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EHB
JE**Student Enrolment Monitoring and Reporting**

In keeping with the Public Schools Act, it is the duty of all principals to monitor student attendance and lates on a daily basis. At the K - Grade 12 level, a "call back" procedure is recommended in the event that a student is absent. The classroom teacher monitors student attendance. Principals report truancy to the Division Attendance Officer.

Accurate, daily attendance must be kept on all students, using the divisional Student Information System. Attendance is to be taken each a.m. and p.m. in early and middle years' schools and each class period in senior years' schools. Absences will be marked with an "O", lates with an "L", and field trips with an "F" or appropriate markings on attendance scan sheets. Attendance also must be kept for students on work experience.

Attendance and Monitoring Procedures:

1. Teachers' student attendance records at all levels including students that transfer out or are inactivated, must be maintained on the school premises for a minimum of 20 years. (Policy EHB-R)
2. The annual year-end daily attendance profile report (early and middle years' schools) and the period attendance profile report (senior years) and the annual year-end student composite for all schools must be maintained in safe-keeping in the school in perpetuity.
3. Year end backups will be created centrally and maintained in safe keeping by the technology department in perpetuity. The past seven years of back ups will be kept readily available.
4. The technology department will run an attendance analysis at the end of January and the end of June. These are to be submitted to the appropriate superintendent.
5. Where students transfer during the school year in early and middle years' and during the semester in senior years' to another school within Manitoba but outside of our school division, then the Manitoba Pupil Transfer Request Form must be sent and the returned portion maintained along with the log identified in #8 below.
6. Where a student transfers to another school within this school division, either

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during the school year or during a semester, then the St. James-Assiniboia School Division Student Transfer Request Form must be maintained on file along with the log identified in #8 below.

7. An accurate accounting must be kept of all student entrance and inactivated dates.
8. If the student's cumulative file is sent to another school, then an accurate log must be kept of the date of sending as well as the place to which the cumulative file was sent. The person keeping these records must initial the information when recorded. The log is to be retained in perpetuity.
9. At the senior years level, inactivated dates, dates on which cumulative files are sent and the location to which they are sent must be maintained on the student cum. card which contains the student's mark record. Again, the above must be initialed by the person recording the information.
10. The school division's month-end enrolment and staffing report, yearly school report to Manitoba Education on September 30th, must be signed by the principal and countersigned by the vice-principal and where there is no vice-principal by the teacher designate. Further, all students identified in the report sent to Manitoba Education on September 30 must be signed for on class lists by a teacher as being in attendance - e.g. "I certify that the following students were enrolled in this school as of September 30, 2xxx. (signed) Jane Smith, Teacher."
11. Student attendance records must be maintained in such a fashion that they will be readily available for audit by the Superintendent/CEO's Department. Random audits will be carried out annually by the Superintendent/CEO's Department.

12. ENROLMENT COUNTING PROCEDURE

12.1 Introduction to Enrolment Count Procedure:

Manitoba Education requires that schools conduct a "... count of students physically in attendance..." on the last day of September.

Enrolment is audited, in accordance with Policy JE, Student Attendance. The September student counts shall be conducted in similar fashion, as detailed below.

Enrolled and withdrawn students are defined as follows:

For the September 30th Report to the Province:

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An enrolled pupil is a pupil who:

- i) is registered in school on or before September 30th, and
- ii) is in attendance on September 30th, or
- iii) is not in attendance on September 30th but has been in attendance during the month of September and is in attendance on or before October 10th, or
- iv) is not in attendance on September 30th and has not been in attendance on or before October 10th, but for whom the division has supporting written documentation that the pupil will be in regular attendance during the school year.

For other month-end reports during the year:

An enrolled student is one who:

- i) is registered in a school on or before the last teaching day of the month, and,
- ii) is in attendance on the last teaching day of the month, or
- iii) is not in attendance on the last teaching day of the month but has been in attendance during the month, and is not an inactive student as described in the following section:

An inactive student is one who:

- i) does not meet the definition of an enrolled student as outlined above, or
- ii) has not attended classes for an extended period of time and for whom the principal has no supporting evidence that the pupil will be returning.

Follow-Up of Inactive Students

Under the definitions above certain students may acquire "inactive" status, by virtue of absenteeism, without having registered at another school, or perhaps even without the school having any information respecting the student's whereabouts. Students who are legally required to attend school (up to 18 years of age) who are on "inactive" status will no longer count in the school's

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enrolment, but their cases shall be reported to the attendance officer and other social agencies as appropriate.

For students over compulsory school age, a similar tracking of withdrawn students is encouraged, so that the student can be recruited eventually to return to school, and not become a permanent drop out.

12.2 Creating Enrolment Groups for the Student Count:

(Use Student Information System as Applicable)

Students should be counted and signed for BY STAFF OTHER THAN THE ADMINISTRATORS WHO SIGN THE MONTH-END ENROLMENT REPORT. This verification of student enrolment by staff at “arm’s length” from the administration is most important, since the whole point of the student count is to corroborate and verify the accuracy of the enrolment report being submitted by the administration.

Therefore, the school must be organized into enrolment groups of manageable size for teachers to count. A computer class list, duly signed by the teacher and counter-signed by the principal) shall be completed for each group.

12.3 Enrolment Count Procedures:

12.3.1 Prior to conducting the student count the principal shall ensure that teachers assigned the responsibility for counting and verifying enrolment of a class (home rooms at early and middle schools; “enrolment groups” at senior years’ schools) understand the definitions of enrolled and inactive students as mentioned above.

12.3.2 Prior to conducting the student count the principal shall provide a class list or specially-prepared name list to the teachers responsible for verifying the enrolment of the students in each enrolment group. This class/homeroom list must be handed in to the office before the end of the 10-day waiting period implicit in the Minister’s definition of an enrolled student. It is not suitable as an enrolment verification list for the September count.

12.3.3 On the name list teachers shall write a column heading “Present on Sept. 30th” and enter a check mark to indicate those in attendance, and a zero for those not in attendance.

12.3.4 For those not in attendance on the date specified, but who attend before Oct. 10th, the date of that first attendance shall

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be written to the right of the zero already entered. (E.g., "Attended on . . .")

12.3.5 Teachers assigned the responsibility for counting and verifying enrolment of a class (home rooms at early and middle years' schools; "enrolment groups" at senior years' schools) shall sign and date the relevant lists, to certify the enrolment of students before submitting the list to the principal.

E.g. "I certify that the following students were enrolled in this school as of September 30, 2xxx. (Signed) Jane Smith, Teacher."

12.4 Reports Required - September Student Count: (from ALL schools, in addition to other reports as required)

12.4.1 A collection of computer printed class lists (from the Division's Student Information System, must be signed by the teachers to certify students' enrolment.

12.4.2 A complete alphabetical school roster, signed by the principal.

12.4.3 All reports must balance with each other as to total enrolment, and as to sub-categories as applicable.

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