



BULLETIN

SUBJECT: **2020-2021 ENROLLMENT AND ATTENDANCE REPORTS**

2020-21 BS-13

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

DATE: September 17, 2020

PREPARED BY: Adriana Avitia, Fund Specialist
Tiffany Snowdon, Fund Specialist

DEPARTMENT: Budget Services

REVIEWED BY: Ken R. McPeters, LMFT
Director III, Enrollment &
Attendance Center

APPROVED: Rose Ramos
Rose Ramos Chief
Business Officer

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2020-2021 school year. The third section outlines the process for reporting monthly enrollment/attendance data during the school year. As we have been working together for more accurate reporting and processes for distance learning, we understand that the process for requesting the first three weeks of schools attendance information had to be done a bit differently from previous years.

I. Entry for the First Three Weeks of School (September 3 - September 18, 2020):

- A. Complete a **Daily Enrollment Count (using Excel spreadsheet provided is required)** for each day of the first three 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 emailing AttendanceBudget@scusd.edu. This is a new email and both Adriana and Tiffany have access to this email.
- This is a participation/attendance count – only count students participating in school on the corresponding date. This is the same as warm body counts for previous years.
 - Teachers must still enter daily attendance into Infinite Campus.
- B. Forward the completed forms via e-mail to Shannon Lynch, Administrative Assistant for the Instructional Assistant Superintendents **and** AttendanceBudget@scusd.edu. Please ensure the date on the form is updated to reflect the date being reported. Please send no later than 5:00 PM on September 22, 2020.

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. 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 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.**
- C. **Useful Reports-Please run, review, and correct any issues, prior to submitting counts.**
 - **Student Gap Scheduler**
Index > Scheduling > Student Gap Scheduler – finds students that either have no schedule or an incomplete schedule based on date of enrollment entered
 - **Monthly Attendance Register**
Index > CA State Reporting > Monthly Attendance Register – based on the School Month selected, this report will find students whose enrollment date does not match the schedule OR students with no schedule. Generate as a .csv file and filter on the 0 % column (last column) AND # symbol. The # symbol indicates a student was enrolled with no schedule for the number of # symbols shown

If you have any questions about accessing reports, please contact your Technical Assessment Specialist. For questions on your school enrollment counts, please email AttendanceBudget@scusd.edu.

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Attachments: Daily Enrollment Count
 No Show Procedure Document

cc: Rhonda Rode, Director II, Student & Data Systems
 Lisa Allen, Deputy Superintendent
 Christine Baeta, Chief Academic Officer
 Chad Sweitzer, Instructional Assistant Superintendent
 Kimberly Mackey, Instructional Assistant Superintendent
 Mary Hardin Young, Instructional Assistant Superintendent
 Olga Arellano-Simms, Instructional Assistant Superintendent
 Tu Moua-Carroz, Instructional Assistant Superintendent

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 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**.

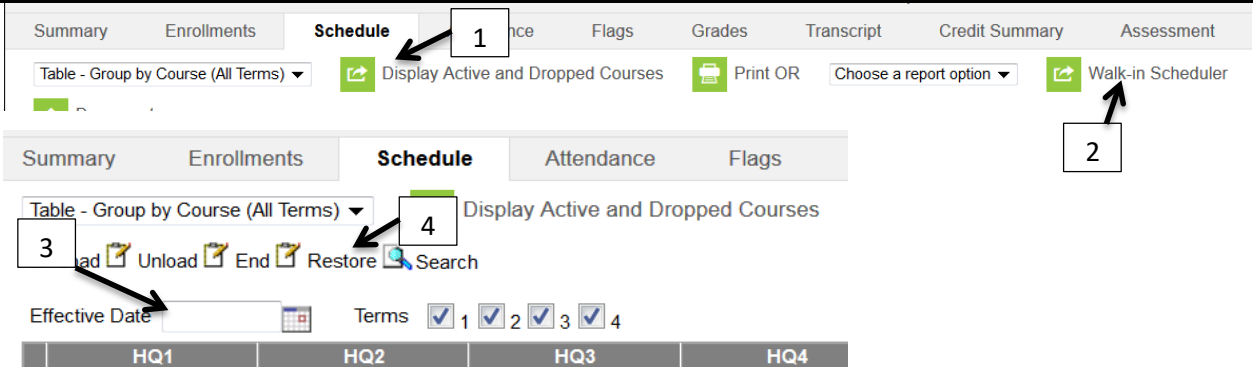
- **Scenario 1A:** The student was promoted or pre-enrolled to the school and has **NEVER** physically attended the school, has unexcused absences (no positive attendance) entered for his/her attendance for all first 4 days of school, and has not been claimed by another school in SCUSD. On the student's 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

The screenshot shows a web-based enrollment system interface. At the top, there are fields for '*Start Date' (08/30/2018), 'No Show' (checkbox), and 'End Date'. The 'No Show' checkbox is highlighted with a red box. Below these fields is a dropdown for '*Start Status' with the value '18: First entry into a US school, not prev in school'. To the right, there are fields for 'End Action', '*Service Type' (P: Primary), and 'End Status'. The 'End Status' dropdown is open, showing a list of options. The option 'N470: No Show' is highlighted at the bottom of the list. Other options include 'E170: Secondary Enrollment Exit', 'T160: Regular, non-discip transfer to public CA School', '100: Graduated, HS Diploma', '104: Completed grad req, failed CAHSEE', '106: Graduated, CAHSEE mods & waiver', '108: Graduated, CAHSEE Exempt', '120: Special Ed Certificate of Completion', '250: Adult Ed High School Diploma', '320: Completed GED, no HS diploma', '330: Passed CHSPE, no HS diploma', '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', and 'E450: PreK-6th grade exit (may be expected to return)'.

- **Scenario 1B:** The student has unexcused absence (no positive attendance) entered for their attendance for all 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 4th 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
- **Scenario 2:** 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.

No Show Enrollment Procedures

- 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
<ol style="list-style-type: none"> 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" <ul style="list-style-type: none"> • Confirm the student's schedule will be restored by clicking "OK" 	 <p>The screenshot shows the 'Schedule' tab selected. Callout 1 points to the 'Schedule' tab. Callout 2 points to the 'Walk-in Scheduler' button. Callout 3 points to the 'Effective Date' field. Callout 4 points to the 'Restore' button. Below the 'Effective Date' field, there are checkboxes for terms 1, 2, 3, and 4, all of which are checked. At the bottom, there are tabs for HQ1, HQ2, HQ3, and HQ4.</p>
<p><i>If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email: support@scusd.edu</i></p>	

Please note:

 CALPAD requires all students have a schedule based on their first day of enrollment.