



## **STANDARD OPERATING PROCEDURE 3.15**

### **PROCEDURE TITLE: Enrollment and Attendance Monitoring Process**

**Department: Legal Department**

**Proposed by: General Counsel**

**Effective Date: 03/15/2018**

#### **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, Treasurer and all CSS staff attending governing authority meetings and completing on-site visits.

#### **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/September of each school year the Office Manager sends an email and link to an online folder containing the spreadsheet and folders for supporting documents 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 each enrollment and attendance count, a link to the training on HB 410 and a due date for submission of each count to CSS.
  - a. Count dates will be in September and October.



- b. If a school is closed on the day of a required count, it may 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. Enrollment
  - b. Attendance
  - c. Attendance Rate
  - d. Lunch Count, if applicable
  - e. Sign-in and Sign-out Sheets, if applicable
  - f. Chronic absenteeism rate from the report card when released from DEW.
  - g. If the School is required to develop the One Plan based on the report card GAP indicator related to chronic absenteeism this will be collected with the intervention letter if applicable.
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 divides the attendance counts by the enrollment counts that were submitted by the school to determine attendance percentage rate.
5. The Office Manager shall prepare a Low Attendance spreadsheet of schools that meet the following requirements and share with the General Counsel or designee:
  - a. DOPR (Drop-out Prevention and Recovery) schools with attendance percentage rates lower than 25% for two (2) reporting periods.
  - b. Traditional community schools with an attendance percentage rate of 89% or less for two (2) reporting periods. If the school does not submit required documentation for two (2) reporting periods, the Office Manager shall notify the General Counsel or designee.
  - c. The Management Team shall review the Low Attendance spreadsheet at its next scheduled meeting.
6. If applicable, the Director of Compliance or the Vice President of School Improvement shall assign a CSS representative based on availability and proximity to visit the schools listed on the Low Attendance spreadsheet and collect documentation related to attendance.
  - a. At the visit, the CSS representative will collect documentation showing current days attendance rate.
7. After the visit has taken place, the CSS Representative shall notify the Office Manager of the results of the attendance review via email.



8. Office Manager shall update the Low Attendance spreadsheet and submit to General Counsel for review. If the discrepancy is confirmed (i.e. the attendance rate is below 25% for DOPR schools or 89% for traditional schools) after the visit, the Legal Department shall send the school an intervention letter regarding attendance rates.
9. If the school fails to increase its attendance rates, the school may be placed on a corrective action plan, probation or suspension as determined by the Management Team and the President (see Corrective Action Plan, Probation and Suspension Processes).

### **DOCUMENT/VERIFICATION**

All ENROLLMENT AND ATTENDANCE MONITORING PROCESS documents will be saved in the shared drive.

### **DOCUMENT HISTORY**

Orig Date Mar 2018  
Rev. Date Nov 2018  
Rev. Date Apr 2019  
Rev. Date Aug 2019  
Rev. Date Aug 2022  
Rev. Date Jun 2023  
Rev. Date Jun 2024

### **REVIEW AND APPROVAL**

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

Reviewed by: Management Team:

Date: 06/21/2024

Approved by: President David L. Cash, Jr.

Date: 06/21/2024

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.