

REVISE

Sacramento  
City Unified  
School District

LLETI

SUBJECT: 2017-18 ENROLLMENT AND ATTENDANCE  
REPORTS

2017-18 NO. BS-10

TO:

*Attendance Technicians and High School Registrar*

DATE: August 18, 2017

Chief Business Officer

**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, contact \_\_\_\_\_

[This section contains multiple horizontal lines for writing, which are mostly blank.]

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

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

**IMPORTANT:** Please Email enrollment report to later than **NOON each day** to

School: **Moua-Carroz**  
 Principal **Simms or Huscher**  
 Date: **Hardin Young or Sweitzer**  
**[AND carrascm@scusd.edu, wheel](mailto:carrascm@scusd.edu)**

| School Name        | Spec Ed<br>SDC<br>Enrollment | 7        | 8        | 9        | 10       | 11       | 12       | Total<br>Regular<br>Enrollment | Total All<br>Enrollment | Comments/Notes |
|--------------------|------------------------------|----------|----------|----------|----------|----------|----------|--------------------------------|-------------------------|----------------|
| Albert Einstein    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Accelerated Acad   |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| American Legion    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| C. K. McClatchy    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| California         |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Capital City       |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Engineering & Sci  |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Fern Bacon         |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| George Washington  |                              |          |          |          |          |          |          |                                |                         |                |
| Carver             |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Health Professions |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Hiram Johnson      |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| John F. Kennedy    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Kit Carson         |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Luther Burbank     |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| New Tech           |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Rosemont           |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Sam Brannan        |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Success Academy    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Sutter             |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| The Academy        |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| The Met            |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| West Campus        |                              |          |          |          |          |          |          | 0                              | 0                       |                |
| Will C. Wood       |                              |          |          |          |          |          |          | 0                              | 0                       |                |
|                    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
|                    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
|                    |                              |          |          |          |          |          |          | 0                              | 0                       |                |
|                    | <b>0</b>                     | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>                       | <b>0</b>                |                |

Budget Services

# Enrollment Procedures

has always been 3 days, but due to the Labor Day holiday the District is extending the

days during the

attendance) entered for their attendance for all the first 4 days of school, and has not been  
tab please do the following.

Enrollment Start Date

When you are notified by another SCUSD school that a student at your school site with  
student with a start date within the first 4 days. On the student's enrollment tab please

re-enrolled)


set the end status to T160.

When a student showed using scenario 1 shows up to attend your school. On the student's enrollment  
record

having positive attendance

set the end status to T160.

Follow the below steps).

Students **Schedule** Flags Grades Transcript Credit Summary Assessment  
All Terms) ▾ Display Active and Dropped Courses  Print OR Choose a report option ▾ Enrollment Scheduler

Enrollments **Schedule** Attendance Flags  
All Terms) ▾ Display Active and Dropped Courses

 Load  End  Restore Search

Effective  Terms  1  2  3  4

For assistance call 913-441-1500 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 per class per day and on average enrollment for a selected date range or year to date. This report calculates

averages based on instructional days. *(Note: This report is available for K-12 schools only.)*

*Path: Index > CA State Reporting > Class Size Average (K-12) report within Infinite Campus.*

[Redacted content]

| Date Range        | Select Calendar |
|-------------------|-----------------|
| 07/24/2017        |                 |
| 1000-1 HOMEROOM 1 |                 |
| 1000-2 HOMEROOM 2 |                 |
| 1000-3 HOMEROOM 3 |                 |
| 1000-4 HOMEROOM 4 |                 |
| 1000-5 HOMEROOM 5 |                 |