

# ENROLLMENT VERIFICATION PROCEDURES

## Procedures for Secretaries

1. Distribute the Enrollment Verification Forms (EVF) to the homeroom teachers on Monday of each week until October 1.
2. Collect the forms and calculate the totals using the Enrollment Verification Excel document. Email (PDF) the document to the Student Information Systems (SIS) Coordinator each Monday by 10:00am until October 1<sup>st</sup>.
3. A WITHDRAWAL FORM must be completed for each child that drops from our school system and a copy submitted to the SIS Coordinator. The SIS Coordinator will be the only person adding or dropping students from the school district. The WITHDRAWAL FORM will be completed **ONLY AFTER** a thorough search for the student has been conducted. The **NO SHOW** form must be attached to the WITHDRAWAL FORM along with any other documentation that proves the student is enrolled elsewhere.
4. Submit a copy of the documentation to Central Office, Attention: SIS Coordinator. Remember to sign the forms.

## Procedures for Teachers

1. Keep the **Enrollment Verification Forms (EVF)** in a safe place. Submit a completed form to the office each Monday until October 1.

*NOTE: The Enrollment Verification Form is **NOT daily attendance**. It is a verification of the total number of students enrolled in our district – specifically, your homeroom. This count determines the amount of funding we will receive from the Minimum Foundation Program or MFP. Therefore, if you have 20 students on your official roster, **you will count those students on the Enrollment Verification Form until official documentation has been given to you that states the student has dropped. Rule of thumb: EVF numbers may increase but will never decrease unless proper documentation has been submitted to drop the student from the roster.***

2. Any student with 3 consecutive days absent must be contacted by phone. You must, to the best of your ability, determine where the child is located. Use the NOW SHOW Form to document your attempts.
3. A **NO SHOW** form must be submitted to the front office for any students with 5 consecutive days absent. The District Truancy officer will collect the forms and a search will begin.

4. Mark students absent on your regular attendance sheet during the first five days of school. However, DO NOT exclude any student from the Enrollment Verification Form until notified. When any student arrives for the first day, mark "E" for entry on your ***regular attendance sheet***.

**Procedures for Principals**

1. Once the Enrollment Verification Forms are submitted to the front office, **you must verify for accuracy** before your school secretary submits the document to the SIS Clerk.
2. Ensure that your rosters are updated to reflect any changes.
3. Verify all NO SHOW FORMS and WITHDRAWAL FORMS.
4. Sign all forms before submitting to Central Office. Forms that are not signed will be returned.