

REVISE

Sacramento  
City Unified  
School District

LLETI

SUBJECT: 2017-18 ENROLLMENT AND ATTENDANCE  
REPORTS

2017-18 NO. BS-10

TO:

*Attendance Technicians and High School Registrar*

DATE: August 18, 2017

Chief Business Officer

**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, contact the Office of

[Redacted area containing multiple horizontal lines, likely representing a table or form that has been obscured.]

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



# Enrollment Procedures

always been 3 days, but due to the Labor Day holiday the District is extending the

s during the

ndance) entered for their attendance for all the first 4 days of school, and has not been  
tab please do the following.

rollment Start Date

pl, you are notified by another SCUSD school that a student at your school site with  
student with a start date within the first 4 days. On the student's enrollment tab please

re-enrolled)

; the end status to T160.


o showed using scenario 1 shows up to attend your school. On the student's enrollment

s record

having positive attendance

the end status to T160.

ow the below steps).

ents **Schedule** Flags Grades Transcript Credit Summary Assessment  
All Terms) ▾ Display Active and Dropped Courses  Print OR Choose a report option ▾ on Scheduler

rollments **Schedule** Attendance Flags  
se (All Terms) ▾ Display Active and Dropped Courses

 Load  End  Restore Search

Effective

 Terms  1  2  3  4

ask at 913-4415 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. *(This area is heavily redacted with black bars)*

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

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