

# Pupil Population Management Data Collection, Reporting, & Training

## 1. Non-Return Membership Reporting

**ALL SCHOOLS:** Tag students who did not report by **Friday, September 11, 2009**. The tag for the 2009-2010 Non-Return Students is **N10**. Tagging must be completed by the close of business on **Friday, September 11, 2009**. Directions for tagging these students will be provided to each school under separate cover. It is very important that only students whose whereabouts are unknown be reported via this process. Students who are known to have moved to other school districts, or have dropped out should be dropped to **9999** with the appropriate leave codes.

Lists of Non-Return students are to be printed and provided to the Attendance Agents by **Tuesday, September 15**, and on the first working day of each week until the process is complete. Forms 4527, or their equivalent, are to be printed and forwarded to Attendance agents. As students who have been tagged as **N10** return to school, the tag should be removed from their record. Students who have not attended school by Wednesday, October September 30, 2009 most likely are not eligible for State Aid.

Students who are dropped as Non>Returns remain the responsibility of the school from which they were dropped, until a final determination is provided on the Form 4527.

## 2. Membership Accounting

The first **Membership Count Date** for 2009-2010 is **Wednesday, September 30, 2009**. To ensure that all students are accounted for properly, it is **very important** that every school keep accurate enrollment data on the Student Data System. In addition, it is necessary that all schools maintain very accurate student attendance records. To ensure prompt enrollment and more accurate attendance, attendance will be recorded **daily** via the automated attendance system. Teachers **must** mark students **Present**, **Tardy** or **Absent** **each** day. To support this effort, auditors will monitor enrollment and attendance processes. **Increases/decreases in Teacher Service are directly linked to the number of students for whom the school takes attendance.**

## **All Schools must use the CIMS Attendance System.**

Homeroom teachers in schools that are not high schools must have attendance sheets properly coded and scanned.

Attendance must be taken in a uniform manner by all teachers. Specific symbols must be used as prescribed by the forms and directions.

Teachers must sign the attendance sheets to verify authenticity.

More important now than at any time in past years, data generated by the District's student database will be the basis for accounting valid student memberships. All schools must enroll students in a prompt and timely fashion. Students must attend classes, receive instruction, and have their attendance documented.

### **3. Grade Reporting Schedule**

Computerized report cards will be generated again this year for all students in grades K-12. All schools are expected to print report cards for Grades 3 through 12.

Below is the calendar of critical mark reporting dates. For further information, call PPM at 873-7590.

The Office of Research, Evaluation, Assessment, and Accountability, in conjunction with the Office of Early Childhood Education, will generate Pre-kindergarten and Kindergarten Progress Reports according to the schedule below. Data from these reports will be returned to the buildings (addressed to the principal) prior to parent/teacher conference day. *These results must be in the hands of teachers prior to parent/teacher conference day in order for them to review and prepare the data to be shared with parents.*

<u>Step*</u>	<u>MK1</u>	<u>MK2</u>	<u>MK3</u>	<u>FINAL</u>
Print "Test Class Lists"	10/5/2009	12/1/2009	3/1/2010	5/3/2010
Print Scan Sheets ***	10/19/2009	12/7/2009	3/15/2010	6/1/2010
Scan Sheets Available	10/21/2009	12/9/2009	3/17/2010	6/3/2010
Attendance**	10/23/2009	12/17/2009	3/29/2010	6/4/2010
Return Scan Sheets	10/29/2009	12/18/2009	3/31/2010	6/9/2010
Scanning	10/29/2009	1/4/2010	4/1/2010	6/10/2010
Schools Print Report Cards	11/2/2009	1/7/2010	4/12/2010	6/11/2010
Report Cards Available	11/3/2009	1/12/2010	4/13/2010	6/14/2010
Official Card Date	11/5/2009	1/14/2010	4/15/2010	6/17/2010

\*PPM will print and scan mark-reporting materials for only those schools unable to print and/or scan on-site. Please call 873-7590 to make arrangements as soon as the need is known. All schools must print report cards.

Schools have the training and equipment to complete the above listed steps in-house.

\*\*Cutoff date for student attendance.

\*\*\* First and second grade assessment forms will be printed earlier – October 12, 2009, November 30, 2009, March 12, 2010 and May 25, 2010.

#### 4. PPM Software Assistance Desk – 873-7590

Staff has been assigned to record and assist with problems related to the student data system. Callers should clearly identify themselves and give a concise description of the issue. Staff members new to the use of the Student Management System may also call to schedule a personal training session.

#### 5. B-1 Turnaround Timetable

B-1s for the first membership count will be printed and edited three times on the following schedule:

<u>B-1s printed by Schools</u>	<u>Edited B-1 data due to PPM</u>
#1 9/14/2009	9/17/2009
#2 9/21/2009 (schools print)	10/1/2009
#3 10/5/2009 (schools print)	10/15/2009*

\*These will be the final, signed B-1s that, when edited, will match the Special Education portion of the final, official Membership Count Roster.

#### 6. Immunization Reporting

Schools no longer write C-100 forms for Kindergarten, Pre-School, and newly enrolled students. All data entry for immunization must be entered on the MCIR data system ([www.mcir.org](http://www.mcir.org)) by school personnel at their school site. If you have any questions, please contact Anntinette McCain, Program Supervisor, [Anntinette.mccain@detroitk12.org](mailto:Anntinette.mccain@detroitk12.org) at 873-7739.

**Do not enroll (i.e., assign a new ID number to) a student who does not present a health record at time of enrollment. This applies to Preschool and Kindergarten students and those new to the school system. Students transferring from another Detroit Public School do not have to present immunization records.**

Preschool students and sixth grade students will be assessed the same as Kindergarten students and new entrants. Records for all of these students – Preschool, Kindergarten, and those entering the district for the first time – must be entered on the system as soon as they are received.

These policies are necessary to protect the District and to ensure that at least 90% of the students covered by the immunization rules are in compliance by **November 1, 2009**.