



Boulder Valley Public Schools

Planning and Assessment

Date: September 1, 2009
To: October Count staff
From: The Student Enrollment Center
Re: 2009-2010 Pupil Count Manual

Enclosed please find the Pupil Count Manual. Please keep this manual as part of your permanent records at your school. My hope is that in future years, only a few pages that are specific to the current calendar timeline will have to be updated. **The manual is posted on Student Enrollment Center website if you need more than one copy at your school.**

In-services for October Pupil Count:

Secondary Schools: Thursday, September 17

District Professional Development Day location site
8:00AM -9:30AM

Elementary Schools: Thursday, September 17

District Professional Development Day location site
Time to be determined – October Count Manual review & updates
10:00AM -11:30AM

It is very important that all personnel directly involved with the October Count attend your specific level in-service. A confirmation/reminder contact will be made by Friday, September 11, 2009.

Thank you,
The Student Enrollment Center

Enc: Pupil Count Manual

PUPIL COUNT MANUAL

-- ELEMENTARY LEVEL--

Pupil Count Specialist: x5927

Pupil Count website – <http://bvsd.org/Enrollment/Pages/PupilCount.aspx>

TABLE OF CONTENTS

CRITICAL DATES	1
DOCUMENTS TO SEND TO STUDENT ENROLLMENT CENTER	2
SPECIAL PROGRAM COORDINATORS/CONTACTS	3
INTRODUCTION	4
REQUIREMENTS OF MEMBERSHIP.....	5
REQUIREMENTS OF ATTENDANCE.....	5
SPECIAL CATEGORIES.....	8
PUPIL COUNT RECORDS TO BE RETAINED BY SCHOOLS	11
EACH DAY OF COUNT PERIOD	12
REPORTS FOR COUNT DAY.....	13
REPORTS FOR DAY AFTER COUNT WINDOW.....	20
ATTENDANCE WORKSHEET	27
CDE SUMMARY OF PUPIL COUNTS REPORT	30

SCHOOL NAME _____ Contact Person _____

2009 CRITICAL DATES	
September	Refer to 'Preparation for October Count' instructions and procedures (on Pupil Count website).
September 17	October Count training for new staff (required), or for a refresher for returning staff (optional).
Friday, September, 25	Schools should ensure all data in IC is accurate by this date. At this point the funding status code should be the only element which will need to be adjusted.
Thursday, September 24 through, Thursday, October 8	October Count Period.
Thursday, OCTOBER 1	PUPIL COUNT DAY-refer to Count Day Reports.
Friday, October 2	New Enrollment/Withdrawal Lists due in Student Enrollment Center.
Friday, October 9	Refer to "Day After 11 Day Count Period" instructions.
Tuesday, October 13	Optional Help Session for preparing CDE Summary Report. Professional Development location.
Friday, October 9 through Wednesday, October 14	Schools prepare CDE Summary of Pupil Counts Report.
Thursday, October 15	To the Student Enrollment Center by 4:00 p.m.: <i>Signed by Principal, CDE Summary of Pupil Counts Report with back-up reports.</i>
Friday, October 30	Individual Student Period Attendance Register validating student return if after the window – due in Student Enrollment Center.
Please Note:	Thursday, Oct. 15 th is the FINAL day to turn in the CDE Summary of Pupil Count Reports and supporting forms. If you complete these reports prior to Oct. 15 th – forward to the Student Enrollment Center.

DOCUMENTS TO SEND TO THE STUDENT ENROLLMENT CENTER

	Form Name	Page Number
	DUE Friday, OCTOBER 2, 2009	
_____	1. New Enrollments Listing – Attach copy of IC Enrollment Status report – if it doesn't apply, indicate NONE and return	Page 15
_____	2. Withdrawal List – Attach copy of IC Enrollment Status report – if it doesn't apply, indicated NONE and return	Page 17
	DUE Thursday, OCTOBER 15, 2009	
_____	3. Enrollment Summary Report	Page 14
_____	4. Kindergartners that are full time – IC Query (or N/A)	Page 18
_____	5. Preschool List – IC Query (or N/A)	Page 18
_____	6. Students that are not full time (not PK or K level) – IC Query (or N/A)	Page 19
_____	7. Concurrent School is Home School – IC Query (or N/A)	Page 19
_____	8. Enrollment Status Report – for 11 days – ADD	Page 21
_____	9. Enrollment Status Report – for 11 days – DROP	Page 22
_____	10. Attendance report for October Count – (Period Count)	Page 23
_____	11. Attendance Period Detail Reports	Page 24
_____	12. Family Economic Data Survey – copies of applications	Page 26
_____	13. Attendance Worksheets for each grade level	Page 27
_____	14. CDE Summary of Pupil Counts – signed by Principal	Pages 29-30
	DUE Friday, OCTOBER 30, 2009	
_____	15. Individual Attendance Period Detail Reports – to verify students' return to school	Page 25

Schools with Preschools:

DUE Friday, November 6th, 2009

- _____ 1. CDE Summary of Pupil Counts Preschool Only – faxed to SEC
-Please mail Signed copy asap

Special Program Coordinators/Contacts

Food Service	Becky Delaney	x5042
Talented and Gifted	Becky Whittenburg	x5067
504 Students	Ruth Anderson	x5835
Special Education	Debbie Pucetti	x5077
Colorado Preschool Program	Lucia Cisneros-Avila	x5075
Homeless Student Liaison	Catalina Mendez	x5130

INTRODUCTION PUPIL COUNT

Each district in the State of Colorado is required to count pupils who are in membership as of the school day nearest the Count Day. The October Pupil Count is used to determine the level of funding that the district will receive from taxes, state funding and other sources. The count is also used for reporting student-teacher ratios, for enrollment projections, and for various state government, federal government, and national publications.

The Pupil Count is a head count of pupils by school and grade who are in membership in an educational program provided by the Boulder Valley School District. This is a one-day membership or enrollment count established by the recording of attendance for 11 days.

Funding is based on the number of Full-Time Equivalent students in the district. Each school run their own reports for their students; the Student Enrollment Center compiles, audits, and transmits the data to Colorado Department of Education for a total FTE of the district.

Special cases, and the many exceptions, especially at the high school level, make the October Pupil Count a complex process. Many students must be looked at on an individual basis to decide whether and how to count them. And, if a student is attending school at more than one location, the circumstances are analyzed to decide which school is to count the student. Only one location can count a student.

Funding is not taken away for students who are absent on the Count Day or any of the other days during the eleven-day count. However, it creates more work to verify attendance in these cases.

REQUIREMENTS OF MEMBERSHIP/ATTENDANCE/FUNDING

MEMBERSHIP

Membership in a public school district is established on the first day the student is enrolled and is in attendance.

- When a student withdraws from a district, membership ends at the last day of attendance.
- When a student enters a school district, membership begins at the first day of attendance.

ATTENDANCE

A pupil must establish membership by attendance to be included in the membership count. A pupil shall be in attendance if one of the following apply:

- The student attends school for all or any portion of the official Count Day.
- The student is absent on the official count day, has attended school in the five school days prior to the official Count Day, has not withdrawn or transferred to another school district as of the start of school on the Count Day, and resumes attendance within 30 calendar days of the Count Day.
- The student is absent on the Count Day, was in attendance prior to the beginning of the 11-day count window, and is not in attendance at any time during the five school days immediately prior to the official Count Day, but has resumed attendance at some time during the five school days immediately following the official Count Day.
- The student is absent during the entire 11-day Count window, including Count Day, has attended school during the current school year, but returns to school within 30 calendar days after the official Count date. The district must have on file the student's ***Attendance Period Detail***, proving that attendance resumed within the allotted time.

Attendance	Can Count IF:	Additional Documentation
All or Portion Of Count Day	Count	None
Absent on Count Day	<ul style="list-style-type: none"> • Attended in Prior 5 days • Not withdrawn or Transferred to Another District • Resumes within 30 Calendar Days 	Period Detail Report
Absent on Count Day	<ul style="list-style-type: none"> • Attended Prior to 11 day period • Resumed Attendance During the 5 days After the Count Day 	Period Detail Report
Absent During Entire 11-Day Count Period	<ul style="list-style-type: none"> • Returns to School Within 30 Calendar Days 	Period Detail Report

FUNDING

Students are counted as part time or full time, depending on the number of teacher-pupil contact hours in the first half of the school year – at least 90 hours but less than 360 clock hours for part-time, 360 clock hours or more for full-time.

The amount of teacher-pupil instruction or contact time to be considered:

Status	# of Hours of Contact Time, FTE	Funding Status
Full-Time	360 Clock hours or more in the first half of the school year, 1.0	80
Part-Time	90 thru 359 Clock hours in the first half of the school year, 0.5	82,83,84,85
Less than Part-Time	Less than 90 Clock hours in the first half of the school year, 0.0	86,87,88,89

Elementary recesses, optional attendance periods, and lunch periods cannot be used in calculation of teacher-pupil contact time.

Formula for computing hours in the first half of the school year:

Example calculation #1:

In this example, the school has the same number of periods everyday:

Five first-semester classes @ 55 minutes per day (55 x 5)	275
Divide by: 60 minutes	60
Number of hours per day	4.58
Multiply by number of days in school year *	175
Number of hours per year	801.5
Divide by two	2
Number of scheduled hours per semester	400.75
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

Example calculation #2:

In this example, the school has a block schedule where each class period is taken every other day. In this situation, the auditor will calculate an average number of scheduled hours per day over a two-week period:

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Total</u>
Week 1:						
Period 1		110		110		
Period 2	110		110		110	
Period 3		110		110		
Period 4	110		110		110	
Period 5		110		110		
	220	330	220	330	220	1320
Week 2:						
Period 1	110		110		110	
Period 2		110		110		
Period 3	110		110		110	
Period 4		110		110		
Period 5	110		110		110	
	330	220	330	220	330	1430
Total number of minutes in a two-week period						2750
Divide by: Number of days in a two-week period						10
Average minutes per day						275
Divide by: 60 minutes						60
Number of hours per day						4.58
Multiply by number of days in school year *						175
Number of hours per year						801.5
Divide by two						2
Number of scheduled hours per semester						400.75
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days						

Example calculation #3:

If a student's first semester class schedule includes quarter or trimester classes, the total time for these classes must be averaged for the semester (i.e. one class is equal to 1/2 the total time of a semester class):

Number of hours per day in first quarter/trimester	5.5
Number of hours per day in second quarter/trimester	3.3
	<hr/>
	8.8
Divide by: Two quarters/trimesters	2
	<hr/>
Average number of hours per day in the first semester	4.4
Multiply by number of days in school year *	175
	<hr/>
Number of hours per year	770
Divide by two	2
	<hr/>
Number of scheduled hours per semester	385
<hr/>	
* Includes the equivalent of 24 hours of teacher in-service and parent-teacher conference days	

Reference: CSBOE Rule 2254-R-1.06

SPECIAL CATEGORIES

To be admitted to **kindergarten**, a child must reach his or her fifth birthday on or before September 30. For admissions to **first grade**, the child must reach his or her sixth birthday on or before September 30. JEC-R

The school district shall also admit **preschool** children ages 3 and 4 years of age who qualify for special programs provided by the District. JEC

A **homeless** student is defined by CDE and the McKinney Act. Contact Christina Suarez for a copy if needed.

A **Special Education** student receives educational services under an Individualized Educational Plan (IEP) as of the official Count Day, and is enrolled in any grade, Preschool through 12. CDE505.3

A student is **under suspension** from school attendance during the Count Period and resumes attendance within thirty (30) calendar days after the official Count Day. The Attendance Period Detail Report for this student must be provided to the Student Enrollment Center for the CDE audit. CDE5.03(7)

A student is **expelled** from school prior to the official Count Day, and the district is continuing to provide an educational program, then the pupil is eligible to be counted. An Attendance Period Detail Report must be provided to the Student Enrollment Center. CDE5.03(8)

A student is **truant**, and the district takes legal action to compel attendance no later than 10 days after the official Count Day. A truant student is defined as one who is under the age of 16 as of October 1, and who:

- has no school attendance during the 11-day count window (including the official Count Day), and
- has not transferred or withdrawn prior to the official Count Day. CDE5.03(10)

A **home-bound** student receives instruction from district teachers on a regular basis. A Home-Bound student is unable to receive instruction in a school setting due to a temporary or permanent condition or status. The Home-Bound student is counted as full-time or half-time based upon the number of hours of pupil-teacher contact scheduled prior to becoming home bound. CDE5.12

A **home study** student who receives instruction under an established system of home study cannot be counted in membership. If a home study student is also enrolled in and attending a school district educational program, they may be counted for half-time funding if the teacher-pupil instruction and contact equals or exceeds 90 clock hours in the first half of the school year in which the Count Day occurs. Funding code status is 85. CDE5.14

A student enrolled in an **on-line education program** sponsored by the Boulder Valley Schools must be enrolled and in attendance pursuant to the Rules for the Administration of the Public School Finance Act of 1994. Refer to the Online Programs: Required Documentation section for some important points to remember when counting pupils in this type of program. CDE Fall Report 8/29/99 pg12

Identify to the Student Enrollment Center any student who is in a **Juvenile Detention Center** during the count period. The student must be enrolled in the school on October 1 and must have been in attendance at the school in the month preceding the Count Day in order to be counted. CDE Manual Pg. 5

Private school students attending classes at district schools must be part time and enrolled in the district between 90 and 360 clock hours in the first half of the school year. The funding status code for these students should be 82. CRS 5.06 (3)

For purposes of determining the total number of hours of teacher-pupil instruction and contact for students with **independent study classes**, schools shall include only the time of actual teacher-pupil instruction. CRS 5.04 (3)

Students who are in the **Health Room** on Count Day can be counted in attendance. CRS 5.03

Concurrent Students- the concurrent school is responsible for all attendance records and attendance reports for students attending their courses. If a student is absent on the Count Day, or during the Count Window, the Concurrent School should report to the Home School the attendance history.

STEP-BY-STEP COUNT PROCESS

This is a brief step-by-step overview of the count procedure. Refer to the Critical Dates calendar for due dates.

1. Attendance:
 - Teachers should take attendance timely
 - If a class has a substitute, collect Classroom Blank Spreadsheet and have attendance staff input into IC – keep as backup.
 - Print out Classroom Monitor daily to track which teachers have not taken attendance, follow up – re-print report until all attendance has been taken. If the class has had their attendance taken but is still showing up on the report – note on Classroom Monitor report that there is backup.
2. Track new enrollments and withdrawals for the first six days of the Count Period.
3. Run “Count Day reports”.
4. Run reports listed in the “After 11 Day Count Period” section of your manual.
5. Complete the Attendance Worksheet for students by grade level.
6. Transfer the membership count from the Attendance Worksheet, by grade level, to the Record Count Column on the CDE Summary of Pupil Counts report.
7. Return to the Student Enrollment Center the CDE Summary of Pupil Counts report and all backup forms as listed on the “Documents to send to Student Enrollment Center”.
8. Thirty calendar days after Count Day, run an Attendance Period Detail Report, report for students listed on the Attendance Worksheet that returned after the count window to prove that each listed student resumed attendance and can be counted.

PUPIL COUNT RECORDS RETAINED BY SCHOOLS

State Auditors will audit each school pupil by pupil. To provide a clear audit trail, **EACH SCHOOL SHOULD RETAIN THE FOLLOWING DOCUMENTATION**. A copy of some of the items are also to be sent to the Student Enrollment Center (refer to "Documents to Send to the Student Enrollment Center"). This sheet is a check-off list for items to be kept by the school.

- _____ 1. For Students enrolled before the SEO: The student enrollment packets completed by the student/parents at time of enrollment.

- _____ 2. School office logs showing entries and withdrawals of students during the Count Period.

- _____ 4. Classroom Blank Spreadsheets from substitutes.

- _____ 5. Class Roll lists.

- _____ 6. Attendance documentation and reports.

Each Day of the Count

Remember that the withdrawal date is the last date that the student attended school. Do not process a withdrawal until any necessary IC reports have been run for that day. The AD Hoc filters created in IC in the 'Preparation for October Count' will not show any student that has an end date entered, so it is important to run the reports before processing a withdrawal for a student that should be included in the Count.

Teachers should be taking accurate attendance in IC. Run the Classroom Monitor every day and verify that all attendance has been entered. There should only be a few instances that it is appropriate for the Classroom Monitor to list courses and teachers:

1. The teacher was absent and the attendance office has a signed Classroom Blank Spreadsheet on file as backup from the substitute teacher
2. The course is optional (therefore is not eligible for October Count)
3. The listed course is held at the concurrent school and therefore the attendance is being recorded at the concurrent school (ie. a 5th grade student taking a course at a Middle School)

Reports to Run on Count Day

Before you run any of the following reports verify that you have made all updates to the student records that are needed. These reports will reflect the status of your school's membership on this one day with regard to new enrollments, withdrawals, and ethnic distribution. In order for IC to report accurately, you must enter in any corrections before running the reports.

In addition – do not process any entry or withdraws into the system until you have run this report. For instance, if you had a student withdraw on the day after the Count Day, they will NOT show up on the reports if you run them after you process the withdrawal. You should run these reports first, and then process any changes.


1. Enrollment Summary Report
2. New Enrollments & Withdrawals for first 6 days of Count period
3. Kindergartner students that are full time
4. Preschool List – ****by funding code****
5. Report of Students that are not full time
6. Concurrent Student Query

ENROLLMENT SUMMARY REPORT:

Run the Enrollment Summary report with an effective date of the Count Day. This is the total number of heads that are enrolled in your school. This enrollment will be adjusted by any concurrent, part time, or non-eligible students.

Enrollment Summary Report

This report will list a district-wide breakdown of enrollments summary grouped by sch

Effective Date*  **Enter in Count date**

Which schools would you like to include in the report?

- All Schools
- Alicia Sanchez Elementary School
- Angevine Middle School
- Arapahoe Ridge High School
- Aspen Creek K-8
- BCSIS
- Bear Creek
- Birch Elementary
- Boulder High School
- Boulder Preparatory High School

Observe State Exclude (Don't include enrollments marked as state exclude)

NEW ENROLLMENTS/WITHDRAWALS:

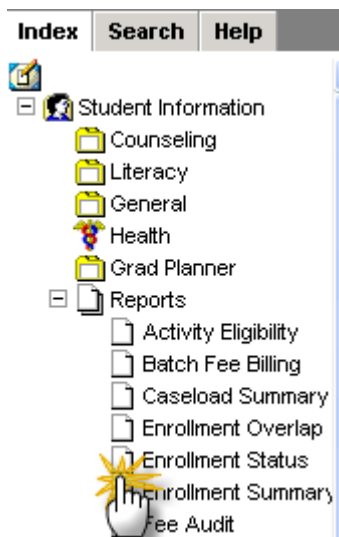
By State law, it is necessary for school districts to monitor new enrollments into district schools from the first day of the Count period through the Official Count Day (6 days). School Districts must establish a listing in their central office of students that have transferred between schools within the State during the first six days of the count. For the Student Enrollment Center to create the list for the District, schools need to prepare the New Enrollment Listing & Withdrawal Listings.

New Enrollments Listing:

When a student enters a school district, membership begins at the first day of attendance. Each school should compile a listing of the new students who enroll during the period covering the first day of the counting period through the Official Count Day. Any student coming to your school from another Colorado school district must be on this form, along with the name of the previous school district.

****A blank New Enrollment Listing is located on the Pupil Count website under Forms and Tools as a writeable PDF document****

In IC, you may run the Enrollment Status report to help provide information for filling out the New Enrollment Listing report.



Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Grade: (05H, 06H, 07H, 08H)

Enrollment Add Date: From To

Enrollment Drop Date: From To

Display Options: Start Date End Date

How would you like the report sorted?

Alpha Grade Student Number

Which enrollment status would you like to include in the report?

Start Status: (00: No/Not Applicable-summer dropouts only, 01: New to educational system)

End Status: (01: Reached maximum age for services, 02: Death)

Which calendar(s) would you like to include in the report?

active year list by school list by year

08-09: (08-09 Angevine Middle, 08-09 Arapahoe Ridge High, 08-09 Aspen Creek K-8, 08-09 BCSIS Elementary, 08-09 Bear Creek Elementary, 08-09 Birch Elementary, 08-09 Boulder High School, 08-09 Boulder Preparatory High, 08-09 Boulder Tech High School, 08-09 Broomfield High School, 08-09 Broomfield Hts Middle, 08-09 Casey Middle School, 08-09 Centaurus High School, 08-09 Centennial Middle School)

CTRL-click or SHIFT-click to select multiple

From date: 09/24/2009 To Date: 10/01/2009

Generate Report

Using the Enrollment Status report, fill out each student's information on the New Enrollments Listing as completely as possible including date of birth, grade, date enrolled at your school, their FORMER school AND school district name.

The "Date Withdrawn" column is critical if a pupil enrolls in your school on the Count Day and has come from another school district within Colorado. You must inquire whether that student attended any class time at their previous school on the Count Day. If they did attend your school on the Count Day, then you **can** count them.

1. Column A – Student is new to the educational system
2. Column B – Student enters from a school district outside Colorado
3. Column C – Student is a returning dropout from this district
4. Column D – Student is entering from another school within the district
5. Column E – Student is entering from **another Colorado School District**

Withdrawals Listing:

When a student withdraws from a district, membership ends at the last day of attendance.

*The above rule does not apply to pupils who are absent the entire 11 days and returns within thirty calendar days of the Count Day. It also does not apply to a pupil who attends on the Count Day, then withdraws or transfers on the Official Count Day, who are still eligible to be included in the Count.

**** A blank Withdrawals Listing is located on the Pupil Count website under Forms and Tools as a writeable PDF document****

Again, run the Enrollment Status report for the first 6 days of the count period. Use this report to help fill out the Withdrawals Listing

The screenshot shows the 'Student Enrollment Status' report generation interface. At the top, a blue header reads 'Student Enrollment Status'. Below it, a grey box contains the text: 'This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.'

The main interface is divided into several sections:

- Which students would you like to include in the report?**
 - Grade: A dropdown menu is set to 'All Students', showing options 05H, 06H, 07H, and 08H.
 - Ad Hoc Filter: An empty text input field.
 - Enrollment Add Date: From [] To []
 - Enrollment Drop Date: From 09/24/2008 To 10/01/2008 (this date range is circled in red).
- Which calendar(s) would you like to include in the report?**
 - active year list by school list by year
 - A list of schools for the 08-09 year is shown, including Alicia Sanchez Elem, Angevine Middle, Arapahoe Ridge High, Aspen Creek K-8, BCSIS Elementary, Bear Creek Elementary, Birch Elementary, Boulder High School, Boulder Preparatory High, Boulder Tech High School, Broomfield High School, Broomfield Hts Middle, Casey Middle School, Centaurus High School, and Centennial Middle School.
 - Below the list is the instruction: 'CTRL-click or SHIFT-click to select multiple'.
- Display Options:** Start Date End Date
- How would you like the report sorted?** Alpha Grade Student Number
- Which enrollment status would you like to include in the report?**
 - Start Status:** A dropdown menu is set to 'All', showing options 00:No/Not Applicable-summer dropouts only and 01:New to educational system.
 - End Status:** A dropdown menu is set to 'All', showing options 01:Reached maximum age for services and 02:Death.

From date: 09/24/2009 To Date: 10/01/2009

Generate Report

Return the New Enrollments and Withdrawals forms to the Student Enrollment Center by the due date (see critical dates calendar). If there are no new enrollments or withdrawals, return the forms marked "NONE".

KINDERGARTNER STUDENTS FULL TIME:

As of July 1, 2008 the State is no longer funding full day kindergarten with CPKP monies, instead Kindergarteners are allocated an additional .08 FTE to encourage the growth of Full Time Kindergarten.

PRESCHOOL STUDENTS:

Preschool students fall into four categories:

1. Special Education students
2. Colorado Preschool and Kindergarten Program students
3. Peer students
4. Head Start students

Preschool students being schooled in a District building are to receive a funding status code of 83 (CPKP), 84 (SPED), 86 (Non-Eligible), or 87 (Tuition).

- Export the saved October Count Preschool Student Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by FUNDING CODE, and then LAST NAME
- Make sure that all PK students have a funding code of either 83,84,86,87
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- **If you do not have any PK students – indicate N/A on the check off sheet**

STUDENT'S THAT ARE NOT FULL TIME:

- Export the saved October Count Students not Full Time Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by GRADE, and then LAST NAME
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- Your Finished Product should look like this:

Last Name	First Name	Grade	Number	Enrollment	State Funding Code	Reason
Timer	Part	5	123456	8/1/2009	85	Part Time, Homeschooled
FullTime	Not	4	234567	8/1/2009	82	Part Time Schedule

- **If you do not have any part time or non-eligible students – indicate N/A on the check off sheet so I know this was verified**

LIST OF CONCURRENT STUDENTS:

Concurrent students should appear on your reports, however, they will be subtracted out in the Attendance Worksheet to determine total students eligible to be funded for your school.

- Export the saved October Count Concurrent Student Ad Hoc Query (see 'Preparation for October Count')
- Choose CSV file and Prompt to save file
- In Excel - sort the list by GRADE, and then LAST NAME
- Make sure that all column widths are wide enough to read the contents (last name, DOB etc.)
- Next – preview the spreadsheet and format:
 - Click on File/Page Setup
 - Click on Sheet
 - Click on Gridlines to display
 - Click on Row and Column headings to display
- Print Preview – Adjust size and print area until the spreadsheet is printable
- Print report
- **If you do not have any concurrent students – indicate N/A on the check off sheet so I know that you ran the query and verified**

Reports to be run on the Day After the 11-Day Count Period

These reports are to be run the day after the October Count period. Before you run the reports, verify that the enrollment and attendance data in IC has been updated.

1. Enrollment Status Report for Date Range of the 11-day October Count Period
2. Withdrawal Status Report for Date Range of the 11-day October Count Period
3. Attendance Report for Count day – Period Count
4. Attendance Period Detail for students absent Count Day
5. Food Service report (for schools using the Family Economic Data Survey)

ENROLLMENT STATUS – ENROLLMENT ADD - 11 DAYS:

Similar to the report that was run on Count Day, a second Enrollment Status report is needed, however, this one includes all 11 days of the Count window. Please make sure that all enrollments and withdrawals have been processed before running the reports.

Run Enrollment Status Report (see Reports to Run on County Day) for 11 days:

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grades: 01 02 03

Enter in the first day of window and last day of window

OR

Ad Hoc Filter:

Enrollment Add Date: From To

Enrollment Drop Date: From To

Which calendar year(s) would you like to include in the report?

All Schools Current School

99-00 Mesa Elementary
00-01 Mesa Elementary
01-02 Mesa Elementary
02-03 Mesa Elementary
03-04 Mesa Elementary
04-05 Mesa Elementary
05-06 Mesa Elementary
06-07 Mesa Elementary

CTRL-click or SHIFT-click to select multiple

Display Options: Start Date End Date

How would you like the report sorted?

Alpha StudentNumber Grade

Which enrollment status would you like to include in the report?

Start Status: 01:New to educational system

End Status: 01:Reached maximum age for services

From date: 09/24/2009 To Date: 10/08/2009

Generate Report

ENROLLMENT STATUS – ENROLLMENT DROP - 11 DAYS:

Run Enrollment Status Report (see Reports to Run on County Day) for 11 days:

Student Enrollment Status

This report lists students' enrollment start/end status and mailing address. The default calendar year is the current selected calendar.

Which students would you like to include in the report?

Grades: 01 02 03

Enter in first day of window and last day of window

OR

Ad Hoc Filter:

Enrollment Add Date: From To

Enrollment Drop Date: **From To**

Display Options: Start Date End Date

How would you like the report sorted?
 Alpha StudentNumber Grade

Which calendar year(s) would you like to include in the report?
 All Schools Current School

99-00 Mesa Elementary
00-01 Mesa Elementary
01-02 Mesa Elementary
02-03 Mesa Elementary
03-04 Mesa Elementary
04-05 Mesa Elementary
05-06 Mesa Elementary
06-07 Mesa Elementary

CTRL-click or SHIFT-click to select multiple

Which enrollment status would you like to include in the report?

Start Status: All 01: New to educational system 02: Continuous in same school with no interruption

End Status: All 01: Reached maximum age for services 02: Death

From date: 09/24/2009 To Date: 10/08/2009

Generate Report

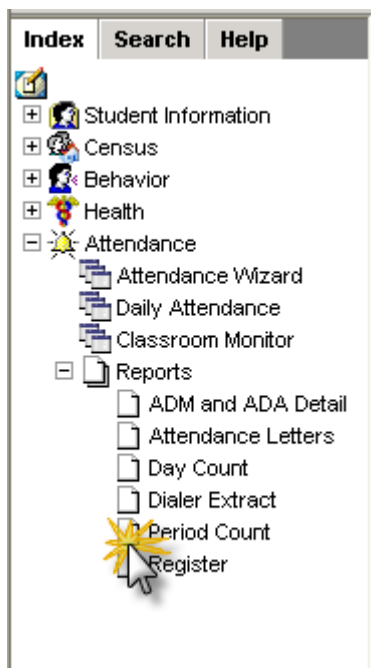
ATTENDANCE REPORT FOR COUNT DAY – PERIOD COUNT:

A pupil must establish membership by attendance to be included in the membership count. Classroom Monitor should have been run for every day of the October Count window. All classes that will be used towards student's pupil-teacher contact time have to have attendance recorded in IC.

The first report for attendance to run should be a list of attendance for all students on the Count Day. **The total number of students on this report should match the total number of students that were on your Enrollment Summary report run on Count Day.**

Period Count:

- Under Attendance, open up the Period Count Report:



Attendance Period Count Report

This report counts attendance marks that meet the filter criteria by period. Excuse codes let you count specific values, but if you want a count of generalized attendance, use the Status & Excuse values. The report will filter to the INTERSECTION between the fields (Status, Excuse, and Excuse Code), but UNION within a single category.

Which students would you like to include in the report?

Grade Ad Hoc Filter

Enrollment Effective Date: 10/01/2008

Start Date: 10/01/2008
End Date: 10/01/2008

Having at least: _____ periods of Absence
Having at most: _____ periods of Absence

Group Options: Period Schedule
Sort Options: alpha Grade/alpha

Status: All
 Absent
 Tardy
 Early Release

Excuse: All
 Unknown
 Excused
 Unexcused
 Exempt

Excuse Code: All (excuses count: 0)

Repeat for each grade in your school

Effective date, start date, and end date will all be the count day, 10/01/2008

- All dates for this report need to set to 10/01/2009

Generate Report **and repeat** for all grade levels.

- If the student is full time and was absent only part of the day, write next to the students information that they are FULL TIME
- Highlight the students absent all of their scheduled day
- Using the concurrent student list, review the absent list for any concurrent students. **If any of the concurrent students are absent, contact the home school**

ATTENDANCE VERIFICATION FOR STUDENTS ABSENT ON COUNT DAY:

For all students that were absent on Count Day – you must verify attendance before and after the Count Day to know if the student is eligible to be counted.

For each student highlighted as absent on Count Day – print out the Period Detail report from their student record.

01 Miguel . #418123 [04/07/1998]

Assessment Behavior Transportation Fees Lockers PSED Read to Achieve
 ILP Programs LLSS Programs Other Programs BVSD Info LLSS Demographics
 Summary Enrollments Schedule Attendance Programs Grades Transcript Credits

New Period Detail Daily Detail

Unknown Excused Unexcused Exempt

Term1	AM	PM	T	Date	AM	PM
Absent	2	2	4	05/26/2005 Thu	EXC	EXC
Early Release	0	0	0	01/11/2005 Tue	EXC	EXC
Tardy	0	0	0	11/29/2004 Mon	ETD	
				10/15/2004 Fri	ILL	ILL
				10/05/2004 Tue	EXC	EXC

Term2	AM	PM	T
Absent	1	1	2
Early Release	0	0	0
Tardy	1	0	1

Verify that the student has attended school after the Count Day.

FOOD SERVICE REPORT FOR SCHOOLS USING FAMILY ECONOMIC DATA SURVEY:

Contact the SEC to have any FES students input into IC. Include a copy of the students application in the October Count reports turned into Student Enrollment Center. Using an Ad Hoc filter, run a list of all Free and Reduced students, sort by grade level.

Query Name:

Field	Operator	Value	Da Or
student.studentNumber	<input type="text"/>	<input type="text"/>	
student.lastName	<input type="text"/>	<input type="text"/>	
student.firstName	<input type="text"/>	<input type="text"/>	
student.grade	<input type="text"/>	<input type="text"/>	
activeEnrollment.startDate	<=	10/01/2008	
activeEnrollment.endDate	IS NULL	<input type="text"/>	
activeEnrollment.mealStatus	<>	03	
activeEnrollment.startStatus	<>	95	

Organized To:

Active enrollment start date = 10/01/2009

ATTENDANCE WORKSHEET

The Attendance Worksheet is the link between the student directory reports, attendance reports, and the *CDE Summary of Pupil Counts* report.

Make a copy of the Attendance Worksheet for each grade in the school, including Kindergarten and PreSchool. Multiple pages might be necessary for some grades.

Students to be counted for Membership on the *CDE Summary of Pupil Counts* report are those students that are ENROLLED on the Count Day and who have supporting ATTENDANCE. The exception is for any student who attends in the five days prior to the Count Day, does not attend on the Count Day and has no further attendance, shall not be counted.

To complete the Attendance Worksheet:

1. Transfer the membership numbers by grade from the Period Count report (should be the same number as from the Enrollment Summary)
2. Transfer the total absence numbers highlighted by grade from the Period Count report
3. List by name, those students who:
 - a. Resumed attendance during the last 5 days of the Count.
 - b. Absent the last 5 days of the Count.
 - c. Absent the entire 11-day Count Window.
 - d. Cannot be counted
4. Total the number of students listed in Column 5 – Not eligible to be counted.
Remember: Any adjustments of students such as full time to half time or students that cannot be counted at all are to be made in IC with the use of the State Funding Code.
5. Transfer the total number of concurrent students by grade level from the Concurrent Student Query.
6. Total Attendance Worksheet page according to the instructions on the page. The total students should be your Membership minus students not eligible for funding (Column 5), minus your concurrent students (Line 5).
7. For any Attendance Worksheet's that have students absent all 11 days or students absent the Count Day, and the last 5 days of the window, make a copy of Worksheet, and print out Period Detail attendance report within 30 days for proof of student returning.

School Name _____

Grade _____

Date

1. Membership on Count Day
2. Total Absences on Count Day
3. List Absences below, by name, with each name checked only once. If more than 12 names, attach additional pages and total all pages together in "Totals" on first page.

List By Name	Returned Last 5 Days		Absent Count Day & Last 5 Days of Count Window		Absent Entire 11 Day Count Window		Can not be counted
Column 1	Column 2		Column 3		Column 4		Column 5
	Check Here	Period Detail Printed	Check Here	Period Detail Printed	Check Here	Period Detail Printed	Check Here
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
TOTALS							

4. Total Number of Students Checked in Column 5 (Not Eligible for Funding)
5. Total Number of Concurrent Students (Not Eligible for Funding)
6. Count to be reported on CDE Summary (Line 1 minus Line 4 minus Line 5)

CDE SUMMARY OF PUPIL COUNTS REPORT

Each school in the District should fill out the *CDE Summary of Pupil Counts* report. This report gives the breakdown of each school's enrolled (in membership) students, by grade level, by FTE. The Student Enrollment Center uses the report, along with back-up documentation, to determine the number of full-time-equivalent students in the District.

Column 1 - Transfer numbers by grade from Line 6 of each *Attendance Worksheet*

Column 2 -

- Preschool – using the Preschool List query run on Count Day, count the number of students that have a funding code of 83 or 84 and enter the number
- Kindergarten – transfer the Column 1 figure (all Kindergarteners are funded part time)
- All other grades – using the Students that are not Full Time run on Count Day, count by grade level the number of students with a funding code of 82 or 85 and enter the number

Column 3 - Divide Column 2 in **HALF** and enter number for each grade level

Column 4 - Leave blank

Column 5 -

- Preschool – using the Preschool List query run on Count Day, count the number of students that have a funding code of 86 or 87 and enter number
- All other grades – using the Students that are not Full Time run on Count Day, count by grade level the number of students with a funding code of 86 and enter the number (if this was a concurrent student, do not enter).

Column 6 – if you are a school with Kindergarteners funded through CPKP

- Kindergarteners – using the Kindergarten Students that are Full time query run on Count Day, count the number of students that are on that list. Enter in the column **HALF** of that figure.

Column 7 - Total Columns across by grade. This should reflect the total number of student FTE eligible for funding by grade.

Column 8 – If your school uses the Family Economic Survey, enter in Free Lunch Count.

Column 9 - If your school uses the Family Economic Survey, enter in Reduced Lunch Count.

Total all columns down to reflect the total school number of Student FTE eligible for funding.

School Name: _____

"Pink Sheet"

	Record Count (1)	-	Count Half-time (2)	+	FTE Half-time (3)	+	FTE Licensed Facility (4)	-	FTE Not Eligible for Funding (5)	+	FTE Other Eligible (6)	=	Total FTE (7)	Free Lunch Count (8)	Reduced Lunch Count (9)
Preschool															
Kindergarten															
Grade 1															
Grade 2															
Grade 3															
Grade 4															
Grade 5															
Grade 6															
Grade 7															
Grade 8															
Grade 9															
Grade 10															
Grade 11															
Grade 12															
TOTAL															

Prepared by: _____

Principal's Signature: _____

