

## September 30 Student Enrollment Unit Count Policy

The following procedures outline the requirements for the completion of an accurate September 30<sup>th</sup> Student Enrollment Count for Sussex Montessori Public Charter School. The September 30<sup>th</sup> Unit Count Period for the 2024-2025 school year is from Monday, September 16, 2024 through Monday, September 30, 2024

- A. It is imperative that all forms and documents be completed and submitted annually following the prescribed dates that are established by the Delaware Department of Education. It is the responsibility of the Director to ensure compliance with all timelines and requirements that are established in the Department of Education Unit Count Manuals. The Director also is responsible for ensuring compliance with the stated procedures that are listed in the eSchoolPlus Manual/Guide, the DOE Administrative Manual for Special Education Services, and the SMS Attendance Policy.
- B. The following list includes the responsibilities of each role:
  - a. Director-The Director is responsible for overseeing the entire unit count process. The Director or designee will compile reports, submit all information in the Department of Education Unit program, print end of day teacher reports, ensure information is entered into e-school plus, investigate and document any students who are missing, sign all homebound agreements, and any other requirements that may be established.
  - b. Business Manager – The Business Manager may compile reports, submit all information in the Department of Education Unit program and verify the validity of data that is populated from other programs. The Business Manager may also verify that the Student Information System (i.e. Infinite Campus) contains the required information to process the unit count with accuracy.
  - c. Secretary / Attendance Officer - The school secretary or attendance officer will track all student attendance and notify the director of any students who have not or will not attend school during the Unit Count. The secretary or officer will also monitor and track all incoming or outgoing students and handle all necessary documentation regarding withdrawal or other instances. The secretary / attendance officer will correct any errors in the Student Information System (Infinite Campus).
  - d. Teachers or Associate Teachers will take attendance on the Sussex Montessori attendance roster forms and/or Teacher Access Center. Teachers will also sign the daily student attendance register reports for the unit count period.

- e. Special Education Coordinator-The Special Education Coordinator will ensure that correct information regarding student disabilities or IEPs are entered into IEP plus and Infinite Campus. The coordinator will also ensure that all students who are counted as having a disability have all the necessary documentation and information in their IEP folders.
- C. All documentation regarding the unit count will be maintained in the office of the Director. This file should include any information pertinent to the September 30<sup>th</sup> Student Enrollment Count. This file should be maintained for 3 years onsite. This file may include any of the following:
- a. Students who are absent during unit count period
  - b. Students who withdraw during the count period
  - c. Students who entered during the count period
  - d. Homebound agreements
  - e. Students who are placed in an alternative program
  - f. Students who are absent due to suspension
  - g. Homeless students
  - h. Students who are incarcerated awaiting adjudication
  - i. Students who are hospitalized or receiving inpatient treatment
  - j. Students who are under quarantine/in isolation due to COVID-19 or other related sickness
- D. Student Attendance shall be tracked and recorded in accordance with Sussex Montessori School's Attendance Policy. Daily attendance is recorded on paper and/or in the Student Information System (Infinite Campus) by the primary homeroom teacher.
- E. Presence- Students are marked present for the day if they meet at least one of the following conditions:
- a. Attended class in-person
  - b. Attended/participated in live virtual sessions (i.e. Zoom) for that day as documented by teacher
  - c. Accessed recorded sessions and documented attendance /work through the classroom attendance form and work log (signed and dated by parent)
  - d. Completed work for the day in the form of virtual assignments or printed/handwritten assignments.
- F. Work Samples: A work sample may be required for active students who are absent 7 or more days during the 10-day Unit Count period. Work sample(s) will be provided and kept on file for students. Approved work samples must be signed and dated between the 10-day the Unit Count period and may include:
- a. Copy of student's completed handout or worksheet
  - b. Copy of student's written or typed test/quiz
  - c. Copy of student's written paper or journal entry, or
  - d. Printed photo of student completing work (in-person or remote)
- G. Absence- Students are marked absent for the day if they meet the following

conditions:

- a. Did not attend in-person learning (in-person learning location), OR;
  - b. Did not attend/participate in district-approved remote learning session or program (for pre-approved remote/homebound students only), AND
  - c. Did not submit work samples (assignments) or other proof of work
- H. Quarantine/Ill Students- Students who are unable to attend school in-person due to a chronic illness such as COVID-19, RSV, flu or other may be marked present for the day(s) if they participate in remote learning sessions and/or complete the assigned work for those days. Students who are under quarantine who do not participate in any remote session or provide completed work samples or attendance logs are marked excused absence. Sample records of work assignments will be kept on file for these students.
- I. At the end of the Unit count period, the office will print detailed Attendance Reports for each class. Each teacher will review the details of the reports and sign it to validate their students' attendance during the unit count period. A copy of this will be kept in our Unit Count Audit file.
- J. At the end of the Unit count period, the office will print a Student Detail Attendance Register Report for the school. The Director will review the details of the report and sign it to validate their students' attendance during the unit count period. A copy of this will be kept in our Unit Count Audit file.
- K. No Shows- Students who do not show up for the September 30<sup>th</sup> Student Enrollment Count period will not be counted without adequate documentation to the students' program. The Director will attempt to contact each family who is absent during the September 30<sup>th</sup> Student Enrollment Count period. This contact may include phone calls, letters, or personal contact.
- L. Students who withdraw during the September 30<sup>th</sup> Student Enrollment Count period will be required to complete the student transfer/withdraw form. This form is then turned over to the Director or Business Manager who enter the appropriate withdraw date. These students will not be counted in the September 30<sup>th</sup> Student Enrollment Count.
- M. Students who transfer into the school during the unit count period will be counted in the September 30<sup>th</sup> Student Enrollment Count. The Director of the school will be required to complete the appropriate DOE transfer form that is included in the Unit Count Manual. The Director will also email a copy of this form to the sending school's unit count coordinator as indicated in the Unit Count Manual. The form will then be added to the student's file and the September 30<sup>th</sup> Audit file. The school Director or Business Manager will ensure that the student is added to the Student Information System (eSchoolPlus, Infinite Campus, Data Service Center and/or DELSIS) to ensure inclusion in the September 30<sup>th</sup> Student Enrollment Count.

Scenarios not included in this policy- The Director of the school will refer to the Unit Count Manual that is prepared annually by the Delaware Department of Education in the proper methods for dealing with any unplanned circumstances or changes.

Infinite Campus Community and Support Portal (to access helpful resources, webinars, trainings, videos, support portal, learning tools to ensure proper navigation and use of the new Infinite Campus system); eSchoolPlus Manual/Guide (this would provide guidance for using E-School Plus and provide standard attendance reporting codes) DOE Administrative Manual for Special Education Services (provides specific guidance for IEP's and special education services) Special Education Checklist (helps to ensure accuracy/completeness of spec ed files); Data Service Center (to access Unit Count resources and monitor/track/update student details and pupil accounting information essential to the unit count).