



ENROLLMENT AND ATTENDANCE MONITORING PROCESS

EFFECTIVE DATE: 03/15/2018

SOP 3.15

SIGNATURE:

PROPOSED BY: General Counsel

PURPOSE

The ENROLLMENT AND ATTENDANCE MONITORING PROCESS ensures that all enrollment and attendance data for St. Aloysius schools is being reported timely and accurately to the sponsor and the Ohio Department of Education. This also ensures that information is available for the Ohio Auditor of State, Ohio Department of Education or other stakeholders.

SCOPE

The ENROLLMENT AND ATTENDANCE MONITORING PROCESS applies to the Office Manager, CFO and all CSS staff attending governing authority meetings.

PROCEDURE

The ENROLLMENT AND ATTENDANCE MONITORING PROCESS begins at the start of each school year and is initiated and monitored by the Office Manager.

1. In August of each school year the Office Manager sends an email and spreadsheet to all school leaders, principals, superintendents, and management company personnel providing details about what information needs to be included in the school's enrollment and attendance report, a date to perform the enrollment and attendance count and a due date for submission of the count to CSS.
 - a. Count dates are selected randomly at the beginning of each school year by the Office Manager to ensure samples are arbitrary.



- b. If a school is closed on the day of a required count, it may contact the Office Manager and change the date the count will be conducted.
2. The Office Manager prepares an internal spreadsheet which captures the following information for each school:
 - a. FTE (full-time enrollment) Count
 - b. Enrollment
 - c. Attendance
 - d. Attendance Rate
 - e. Lunch Count, if applicable
 - f. Sign-in and Sign-out Sheets, if applicable
 - g. Comments
3. All documents received from the schools are reviewed and the data is logged on the internal spreadsheet.
 - a. Reminders are sent to the responsible school personnel for submission of the student counts if the reports are not received by the due date.
4. The Office Manager pulls the FTE Count by month from the Community School Funding Report and logs it in the internal spreadsheet.
5. The Office Manager compares enrollment count, attendance count and FTE counts.
6. The Office Manager shall report attendance comparison results at each all-staff meeting.
7. If an attendance rate is 25% or less for a DOPR (Drop-out Prevention and Recovery) school for two (2) consecutive months, the Office Manager shall notify the Director of Compliance and the Director of School Improvement via email.
 - a. The Director of Compliance or the Director of School Improvement shall assign a CSS representative based on availability and proximity to visit the school within ten (10) business days unannounced to do a headcount.
 - b. At the visit, the CSS representative will collect documentation showing current days attendance and room assignments from the principal and then conduct a headcount of all students present at the school.
8. If an attendance rate is 89% or less for a traditional community school for two (2) consecutive months, the Office Manager shall notify the Director of Compliance and Director of School Improvement via email.
 - a. The Director of Compliance or the Director of School Improvement shall assign a CSS representative based on availability and proximity to visit the school within ten (10) business days unannounced to do a headcount.
 - b. At the visit, the CSS representative will collect documentation showing current days attendance and room assignments from the principal and then conduct a headcount of all students present at the school.
9. If the school does not submit required documentation for two (2) consecutive months, the Office Manager shall notify the Director of Compliance and the Director of School Improvement.



- a. The Director of Compliance or the Director of School Improvement President and Management Team shall assign a CSS representative based on availability and proximity to visit the school within ten (10) business days unannounced to do a headcount.
 - b. At the visit, the CSS representative will collect documentation showing current days attendance and room assignments from the principal and then conduct a headcount of all students present at the school.
10. If the Office Manager is made aware of an attendance discrepancy in any other manner (eg. Monitoring visits) the Office Manager shall notify the Director of Compliance and the Director of School Improvement via email.
- a. The Director of Compliance or the Director of School Improvement shall assign a CSS representative based on availability and proximity to complete an unannounced visit to the school within ten (10) business days to do a headcount.
 - b. At the visit, the CSS representative will collect documentation showing current days attendance and room assignments from the principal and then conduct a headcount of all students present at the school.
11. After the unannounced visit has taken place, the CSS Representative shall notify the Office Manager of the results of the headcount via email.
12. If the discrepancy is confirmed (i.e.: the attendance rate is below 25% for DOPR schools or 89% for traditional schools) after the unannounced visit, the Office Manager shall report this to the Management Team, including the President.
13. The school may be placed on a corrective action plan, probation or suspension as warranted by the Management Team and President (See Corrective Action Plan, Probation and Suspension Processes).

DOCUMENTATION/VERIFICATION

All ENROLLMENT AND ATTENDANCE MONITORING PROCESS documents will be saved with a naming convention and the date in the shared drive as follows:

Supporting documentation included with this process:

1. Emails from Office Manager to appropriate school contact or designee
2. Emails with requested information from schools
3. Spreadsheet prepared and maintained by the Office Manager.

DOCUMENT HISTORY

Orig. Date March 2018
Rev. Date November 2018
Rev. Date April 2019
Rev. Date August 2019



REVIEW AND APPROVAL

Reviewers of the ENROLLMENT AND ATTENDANCE MONITORING PROCESS are as follows:

Reviewed by: Management Team:

Date: 08/30/2019

Approved by: President David L. Cash, Jr.

Date: 09/11/2019

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. ENROLLMENT AND ATTENDANCE MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.