



PROCEDURES FOR ENROLLMENT VERIFICATION

Please follow the procedures below for ENROLLMENT VERIFICATION of all students.
This IS NOT DAILY ATTENDANCE.

Procedures for Secretaries

1. Distribute the Enrollment Verification Forms (EVF) to the homeroom teachers each week.
2. Collect the form each day and calculate the totals using the Enrollment Verification Excel document. Email the document to Delesia Cooper by 10:00am each Monday until October 1st.
3. A **WITHDRAWAL FORM** must be completed for each child that has dropped from our school system and a copy submitted to Glenda Jackson at Central Office. Glenda Jackson will be the only person adding or dropping students from our school district. The WITHDRAWAL FORM will be completed ONLY AFTER a thorough search for the student has been conducted. The NO SHOW form must be attached to the WITHDRAWAL FORM along with any other documentation that proves the student is enrolled elsewhere.
4. Submit a copy of the documentation to Central Office, Attention: Angela Chandler. Remember to sign the forms!

Procedures for Teachers

1. Keep the **Enrollment Verification Forms (EVF)** in a safe place. Submit a completed form to the office every morning until October 1.

*NOTE: The Enrollment Verification Form is **NOT daily attendance**. It is a verification of the total number of students enrolled in our district – specifically, your homeroom. This count determines the amount of funding we will receive from the Minimum Foundation Program or MFP. Therefore, if you have 20 students on your official roster, **you will count those students on the Enrollment Verification Form until official documentation has been given to you that states the student has dropped. Rule of thumb: EVF numbers may increase but will never decrease unless proper documentation has been submitted to drop the student from the roster.***

2. Any student with 3 consecutive days absent must be contacted by phone. You must, to the best of your ability, determine where the child is located. Use the NOW SHOW Form to document your attempts. Submit the NOW SHOW form to the office once completed.
3. A NO SHOW form must be completed for any student with 5 consecutive days absent. The NO SHOW form must be submitted to the front office. Truancy officers will be notified, and a search will begin.

4. Mark the student absent on your regular attendance sheet. DO NOT exclude them from the Enrollment Verification count. When any student arrives for the first day, mark "E" for entry on your *regular attendance sheet*.

Procedures for Principals

1. Once the Enrollment Verification Forms are submitted to the front office, **you must verify for accuracy** before your school secretary submits the excel document to Central Office.
2. Update your rosters to reflect any changes.
3. Verify all NO SHOW FORMS and WITHDRAWAL FORMS.
4. Sign all forms before submitting to Central Office. Forms that are not signed will be returned.