



SUBJECT: 2019-2020 ENROLLMENT AND ATTENDANCE REPORTS 2019-20 NO. BS-12

TO

DATE: August 6, 2019

PREPARED BY: Jerry Uhl,

DEPARTMENT:

[REDACTED]

Director II. Accounting

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):

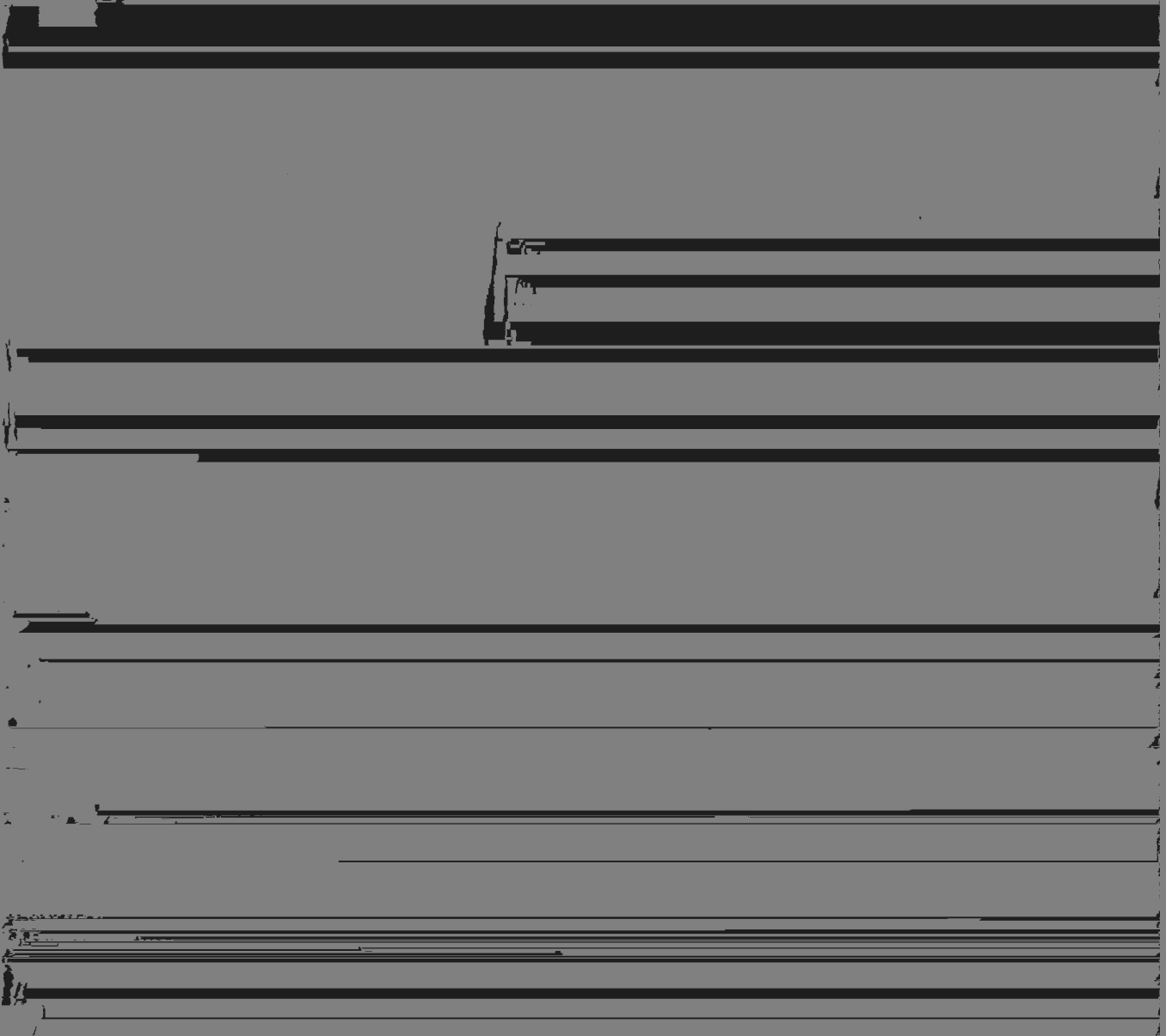
- A. Complete a **Daily Enrollment Count** (attached) every day for the first two weeks of school. For your convenience, electronic versions of the form will be e-mailed to the Office Managers and Attendance Technicians at each school site. Additional copies may be obtained by contacting Tiffany Snowden at 613. 7852 or Adriane Avitia at 613. 7868

[REDACTED]

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 reports and teacher rosters. The available report is located under Index > CA~~



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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
Cliff Allen, Deputy 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:

Moua-Carroz, Baeta, Arellano-Simms, Hardin Young, Sweitzer

BOTH:

Principal
 Date

Room	TS*	Teacher Name	Teacher #	Spec Ed Enrollment		Regular Class Enrollment								Total K-8	Total All	Comments/Notes Con Cap? Split Grade?								
				Kdg A.M	Kdg P.M	1	2	3	4	5	6	7	8											
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								
9																								
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11																								
12																								
13																								
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15																								
16																								
17																								
18																								
19																								
21																								
GRADE TOTALS													0	0	0	0	0	0	0	0	0	0	0	0

*Teacher Status: T - Temporary, P- Probationary or Permanent, S- Substitute

Enrollment Procedures

Scenario 1 shows up to attend your school. On the student's enrollment record

showing positive attendance

change the end status to T160. Follow the below steps).

The screenshot shows a web interface for managing student enrollments. At the top, there are several navigation tabs: Summary, Enrollments, Schedule, Flags, Grades, Transcript, Credit Summary, and Assessment. Below the tabs, there is a table with the caption "Table: Group by Course (All Terms)". The table has columns for "Enrollments", "Schedule", "Attendance", "Flags", and "Display Active and Dropped Courses". Below the table, there are several icons and buttons: a calendar icon, a "Terms" dropdown menu with options 1, 2, 3, and 4, a "Restore" button, and a "Search" button. The "United" logo is also visible.

If you have any questions, please contact Tech Services Help Desk at 443-9445 or by email: support@scusd.edu

please note: ALPAD requires all students have a schedule based on their first day of enrollment.