Common issues with Enrollment
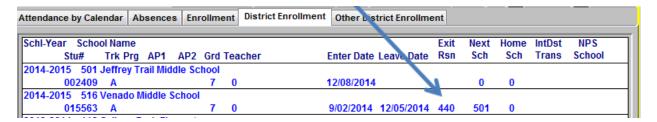
1. DO NOT USE the 440 code when the student leaves your site for another site.
   a. Even if they are Secondarily Enrolled (Program G)
      i. Examples: Going to another site for EL program or Sp. Ed., taking only one course at your site and taking the majority of classes at another, etc.

This should be a 160

2. Please provide the enrollment enter date or leave date in the enrollment table.
   a. Oftentimes, only the front screen has the dates, but we also need it under Attendance>Enrollment tab
   b. We also need an exit reason if the student left your site.

Student has left without an exit date and leave reason.

Attendance>Enrollment tab

3. Please work out CCE's (overlapping enrollment) when moving from site to site.

a. Sites must work with each other on the exit/enter dates
b. Cannot overlap which will cause CCE

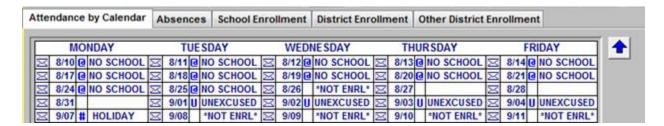*Enrollment without a leave date when student has left to attend OC.*

| Schl-Year   School Name | | | | | | Exit | Next | Home | IntDst | NPS |
Stu#	Trk Prg	AP1	AP2	Grd Teacher	Enter Date Leave Date	Rsn	Sch	Sch	Trans	School
2014-2015 145 Oak Creek Elementary										
011497 A				4 320 Pam Adams	1/05/2015		0	0		
2014-2015 102 Alderwood Elementary										
005254 A				4 188 Yao	9/05/2014		0	0		
2012-2013 116 Culverdale Elementary										

Enrollment with an overlap on 1/6/15

Attendance by Calendar	Absences	Enrollment	**District Enrollment**	Other District Enrollment

| Schl-Year   School Name | | | | | | Exit | Next | Home | IntDst | NPS | |
Stu#	Trk Prg	AP1	AP2	Grd Teacher	Enter Date Leave Date	Rsn	Sch	Sch	Trans	School	
2014-2015 170 Plaza Vista School											
008317 A				3 742 Wilson	1/06/2015		0	0			
2014-2015 116 Culverdale Elementary											
011556 A				3 730 Moore	9/10/2014 1/06/2015	160	0	0			

4. If you get a CUM request, please go back and update the exit reason accordingly.

5. If the student is exiting your site and has unexcused absences and does not have SARB or related issues, please remove the "unexcused" and back date it to the last day they were present or excused, whichever's later.
   a. Please contact Robbi, the attendance specialist, if you are doing this for the first time or you are not sure.

Student should be back-dated to 8/31 as the last day they attended.

Attendance by Calendar	Absences	School Enrollment	District Enrollment	Other District Enrollment

	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY
⊠	8/10 @ NO SCHOOL	⊠ 8/11 @ NO SCHOOL	⊠ 8/12 @ NO SCHOOL	⊠ 8/13 @ NO SCHOOL	⊠ 8/14 @ NO SCHOOL
⊠	8/17 @ NO SCHOOL	⊠ 8/18 @ NO SCHOOL	⊠ 8/19 @ NO SCHOOL	⊠ 8/20 @ NO SCHOOL	⊠ 8/21 @ NO SCHOOL
⊠	8/24 @ NO SCHOOL	⊠ 8/25 @ NO SCHOOL	⊠ 8/26 *NOT ENRL*	⊠ 8/27	⊠ 8/28
⊠	8/31	⊠ 9/01 U UNEXCUSED	⊠ 9/02 U UNEXCUSED	⊠ 9/03 U UNEXCUSED	⊠ 9/04 U UNEXCUSED
⊠	9/07 # HOLIDAY	⊠ 9/08	⊠ 9/09 *NOT ENRL*	⊠ 9/10 *NOT ENRL*	⊠ 9/11 *NOT ENRL*

Please contact me and/or Robbi, the attendance specialist, if you need help with attendance or enrollment-related issues. Please contact student services for any SARB cases.

Student Data in the Language Screen

Due to a programming error in the Aeries AIR enrollment, many students' data was lost or not asked of during the online enrollment.

Most were captured during this school year through emails asking you to correct the data.

Now we will again need this data correct for SBAC testing purposes. Students enrolled after 3/4/2015 in any US school for the first time need not take the English portion of the SBAC.

I will be working with Language Minority to develop a list by school site and will email you in the coming weeks.

Below is what the sample email will be like, including the directions.

Your timely response to the request is greatly appreciated.

Good Morning,

Students in the attached excel document are missing their US entry, US school entry, and/or CA school entry dates.
Please take a look at the students that are in your school code (SC).

Please make changes under the "H Language" Screen.

- Look in the students' cum file to update the information
- Fill in their answers to the home language survey if they are missing
- **Please update these fields by Next Monday**

If you have questions please let me know. Thanks.