

PROCEDURE TITLE: <b>Managing and Utilizing Student Records and School/Program Assignment Data</b>		
ADOPTION/EFFECTIVE DATE: 09/27/16 September 1, 2016	MOST RECENTLY AMENDED: May 20, 2019	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY: District Management		

### Purpose and Scope

The purpose of this procedure is to provide guidance to schools and offices on the management of student records and school/program data for students enrolled in and assigned to schools and/or programs in Harford County Public Schools (HCPS). This procedure establishes protocol for the purpose of utilizing staffing and technology resources to meet the needs of the school system.

### Table of Contents

- I. Definitions.....2
- II. Maryland State Department of Education (MSDE) Process Requirements
- III. Managing Student Records and School/Program Assignment Data.....3
- IV. Student Registration, Attendance, Transfer and Withdrawal Process.....4
- V. Student Enrollment Reconciliation Process
- VI. Enrollment Projection Process.....6
- VII. Departmental Use of Student Enrollment Data.....7

### Attachments

- A. Office of Technology Records Management Notification Preparing for Year-End Reporting to MSDE
- B. Office of School Counseling Preparing for Year-End Companion Document
- C. [HCPS Procedure for Developing Bus Stops and Bus Routes for Student Transportation](#)
- D. [Maryland Student Records System Manual](#)
- E. [HCPS Procedure for the Admission and Assignment of Students](#)
- F. Maryland Public School Enrollment Data Collection Verification of Enrollment Counts

### **I. Definitions**

- A. Registration: The act of admitting a child, emancipated child, or individual under the age of 22, who is eligible, into a Harford County public school program.
- B. Attendance: The daily accounting of students that are present in a class or school.
- C. Attendance Secretary: The individual responsible for the general day to day supervision of the HCPS attendance monitoring system to include general attendance management, tracking the attendance of enrolled students, processing student notes, and the implementation of attendance communication protocols between students, parents, teachers, school administrators and HCPS central office.
- D. Student Enrollment Reconciliation: The process of verifying and reporting student enrollment. Included in this process are schools, the Office of Accountability, Office of Technology, the Office of Student Services, and MSDE. The student enrollment verification process begins approximately ten (10) days after September 30 and typically ends in the month of November. HCPS submits a verification form to MSDE which is signed by the Superintendent certifying agreement with the HCPS enrollment count.
- E. Preliminary Enrollment: September 30<sup>th</sup> enrollment data that has undergone the first round of internal quality control review but has not undergone the MSDE “Cross LEA” reconciliation process.
- F. Official Enrollment: Final September 30<sup>th</sup> enrollment that has completed Enrollment Data Collection Verification processes and the verification of enrollment counts are endorsed by the Superintendent.
- G. Enrollment Projections: The process of predicting and reporting student enrollment trends. Included in this process are the Planning and Construction Department, Office of Operations, Education Services Department, Harford County Department of Planning and Zoning, and the Maryland Department of Planning.
- H. SIS: Student Information System.
- I. Student Record File (SR): Cumulative student information folder maintained at the school that a student attend.
- J. FARMS: Free and reduced-price school meals

### **II. Maryland State Department of Education (MSDE) Process Requirements**

- A. The process used by a Local Education Agency (LEA) regarding student registration, attendance and withdrawal are mandated by MSDE and requirements set forth in MSDE’s September Attendance Procedures Manual for LEA’s.
- B. MSDE collects and maintains data documenting enrollment and attendance for all students within Maryland Public Schools. The September 30th Enrollment, Early Attendance, and End-of-year Attendance data collections have been the vehicles used to fulfill this requirement. MSDE’s approximate due dates for this information are:

Student Enrollment Reconciliation Action Items	Date
As-of-Date for September Attendance	September 30
Data Collection Window	October
*Cross LEA Reconciliation/ Quality Assurance Comment Window	October
September Attendance Data Final	mid-November
Superintendent’s Sign-Off Due	mid-November
Forward annual projection analysis to the Maryland Department of Planning	End of March
Include enrollment and projection data in the Educational Facilities Master Plan	July 1

- C. The final September 30 enrollment count cannot be assumed accurate until all MSDE processes are complete.

**III. Managing Student Records and School/Program Assignment Data**

The management of student records involves HCPS and MSDE and must comply with applicable local, state and federal rules, regulations, and mandated reporting requirements.

- A. Schools will work with parents/guardians and the appropriate HCPS offices to obtain and verify student and school program assignment records.
- B. Schools are responsible for entering student and program assignment data into student information databases used by HCPS.
- C. Student and program assignment data must be verified, entered/updated for all new registrations, transfers, withdrawals, and program status changes.
- D. The following student data must be entered, updated, and/or reconciled for all new registrations, transfers, withdrawals, and program status changes:
  - 1. School and program assignment information per the HCPS procedure for the Admission and Assignment of Students
  - 2. Magnet and Signature program data
  - 3. Special Education program data including non-public placement
  - 4. Identifiable approved accommodations for school/program assignment and/or transportation requirements

- E. Each year, due to an increased emphasis for student record accountability and the importance of maintaining complete and accurate student records and electronic data, the Office of Technology provides a **Records Management Notification** (*Attachment A*) and the Office of School Counseling provides a **Companion Document** (*Attachment B*) to help guide schools with processing end of year student records. Schools and the staff designated to update student records must adhere to requirements, action items, dates and deadlines as outlined in the referenced notification packet.
- F. IEP and/or 504 teams review/revise student IEP/504 plans periodically, but not less than annually or upon the request of the parent/guardian, to address the needs of the student. Throughout the IEP and 504 process, the respective team bases decisions upon current student data from multiple sources. Student IEPs and 504 plans are kept on file for six (6) years after exiting HCPS in the last school of attendance. Procedural safeguards govern the protection of educational records for students.
- G. Schools and offices/departments are required to manage and utilize student records and data as necessary to transport HCPS students to and from schools and extracurricular activities. Student data management requirements, and the process associated with student transportation, must adhere to the [HCPS Procedure for Developing Bus Stops and Bus Routes for Student Transportation](#).

#### **IV. Student Registration, Attendance, Transfer and Withdrawal Process**

- A. A system for recording student enrollment, attendance and student transfer/withdrawal information is maintained in accordance with the [Maryland Student Records System Manual](#) and the [HCPS Procedure for the Admission and Assignment of Students](#).

#### **V. Student Enrollment Reconciliation Process**

- A. Approximately ten (10) school days after September 30, student attendance and demographic data is pulled from the HCPS SIS and sent to MSDE.
  1. Once the data is received by MSDE, they provide HCPS errors that need to be corrected.
  2. The Office of Technology (Technology) makes Unique Student Identifier System (USIS) corrections in the demographics data.
  3. Technology coordinates with the Office of Student Services (Student Services) and contact is made with schools to verify and correct outstanding discrepancies with student records.
  4. Schools make corrections to student data within the HCPS SIS and local record files.
  5. Technology resubmits student enrollment and attendance data files to MSDE once corrections have been made. This process is repeated until all corrections are made.

- B. MSDE conducts a cross Local Education Agency (LEA) student data reconciliation process.
  - 1. MSDE conducts a nightly process that compares the student data files submitted by each LEA. This process is generally completed within two weeks.
  - 2. Technology filters out the false enrollment and attendance data that belong to other LEAs.
  - 3. Filtered HCPS data issues with supporting information are forwarded to Student Services.
  - 4. Student Services coordinates with schools to verify and correct student data.
  - 5. Schools make corrections to student data within the HCPS SIS and local record files and/or new information is provided by the schools to refute the claims of other LEAs.
  - 6. “Cross LEA” corrected files are resubmitted to MSDE by Technology.
- C. Remaining student data errors must be explained and approved by MSDE.
  - 1. Student Services shall work with schools to compile documentation from student records to support the student data being reported.
  - 2. If determined that an appeal to an MSDE decision is warranted, a written appeal shall be prepared, signed, and executed by Student Services.
- D. MSDE clears discrepancies, generates the Superintendent Sign Off Sheet, and creates enrollment reports.
- E. The ***Enrollment Data Collection Verification of Enrollment Counts Form*** (*Attachment F*) with Official Enrollment data is created by MSDE and forwarded for the signature and endorsement of the Superintendent of Schools. Once signed by the Superintendent the endorsement form is submitted to MSDE by the Office of Accountability.
- F. Technology formats the Official Enrollment data according to school and grade level. This information is distributed to the following offices/departments:
  - 1. Education Services
  - 2. Special Education
  - 3. Student Services
  - 4. Accountability
  - 5. Planning and Construction
  - 6. Budget

7. Finance
8. Food & Nutrition
9. Transportation

### **VI. Enrollment Projection Process**

- A. Technology provides the Facilities Planner within the Planning & Construction Department (P&C) with preliminary September 30<sup>th</sup> enrollments by grade, by school, on or about October 16<sup>th</sup> of each year. This data has undergone the first round of internal quality control review but is still considered to be Preliminary Enrollment data until the MSDE “Cross LEA” reconciliation process is complete, and the verification of enrollment counts are endorsed by the Superintendent.
- B. The Facility Planner formats the Preliminary Enrollment data according to school and grade level. This information is distributed to the following offices/departments:
  1. Education Services
  2. Special Educations
  3. Student Services
  4. Accountability
  5. Planning and Construction
  6. Budget
  7. Finance
  8. Food & Nutrition
  9. Transportation
- C. The Facilities Planner enters enrollment data into an Excel workbook containing historical data, then uses tools to analyze trends and develop enrollment projection scenarios.
- D. Enrollment projection data is vetted internally within P&C, and with the Assistant Superintendent for Operations.
- E. As projections are further developed, they are reviewed with key stakeholders, including the Executive Directors for Elementary School Performance and Middle/High School Performance, Director of Special Education, and the Chief of Administration. Other key stakeholders will be consulted on an as needed basis.
- F. Enrollment projections are finalized and forwarded to key stakeholders per the Enrollment Projection Milestone Timeline below (Item J).
- G. Enrollment projections are forwarded to the Harford County Department of Planning & Zoning no later than December 1<sup>st</sup> of each year.
- H. Enrollment projections are forwarded to the Maryland Department of Planning (MDP) no later than April 1<sup>st</sup> of each year.

- I. Enrollment data and projections are utilized for development of the Educational Facilities Master Plan and the Capital Improvement Plan.
- J. Enrollment Projection Milestone Timeline:

Student Enrollment Projection Action Items	Date
Official date used for student enrollment data	September 30
Technology forwards enrollment data to Facilities Planner	mid-October
Enrollment Projections forwarded to Board of Education	November
Draft Enrollment Projections forwarded to the HC Department of Planning and Zoning and presented to the HC Adequate Public Facilities Advisory Board	November
Enrollment Projections submitted to the HC Department of Planning and Zoning	December 1
Enrollment Projections submitted to Maryland Department of Planning	April 1
Data is used for development of Educational Facilities Master Plan (EFMP) and Capital Improvement Plan (CIP)	May - August

**VII. Departmental Use of Student Enrollment Data**

Enrollment projections, and the use student enrollment data by the various departments within HCPS must comply with applicable local, state and federal rules, regulations, and mandated reporting requirements.

- A. Education Services utilizes student enrollment data as follows:
  - 1. In the first month of school, a “physical count” is taken each Friday. Only students physically in attendance are counted. This count should not include the “No Shows”. The “physical count” is not “official” and is used by the Office of Education Services for the purpose of monitoring class size and staffing.
  - 2. Education Services utilizes the official September 30 enrollment numbers to determine which principals qualify to receive the “large school stipend.”
- B. Technology utilizes student enrollment data as follows:
  - 1. Public information: MDreportcard.org
  - 2. Accountable population for the Maryland Comprehensive Assessment Program (MCAP).
  - 3. Additional MSDE reporting requirements are compared with the official September 30 enrollment file such as Student Course Grade Teacher (SCGT) files, course scheduling files, early and end of year attendance files, and state assessment files.
- C. P & C reports and/or utilizes preliminary student enrollment data as follows:

1. Finalizes Enrollment Projections
  2. Submit Enrollment Projections with a report to the Board of Education
  3. Submit Enrollment Projections to the HC Department of Planning & Zoning
  4. Submit Enrollment Projections to the Maryland Department of Planning (MDP)
  5. Include Enrollment Projections in the EFMP submission to the State Public School Construction Program (PSCP), and MDP
  6. Required data to be included in the annual submission of the Capital Improvement Plan to the PSCP and the Interagency Commission on School Construction (IAC).
- D. The Budget Department (Budget) utilizes official enrollment data as follows:
1. Forecasting the State Aid Formula allocations for the following school year.
  2. Projecting staffing allocations for each school.
- E. The Finance Department (Finance) utilizes student enrollment data as follows:
1. Preliminary student enrollment data, by school and grade, is needed prior to November 7<sup>th</sup> of each year.
  2. Preliminary student enrollment data is submitted to the United States Department of Education.
  3. Preliminary student enrollment data is included in the Federal Impact Aid Application
  4. Official student enrollment data is used in the Comprehensive Annual Financial Report (CAFR) each year.
- F. The Food & Nutrition Department (F&N) utilizes student enrollment data as follows:
1. Uses preliminary enrollment data, by school, to complete monthly reimbursement claims. This data is used to determine the percentage of FARMs students by school.
- G. The Transportation Department utilizes student enrollment data as follows:
1. Preliminary student enrollment data, by school, is needed prior to November 7<sup>th</sup> of each year.
  2. Student transportation report with preliminary student enrollment data is submitted to MSDE annually prior to the MSDE determined due date early in November.



# PROCEDURE

## Harford County Public Schools

- Uses enrollment data, by school, to determine reimbursement for both disabled and regular student transportation provided at public expense.

Approved By:

Dr. Sean W. Bulson  
Superintendent of Schools

Procedure Action Dates		
ACTION DATE	ACTION DATE	ACTION DATE
Adopted 07/11/2019		
Revised		

Responsibility for Procedure Maintenance & References		
LAST EDITOR/DRAFTER NAME: Cornell S. Brown, Jr.	JOB POSITION OF LAST EDITOR/DRAFTER: Assistant Superintendent for Operations	
PERSON RESPONSIBLE: Cornell S. Brown, Jr.	JOB POSITION OF PERSON RESPONSIBLE: Assistant Superintendent for Operations	
DESIGNEE NAME:	DESIGNEE POSITION:	
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:

# PROCEDURE

Harford County Public Schools

---

REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
PROCEDURE NUMBER PRIOR TO NOVEMBER 1, 2005:		