**Sacramento City Unified School District**

# —— BULLETIN ——

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|---|---|---|
| **SUBJECT:** | <u>2018-19 ENROLLMENT AND ATTENDANCE REPORTS</u> | 2018-19 NO. BS-7 |
| **TO:** | <u>Middle and High School Principals</u><br><u>Attendance Technicians and High School Registrars</u> | |
| **DATE:** | <u>August 1, 2018</u> | |
| **PREPARED BY:** | <u>Gloria Chung, Director III</u> | **DEPARTMENT:** <u>Budget Services</u> |
| **REVIEWED BY:** | <u>Gerardo Castillo, CPA</u><br><u>Chief Business Officer</u> | **APPROVED:** |

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2018-19 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 30 -September 7, 2018):

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 Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.

- 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 the Administrative Assistant of your Instructional Assistant Superintendent and to both Merilee Carrasco and Nancy Wheelhouse.

### <u>No-Shows:</u>

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 <u>not</u> 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*.

If you have any questions about running reports, please contact your Technical Assessment Specialist. For questions on your school enrollment counts, please call Merilee Carrasco at 643-7869 or Nancy Wheelhouse at 643-7845.

Attachments:   Daily Enrollment Count
                No Show Procedure Document
                Verification of Enrollment/Course-Section Counts

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

Sacramento City Unified School District
First Two Weeks **Middle and High School** Daily Enrollment
Count 2018-2019

<table>
<tr><td colspan="11">NOTE:  COMPLETE ONE SHEET FOR EACH DAY OF THE FIRST TWO WEEKS OF SCHOOL</td></tr>
<tr><td colspan="11">IMPORTANT: Please Email enrollment report no later than NOON each day to:</td></tr>
<tr><td colspan="11"></td></tr>
<tr><td colspan="2">School:_____</td><td colspan="2">Moua-Carroz or Arellano-Simms</td><td colspan="7">Your Instruc Asst Superintendent: email lynchs@scusd.edu</td></tr>
<tr><td colspan="2">Principal:_____</td><td colspan="2">Hardin Young or Sweitzer</td><td colspan="7">Your Instruc Asst Superintendent: email stephanie-ehrk@scusd.edu</td></tr>
<tr><td colspan="2">Date:_____</td><td colspan="9"></td></tr>
<tr><td colspan="11">AND carrascm@scusd.edu, wheelhon@scusd.edu</td></tr>
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| School Name | Spec Ed SDC Enrollment | 7 | 8 | 9 | 10 | 11 | 12 | Total Regular Enrollment | Total All Enrollment | Comments/Notes |
|---|---|---|---|---|---|---|---|---|---|---|
| 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 Academy | | | | | | | | 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 | |
| | | | | | | | | | | |
| 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 2018-19 school year 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*

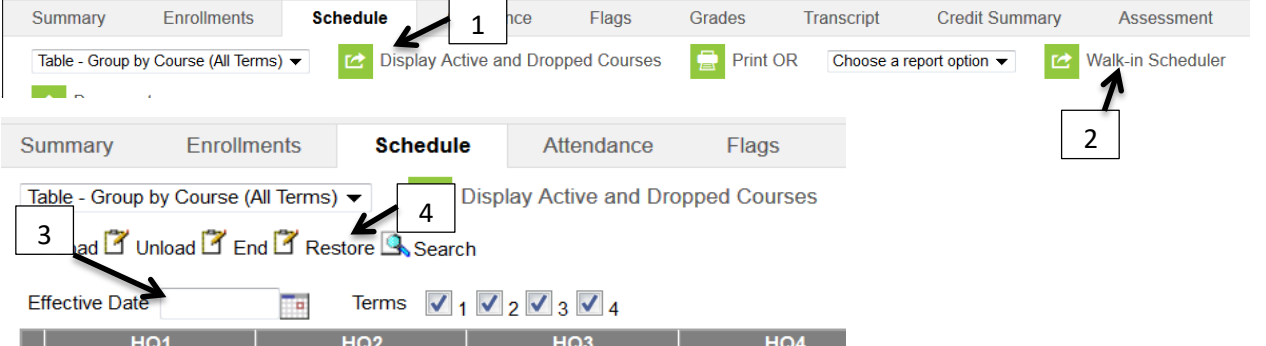The following are instructions on how to resolve No Show scenarios during the **first 4 days of school**.

- 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 <u>all</u> 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



- Scenario 1B:  The student has unexcused absence (no positive attendance) entered for their attendance for <u>all</u> 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 | Screenshot |
|---|---|
| 1. Go to the student's "Schedule" tab. <br> 2. Click on the "Walk-in scheduler". <br> 3. Fill in the "Effective Date" with the new enrollment's Start Date <br> 4. Click "Restore" <br> • Confirm the student's schedule will be restored by clicking "OK" |  |

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

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