

September 30th Unit Count

Red Clay Consolidated School District / DDOE

Regulations Review Meeting

August 2019

September 30th Unit Count

- The unit count process occurs each year during the last 10 student days of September.
- This year, the count begins on **Monday, September 16** and ends on **Friday, September 27**.
- Lockdown will be **midnight September 30** *do not enter or w/d any students on September 30.
- **All districts and charter schools complete their September student enrollment and unit computation reporting requirements through a link between IMS's web-based Unit Count PLUS application and eSchoolPLUS.**

Enrollment

Attorney General, Opinion No. 79-1017, dated May 24, 1979 defines ENROLLMENT as follows:

Unless there is reason to believe that a pupil's attendance during the ten-day period (last 10 days of school in September) is fleeting or momentary, his presence in school for all or part of the 10 days effectively "enrolls" him as of the last day of September for the school year.

Information from the State Auditor's Office

- Written policies and procedures governing the September 30th unit count process are required
 - “Agency heads are responsible for establishing and maintaining an effective system of internal control.”
 - “A well designed system of controls must include written policies and procedures to ensure that each control objective is being met.”

14 Del.C. § 1703 Units of Pupils

- **Units of Pupils:**
 - **Preschool - 12.8**
 - **K-3 - 16.2**
 - **4-12 Regular Education - 20**
 - **4-12 Basic Special Education (Basic) - 8.4**
 - **Pre K-12 Intensive Special Education (Intensive) - 6**
 - **Pre K-12 Complex Special Education (Complex) - 2.6**
- **Partial unit funding is provided for all units based on the cash-in value of the unit.**
- **There is no “major fraction” rounding in Needs Based Funding. This includes Division I & II units, administrative units, CTE units, and CTE deduct.**
- **K-3 Special Ed Unit**

Registration

- Registrations should be entered in a timely manner.
 - DSC Student Records Request form must be submitted for all registrations.
 - Appropriate page of the Student Data Card must be sent to the Office of English Language Learners for those students whose native language is not English.
 - If a student is coming from a charter school, ensure they do not have a 1st year charter agreement. If they do you cannot enroll the student unless we receive a release, in writing, from the charter school.
 - After September 30th we do not accept students returning from charter schools without district office approval.

Withdrawals

- A withdrawal form should be completed and processed for students when there is a request for records.
- When a student's whereabouts are unable to be verified, follow the process defined in the FAQ regarding 20 days in the purple section of binder
 - 10th day- VT referral for home visit
 - 15th day- certified letter
 - 20th day- refer for prosecution and withdraw student (September 24, 2019)

Students in Alternative Education Settings

- Positive Change
 - Assign students to PCHG homeroom
 - Grades 6-8 schedule into course 8889-900
- Kingswood or Parkway
 - Assign students to homeroom KING, PARKU or PARKL
 - Schedule into course
 - Kingswood: 8889-900
 - Parkway Upper: 8889-900
 - Parkway Lower: 8889-900
- Attendance will be entered into eSchool by the Offices of Federal Programs

Students in Alternative Education Settings

- Outside Agencies
 - Outside Agency Enrollment Form
 - Completed for each student sent to agency
 - Must indicate if returning on our before Nov 1st
 - Must be signed by OA
 - Documentation must be logged and stored in blue folder
- If student is placed at an Outside Agency from an Alt Setting the home school is responsible to send OA form

Attendance Information

- Elementary and BSS
 - Enter homeroom attendance
 - Kindergarten- enter ENC (excused non-chargable) for days students are not assigned to attend
 - Form A and B
 - Form A- first day of school
 - Form B- day 2 until last day of September
 - Kindergarten
 - Form A – all 1st week
 - Form B- beginning week 2
- Secondary
 - Enter period attendance

Evidence of Attendance

- Record in Teacher Access Center (gr 4-12) documentation as to work assigned and completed
- Work Samples
 - Must be dated during the last ten days
 - Strongly recommend that it is authentic work
 - System for gathering work for students with 5 or more absences in the last 10 days or who enroll in the last 5 days
- Absence notes should collected and updated in eSchool

Attendance Information

- Updating of eSchoolPlus for excused absences, late arrivals and early dismissals should be updated daily.
- Attendance letter generation will begin September 6th
- Attendance should be closely monitored
- Referral to visiting teacher is critical in accordance with law. (10 total days of absence)

School Counselors

- Print 'Students with No Schedules' daily
 - This should be blank- all students must have a schedule
- Review and enter course requests for students who are new registrants.

Career & Technical Education

- Confirm all CTE courses are on the State Approved CTE Course List.
- Review CTE CIP Verification Report Master Schedule
 - Verify all CTE courses in school are listed on report
 - Verify pass time, minutes per week and fraction of the year are correct

Supportive Instruction Students

- Supportive instruction (homebound) should be arranged in an efficient manner
- Three forms of documentation must be included in the OA/SI folder:
 - Supportive Instruction Application
 - Physician Form
 - Approval Letter
- Work samples must be saved from every homebound session until the last day of September

Special Education Responsibilities

- Review IEP Verification reports
 - By Grade / By IEP End Date / By Eval Date
 - Expired or blank IEP end dates (1 year)
 - Expired or blank evaluation dates (3 years)
 - Grade level corresponds to Needs Category
 - No blank needs categories or meeting dates
- Office staff provide Entering Students report to ED daily to review

Needs Based Detail Report

- No K-3 students in Basic
- Grade level enrollment should match School Summary
- Report must be run as a landscape PDF
- Boxes must in initials (not checked) and signed by the principal

Unit Count Needs Based Program for September 30, 2011 by School
School District (31)

Elementary School ()

Grade	PreK Ratio: 12.8		K-3 Ratio: 16.2		4-12 Ratio: 20.0		Basic Ratio: 8.0		Intensive Ratio: 6.0		Complex Ratio: 2.6		Total	
	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units	Pupils	Units
KN	0	0.00	91	5.62	0	0.00	0	0.00	3	0.50	0	0.00	94	5.12
01	0	0.00	87	5.37	0	0.00	0	0.00	0	0.00	2	0.77	89	5.14
02	0	0.00	67	4.37	0	0.00	0	0.00	2	0.33	0	0.00	69	5.70
03	0	0.00	74	4.57	0	0.00	0	0.00	0	0.00	1	0.38	75	4.95
K-3	0	0.00	336	20.30	0	0.00	0	0.00	5	0.83	3	1.15	347	22.91
04	0	0.00	0	0.00	70	4.50	12	1.43	1	0.17	0	0.00	83	5.10
05	0	0.00	0	0.00	85	4.10	12	1.43	2	0.33	0	0.00	96	5.86
4-12	0	0.00	0	0.00	152	7.60	24	2.86	3	0.50	0	0.00	179	10.96
PK-12	0	0.00	339	20.93	152	7.60	24	2.86	8	1.33	3	1.15	526	33.87

Initial each statement of assurance and sign and date below.

- I certify that all students reported on this form were enrolled on September 30, 2011 and in attendance during the last 10 days of school in September.
- I certify that students with disabilities reported on this form are receiving special education services in accordance with a valid IEP in place on September 30, 2011.
- I certify that students with disabilities reported on this form counted in PreK, 4 – 12 Basic Special Education (Basic), PreK – 12 Intensive Special Education (Intensive) and PreK – 12 Complex Special Education (Complex) are in accordance with 14 Del.C. §1703 and 14 DE Admin Code 928. Unit count verification of this signed assurance will be conducted by the Department of Education, Exceptional Children Resources Group. Districts and charter schools shall make available upon request documentation of earned staff units to be reviewed by the Department of Education or State Auditor of Accounts.

Principal: _____ Date: _____

End of Day Teacher Status

- **eSchool Attendance Teacher Verification Form**
- Teachers verify attendance in eSchool and sign verification form that attendance is correct
- If corrections are needed, notate on form for secretary to make correction in eSchool
- Secretary signs verifying corrections have been made

Full Student Register Report

- The eSchoolPLUS **Full Student Register** report is a **required** report and will serve as your verification of student enrollment for the Unit Count. **Building administrators are required to sign and date every page of this report after verifying.**

eSchoolPLUS to DDOESSO Unit Count

- The IMS Unit Count Program will update daily as follows:
 - 12:00 p.m.
 - 12:00 a.m.
- Updates are currently running and will run until 12:00 a.m. on October 1, 2019.

Site Visit – Sept 11th & 12th

- Have your accordion file ready with each days reports and checklist in corresponding numbered slot
 - August 26-August 29 should be in slot 1
 - September 3 should be in slot 3
- Run all of the reports from the **Sept 16th** check list regardless of what day the site visit is scheduled on
 - Signatures not required for site visit
- Be prepared to answer question about students on the Low Show/No Show report

Dry Run and Final Unit Count Appointments

- Dry Run: Sept 18th - Tech Office
 - bring all reports from the Sept 16th checklists, **do not bring the accordion file**
 - Bring the blue Outside Agency/Support Instruction folder
- Final Unit Count: Oct 2nd- Tech Office
 - bring all reports from the Sept 30th and Oct 1st checklists, **do not bring the accordion file**
 - Bring the blue Outside Agency/Support Instruction folder
 - Bring work samples for any student on Low Show/No Show report (dated 9/16-9/27) and for any student registering in the last 5 days (9/23-9/27)

Important Reminders

- All reports need to be in **PDF format**
 - Full Student Register and Needs Based Detail need to be in **landscape format**
- Full Student Register must be signed and dated on **each page**
- eSchool Attendance Teacher Verification Form- bring a **copy to the dry run** and original to the unit count final appointment

Unit Count Support Teams

- Unit Count Coordinators

- Sam Golder 552-3753
- Amy Grundy 552-3753
- Kristine Bewley 892-4721

- Unit Count School Liaison

- Tawanda Bond 552-3722

- Alternative Educational Programs

- Michael Simmonds 552-3766

- Special Services

- Sarah Celestin 552-3773
- Ken Oates 552-3773
- Deborah Shepherd 552-3762

- Career and Technical Education

- Lou Mingione 552-3742