

**SUBJECT:** 2017-18 ENROLLMENT AND ATTENDANCE REPORTS 2017-18 NO. BS-9

**TO** Elementary and K-8 School Principals

**DATE:** August 18, 2017

**PREPARED BY:** G **DEPARTMENT:** Budget Services

**REVIEWED BY:** Gerardo Castillo, CPA  
Chief Business Officer **APPROVED:**

The first two sections of this memo address the reporting of enrollment data for the first school month of [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

the 2017-18 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 31 - September 8, 2017):**
- 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

## 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



- B. Please print and review the class enrollment numbers at your site and make any corrections to your enrollment counts and teacher names. The available report is located available under *Index > CA State Reporting > Class Size Average (K-12) report* within Infinite Campus.
- C. 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 *Index =>Attendance* section of Infinite Campus.

## III. Reporting Monthly Attendance:

- A. 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*







# 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 2017-18 school year window to 4 days.**

The following are instructions on how to resolve No Show scenarios during the

- Scenario 1: The student has unexcused absence (no positive attendance) entered for their attendance for all the 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 2: Before school starts or during the first 4 days of school, 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. Delete the enrollment that had been rolled forward (or pre-enrolled)
2. If the student's previous year's end status is E155, update the end status to T160.

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. Update the student's No Show End Status 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

## a student's schedule

## Screenshot

1. Go to the student's "Schedule" tab.
2. Click on the "Walk-in scheduler".
3. Fill in the "Effective Date" with the new enrollment's Start Date
4. Click "Restore"

Confirm the student's schedule will be restored by clicking "OK"

The screenshot shows a web interface with several tabs: Summary, Enrollments, **Schedule**, Attendance, and Flags. Under the 'Schedule' tab, there are options for 'Display Active and Dropped Courses' and 'Print OR'. Below this, there is a section for 'Effective' dates with a dropdown menu for 'Terms' showing options 1, 2, 3, and 4, each with a checkmark. At the bottom of the screenshot, there are buttons for 'Unload', 'End', and 'Restore', along with a 'Search' field.

If you have any questions, please contact Tech Services

Desk at 643-9445 or by email: [support@scusd.edu](mailto:support@scusd.edu)

# Verification of Enrollment/Course-Section Counts

The Class Size Average (K-12) report within Infinite Campus reports on the enrollment numbers calculated

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Date From to Select Calendar  
Range 07/31/2017  
Report Date 07/31/2017

Which calendar would you like to include in the report?

active year

list by school

list by year

per day and on average enrollment for a selected date range or a year to date. This report calculates

Level	ALL	2000-2 HOMEROOM 2	17-18 138 M-MLK Jr Element
01	KN	5000-1 HOMEROOM 5	17-18 138 T-MLK Jr Element
02		3000-1 HOMEROOM 1	
03		4000-1 HOMEROOM 4	
04		4000-2 HOMEROOM 4	
		5000-1 HOMEROOM 5	

[REDACTED]

17-18 139 T HW Harkness

[REDACTED]

17-18 139 T HW Harkness