

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

Attendance by Calendar Absences Enrollment District Enrollment Other District Enrollment													
Schl-Year	School Name	Stu#	Trk	Prg	AP1	AP2	Grd	Teacher	Enter Date	Leave Date	Exit Rsn	Next Sch	Home Sch
2014-2015	501 Jeffrey Trail Middle School	002409	A				7	0	12/08/2014			0	0
2014-2015	516 Venado Middle School	015563	A				7	0	9/02/2014	12/05/2014	440	501	0

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.

2014-2015 IRVINE Unified School District 11/26/2015

Student Data 1 (STU) Student Data 2 (STU) Student Data 3 (STU) Secondary Student Data (SSD) Student Documents (DOC)

Sch	Stu#	Last Name	First Name	Middle Name	Suffix	Perm ID No.	Sex	Grd	Birthdate	Age
Parent/Guardian Area/Telephone Fathers Work Extn Mothers Work Extn Name/Addr Ver Verified Status										
Residence and Mailing Address							GridCd	Interdist xfer	District	Leave Date
										12/19/2014
Schl Enter Dt Dist Enter Dt										
8/26/2014 8/26/2014										
Teacher	Teacher Name	Locker	Res Schl	NxtSchl	NxtGrd	NxtTch	NxtTrk	Rcd Rel	ParEd	
CorrLng	HmLang	LangFlu	Track	Prog	Att Prg 1	Att Prg 2	Ethnicity	Race	(EthCd)	
User1	User2	User3	Gate	User5	User6	PS	User8	MG	Sarb	User11

Show

Attendance>Enrollment tab

Attendance by Calendar Absences Enrollment District Enrollment Other District Enrollment													
Date	Ent/Lv	Grd	Prg	Trk	Reason	NxtSchl	AttPgm1	AttPgm2	RptgSchl	IntDst	NPS	Spec ED	
12/09/2014	E	7		A					0				Enrolled 78
													Present

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	

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 *NOT ENRL*	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.

2015-2016 Irvine High Extended Learning 10/1/2015

Stu#	Last Name	First Name	M/I	Perm ID No.	Sex	Grd	Prog	Track	Status	Age	Birthdate	HmLang	LangFlu
				000000000		0				0			

General (LAC) CELDT Test (TST) Test History (LAS) Other Tests (LAF) Waivers (AUT) Functions

General Comments

Birth City	State	Country	ELAS Code	Date	IFEP Date	User1	User2	User3	User4	User5	EngLangProf

Tests: Test Date Test Name Listen Sc/Lv Speak Sc/Lv Read Sc/Lv Write Sc/Lv Comp Sc/Lv Oral Sc/Lv LangDes

Eng:			0	0	0	0	0	0	0	0	0	0
Span:			0	0	0	0	0	0	0	0	0	0
Other:			0	0	0	0	0	0	0	0	0	0

Languages: First Primary at Home by Adults Dates: US Entry USSchool Entry CA School Entry District Entry Enter Date

--	--	--	--	--	--	--	--	--	--	--	--

Program: Start Date End Date Yrs in Prgm YPCalc Date Program Curr LangDes Eng of Inst Eng Class Elig Svcs Rcvd

			0								
--	--	--	---	--	--	--	--	--	--	--	--

Redes Info: Redes. Dt Redes. Code 30 Day foll.up 30 Day Code 180 Day foll.up 180 Day Code

--	--	--	--	--	--	--	--	--	--	--	--

Reasonable Fluency Dt. 1 Yr follow up 1 Yr Code 2 Yr follow up 2 Yr Code 3 Yr follow up 3 Yr Code

--	--	--	--	--	--	--	--	--	--	--	--