Sacramento City Unified School District

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SUBJECT: **2015-16 ENROLLMENT AND ATTENDANCE REPORTS** **2015-16 NO. BS-39**

TO

DATE: August 27, 2015

PREPARED BY: **DEPARTMENT:**

REVIEWED BY: Chief Business Officer **APPROVED:**

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2015-16 school year. The third section outlines the process for reporting monthly

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 [redacted] 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. Please print out and review the **Curriculum Student Counts for Elem/K-8** at your site and make any corrections to your class enrollment counts and teacher names. This report is located [redacted]

Sacramento City Unified School District
First Two Weeks **Elementary** Daily Enrollment
Count 2015-2016

NOTE: COMPLETE ONE SHEET FOR EACH DAY OF THE FIRST TWO WEEKS OF SCHOOL

IMPORTANT: Please Email enro_lment al...r than **NOON each**

Moua
Simms/Huscher

ca cusd.edu

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			Regular Class Enrollment									
TEACHER INFORMATION		Ed SDC	Number of Students in each Grade and Total							Total	Total All	Comments/Notes
Teacher Name	Teacher #	Enrollmen	Kdg. A.M.	Kdg. P.M.	1	2	3	4	5	6	Total Regular Enrollment	Total All Enrollment	Comments/Notes Con Cap? Split Grade?
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ied School District
Daily Enrollment

ONE SHEET FOR EACH DAY OF THE FIRST

. Please enrollment no later than **NOON each** to:

Moua

Simms/Huscher

Hardin-Young/Sweitzer

Your Area Assistant Superintendent: email lynchs@scusd.edu

Your Area email scusd.edu

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TEACHER INFORMATION			Spec Ed SDC Enrollment	Kdg. A.M.	Kdg. P.M.	Number of Students in each Grade 1	2	3	4	5	6	7	8	**Total K-8**	**Total All**	Comments/Notes Con Cap? Split Grade?
TS*	Teacher Name	Teacher #												0	0	
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Services

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student's enrollment tab please

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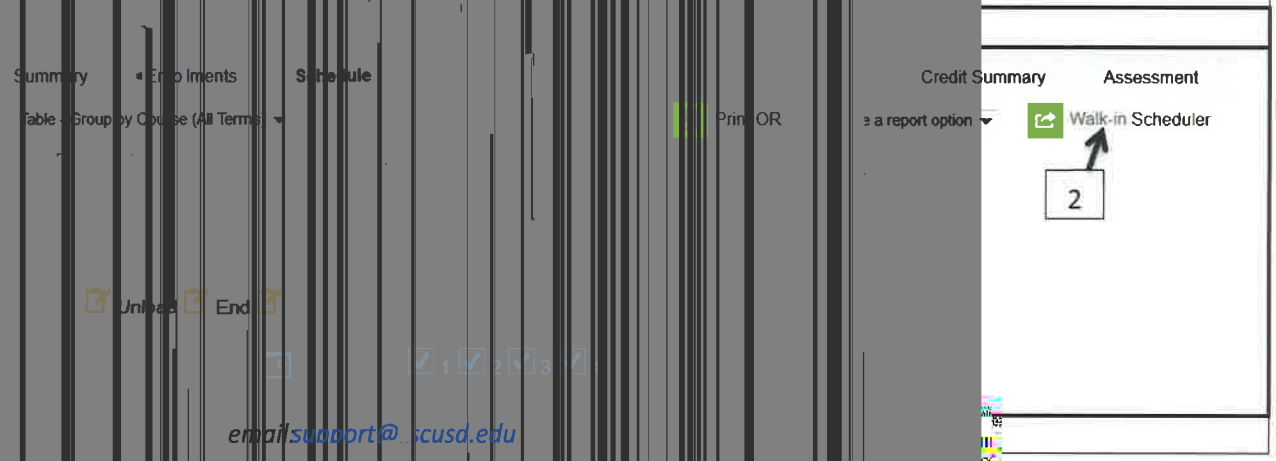

ment, Research, and Evaluation