

**Clackamas Middle College  
Student Ethnic Distribution List**

As of: 09/11/2018

Year: 2018-2019  
Report: STU602

Grade	Gender	Other	Total
09	Female	28	28
	Male	28	28
	<b>Total</b>	<b>56</b>	<b>56</b>
10	Female	57	57
	Male	35	35
	<b>Total</b>	<b>92</b>	<b>92</b>
11	Female	51	51
	Male	43	43
	<b>Total</b>	<b>94</b>	<b>94</b>
12	Female	35	35
	Male	22	22
	<b>Total</b>	<b>57</b>	<b>57</b>
<b>Total</b>	Female	<b>170</b>	<b>171</b>
	Male	<b>128</b>	<b>128</b>
	<b>Total</b>	<b>299</b>	<b>299</b>



## START OF SCHOOL ENROLLMENT REPORTING AKA "STUDENT IN-SEAT COUNTS"

**EVERY SCHOOL must report enrollment for EVERY GRADE**  
**Three (3) days Only ~ Friday, 9/7; Tuesday, 9/11; Thursday 9/13**

***Please report enrollment numbers by 12:00 noon on each of the reporting days***

- MS / HS – please e-mail the reporting form to Judy Vigil at [vigilj@nclack.k12.or.us](mailto:vigilj@nclack.k12.or.us)
- ES – update the Elementary Staffing and Enrollment 2018-19 document on Google Drive using the conditions listed below. Don't forget to change the date each day in the top right hand corner when complete.

The student enrollment figures are reviewed carefully at the beginning of the school year. It is very important that these figures be accurate. This determines whether a school is over- or under-staffed and may impact staffing allocations.

Each day, a report is prepared for administrators after all of the enrollment figures are received for the entire district. Please try to report your figures as early as possible during the reporting period to help expedite this enrollment report. You may call Judy at ext. 31907 if you have questions.

### **Enrollment Reporting Directions**

1. Report enrollment for students that are **physically** in your building during the reporting period (Student In-Seat Count). Report the number of students by grade level.
2. **Do not report registered students that have not shown up.** EXCEPT: If parents have personally notified you of a reason this student is not in school and that the student will be attending.
3. If a student has attended school for at least one day this year and then has an **absence** (usually illness), include in your enrollment reporting count. Chances are that this student will return and attend school at your building. If you know that a student will not return, do not include in your count and drop the student from enrollment.
4. **Report students in self-contained SPED classrooms (SLC-A & SLC-B) separately from the other enrollment.** Please do not count twice! Do not count LEEP students in Learning Center totals with SLC-A & SLC-B students.
5. If school is closed during the reporting period for any reason, call in or enter the number of REGISTERED students every day until school opens.
6. For kindergarten students only, please include the number of actual registered kindergarten students.

**NO SHOW - NO CONTACT - NO COUNT**