



BULLETIN

SUBJECT: 2018-19 ENROLLMENT AND ATTENDANCE REPORTS 2018-19 NO. BS 6

TO

DATE: August 1, 2018

PREPARED BY: G

DEPARTMENT:

REVIEWED BY: Chief Business Officer

APPROVED

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2018-19 school year. The third section outlines the process for reporting monthly enrollment/attendance data during the school year.

[REDACTED]

I. Daily for the First Two Weeks of School (August 30 - September 7, 2018):

A. Complete a Daily Enrollment Count (attached) every day for the first two weeks of school. Do
[REDACTED]

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

Please be certain that all attendance and enrollment data has been entered and updated daily. No

[Redacted content]

Sacramento City Unified School District
 First Two Weeks **Elementary** Daily Enrollment
 Count 2018-2019

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 or Arellano-Simms [Your Instruc Asst Superintendent: email lynchs@scusd.edu](mailto:lynchs@scusd.edu)
 Hardin Young or Sweitzer [Your Instruc Asst Superintendent: email stephanie-ehrk@scusd.edu](mailto:stephanie-ehrk@scusd.edu)

AND carrascm@scusd.edu, wheelhon@scusd.edu

School: _____
 Principal: _____
 Date: _____

										Total	Total All	
TEACHER INFORMATION				Spec Ed	Kdg.	Kdg.					Regular	
Room	TS*	Teacher Name	Teacher #	SDC	A.M.	P.M.					Enrollment	Enrollment
				Enrollment					6			
1											0	0
2											0	0
3											0	0
4											0	0
5											0	0
6											0	0
7											0	0
8											0	0
9											0	0
10											0	0
11											0	0
12											0	0
13											0	0
14											0	0
15											0	0
16											0	0
17											0	0
18											0	0
19											0	0
20											0	0
21											0	0
22											0	0
23											0	0
24											0	0
25											0	0
GRADE TOTALS				0	0	0	0	0	0	0	0	0

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

Budget Services

Sacramento City Unified School District
 First Two Weeks **K-8** Daily Enrollment
 Count 2018-2019

Moua-Carroz or Arellano-Simn [Your Instruc Asst Superintendent: email lynchs@scusd.edu](mailto:lynchs@scusd.edu)
 Hardin Young or Sweitzer [Your Instruct Asst Superintendent: email stephanie-ehrk@scusd.edu](mailto:stephanie-ehrk@scusd.edu)

School: _____
 Principal: _____
 Date: _____

Room	TS*	Teacher Name	Teacher #	Spec Ed SDC Enrollment	Number of Students in each Grade			
					Kdg. A.M.	Kdg. P.M.		
1							0	0
2							0	0
3							0	0
4							0	0
5							0	0
6							0	0
7							0	0
8							0	0
9							0	0
10							0	0
11							0	0
12							0	0
13							0	0
14							0	0
15							0	0
16							0	0
17							0	0
18							0	0
19							0	0
20							0	0
21							0	0
22							0	0

No Show Enrollment Procedures