

# **Student Enrollment Audit for October 14, 2016 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.

<b>Network</b>	<b>Date</b>	<b>Location</b>
Dr. Yolanda Mendez	October 4, 2016	9 <sup>th</sup> Floor Lab
Robert Gregory	October 5, 2016	9 <sup>th</sup> Floor Lab
Erskine Glover	October 11, 2016	9 <sup>th</sup> Floor Lab
Kathy Duke-Jackson	October 12, 2016	9 <sup>th</sup> Floor Lab

## October 14 Validation Checklist

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 Education Classification List – the total number of students in this report should equal the total number of students in the roster and special education category in the ASSA report
- NJ Application For State School Aid (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. The Special Ed count should equal the SP Ed Classification List Report (minus ESLS, speech only)



The key to an accurate ASSA report is accurate, updated, and timely data in PowerSchool

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 count.

Crisalia Gonzalez from Student Information Services will be sending supplementary files as needed.

The [Class Rosters](#), [Enrollment Summary Report](#) from PowerSchool and the [Special Education Classification List](#) report will be used to ensure the accuracy of the ASSA count.

## Reports

All reports should be run and checked for accuracy by the school.

### [Missing Student Data Report](#)

This report will provide a list of students who are missing data vital to the NJ Smart state submission

### [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 Education Classification List](#)

We will use this report to ensure that the student has a classification.

### [NJ Application For State School Aid \(ASSA\) Enrollment](#)

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

## Important Information to Report Accurate Enrollment

Non-Newark resident information must be updated in the NJS SID Page

### [Important Updates to Record for All Non-Newark Residents](#)

## Appendix

### [NJ State Codes](#)

## 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 > End of Year > Missing Student Data

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

## 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

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)

Meeting(s) (leave unchecked for all)

Include students who

Heading font

Size, line height, style

Print heading on

Heading text (Fields)

Column title font

Size, line height, style

Print column titles on

Roster Font

Size, line height, style

Roster columns (Fields)

Rule width (points)

Cell padding (points)

Page size

Margins (Inches)

Orientation, Scale

Watermark text

Watermark mode

When to print

Report Output Locale

Agurto, Gerald  
Anderson, Otis  
Balboa, Cristina  
Beebe, Thomas  
Belfiore, Valerie Danielle  
Berger, Justine

	M	T	W	R	F
HR	<input checked="" type="checkbox"/>				
COR	<input type="checkbox"/>				
ART	<input type="checkbox"/>				
CMP	<input type="checkbox"/>				
DA	<input type="checkbox"/>				
DR	<input type="checkbox"/>				
EM	<input type="checkbox"/>				
ESL	<input type="checkbox"/>				
IM	<input type="checkbox"/>				
PE	<input type="checkbox"/>				
VM	<input type="checkbox"/>				
WL	<input type="checkbox"/>				

are currently enrolled in class  
 were enrolled on MM/DD/YYYY  
 were enrolled any time between MM/DD/YYYY and MM/DD/YYYY

Times

10 8 (points)  Bold  Italic  Underline

All pages

~(SchoolName)  
 Class Roster as of-{letterdate}  
 TOTAL ~(No\_of\_students)  
 ~(teachername) Room: ~(Room)  
 Course: ~(coursename)  
 ~(Course\_Number).~(Section\_Number)

Helvetica

10 8 (points)  Bold  Italic  Underline

All pages

Times

9 (points)  Bold  Italic  Underline

Format: field name \ column title \ column width \ alignment  
 ~(count)W2C  
 Student\_NumberIDL5C  
 last\_name|last nameL7N  
 first\_name|first nameL5N  
 Grade\_Level|GrdL3C  
 Gender|MF13C  
 ethnicity|ethnicityL4C  
 Special\_Education|CistL4C  
 ELL|ELL\4C

Horizontal 5 Vertical .1

Horizontal 4 Vertical 2

Letter (8 1/2" x 11")

Left 2 Top 2 Right 2 Bottom .1

Portrait (vertical)

Overlay

ASAP

English

Submit

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

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.

See sample rosters below

#	ID	last name	first name	Grd	M/F	ethni city	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
25				6	F	B			11 years 4 months	Regular Ed 16
26				6	F	B			11 years 1 month	Speech(ESLS) 2
										Special Ed 8
										<b>TOTAL 26</b>

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

## 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 ( )

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

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 Education Classification List

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

PowerSchool Start Page > System Reports > sqlReports 4 > Special Education > Special Education Classification List

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 in EasyIEP will be used in the October 14 snapshot.

Run the Student Count By Classification report for a count by classification and grade distribution

PowerSchool Start Page > System Reports > sqlReports 4 > Special Education > Student Count By Classification

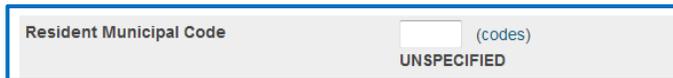
## Important Updates to Record for All Non-Newark Residents

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.

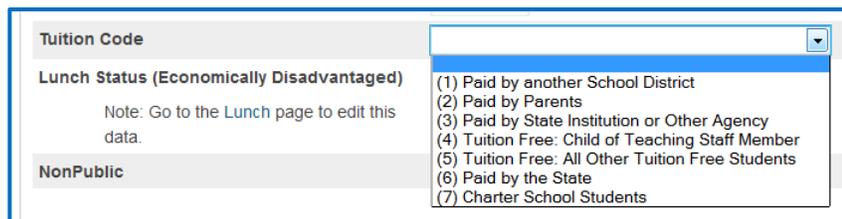
Select a student > State/Province - NJ > NJS SID



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	Description
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



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

**CDS CODE OVERRIDES**

To obtain the most recent list of County District School codes (CDS) see the [NJ SMART CDS Codes](#).

Note: Due to frequently changing codes, the pop-up list may not have the most recent values.

You may enter any code from the state list; the code you enter will extract on the reports, even though a value of UNVERIFIED will display on the page.

<b>Resident - County Code Override</b>	<input type="text" value="13"/> (codes)
	ESSEX
Note: If blank, schools County Number (Schools.CountyNbr) will be used: 13.	
<b>Resident - District Code Override</b>	<input type="text" value="3880"/> (codes)
	CITY OF ORANGE TOWNSHIP
Note: If blank, students District Of Residence (Students.DistrictOfResidence) will be used: 3570.	
<b>Resident - School Code Override</b>	<input type="text" value="050"/> (codes)
	ORANGE H.S.
Note: Note: Note: If blank, students Alternate School Number or School Number (Schools.Alternate_School_Number or Schools.School_Number) will be used: 004.	
<b>Receiving - County Code Override</b>	<input type="text" value="13"/> (codes)
	ESSEX
Note: If blank, schools County Number (Schools.CountyNbr) will be used: 13.	
<b>Receiving - District Code Override</b>	<input type="text" value="3570"/> (codes)
	NEWARK
Note: If blank, students District Of Residence (Students.DistrictOfResidence) will be used: 3570.	
<b>Receiving - School Code Override</b>	<input type="text" value="004"/> (codes)
	N.J. REGIONAL DAY SCHOOL - NEWARK
Note: Note: Note: If blank, students Alternate School Number or School Number (Schools.Alternate_School_Number or Schools.School_Number) will be used: 004.	
<b>Attending - County Code Override</b>	<input type="text" value="13"/> (codes)
	ESSEX
Note: If blank, schools County Number (Schools.CountyNbr) will be used: 13.	
<b>Attending - District Code Override</b>	<input type="text" value="3570"/> (codes)
	NEWARK
Note: If blank, students District Of Residence (Students.DistrictOfResidence) will be used: 3570.	
<b>Attending - School Code Override</b>	<input type="text" value="004"/> (codes)
	N.J. REGIONAL DAY SCHOOL - NEWARK
Note: If blank, students Alternate School Number or School Number (Schools.Alternate_School_Number or Schools.School_Number) will be used: 004.	

## NJ Application For State School Aid (ASSA) Enrollment

PowerSchool>Start Page> Reports> System Reports>State Tab> NJ Application for State School Aid (ASSA) Enrollment 1.9

New Jersey State Fall Reports	Version	Description
NJ Application For State School Aid (ASSA) Enrollment	1.9	Provides student counts for the Enrollment component of the NJ ASSA report.
NJ Application For State School Aid (ASSA) Regional/Consolidated Enrollment Breakdown	1.4	Provides student counts for the Regional/Consolidated Enrollment Breakdown component of the NJ ASSA report.

Use **10/14/2016** as the snapshot date

Use **10/1/2016** as the Base Date for Determining Age

The first time you run it select **No** for the detail report so you get just the summary.

Comments

Use: Current School Only

Students to Include:  The selected 1 student only  
 All students

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Data to be filled

Report Snapshot Date:

Base Date For Determining Age:

Date For Determining Special Ed Age (Typically 6/30/xxxx):

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. **EasyIEP will be the source of Special Program Type for the 2016 October 14 snapshot.**

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)

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

Oct 14, 2016

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
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 - Rv	0	0	0	0	0	0	0	0	0
County Vocational - Fu	0	0	0	0	0	0	0	0	0
County Vocational - Sp	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

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

	State Code	PS Special Program (IS)
	25	Auditory Impairments
	30	Autism
	22	Behavioral Disabilities
	18	Cognitive - Mild
	19	Cognitive - Moderate
	31	Cognitive - Severe
	32	Full-Day Preschool Disabilities
	33	Half-Day Preschool Disabilities
	20	Learning and/or Language Disabilities
	23	Multiple Disabilities
	28	Visual Impairments
	27	Psychiatric
	24	Learning and/or Language Disabilities- Severe