

Enrollment

Purpose

This procedure provides guidance to staff for student enrollment and attendance recordkeeping, full-time equivalency (FTE) count data, and reporting.

Scope

This policy applies to the Superintendent, school administrators, staff responsible for student enrollment and attendance processes, students and parents or guardians.

Procedure

1. Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record card.
2. The attendance registers will remain in the school building for a period of five (5) years, after which time they will be sent to the district office to be destroyed.
3. Annually, each school will report to the district office actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The district will report the following information annually to the Office of the Superintendent of Public Instruction (OSPI). The information in these reports will not disclose the names or other identification of the students or parents.
 - (a) The number of enrolled students and the number of unexcused absences.
 - (b) The number of enrolled students with ten (10) or more unexcused absences in a school year or five (5) or more unexcused absences in a month.
 - (c) A description of any programs or schools developed to serve students who have had five (5) or more absences in a month or ten (10) in a year, including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program or certified program under a court order.
 - (d) The number of petitions filed by a school or a parent with the juvenile court.
4. For purposes of enrollment count, a "full-time equivalent student" will be based upon the following attendance parameters:
 - 4.1. **Kindergarten**
Twenty (20) hours or more per week or four (4) hours or more for 90 scheduled days or ten (10) hours or more per week or two (2) hours or more for 180 scheduled days.
 - 4.2. **Grades 1-3**
Twenty (20) hours or more per week or four (4) hours or more for 180 scheduled days.

- 4.3. **Grades 4-10**
Twenty-five (25) hours or more per week or five (5) hours or more for 180 scheduled days.
- 4.4. **Grades 11-12**
Twenty-five (25) hours or more per week or five (5) hours or more for 180 scheduled days; the equivalent in a combination of high school, community college and/or vocational-technical institute courses; or the equivalent in an alternative school program.
- 4.5. **Alternative Learning Experiences (ALE)**
Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182.
- 4.6. Normal class change/passing time may be counted as part of this FTE requirement. Noon intermission, however, is excluded.
5. No student may be counted on any school's or program's enrollment report who has been absent consecutively from school for two (2) consecutive monthly enrollment report days (first of the month) until attendance is resumed.
6. Staff will refer to Procedure 3122P1-Excused and Unexcused Absences for handling excused and unexcused absences.

Supporting Documentation

3120F1-Student Registration Form

Document History

Action:	Date:
New	February 18, 2015
Revised	
Revised	
Revised	