

Sacramento
City Unified
School District

****REVISED****

SUBJECT: 20
R
TO: El
O
DATE: A
PREPARED BY:
REVIEWED BY: G
In

The first two sections of
the 2014-15 school year.
enrollment/attendance d

I. Daily for the Fin

A. Complete a **Dai**
your convenienc
Managers and A
contacting Meu

- This is a wa
- Teachers m

B. Forward the con
Area Assistant

No-Shows:

Students absent
phone call, etc.
Campus.

- See ***Revised*** No Show Procedure Document (Attached).

II. Daily for the third an

- A. Please be certain that a
later than 5:00 p.m. TI
needs and staffing cons
able to correctly respon
- B. Please print out and re
make any corrections t
under *Index =>Ad Hoc*
- C. It is imperative that yo
by running the **Classro**
section of Infinite Carr

III. Reporting Monthly A

- A. Great news! Sites are r
Attendance Report (T
- B. Be sure to check for ne
5:00 p.m. so that the d
district cannot accurat
without this critical de
- C. Input of attendance by
Therefore; paper sign

If you have any questions abou
For questions on your school e
Carrasco at 643-7869.

Attachments: Daily Enrollm
No Show Proc

cc:

Robin Martin, ARE I
Rhonda Rode, SIS M
Mary Hardin-Young,
Doug Huscher, Interi
Tu Moua-Carroz, Int
Lisa Allen, Interim C

Sacramento City Unified School District
 First Two Weeks **Elementary** Daily Enrollment
 Count 2014-2015

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:

[Your Area Assistant Superintendent: email lucyda@scusd.edu](mailto:lucyda@scusd.edu)

AND Meuy-Saechin@scusd.edu, CarrascM@scusd.edu

School: _____

Principal: _____

Date: _____

TEACHER INFORMATION				Spec Ed SDC Enrollment	Regular Class Enrollment						Total Regular Enrollment	Total All Enrollment	Comments/Notes Con Cap? Split Grade?		
					Number of Students in each Grade and Total										
Room	TS*	Teacher Name	Teacher #		Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6			
1													0	0	
2													0	0	
3													0	0	
4													0	0	
5													0	0	
6													0	0	
7													0	0	
8													0	0	
9													0	0	
10													0	0	
11													0	0	
12													0	0	
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16													0	0	
17													0	0	
18													0	0	
19													0	0	
20													0	0	
21													0	0	
22													0	0	
23													0	0	
24													0	0	
25													0	0	
GRADE TOTALS					0	0	0	0	0	0	0	0	0	0	
*Teacher Status: T - Temporary, P- Probationary or Permanent, S- Substitute															
Budget Services															

SAMPLE

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School: _____

Principal: _____

Date: _____

TEACHER INFORMATION				Spec Ed SDC Enrollment	Regular Class Enrollment										Total			Comments/Notes Con Cap? Split Grade?	
					Number of Students in each Grade										Total K-8	Total	All		
					Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6	7	8					
Room	TS*	Teacher Name	Teacher #																
1																	0	0	
2																	0	0	
3																	0	0	
4																	0	0	
5																	0	0	
6																	0	0	
7																	0	0	
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24																	0	0	
25																	0	0	
GRADE TOTALS				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
*Teacher Status: T - Temporary, P- Probationary or Permanent, S- Substitute																			
Budget Services																			

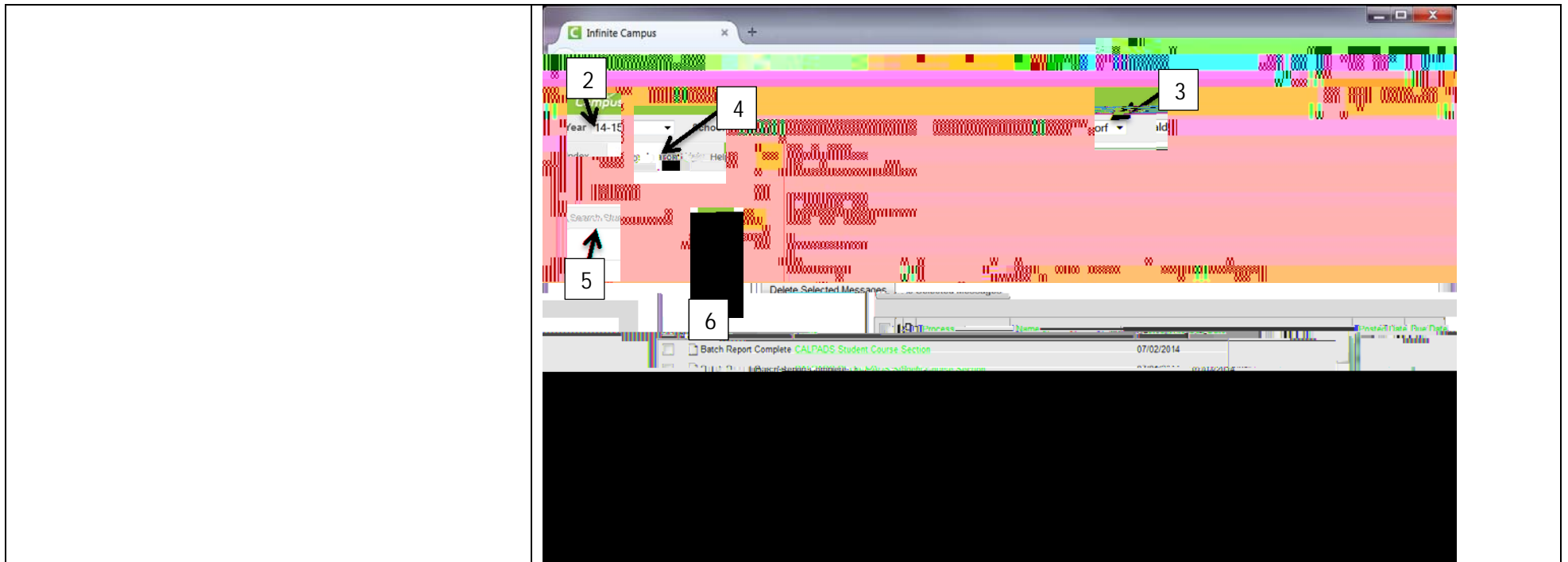
SAMPLE

No Show Enrollment Clean Up Procedures for 2014 2015

Directions:

Follow the steps below to close out your NO SHOW enrollments that are enrolling into another school at SCUSD.

CALPADS now requires that all student enrollment records to be closed out with an End date and End Status entries before students can be re enrolled in another school. Students absent on the first or second day of school, without proper absence verification, must have their pre enrollment records deleted before another school in SCUSD can enroll them for the current school year. Please delete these records by September 12, 2014 before positive attendance is entered



7. Select the student records that need to be closed out from the list
8. Select: "Enrollments" tab.
9. Double click on enrollment record

to

ENROLLMENTS

ENROLLMENTS

"Delete"

-

To close out the enrollment, use the following procedures:

10. Click "Delete" if