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# **FACILITIES ENROLLMENT PROJECTION (OPS-P002)**

## SAINT LOUIS PUBLIC SCHOOLS

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### **1.0 SCOPE:**

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

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| The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies. |
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### **2.0 RESPONSIBILITY:**

- 2.1 Divisional Assistant of Planning

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Operations Manager

### **4.0 DEFINITIONS:**

- 4.1

### **5.0 PROCEDURE:**

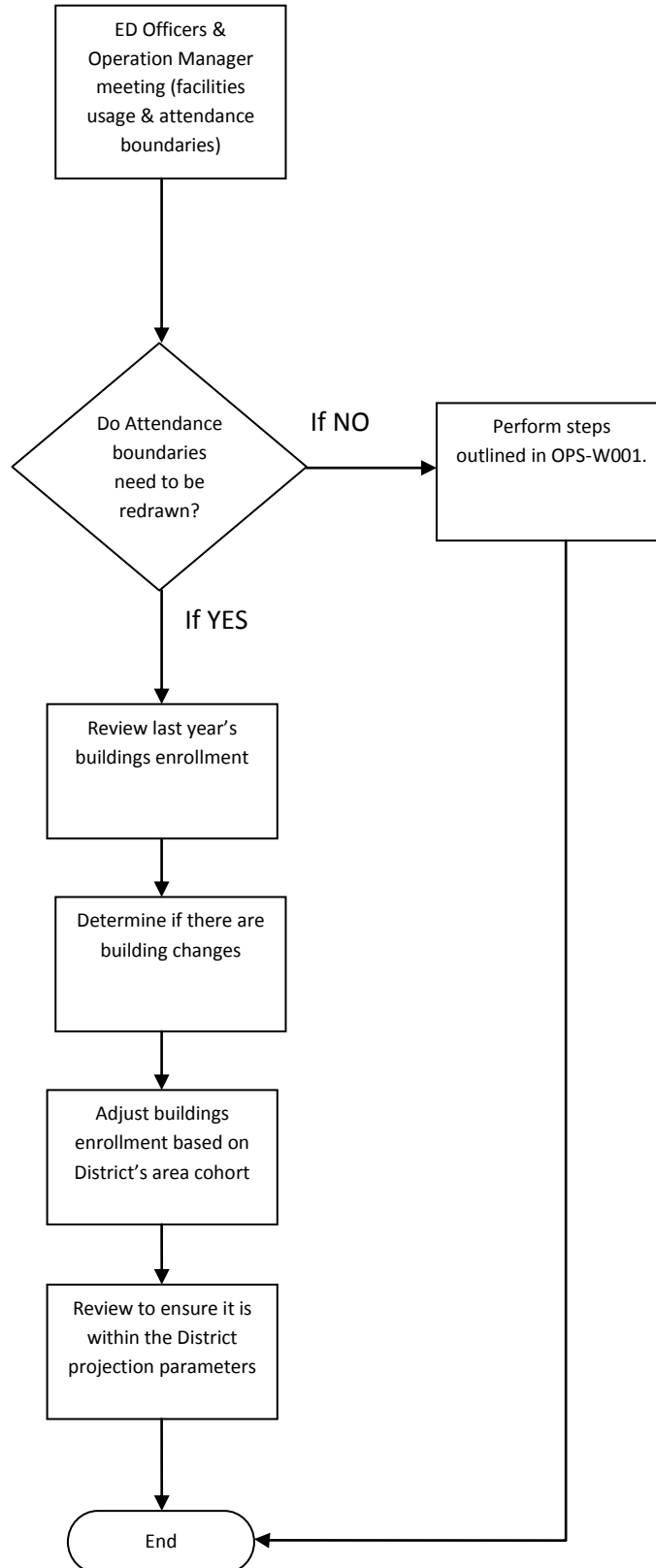
- 5.1 Meet with education officers and operations manager regarding facilities' usage and the necessity to re-draw attendance boundaries.
- 5.2 If the attendance boundaries need to be redrawn, see OPS-W001
- 5.3 If the boundaries remain the same, review prior year buildings' enrollment and determine if there are building changes.
- 5.4 Adjust the buildings' enrollment based on the district's cohort for the area and review to be sure it is within the district projection parameters.
- 5.5 A flowchart detailing the steps of this process can be found in Exhibit A

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**EXHIBIT A**



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**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Re-draw Attendance Boundaries (OPS-W001)
- 6.2 Prior year building enrollment
- 6.3 Current year district enrollment projection

**7.0 RECORD RETENTION TABLE:**

| <u>Identification</u> | <u>Storage</u> | <u>Retention</u> | <u>Disposition</u> | <u>Protection</u> |
|-----------------------|----------------|------------------|--------------------|-------------------|
| Building enrollment   |                |                  | Discard as desired |                   |

**8.0 REVISION HISTORY:**

| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|---------------------------------|
| 04/02/08     |             | Initial Release                 |

\*\*\* End of procedure \*\*\*