



# ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 6190

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CATEGORY: **Student, Enrollment Reports**

EFFECTIVE: **5-14-70**

SUBJECT: **Enrollment Estimates, Forecasts, and Reports**

REVISED: **10-21-2002**

## A. PURPOSE AND SCOPE

1. To outline administrative procedures governing enrollment estimates, forecasts, projections, and reports, including reconciliation of forecasted enrollments.
2. **Related Procedures:**

Attendance accounting, K-6 .....	6165
Attendance accounting, 7-12 .....	6166

## B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: C-7500, E-4000.

## C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Instructional Facilities Planning Department, School Supervision and Support Division, Institute for Learning (for enrollment forecasts); or Pupil Accounting Unit, Budget Department, Finance Division, Business Operations Branch (for enrollment reporting).
2. **Definitions**
  - a. **Enrollment counts:** A count of the actual number of students enrolled at a specific time (e.g., first-day enrollment in September 2002 at Adams Elementary School).
  - c. **Enrollment forecast:** A prediction of what an actual enrollment count would be at a specific time in the future, prepared under a well-defined set of assumptions.
3. **Basis for Planning**
  - a. **Instructional Facilities Planning Department** is responsible for developing official enrollment forecasts, as of the fourth week of the traditional calendar, for use in planning by all divisions.
  - b. To facilitate development of forecasts and projections, *divisions* are responsible for providing Instructional Facilities Planning Department with data collected in the normal course of their activities.

4. **Opening-of-School Enrollment Reports** (see “Attendance Accounting Manual” for detailed instructions)
  - a. **Telephone reports.** Telephoned reports, as scheduled by administrative circular issued annually, shall be used for decisions on matters concerning the balancing of staff and additional portable moves.
  - b. **Printed reports.** Individual school sites determine the number of students enrolled and complete “Active Enrollment by Grade” as outlined in Procedures 6165 and 6166.
  - c. **Reports to the Board of Education.** Informational reports to the Board of Education comparing forecasted vs. actual enrollment for the fourth week of the traditional calendar shall be made by the superintendent. Three reports shall be prepared by the Finance Division during the first month of the traditional calendar based on enrollment reports for (1) the end of first week, (2) the end of third week, and (3) the end of fourth week. These reports shall be presented at a Board of Education meeting as soon as practicable following each enrollment report date.
5. **Official and Periodic Reports.** Pupil Accounting Unit, Budget Department, is responsible for issuance of the following:
  - a. **Active enrollment reports**
    - (1) For first day; first, second, third, and fourth Friday; and end of each school month thereafter
    - (2) **Year-round schools in session:** End of school month in July
  - b. **Official reports** for state apportionment and other purposes
  - c. **Actual Pupil Attendance Rate (APAR)** report
  - d. **Class size (J-7)** report and J7CSR Class Size Reduction Report
6. **Enrollment Forecasts**
  - a. **Enrollment forecasts for the following fiscal year** for each school and for the total district, shall be available to all divisions for planning purposes not later

than the last week in January. Such forecasts, which represent enrollment counts expected at the end of the first month of school, shall be developed as follows:

- (1) **Preliminary forecasts of enrollment at individual schools** are prepared by the Instructional Facilities Planning Department by the end of October/early November. These enrollment forecasts by individual school and grade are for preliminary short-range planning for the following fiscal year.
- (2) **Principal's enrollment forecasts** by grade level are developed by principals for their schools during October and November, using data about historical enrollments, planned residential developments, and preliminary enrollment forecasts (C.6.a.[1]), all provided by the Instructional Facilities Planning Department.
- (3) **Official forecasts of enrollment at individual schools and for the total district** are prepared by the Instructional Facilities Planning Department by the end of December/early January. These enrollment forecasts are developed through a review and reconciliation of the preliminary and principal's forecasts described in C.6.a.(1) and (2). A report of this forecast is reviewed and approved by the executive committee, superintendent, and by the board. These forecasts are used for all school district planning, including preliminary development of the district budget.

**Note:** Final staffing and supply allocations are based on the actual enrollment at the end of the fourth week of the traditional calendar.

- b. **Two- to five-year enrollment forecasts** for individual schools and special-purpose forecasts are developed by the Instructional Facilities Planning Department upon request. Such forecasts shall be adequate for facilities planning and construction, facility management, school consolidations, site selections, program planning, and bond-financing analyses.
- c. **Long-range enrollment forecasts** by senior high school attendance area and grade are prepared annually by the Instructional Facilities Planning Department.

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#### **D. IMPLEMENTATION**

##### **1. School principal**

- a. Provides enrollment forecasts according to instructions accompanying forms supplied by the Instructional Facilities Planning Department in October each year.
  - b. Maintains accuracy of district enrollment database through detailed procedures outlined in "Student Information System Users Guide" (E.3.).
2. **Central offices.** Refer to Section C.

#### **E. FORMS AND AUXILIARY REFERENCES**

1. Principal's "Survey of Enrollment Forecasting" forms and instructions, issued by the Instructional Facilities Planning Department in October
2. "Attendance Accounting Manual," issued by the Pupil Accounting Unit, Budget Department
3. "Student Information Systems Users Guide," issued by the Information Technology Department

#### **F. REPORTS AND RECORDS (Section C.)**

#### **G. APPROVED BY**



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For the Superintendent of Public Education