

REGULATION

COLLINGSWOOD SCHOOL DISTRICT

OPERATIONS
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ENROLLMENT ACCOUNTING

M R8140 ENROLLMENT ACCOUNTING

In compliance with law and regulation and Policy No. 8140, a count of pupils enrolled in the district as of the last school day prior to October 16 shall be conducted in accordance with the following procedures.

A. Counting Procedure

1. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the pupils entered in the register on the last school day prior to October 16.
2. The count shall include all pupils who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all pupils who have been removed from the register by transfer or dropout.
3. The count shall be recorded on a form, and the form shall be submitted to the Business Administrator no later than October 16.

B. Data Collection

1. The Business Administrator shall assign responsibility for the preparation of worksheets to document the compilation of register data.
2. Completed worksheets shall be submitted to the Business Administrator who shall compare the data submitted on the worksheets to the register count submitted in accordance with ¶A.
3. The Business Administrator shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the County Superintendent no later than November 1.

C. Application for State School Aid

The Business Administrator shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Approved: February 27, 2006

