Enrollments Schedule Attendance Flags 4. Click "Restore" Display Active and Dropped Courses Table - Group by Course (All Terms) -

#### Please note: CALPAD requires all students have a schedule based on their first day of enrollment.

ad 🏹 Unload 🗹 End 🗹 Restore 🔍 Search

Terms  $\checkmark 1 \checkmark 2 \checkmark 3 \checkmark 4$ 

HQ3

HQ4

3

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

Effective Date

HQ1

Confirm the student's schedule

will be restored by clicking "OK"