



BULLETIN

SUBJECT: 2021-2022 ENROLLMENT AND ATTENDANCE REPORTS 2021-22 NO. BS-4

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

DATE: August 23, 2021

PREPARED BY: Tiffany Snowdon,
Fund Specialist **DEPARTMENT:** Budget Services

REVIEWED BY: Gabe Estrada,
Budget Supervisor IV **APPROVED:** Adrian Vargas
Adrian Vargas,
Assistant Superintendent
Business Services

This memo addresses the reporting of enrollment and attendance data for the first school month of the 2021-2022 school year.

I. Entry for the First Four Weeks of School (September 2 – October 1, 2021):

- A. Complete a **Daily Enrollment Count** Excel spreadsheet for each day of the first four 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. **Please complete the form and return as an Excel file.** It has formulas and protected cells. Please enter your school information, enrollment numbers, and any notes. Please do not edit or manipulate the totals columns.
- 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 to AttendanceBudget@scusd.edu and LynchS@scusd.edu. This ensures Adriana and Tiffany have it for the attendance data entry piece and your IAS has for their information. Please ensure the date on the form is updated to reflect the date being reported. Please send no later than 2:00PM each day. **Please include your school name in the subject.**

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 Disenrollment 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. Attendance Reporting Reminders:

- A. Be sure to check for new registrations, assign them to classes, and enter any withdrawals daily by 5:00 p.m. so 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 previous years.**
- 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.

Attachments: Daily Enrollment Count
No Show Disenrollment Procedure Document

cc: Rose Ramos, Chief Business and Operations Officer
Rhonda Rode, Director II, Student & Data Systems
Lisa Allen, Deputy Superintendent
Mary Hardin Young, Instructional Assistant Superintendent
Chad Sweitzer, Instructional Assistant Superintendent
Tu Moua-Carroz, Instructional Assistant Superintendent
Christine Baeta, Instructional Assistant Superintendent

No Show Disenrollment 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 as a new student 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 or another CA school district . 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 form. At the top, there are fields for '*Start Date' (08/30/2018), 'No Show' (checkbox), and 'End Date'. The 'No Show' checkbox and 'End Date' field are highlighted with red boxes. Below these are fields for '*Start Status' (18: First entry into a US school, not prev in school) and 'End Action'. To the right, there is a '*Service Type' dropdown (P: Primary) and an 'End Status' dropdown menu. The 'End Status' menu is open, showing a list of options including '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', 'E450: PreK-6th grade exit (may be expected to return)', and 'N470: No Show'. The 'N470: No Show' option is highlighted in yellow.

- **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 (ages 6 - 18) OR E400 (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 of the new school year. On the student's enrollment tab, please do the following:
 1. Enter End Date and End Status (**NEW Internal code**) - T161) based on the date of notification. This will also remove the student from any scheduled courses.
 2. Click Save

No Show Disenrollment Procedures

- **Scenario 3:** You are notified by *another CA 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. This will also remove the student from any scheduled courses. *OPTIONAL:* In the End Comments, add the out of district school name
 2. Click Save

- **Scenario 4:** After the first 4 days of school the student that you no showed using Scenario 1A or 1B 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

1. Go to the student’s Schedule tab.
2. Click on the “Walk-in Scheduler” in the lower right corner of the window.
3. In lower left corner, Click the arrow to the left of Load button
4. Select the Restore option
5. A pop up window will appear to add appropriate Start Date to restore the student’s schedule
6. Next, click Restore

Screenshot

	T1 (9/3/2020 - 12/4/2020)	T2 (12/7/2020 - 3/19/2021)
ATT	5000-2 HOMEROOM 5 Calvin, C.	5000-2 HOMEROOM 5 Calvin, C.
MATH	5010-2 MATH Calvin, C.	5010-2 MATH Calvin, C.
ELA	5050-2 ENGLISH LANGUAGE ARTS Calvin, C.	5050-2 ENGLISH LANGUAGE ARTS Calvin, C.
SCI	5060-2 SCIENCE Calvin, C.	5060-2 SCIENCE Calvin, C.
SS	5070-2 SOCIAL SCIENCE Calvin, C.	5070-2 SOCIAL SCIENCE Calvin, C.
HEA	5080-2 HEALTH Calvin, C.	5080-2 HEALTH Calvin, C.
	5090-2 VISUAL AND PERFORMING ARTS Calvin, C.	5090-2 VISUAL AND PERFORMING ARTS Calvin, C.

Buttons: Unload, End, Restore, Load, Lock All, Documents, Print

Restore Rosters

The student's schedule will be restored as [redacted]. If these classes exceed capacity, they will be overloaded. Previous constraints for students in the same section will also be restored.

Start Date * Enter appropriate Start Date

Please enter an effective date for recently dropped courses.

[redacted]

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

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