Student Enrollment Audit for October 13, 2017 and NJ ASSA

Student Information Services

Schools will print reports and meet with a member of the Student Information Services Office at 2 Cedar to review data. Please see schedule below for the date assigned to your network.

Network	Date	Location
Dr. Yolanda Mendez	September 25, 2017	2 Cedar, 9th floor lab
Robert Gregory	September 26, 2017	2 Cedar, 9th floor lab
Erskine Glover	September 27, 2017	2 Cedar, 9th floor lab
Carolyn Granato & Kathy Duke-Jackson	September 29, 2017	2 Cedar, 9th floor lab

Checklist for Validation Check-Out Appointment

Make sure the following are complete for your school's enrollment validation check-out

☐ Class Rosters – updated class rosters after they have been verified and signed by teachers in your school

☐ Enrollment Summary – the total number of students in this report should be the same number of students listed in the class rosters

☐ Special Ed Validation by HR– the total number of students in this report should equal the total number of students with classification in both self-contained classrooms and Resource. Verified and signed by CST.

☐ NJ ASSA Enrollment - The sum of the On Roll Regular Ed and On Roll Special Ed should equal the total enrollment in the school and match the class rosters.

Checklist for October 13 Snapshot

☐ On Friday October 13, 2017, email Elsa Reyes the NJ ASSA Enrollment Summary report at ereyes@nps.k12.nj.us

The following reports will be used to validate student enrollment in PowerSchool.

The Missing Student Data Report will list students who are missing required data for the NJSMART state submission, which in turn affects the ASSA enrollment count.

Invalid Exit Codes will list students who have invalid exit codes. Schools should investigate and find students' whereabouts to determine the correct Exit Code. If the school cannot find the student, T1, T2 or missing exit codes will default to D8. Student records with D8 will negatively impact a school.

NJ State CDS Code Error Report will list the students that have CDS codes populated in the NJ State SID page and have one of the following errors:

- the current school is different in the NJ State SID page
- at least the Attending County, District or School code is entered and the rest of the fields are empty
- the Resident County, District and School Code is different than the Attending School but not all nine CDS codes are entered

The Class Rosters, Enrollment Summary Report, NJ ASSA Enrollment and the Special Ed Validation by HR report will be used to ensure the accuracy of the ASSA count.

Class Rosters

We will use these rosters to verify the students: HR, Name, grade, age, ethnicity, gender, LEP status, and Classification.

Enrollment Summary

We will use this to get the total enrollments at each grade level.

Special Ed Validation by HR

We will use this report to ensure that the student has a classification and the classification aligns to their self-contained or special program placement.

NJ ASSA Enrollment

Will be used to verify the general education enrollment and special education enrollment by grade level

Missing Student Data Report

This report will list students who are missing required data for the NJSMART state submissions, which in turn affects the ASSA count.

```
PowerSchool Start Page > Reports > System Reports > sqlReports 4 > Data Management >
Missing Student Demographic Information
```

```
SUBMIT
```

The report will produce students who are missing the following data:

1. Home Phone
2. Gender
3. Ethnicity
4. Birthdate
5. City of Birth
6. State of Birth
7. Country of Birth

Please ensure that the city of birth is spelled correctly. Enter missing data for all fields on the Student Enrollment page if the student is born outside the United States, enter the Country of Birth in the state page.

```
State/Province-NJ > NJS SID
```

If not born in the USA select the Country of Birth code from the Country of Birth drop down

Invalid Exit Codes

This report will list students who have invalid exit codes. Schools should investigate and find students' whereabouts to determine the correct Exit Code. If the school cannot find the student, T1, T2 or missing exit codes will default to D8. Student records with D8 will negatively impact a school.

```
PowerSchool Start Page > Reports > System Reports > sqlReports 4 > Data Management >
Invalid Exit Codes
```

```
SUBMIT
```

The report will produce students who are missing the following data:

1. **Enroll_Status:** 2 is for inactive students
2. **SchoolID:** the local school ID for your school
3. **Sending_SchoolID:** this is the school code the student was placed in before enrolling in your school. This will be different if a student was placed in another school but never enrolled or attended during the same school year.
4. **Sending_SchoolName:** this is the school name the student was placed in before enrolling in your school. This will be different if a student was placed in another school but never enrolled or attended during the same school year.
5. **Grade_Level:** the student's last grade level
6. **Student_Number:** the student's six digit local ID
7. **Last_Name:** student's last name

8. **First_Name:** student's first name
9. **DOB:** student's date of birth
10. **School_EntryDate:** student's entry date in your school
11. **School_EntryCode:** entry code your school used
12. **School_ExitDate:** the date your school used
13. **School_ExitCode:** T1, T2 or empty
14. **School_EntryComment:** the entry comment your school entered
15. **Previous_SchoolCode:** the previous school code of enrollment or sending school
16. **Previous_EntryComment:** the previous school entry comment
17. **Previous_EntryDate:** the previous school entry date
18. **Previous_EntryCode:** the previous school entry code
19. **Previous_ExitDate:** the previous school exit date
20. **Previous_ExitCode:** the previous school exit code

NJ State CDS Code Error Report

This report will list the students that have CDS codes populated in the NJ State SID page and have one of the following errors:

- the current school is different in the NJ State SID page
- at least the Attending County, District or School code is entered and the rest of the fields are empty
- the Resident County, District and School Code is different than the Attending School but not all nine CDS codes are entered

PowerSchool Start Page > Reports > System Reports > sqlReports 4 > Data Management > NJ State CDS Code Error Report

Class Rosters

Directions for creating the Rosters

`Reports > Class Rosters (pdf)`

1. Print rosters for: all teachers
2. Meeting(s): HR period for M-F
3. Include students who: are currently enrolled in class
4. Heading font: Times
5. Size, line height, style: 10 and 8 points, select bold
6. Print heading on: All pages
7. Heading text: You can copy and paste the information if this is your first time running this report

    ~(SchoolName)
    Class Roster as of ~[letter.date]
    TOTAL ~(No_of_students)
    ~(teachername)   Room: ~(Room)
    Course: ~(coursename)
     ~(Course_Number).~(Section_Number)
8. Column title font: Helvetica
9. Size, line height, style: 10 and 8 points, select bold
10. Print column titles on: All pages
11. Roster Font: Times
12. Size, line height, style: 9 and blank
13. Roster Columns: You can copy and paste the information if this is your first time running this report

    ~(count) \#\.2\c
    Student_Number\ID\.5\C
    last_name\last name\.7\l
    first_name\first name\.5\l
    Grade_Level\Grd\.3\C
    Gender\M/F\.3\C
    ethnicity\ethnicity\.4\c
    Special_Education\Clsf\.4\C
    ELL\ELL\.4\C
    ~(Age;short)\Age\.5\C
    \Comments\1.0\C

14. Rule width: Horizontal .5 Vertical .1
15. Cell padding: Horizontal 4 Vertical 2
16. Page size: Letter (8 ½" x 11")
17. Margins: Left .2 Top .2 Right .2 Bottom .1
18. Orientation, Scale: Portrait (vertical)
19. Watermark text: blank
20. Watermark mode: Overlay
21. When to print: ASAP
22. Report Output Locale: English
    ➔ **Screenshot in next page**

1. **RUN REPORTS. Make sure ALL teachers are selected, and the meeting (s) for HR are checked. Click submit. When the report is generated; open and print the report. Distribute to all the homeroom teachers and instruct them to make any necessary corrections on the roster.**

Class Rosters (PDF)

Print rosters for (hold the CTRL key to make multiple selections)	Agurto, Gerald Anderson, Otis Balboa, Cristina Beebe, Thomas Belfiore, Valarie Danielle Berger, Justine

Meeting(s) (leave unchecked for all)		M	T	W	R	F
	HR	✓	✓	✓	✓	✓
	COR	☐	☐	☐	☐	☐
	ART	☐	☐	☐	☐	☐
	CMP	☐	☐	☐	☐	☐
	DA	☐	☐	☐	☐	☐
	DR	☐	☐	☐	☐	☐
	EM	☐	☐	☐	☐	☐
	ESL	☐	☐	☐	☐	☐
	IM	☐	☐	☐	☐	☐
	PE	☐	☐	☐	☐	☐
	VM	☐	☐	☐	☐	☐
	WL	☐	☐	☐	☐	☐

Include students who	◉ are currently enrolled in class ○ were enrolled on MM/DD/YYYY 🗓 ○ were enrolled any time between MM/DD/YYYY 🗓 and MM/DD/YYYY 🗓
Heading font	Times ▼
Size, line height, style	10 8 (points) ☑ Bold ☐ Italic ☐ Underline
Print heading on	All pages ▼
Heading text (Fields) Enter ^(teachername) to cause the teacher name to appear, and ^(class_expression) for the expression	~(SchoolName) Class Roster as of ~[letter date] TOTAL ~(No_of_students) ~(teachername) Room: ~(Room) Course: ~(coursename) ~(Course_Number).~(Section_Number)
Column title font	Helvetica ▼
Size, line height, style	10 8 (points) ☑ Bold ☐ Italic ☐ Underline
Print column titles on	All pages ▼
Roster Font	Times ▼
Size, line height, style	9 (points) ☐ Bold ☐ Italic ☐ Underline
Roster columns (Fields)	Format: field name \ column title \ column width \ alignment ~(count) \#\.2\c Student_Number\ID\.5\C last_name\last name\.7\l first_name\first name\.5\l Grade_Level\Grd\.3\C Gender\M/F\.3\C ethnicity\ethnicity\.4\c Special_Education\Clsf\.4\C ELL\ELL\.4\C
Rule width (points)	Horizontal .5 Vertical .1
Cell padding (points)	Horizontal 4 Vertical 2
Page size	Letter (8 1/2" x 11") ▼ Custom size: Height ___ Width ___
Margins (inches)	Left .2 Top .2 Right .2 Bottom .1
Orientation, Scale	Portrait (vertical) ▼ ___
Watermark text	▼
Watermark mode	Overlay ▼
When to print	ASAP ▼ MM/DD/YYYY 🗓 / ⊘
Report Output Locale	English ▼

[Submit]

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2. **TEACHER ROSTER VERIFICATION. Give the rosters to the homeroom teachers to verify the information about each student.**

The teachers should note the following:

- If a student has not been in their class they should note that on the roster and a leave date if known.
- Add the names of students in their class that do not appear on the roster and the date they arrived
- Identify students whose grade does not correspond to the course-(elementary schools only)
- Mark any Resource student with an "R"
- Mark any Speech Only student with an "S"
- Sign the roster and return to the office

See sample rosters below

Class Roster as of
TOTAL 26
Garcia, Milton   Room: 204
Course: Homeroom 6   ELHR0Z6.204

#	ID	last name	first name	Grd	M/F	ethnicity	Clsf	ELL	Age	Comments
1				6	M	H			12 years 3 months	
2				6	M	B			11 years 9 months	
3				6	M	H	SLD	N	11 years 2 months	
4				6	M	B			12 years 9 months	
5				6	M	B			11 years 7 months	
6				6	M	H	ESLS		12 years 1 month	
7				6	M	H	CI		11 years 11 months	
8				6	M	H		N	13 years 6 months	
9				6	F	B			11 years 1 month	
10				6	M	B			11 years 3 months	
11				6	M	H	CI		12 years 8 months	
12				6	M	H	SLD		11 years 2 months	
13				6	M	H	OHI	N	11 years 0 month	
14				6	M	B	SLD		11 years 4 months	
15				6	M	B	ESLS		12 years 3 months	
16				6	F	H	SLD		12 years 2 months	
17				6	M	H		N	11 years 7 months	
18				6	M	H	OHI		12 years 8 months	
19				6	M	H			11 years 9 months	
20				6	F	B			11 years 1 month	
21				6	F	H			11 years 10 months	
22				6	M	B			11 years 7 months	
23				6	M	H		N	11 years 0 month	
24				5	F	H			11 years 10 months	Count of students Regular Ed 16
25				6	F	B			11 years 4 months	Speech(ESLS) 2
26				6	F	B			11 years 1 month	Special Ed 8 TOTAL 26

The PowerSchool Clerk and/or Administrator should chart on the rosters the # of Reg Ed, Special Ed, Speech Only and LEP (L) students.

3. **The PowerSchool Clerk and/or Administrator will make any necessary corrections to the students' schedule and enrollment information based on the feedback from the classroom teacher. Continue to run the reports until they are correct.**

Enrollment Summary

1. Run the Enrollment Summary report.

   `Functions > Enrollment Summary`

2. Total the Class Rosters. The total number of students, on the class rosters, must be the same as the Total in Grade on the Enrollment Summary report.
3. Verify that there are no students listed in the Unclassified column for ethnicity. If there are students listed you must correct their ethnicity. Click on the Number value and it will bring up the student(s) who have no ethnicity identified.

Enrollment Summary: Scheduling/Reporting Ethnicity as of 09/24/2015 ()

Avon Avenue School

View: Scheduling/Reporting Ethnicity ▼		Students:	⦿ All Active Enrollments ○ Current Selection			Date: 09/24/2015 ▦ (MM/DD/YYYY)		

Grade Level	Total in Grade	Asian	African-American	Hispanic	American Indian	Pacific Islander	White	Unclassified
0	52	0	45	2	0	0	1	4
	26 / 26	0 / 0	20 / 25	2 / 0	0 / 0	0 / 0	1 / 0	3 / 1
1	73	0	69	4	0	0	0	0
	41 / 32	0 / 0	38 / 31	3 / 1	0 / 0	0 / 0	0 / 0	0 / 0
2	80	0	74	6	0	0	0	0
	48 / 32	0 / 0	43 / 31	5 / 1	0 / 0	0 / 0	0 / 0	0 / 0
3	67	0	58	7	0	0	0	2
	30 / 37	0 / 0	24 / 34	5 / 2	0 / 0	0 / 0	0 / 0	1 / 1
4	76	0	73	3	0	0	0	0
	33 / 43	0 / 0	31 / 42	2 / 1	0 / 0	0 / 0	0 / 0	0 / 0
5	65	0	60	3	1	0	0	1
	32 / 33	0 / 0	31 / 29	0 / 3	0 / 1	0 / 0	0 / 0	1 / 0
6	53	0	47	5	0	0	0	1
	29 / 24	0 / 0	26 / 21	2 / 3	0 / 0	0 / 0	0 / 0	1 / 0
7	58	0	53	4	0	0	0	1
	31 / 27	0 / 0	30 / 23	1 / 3	0 / 0	0 / 0	0 / 0	0 / 1
8	61	0	58	3	0	0	0	0
	36 / 25	0 / 0	35 / 23	1 / 2	0 / 0	0 / 0	0 / 0	0 / 0
Total	585	0	537	37	1	0	1	9
	306 / 279	0 / 0	278 / 259	21 / 16	0 / 1	0 / 0	1 / 0	6 / 3

Verify the enrollment for each grade level

If there are any students identified in the Unclassified column please correct their record in PowerSchool

Print a clean Enrollment Summary from PowerSchool on day of checkout.

On the ASSA report, the **OnRoll Full**, **Regular** Enrollment, plus **OnRoll Full**, **Sp Ed** Enrollment must equal the **Total in Grade** on the Enrollment Summary

Special Ed Validation by HR

We will use this report to identify the Sp Ed students' classification.

`PowerSchool Start Page > System Reports > sqlReports 4 > Special Education > Special Ed Validation by HR`

The report will automatically generate. Print the page.

If there are missing students or students with the wrong classification, the CST must make the appropriate updates in EasyIEP. Updates in EasyIEP will reflect in PowerSchool in 24 hours.

The *Special Program School* and the *Resident School* should be the school they are atending

Schools must identify Special Education Programs in Special Programs.

Report must be verified and signed by CST.

Important Updates to Record for All Non-Newark Residents

Non-Newark Residents (Receiving Students)
This is primarily used in Special Education Schools, Regional Day, Bruce Street and John F. Kennedy

All non-Newark residents must have the appropriate resident code entered, tuition code and CDS Codes entered in their record.
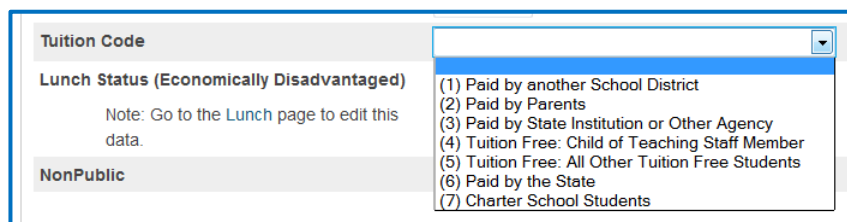
`Select a student > State/Province - NJ > NJS SID`

Resident Municipal Code	(codes)
	UNSPECIFIED

Click on the blue (codes) link, then click on the correct four digit code for the student based on their residence.

Resident Municipal Codes

Code	Description	Code	Description	Code	Descri
1301	Aberdeen Township - Monmouth County	1314	Fair Haven Borough - Monmouth County	1519	Manc Towns Ocea
0101	Absecon City - Atlantic	0217	Fair Lawn Borough -	1706	Mann Towns

Update the Tuition Code and the Resident Municipality Code

Tuition Code	▼
Lunch Status (Economically Disadvantaged)	(1) Paid by another School District
Note: Go to the Lunch page to edit this data.	(2) Paid by Parents
	(3) Paid by State Institution or Other Agency
	(4) Tuition Free: Child of Teaching Staff Member
	(5) Tuition Free: All Other Tuition Free Students
NonPublic	(6) Paid by the State
	(7) Charter School Students

Select the code that describes how the tuition is being paid

Verify and update the student's Resident, Receiving and Attending school codes

The NJ_SchoolCodeResident should be different from the student's attending school only if the student's address is outside of Newark.

Use the menu selections to edit the appropriate values. The **County** and **District** must be selected before a **School** can be selected.

Resident County Code: County student resides in

Resident District Code: District student resides in

Resident School Code: Student home school based on residence

*Note: if the student is being sent to your school by a charter school and not the district of residence, the county, district and school code must be entered in the fields for Receiving. If you are unsure, email Crisalia Gonzalez at c7gonzalez@nps.k12.nj.us

*Receiving County Code: County corresponding to the school the student is attending or the county code corresponding for to the charter school (13 for Newark)

*Receiving District Code: District corresponding to the school the student is attending or the county code corresponding for to the charter school (3570 for Newark)

*Receiving School Code: School the student is attending or corresponding charter school code

Attending County Code: 13 for Newark

Attending District Code: 3070 for Newark

Attending School Code: Your CDS (state) code

If all values are blank, the student is considered to be a resident of the attending school.

Submit

NJ Application for State School Aid (ASSA) Enrollment

PowerSchool>Start Page> Reports> System Reports>State Tab> NJ ASSA Enrollment

New Jersey ASSA Audit/Validation	Version	Description
NJ ASSA Enrollment	1.9	Provides student counts for the Enrollment component of the NJ ASSA report.
NJ ASSA Regional/Consolidated Enrollment Breakdown	1.4	Provides student counts for the Regional/Consolidated Enrollment Breakdown component of the NJ ASSA report.

Use **10/13/2017** as the snapshot date

Use **10/1/2017** as the Base Date for Determining Age

What is the date for SP Ed?

The first time you run it, select **_No_** for the detail report so you get just the summary.

Data to be filled	
Report Snapshot Date:*	10/13/2017
Base Date For Determining Age:*	10/1/2017
Date For Determining Special Ed Age (Typically 6/30/xxxx):*	6/30/2017
Detail Report	No

Once the report is completed save it as an Excel file.
Format the document so that it will print on two pages.
Double box the following lines:

> Application for State School Aid
> Category
> Category

Highlight those three lines by holding the ctrl key and clicking on them. Right click on the highlighted area, click on format cells, click on alignment, select wrap text, and click OK. Size the columns so that they are legible and fit on one page.

Begin to verify the data.

By using a combination of the class rosters and the SP Ed report you can verify the numbers.

The first section On Roll Full is the number of regular ed students in each grade level. *Speech only students are counted in this section.*

The bottom half of the report is the Self Contained and Resource students. If you did not enter the Special Program Type in the Special Program screen, it will be 0. If you did enter data into the Special Program screen, the students in self-contained classes will appear as this count

The sum of the On Roll Regular Ed and On Roll Special Ed should equal the total enrollment in the school and match the class rosters

On the bottom half, the Special Ed count should equal the SP Ed Classification List Report (minus ESLS, speech only)

➜ **Screenshot in next page**

Application For State School Aid									
Report Type	Enrollment								
Detail Report	No								
Report Snapshot Date	**Oct 13, 2017**								
Run For Schools									
Run for Student Select	No								

On Roll is the number of reg ed students in each grade level. Speech Only students are counted in this section too.

Category	On Roll Full	On Roll Shared	Free Lunch	Free Lunch	Reduced Lunch	Reduced Lunch	Send Full	Sent Shared	Private Sch
3H	0	0	0	0	0	0	0	0	0
3F	0	0	0	0	0	0	0	0	0
4H	0	0	0	0	0	0	0	0	0
4F	0	0	0	0	0	0	0	0	0
KH	0	0	0	0	0	0	0	0	0
KF	35	0	24	0	2	0	0	0	0
1	38	0	35	0	1	0	0	0	0
2	43	0	37	0	0	0	0	0	0
3	37	0	31	0	1	0	0	0	0
4	32	0	30	0	0	0	0	0	0
5	31	0	28	0	2	0	0	0	0
6	38	0	31	0	6	0	0	0	0
7	32	0	27	0	1	0	0	0	0
8	25	0	24	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0
AD	0	0	0	0	0	0	0	0	0
A1	0	0	0	0	0	0	0	0	0
A2	0	0	0	0	0	0	0	0	0
Regular Enrollment Su	311	0	267	0	13	0	0	0	0

Category	On Roll Full	On Roll Shared	Free Lunch	Free Lunch	Reduced Lunch	Reduced Lunch	Send Full	Sent Shared	Private Sch
Elementary GR	27	0	27	0	0	0	N/A	N/A	0
Elementary SC	43	0	38	0	3	0	N/A	N/A	0
Elementary #	70	0	65	0	3	0	0	0	0
Middle School GR	15	0	15	0	0	0	N/A	N/A	0
Middle School SC	13	0	12	0	0	0	N/A	N/A	0
Middle School #	28	0	27	0	0	0	0	0	0
High School GR	0	0	0	0	0	0	N/A	N/A	0
High School SC	0	0	0	0	0	0	N/A	N/A	0
High School #	0	0	0	0	0	0	0	0	0
Sent to CSSD	0	0	N/A	N/A	N/A	N/A	0	0	0
Special Education Enr	98	0	92	0	3	0	0	0	0
Regular and Special Education Totals									
Regional Day School	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Alternative High Scho	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	0
Ages 5-17 Only (as of 1	407	0	359	0	15	0	N/A	N/A	0
County Vocational - R	0	0	0	0	0	0	0	0	0
County Vocational - Fi	0	0	0	0	0	0	0	0	0
County Vocational - S	0	0	0	0	0	0	0	0	0

Category:
GR= Resource, Inclusion, Mainstreamed students
SC= Self Contained students

If you did not enter the Special Program Type in the Special Program screen, the SC will be 0. If you did enter data into the Special Program screen, the students in self-contained classes will appear as this count.

Appendix

PowerSchool / State Codes

Classifications

PowerSchool	State Code	Classification
AI	01	01 - Auditory Impaired (AI)
AUT	02	02 - Autistic (AUT)
CMI	03	03 - Cognitively Impaired-Mild (CMI)
CMO	04	04 - Cognitively Impaired-Moderate (CMO)
CSE	05	05 - Cognitively Impaired-Severe (CSE)
CI	06	06 - Communication Impaired (CI)
ED	07	07 - Emotionally Disturbed (ED)
MD	08	08 - Multiply Disabled (MD)
DB	09	09 - Deaf-Blindness (DB)
OI	10	10 - Orthopedically Impaired (OI)
OHI	11	11 - Other Health Impaired (OHI)
PSD	12	12 - Preschool Disabled (PSD)
SM	13	NOW INVALID CODE - 13 - Social Maladjustment
SLD	14	14 - Specific Learning Disabled (SLD)
TBI	15	15 - Traumatic Brain Injury (TBI)
VI	16	16 - Visually Impaired (VI)
ESLS	17	17 - Speech-Language Service Only

Programs

Section Name	Notes
Special Education: AI	Auditory Impairments
Special Education: AI-MD	Auditory Impairments – Multiple Disabilities
Special Education: AUT	Autism
Special Education: BD	Behavioral disabilities
Special Education: BDS	Behavioral disabilities severe
Special Education: C1	Cognitive Impairments Mild
Special Education: C2	Cognitive Impairments Moderate
Special Education: LDM	Learning/Language Disabilities Mild/Moderate
Special Education: LDS	Language/Learning Disabilities Severe
Special Education: MD	Multiple disabilities
Special Education: MDMI	Multiple disabilities Medically Involved
Special Education: PSD	Pre School Disabilities