



BULLETIN

SUBJECT: 2019-20 ENROLLMENT AND ATTENDANCE REPORTS 2019-20 NO. BS-11

TO: Attendance Technicians

DATE: August 6, 2019

[REDACTED]

REVIEWED BY: Amari Watkins

APPROVED:

The first two sections of this memo address the reporting of enrollment data for the first school month of the 2019-20 school year. The third section outlines the process for reporting monthly enrollment/attendance data during the school year.

I. Daily for the First Two Weeks of School (August 29 - September 6, 2019):

A. Complete a **Daily Enrollment Count** (attached) every day for the first two weeks of school. For

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

- A. Please be certain that all attendance and enrollment data has been entered and updated daily, no later than 5:00 p.m. This data is analyzed daily and used to review class size, student placement needs and staffing considerations. If the data is inaccurate or not updated daily, staff may not be

III. Reporting Monthly Attendance:

- A. It is imperative that you ensure all teachers have submitted attendance daily. This can be verified

How do I sign up to attend your

school. On the student's enrollment

Flags Grades Transcripts
Add Courses Print OR
Attendance Flags
Leave and Dropped Courses

Credit Summary Assessment
Choose a report option



Walk-in Scheduler

2

Unlink End

Search

For more questions, please contact Tech Services Help Desk at 643-944-6700 or helpdesk@calpa.edu

Please note: CALPA requires a student to have a schedule based on the 1st day of enrollment.