**Sacramento
City Unified
School District**

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SUBJECT: **2015-16 ENROLLMENT AND ATTENDANCE REPORTS**   2015-16 NO. BS-38
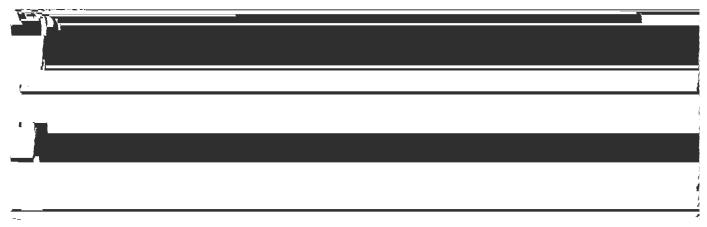
TO:

     Attendance Technicians

DATE: August 27, 2015

PREPARED BY: DEPARTMENT:

     Chief Business Officer

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 enrollment/attendance data during the school year.

I. Daily for the First Two Weeks of School (September 3 - 11, 2015):

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.

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.*

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

IMPORTANT: Please Email enrollment   no later than **NOON each**

Moua
Simms/Huscher
Young/Sweitzer
AND carrascm@scusd.edu, wheelhon@scusd.edu

l Name	Spec Ed SDC Enrollment	7	8		9	10	11	12	Total Regular Enrollment	T l All ment	Comments/Notes
stein									0	0	
ed Acad.									0	0	
Legion									0	0	
Clatchy									0	0	
									0	0	
ity									0	0	
ng & Sci.									0	0	
on									0	0	
Vashington											
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If you have any questions, please contact Tech Services Help Desk at 643-9445 or by email support@scusd.edu

Evaluation