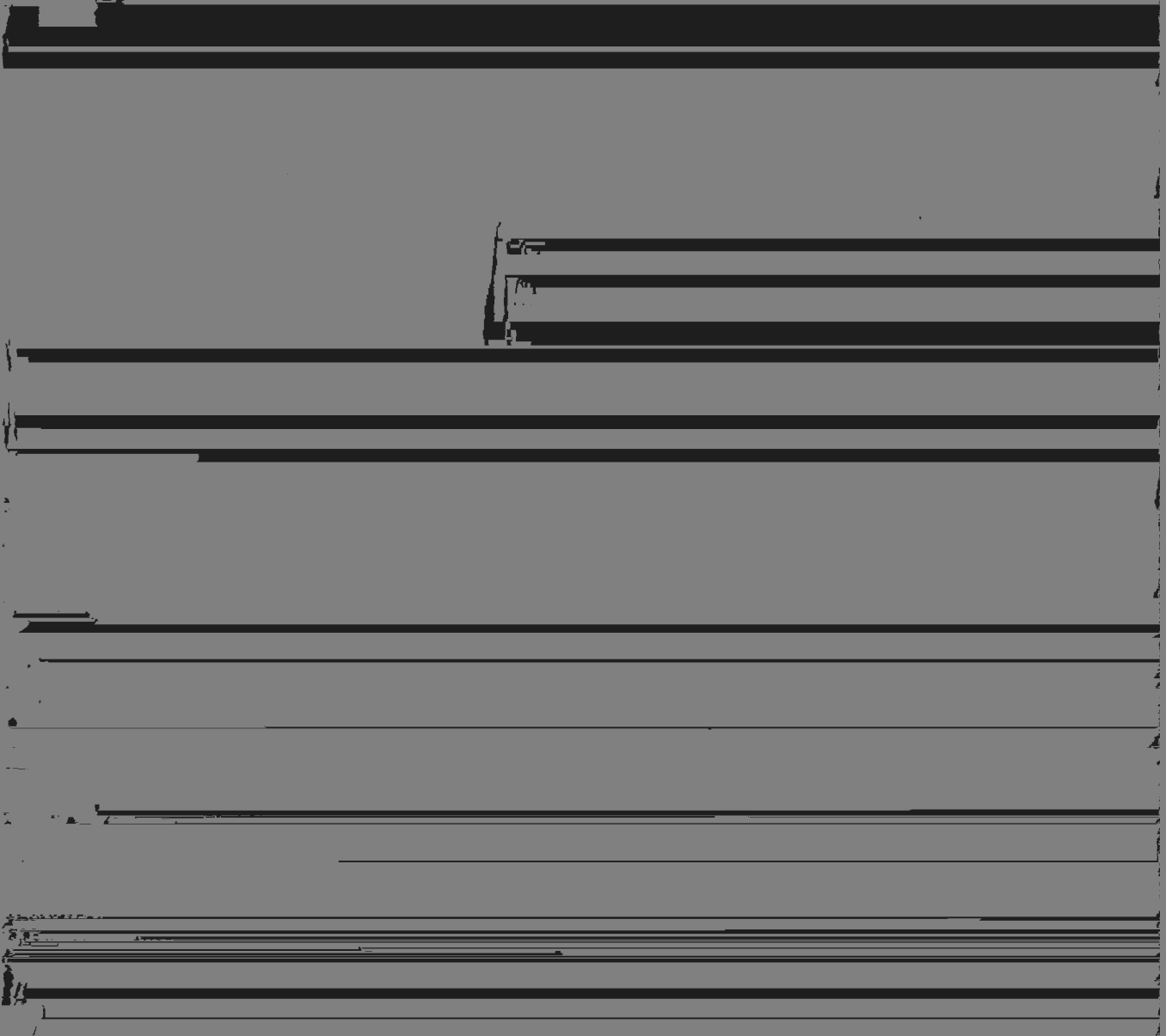




**II. Daily for the third and fourth weeks of school:**

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.

B. 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 under [Index > CA](#)



August 6, 2019  
Page 3

Attachments: Daily Enrollment Count  
No Show Procedure Document

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  
Cliff Allen, Deputy Superintendent



**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:

**Moua-Carroz, Baeta, Arellano-Simms, Hardin Young, Sweitzer**

**BOTH:**

Principal  
 Date

Room	TS*	Teacher Name	Teacher #	Spec Ed Enrollment		Regular Class Enrollment								Total K-8	Total All	Comments/Notes Con Cap? Split Grade?										
				Kdg A.M	Kdg P.M	1	2	3	4	5	6	7	8													
1																										
2																										
3																										
4																										
5																										
6																										
7																										
8																										
9																										
10																										
11																										
12																										
13																										
14																										
15																										
16																										
17																										
18																										
19																										
21																										
<b>GRADE TOTALS</b>													0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*Teacher Status: T - Temporary, P- Probationary or Permanent, S- Substitute



## Enrollment Procedures

Scenario 1 shows up to attend your school. On the student's enrollment record

showing positive attendance

change the end status to T160. Follow the below steps).

Summary

Table: Group by Course (All Terms) ▾

Enrollments Schedule Attendance Flags

United End Restore

Terms  1  2  3  4

Search

Display Active and Dropped Courses

If you have any questions, please contact Tech Services Help Desk at 443-9445 or by email: [support@scusd.edu](mailto:support@scusd.edu)

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