

Procedure – Enrollment

Enrollment and attendance records will be maintained in each school building. At the conclusion of the year, the enrollment and attendance information will be recorded on the student's permanent record card.

Annually each school will report to the district actions taken to reduce any student's absenteeism following the student's fifth absence in one month, or tenth absence in one year. The district will report this information annually to the superintendent of public instruction:

- The number of enrolled students and the number of unexcused absences;
- The number of enrolled students with ten or more unexcused absences in a school year or five or more unexcused absences in a month;
- A description of any programs or schools developed to serve students who have had five or more absences in a month or ten in a year including information about the number of students in the program or school and the number of unexcused absences of students during and after participation in the program. The reports will also describe any placements in an approved private nonsectarian school or program or certified program under a court order; and
- The number of petitions filed by a school or a parent with the juvenile court; and

The information in these reports will not disclose the names or other identification of the students or parents.

Starting with the 2018-19 school year, for purposes of enrollment count, a "full-time equivalent student" at all grade levels will be 1,665 minutes (27 hours and 45 minutes) weekly.

- FTE for students enrolled in seat-time instruction is based on totally weekly enrolled minutes in a classroom and could include allowable passing time and/or recess, but would exclude time for meals.
- For students whose FTE is claimed based on each class period's FTE, school's bell schedules should be reviewed and the FTE for each period recalculated based on 1,665 weekly minutes.
- For students whose FTE is claimed based on the percentage of weekly time enrolled in school and not based on their enrolled classes, the student's FTE would need to be recalculated.

Alternative Learning Experiences: Full-time equivalency will be determined by documentation of all hours of learning activities pursuant to WAC 392-121-182. Starting in 2018-19, ALE programs will need to increase their student's estimated weekly minutes of learning in the written student learning plans if they plan to claim the same FTE they have done in previous years.

Normal class change/passing time may be counted as part of this requirement. Noon intermission, however, is excluded.

- No student may be counted on any school's or program's enrollment report who has been absent from school for more than twenty consecutive school days until attendance is resumed.
- No part-time student that has not attended school at least once within a period of twenty consecutive school days may be counted as an enrolled student until attendance is resumed.
- School days are defined as regularly scheduled instructional days for the general population of the school or district the student is enrolled in, regardless of the student's individualized schedule.

Procedures for handling excused and unexcused absences are defined in [3122P, *Excused and Unexcused Absences*](#).

Adoption Date: 2/4/1974

Edmonds School District

Revised Dates: 5/3/76, 10/4/76, 5/16/77, 8/17/81, 8/18/98, 5/21/02, 5/04, 6/06, 9/3/08, 6/12, 12/8/15, 6/29/16; 02.11.19