DISTRICT ENROLLMENT PROJECTION (OPS-P001)
SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

1.1 This procedure discusses the process that is used to project district enrollment for Saint Louis Public Schools.

2.0 RESPONSIBILITY:

2.1 Divisional Assistant of Planning

3.0 APPROVAL AUTHORITY:

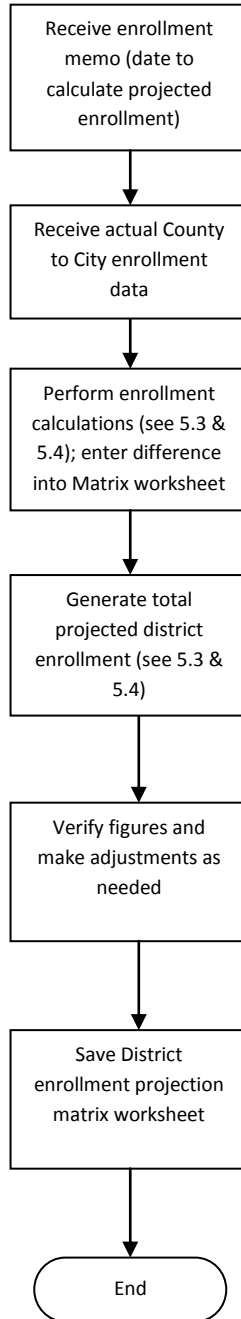_____   _____

3.1 Operations Manager

4.0 DEFINITIONS:

4.1 County – to – City - students coming from county schools to SLPS via Magnet Program

4.2 SLPS – Saint Louis Public Schools

5.0 PROCEDURE:

5.1 Receive Facilities Enrollment Memo for the date to complete enrollment projections.

5.2 Receive actual county – to – city enrollment numbers.

5.3 Take the state enrollment figure, subtract the county – to – city enrollment number, and enter the difference into the matrix worksheet.

5.4 Generate the retention co-hort, which is then multiplied to previous year and grade and add the county – to – city number for total projected district enrollment.

5.5 Verify figures and if necessary manually manipulate figures to help meet district figures.

5.6 Save the district enrollment projection matrix worksheet.

5.7 A flowchart detailing the steps of this process can be found in Exhibit A

EXHIBIT A

```
┌─────────────────────────┐
│   Receive enrollment     │
│   memo (date to          │
│   calculate projected    │
│   enrollment)            │
└─────────────────────────┘
              │
              ▼
┌─────────────────────────┐
│  Receive actual County   │
│  to City enrollment      │
│  data                    │
└─────────────────────────┘
              │
              ▼
┌─────────────────────────┐
│  Perform enrollment      │
│  calculations (see 5.3 & │
│  5.4); enter difference  │
│  into Matrix worksheet   │
└─────────────────────────┘
              │
              ▼
┌─────────────────────────┐
│  Generate total          │
│  projected district      │
│  enrollment (see 5.3 &   │
│  5.4)                    │
└─────────────────────────┘
              │
              ▼
┌─────────────────────────┐
│  Verify figures and      │
│  make adjustments as     │
│  needed                  │
└─────────────────────────┘
              │
              ▼
┌─────────────────────────┐
│  Save District           │
│  enrollment projection   │
│  matrix worksheet        │
└─────────────────────────┘
              │
              ▼
        (   End   )
```

6.0 ASSOCIATED DOCUMENTS:

6.1 County – to – city enrollment numbers

6.2 Projection matrix worksheet

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Projection Matrix Worksheet	Computer hard drive		Discard as desired	Password protected computer

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
04/02/08		Initial Release

* * * E n d   o f   p r o c e d u r e * * *