




# BULLETIN

**SUBJECT:** 2019-20 ENROLLMENT AND ATTENDANCE REPORTS **2019-20 NO. BS-11**

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

**DATE:** August 6, 2019

**PREPARED BY:** Jerry Uhl,  
Supervisor IV, Budget **DEPARTMENT:** Budget Services

**REVIEWED BY:** Amari Watkins  
Director II, Accounting **APPROVED:**   
Lisa Allen  
Deputy Superintendent

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The first two sections of this memo address the reporting of enrollment data for the first school month of the 2019-20 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 29 - September 6, 2019):**

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 Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868.

- 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 Shannon Lynch, Administrative Assistant for the Instructional Assistant Superintendent's **and** to both Tiffany Snowdon and Adriana Avitia.

### **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.

## III. Reporting Monthly Attendance:

- A. 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 the *Index =>Attendance* section of Infinite Campus.
- 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. 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.**
- D. **Single Period Attendance Report** is recommended to be run daily to find students marked absent in all but one period. Verify the accuracy to ensure attendance is not overstated. This report is located under *Index =>CA State Reporting*.

### ➤ Useful Reports

- **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 running reports, please contact your Technical Assessment Specialist. For questions on your school enrollment counts, please call Tiffany Snowdon at 643-7852 or Adriana Avitia at 643-7868.

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Attachments: Daily Enrollment Count  
No Show Procedure Document

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  
Christine Baeta, Instructional Assistant Superintendent

**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:

School: \_\_\_\_\_  
 Principal: \_\_\_\_\_  
 Date: \_\_\_\_\_  
**Moua-Carroz, Baeta, Arellano-Simms, Hardin Young, Sweitzer**  
 Your Instruc. Asst Superintendent: [email\\_lynchs@scusd.edu](mailto:email_lynchs@scusd.edu)

**BOTH:** [tiffany-snowdon@scusd.edu](mailto:tiffany-snowdon@scusd.edu); [adriana-avitia@scusd.edu](mailto:adriana-avitia@scusd.edu)

School Name	Spec Ed SDC Enrollment							Total Regular Enrollment	Total All Enrollment	Comments/Notes
		7	8	9	10	11	12			
Albert Einstein								0	0	
Accelerated Acad.								0	0	
American Legion								0	0	
C. K. McClatchy								0	0	
California								0	0	
Capital City								0	0	
Engineering & Sci.								0	0	
Fern Bacon								0	0	
George Washington Carver								0	0	
Health Professions								0	0	
Hiram Johnson								0	0	
John F. Kennedy								0	0	
Kit Carson								0	0	
Luther Burbank								0	0	
New Tech								0	0	
Rosemont								0	0	
Sam Brannan								0	0	
Success Academy								0	0	
Sutter								0	0	
The Met								0	0	
West Campus								0	0	
Will C. Wood								0	0	
								0	0	
								0	0	
								0	0	
								0	0	
	0	0	0	0	0	0	0	0	0	

## 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) and 'Start Status' (18). Below these are checkboxes for 'No Show' (checked) and 'End Date'. A dropdown menu for 'End Status' is open, showing a list of options including E170, T160, 100, 104, 106, 108, 120, 250, 320, 330, 360, 480, E125, E130, E140, E300, E400, E410, E450, and N470. The 'N470' option is highlighted. Below the dropdown is a 'District of Appt' field with 'No Show' selected. The interface also includes sections for 'Start Comments', 'Future Enrollment', 'State Reporting Fields', and 'Track Jumper'.

- 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 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
- 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

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"
  - Confirm the student's schedule will be restored by clicking "OK"

### Screenshot

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

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