



Administrative Procedure 5052
**STUDENT ENROLLMENT COUNT FOR
APPORTIONMENT PURPOSES (Preparation and Implementation)**

Responsible: Department of Student Accounting

PURPOSE

This administrative procedure shall establish the procedures to be used related to cumulative folders in the Washoe County School District ("WCSD").

PROCEDURE

1. Class record books are reviewed by NDE auditors (if the school is chosen for audit) and are the primary source of student verification. See WCSD Maintaining Class Record Books
2. Grade Level, Retention, Original Grad Year – All grade level retentions must be completed prior to the first enrollment count. Before running all of the required reports for the first enrollment count, high schools must verify that 9th, 10th, 11th, and 12th grade students are enrolled in the correct grade level and correct grad year.
3. Academic Load – All students must be enrolled in the correct number of courses to qualify as an enrolled student. High Schools must verify that students are enrolled in the correct number of courses prior to the first enrollment count. See Administrative Procedure Academic Load.
4. Last Day to "NO SHOW" Students:
 - a. Any student who has not physically attended during the first ten days of school must be considered a "no show" and designated as such in IC. A "no show" student is not a withdrawal and should not be confused as one. Students must be "no showed" as soon as the school has verified they will not return.
5. Class Rosters - Teacher and Student Verification
 - a. Teacher Verification - All schools must run a sub attendance roster (SAR) in IC for each class for teacher verification for each enrollment count on the day of the count.
 - b. The SAR must be provided to the classroom teacher. Upon receipt of the SAR the teacher MUST:
 - i. Review the SAR;
 - ii. Students must sign the SAR to verify the student was present for the purpose of audit. Each student will sign his/her name next to his/her

printed name. For kindergarten and first grade students, class assignments with the student's name and date on the assignment (e.g. picture, math paper) will be used for the purpose of verification. These assignments must also be kept on file for the audit.

- iii. Cross off the names of those students on the roster who have not physically appeared in his/her class;
- iv. Write in the names of students who have physically appeared in his/her class but whose names do not appear on the roster (these students must sign next to their written name);
- v. Teacher signs and dates the roster, verifying that the information is now correct; and
- vi. Return the signed and dated SAR to the office.

c. The office staff must:

- i. Investigate and correct any discrepancies documented by the teacher.
- ii. The office must keep the teacher and student signed SARs on file for the entire school year.

6. Attendance Review

- a. Attendance records and documentation of all students with ten or more consecutive absences must be reviewed prior to enrollment count 4. These are students who were in attendance at least one day (or period) and should not to be confused with no shows.
 - i. Balanced Calendar Schools must review the attendance records and documentation of all students no matter the absence type with FIVE OR MORE consecutive absences each Friday PRIOR to enrollment count 4.
 - ii. INCLINE Schools are not in session for enrollment counts 1 and 2 but MUST review the attendance records and documentation of all students no matter the absence type with FIVE OR MORE absences prior to enrollment counts 3 and 4.
- b. Attendance records and documentation of all students with five or more consecutive absences must be reviewed and include the following information:

- i. Documentation must be clear and dated as to efforts made to contact parents/guardians and as to where the student has been if he/she has not been attending school.
- ii. If the documentation supports the 10 CONSECUTIVE DAYS WHEREABOUTS UNKNOWN rule, then the student should be withdrawn as of the 11TH DAY.
- iii. If parent contact has been made and documented, the student will remain enrolled until the ONE DAY IN A STAT MONTH rule applies, then the student may be withdrawn.
- iv. If the school chooses to keep such a student enrolled, then it must have clear documentation, such as grades, tardy notices, or discipline notices, showing that the student DID INDEED ATTEND at least one day and that the school DOES KNOW the whereabouts of the student.
- v. ALL students who should be withdrawn because of lack of attendance or lack of appropriate documentation must be withdrawn before enrollment count 4.

7. Review of Withdrawals - See WCSD Withdrawal Procedures.

8. Enrollment Count IC Reports

- a. Enrollment Count IC Reports are as follows:
 - i. Master Register Report
 - ii. Gains and Losses Report
 - iii. Enrollment Summary Report
 - iv. Monthly Enrollment and Attendance Report (NV01)
 - v. Nevada Ethnic Report (NV02)
- b. NO nonpublic school student (enrolled in your school for only a few classes) are counted. All reports must be run using the appropriate school month or dates for the school's current stat month.
- c. All reports (unless otherwise specified) must be generated for each enrollment count.
- d. Each report must be reviewed each time the school runs the Gains and Losses report, Enrollment Summary Report, NV01, and NV02. All four

reports must balance with the same number of enrolled students by grade level, gender, and school total.

- e. All copies of the Master Register must be maintained for five years following the end of the current school year.
9. Enrollment Counts 3 & 4 Physical Head Counts - All schools will conduct two physical head counts; one for enrollment count 3 (the Thursday before enrollment count 4) and one for enrollment count 4.
- a. At the conclusion of EACH physical head count, each school **MUST** e-mail the completed Enrollment Count Worksheet to Student Accounting.
10. Reconciliation of Unbalanced Reports and/or the Physical Head Count for enrollment counts 3 & 4.
- a. All four reports **AND** the physical head counts must balance with the same number of enrolled students by grade level, gender, and school total.
 - b. When a discrepancy is found between the reports, schools must check the enrollment data in IC. If the data is accurate and the physical head count is off, compare the Master Register with the individual Sub Attendance Rosters to try to identify the source of the discrepancies. Contact Student Accounting for suggestions and help.
 - c. All discrepancies that are identified must be corrected in IC.
 - d. When all reports are reconciled and the errors corrected, the school must run new NV01, NV02, and Enrollment Summary Report and correct the "Enrollment Count Worksheet". Once the reports balance, it is essential that the new accurate reports replace the old reports. DISCARD the inaccurate reports KEEP the new accurate reports.
 - e. If there are outstanding IT work orders that would impact enrollment count 3 or 4, IT and Student Accounting must be notified well in advance of enrollment count 4.
 - f. Reports and physical head counts conducted **BEFORE** enrollment count 4 must be reconciled by the following **MONDAY** and at least once prior to enrollment count 3.
 - g. If the school's reports and physical head counts do not match during enrollment count 3 or 4, the two count day designees must remain at the school site until all differences are reconciled. Designees must remain at the school site until released by Student Accounting.

- h. The Enrollment Count Worksheet is required for all enrollment counts and must be sent to Student Accounting at the school's designated time.
- i. Adjustments after enrollment count 4 – If the school has found errors or if the school has start/end dates for enrollment/withdrawals which affect the submitted enrollment count 4 numbers, Student Accounting must be notified.
- j. Questions regarding reconciliation of differences and count day procedures must be directed to Student Accounting, NOT to Information Technology.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan.
- 2. This Administrative Procedure complies and aligns with the governing documents of the District.
- 3. This Administrative Procedure complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

REVIEW AND REPORTING

- 1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

REVISION HISTORY

Date	Revision	Modification
7/28/2015	1.0	Adopted as STAC-(Manual)
9/10/2015	1.1	Converted to Administrative Procedure in line with other governing documents