

Intradistrict Communication

DATE: August 17, 2023

TO: Principals
Administrative Assistants
Attendance Secretaries
Registrars

FROM: Administrators of Schools
Michael Anderson, Associate Superintendent
Travis Hamblin, Director of Student Services
Caleb Olson, Consultant, Planning & Enrollment

SUBJECT: Reporting Completion of 10-Day Accounting

Students who are registered to a District school and have not attended (or been marked absent with a valid excuse) for ten consecutive school days at any point in the school year must be withdrawn from membership. This is particularly important during the first ten days of the school year so that our enrollment calculations and reporting is accurate.

Accurate enrollment counts are used to generate future projections. Projection totals are needed very soon after ten-day adjustments are completed. To assist in preparing projections, we are asking all schools to report the completion of their 10-day drops on a Google Sheet **as soon as these drops are processed**. Only the staff member responsible for processing the drops should indicate completion status. The Google Sheet is available [at this link](#) and will be emailed to attendance staff again close to the 10th day of school.

10 day drops for high schools may be processed at the end of the day on September 1, 2023. Elementary (Grades 1-6) and middle school may process drops at the end of the day on September 5, 2023. Kindergarten drops may be processed at the end of the day on September 13, 2023.

Guidelines for how to process these drops are available at the links below:

- [2023-24 No-Show Guidelines](#)
- Information Systems Documentation:
 - [Enrollment, Pre-enroll and Transfer Information](#)
 - [Enrollment Info & Student Reports](#)