

## Enrollment Reporting Dates and Communication Plan 2011-12

Key Enrollment Reporting Dates					
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Month	Preliminary Reports	Official Count Date*	P-223 Not Generated Alert	P-223 Due to CAB Rm 107	P-223 Not Received Alert
September	Sept 1 - Sept 7	Sept 7	9/8/11	Sept 9	9/12/11
October	Sept 28 - Oct 3	Oct 3	10/4/11	Oct 5	10/6/11
November	Oct 27 - Nov 1	Nov 1	11/2/11	Nov 3	11/4/11
December	Nov 22 - Dec 1	Dec 1	12/2/11	Dec 5	12/6/11
January	Dec 15 - Jan 2	Jan 2	1/3/12	Jan 4	1/5/12
February	Jan 26 - Feb 1	Feb 1	2/2/12	Feb 3	2/6/12
March	Feb 27 - Mar 1	Mar 1	3/2/12	Mar 5	3/6/12
April	Mar 28 - Apr 9	Apr 9	4/10/12	4/11/12	4/12/12
May	Apr 26 - May 1	May 1	5/2/12	May 3	5/4/12
June	Running Start only	June 1	N/A	N/A	N/A

\* Count dates are subject to change pending OSPI instructions.

Communication Plan	
<b>A</b>	<u>Preliminary Enrollment Reports</u> - SIS Support Staff will send an email to enrollment secretaries and designated back-ups as a reminder to generate preliminary eSIS reports in preparation of the official count.
<b>B</b>	<u>Official Count Date Notification</u> - Email reminder to generate Count Day P-223. SIS Support Staff will send email in the morning and afternoon to enrollment secretaries, principals and directors.
<b>C</b>	<u>P-223 Not Generated Alert</u> - Email notification that a P-223 was not generated on count day. SIS Support Staff will send this email the morning after the count day only to affected principal, level director, Assistant Superintendent, K-12 Support and Chief Financial Officer.
<b>D</b>	<u>P-223 Report Due Date Reminder</u> - SIS Support Staff will send an email reminder by noon to enrollment secretaries and principals that a signed copy of the P-223 (via mail, fax, or email/scan) is due in the Student Information office by the end of the day.
<b>E</b>	<u>P-223 Not Received Alert</u> - SIS Support Staff will send email notification that a signed P-223 was not received by the due date to affected principal, level director and Assistant Superintendent, K-12 Support and Chief Financial Officer.

**Contact Information:**

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 Student Information/eSIS: 571-3747  
 District website > For Staff > Online Tools > eSIS Information > P-223 Enrollment Reporting