

NORM DAY ENROLLMENT DASHBOARD

Budget Services & Financial Planning Division

Revised October 24, 2016

Welcome to Norm Day Enrollment Dashboard—SY 2016-17

Starting 2016-17 school year, Budget Services through MiSiS Enterprise Reporting system will launch the Norm Day Enrollment Dashboard to help ensure that norm day enrollment counts are accurate and transparent. This Dashboard provides enrollment counts that will be used for general education resources. Options schools (continuation high school, opportunity school, community day school, independent study, and home/hospital) are included in this Dashboard for information only, as these types of schools norm on month 6.

The purpose of this communication is as follows:

- (1) to announce the availability of the new Norm Day Enrollment Dashboard as a tool to use in monitoring the school's daily enrollment. The Dashboard will display the enrollment count on a daily basis.
- (2) to announce the availability of the list of Manual Adjustments applied to the Norm Day Enrollment Counts for Classification Month N1
- (3) to provide instruction to all users on how to navigate the new Norm Day Enrollment Dashboard.

The Dashboard will provide enrollment counts from the start of the school year (August 16, 2016) through norm day (September 16, 2016).

Dashboard's Who, Where, How, What, When, and Why?

Who has access to Norm Day Enrollment Dashboard?

The dashboard may be accessed by school principals and other school staff, local districts, fiscal specialists, and other select central office staff.

Where to find and how can the Dashboard be accessed?

Visit Budget Services and Financial Division website at <http://achieve.lausd.net/Page/431> and School Fiscal Services at <http://achieve.lausd.net/Page/794> for the link to the Norm Day Enrollment Dashboard.

What information is available on the Dashboard?

- Enrollment counts captured from the Classification Report and related breakdown by Program: General Ed Program, Special Ed Program, Expanded TK Program.
- Details of adjustments to enrollment count—Age Ineligible, Absences (13 days or more), Enrolled in one course, and Duplicate students
- Adjusted Norm Enrollment Count
- E-Cast %
- Warnings for Absences (greater than 9 but less than 13 days) and Unprocessed No Show students.

When will the Dashboard be available?

This Dashboard will be available at the start of the school year, and will provide enrollment data for August 16, 2016 through norm day (September 16, 2016). The data will be frozen after norm day.

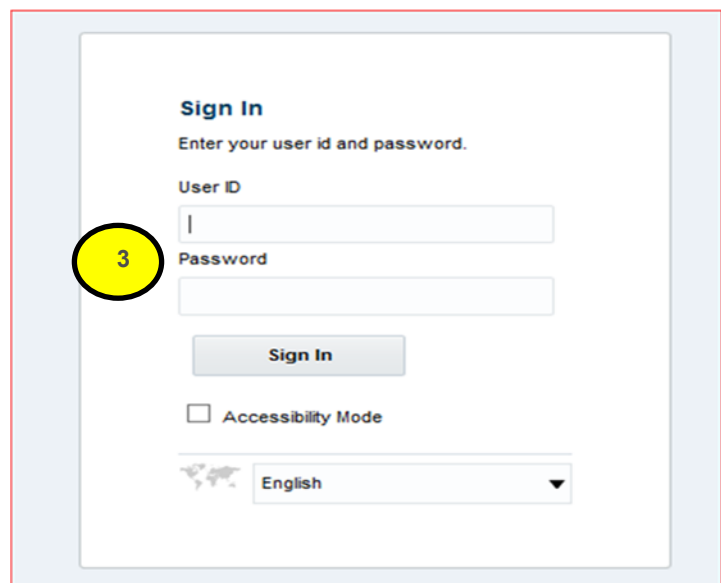
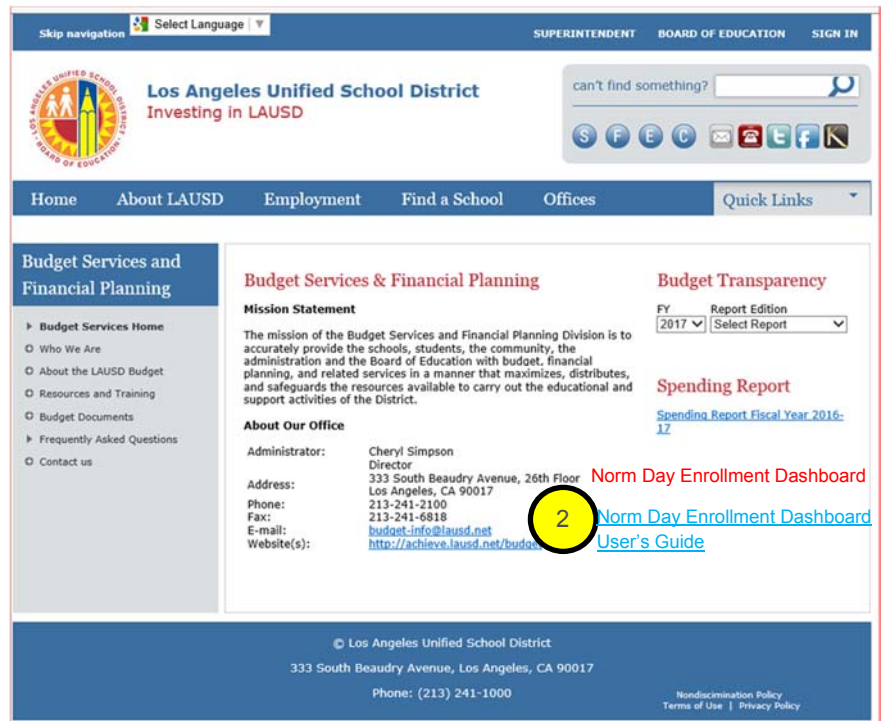
Why use the Dashboard?

Using the new Dashboard tool will help the schools review their enrollment counts on a daily basis. Data issues should be resolved in a timely manner in MiSiS in order for the Dashboard to reflect or display the updated counts the following day.

NAVIGATING THE NORM DAY ENROLLMENT DASHBOARD

INSTRUCTION ON HOW TO NAVIGATE THE NORM DAY ENROLLMENT DASHBOARD

1. Visit Budget Services and Financial Planning Division website at <http://achieve.lausd.net/Page/431> or School Fiscal Services website at <http://achieve.lausd.net/Page/794> for the link to the Norm Day Enrollment Dashboard.
2. Click the link for Norm Day Enrollment Dashboard
3. Enter your Single Sign On information (id and password)



Navigating the Norm Day Enrollment Dashboard

From the parameter screen, select the appropriate values from the dropdown:

4. Local District
5. Campus
6. School (if more than 1 cost center in the campus, e.g., home school and a magnet center)
- 6a. Reset (to clear all selected dropdown values or to reset to default values)
7. Classification Month - capture code associated with the capture date (not required if Capture Date and Run Date are selected)
8. Capture Date—instructional day
9. Run Date
10. Reset (to clear the selected dropdown values or to reset to default values)

Norm Day Enrollment Landing Page

The screenshot shows the Norm Day Enrollment dashboard interface. At the top, there is a navigation bar with links for Home, Catalog, Favorites, Dashboards, New, Open, and Signed In As. Below this is a secondary navigation bar with links for LAUNCH PAD, ENGLISH LEARNER +, NORM DAY ENROLLMENT +, and ELIGIBILITY CODE +. The main content area is titled "Norm Day Enrollment" and contains a form with several dropdown menus and buttons. The form is used to filter enrollment data by Local District, Campus, School, Classification Month, Capture Date, and Run Date. Below the form, there are several sections of data presented in a grid of boxes. The data is organized into three main sections: Enrollment from Classification Report, Less: Adjustments, and Adjusted Norm Enrollment. Each section contains four boxes representing different enrollment categories. The Adjusted Norm Enrollment section also includes a box for E-Cast % and a Warnings section with two boxes. The dashboard is annotated with yellow circles and numbers 4 through 10, corresponding to the list of actions provided in the text above.

Norm Day Enrollment

This dashboard displays enrollment counts from the school year (August 16, 2016) through Norm Day (September 16, 2016). The Enrollment Count comes from the School's Classification Report.

Enrollment from Classification Report

697 Enrollment	645 General Ed	52 Special Day	0 Expanded TK
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Less: Adjustments

0 Enrollment Adjustments	0 GEN ED Adjustments	0 SDP Adjustments	0 Expanded TK Adjustments
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Adjusted Norm Enrollment

697 Norm Enrollment	645 Norm GEN ED Enrollment	52 Norm SDP Enrollment	0 Norm Expanded TK
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Adjustments

0 Age Ineligible	0 Absences[13 Days or More]	0 Enrolled in One Course	0 Duplicates
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Warnings

1 Absences[>9 Days but <13 Days]	3 Unprocessed No Shows
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Navigating the Norm Day Enrollment

Norm Day Enrollment

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As [User]

LAUNCH PAD ENGLISH LEARNER + NORM DAY ENROLLMENT + ELIGIBILITY CODE +

Norm Day Enrollment

Norm Enrollment Counts from the start of the school year (August 16, 2016) through Norm Day (September 16, 2016). The Enrollment Count comes from the School's Classification Report.

Classification Month: [Select Value] * Capture Date: 09/16/2016 Run Date: 09/22/2016 [Reset]

11. To view a report, click inside the tile and click "Enrollment by Student"

Enrollment from Classification Report

11 697 Enroll Enrollment by School Enrollment by Student	645 General Ed	52 Special Day	0 Expanded TK
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Less: Adjustments

0 Enrollment Adjustments	0 GEN ED Adjustments	0 SDP Adjustments	0 Expanded TK Adjustments
-----------------------------	-------------------------	----------------------	------------------------------

Adjusted Norm Enrollment

697 Norm Enrollment	645 Norm GEN ED Enrollment	52 Norm SDP Enrollment	0 Norm Expanded TK
------------------------	-------------------------------	---------------------------	-----------------------

Adjustments

0 Age Ineligible	0 Absences[13 Days or More]	0 Enrolled in One Course	0 Duplicates
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Warnings

109% E-Cast %	1 Absences[>9 Days but <13 Days]	3 Unprocessed No Shows
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Norm Day Enrollment

Home | Catalog | Favorites | Dashboards | New | Open | Signed In As [User]

12. View of the report

Enrollment by Student
Time run: 10/21/2016 4:20:34 PM

Total no. of Rows: 697

14. Click the blue double arrow to view all the pages or records on the report.

LD	Campus Name	School Name	School Cost Center Code	District/EO	Full Name (LNF)	Age	Grade Level	Master Plan Program Code	Absent Days	Room Num Code	Teacher Employee Number	Teacher (LNF)	Student Primary Race Description	Student Additional Race Description	SDP Status Flag	Enrollment Date
C						9	03	ES	0	18					N	8/16/2016
C						10	04		0	26					N	8/16/2016
C						8	02		1	37					N	8/16/2016
C						7	01	ES	0	2					N	8/16/2016
C						7	01	ES	0	6					N	8/16/2016
C						8	02	ES	2	16					Y	8/16/2016
C						11	05		0	25					N	8/16/2016
C						8	02	ES	0	36					N	8/16/2016
C						11	05		0	25					N	8/16/2016
C						8	02	ES	0	39					N	8/16/2016
C						11	05		1	24					N	8/16/2016
C						11	05		0	17					N	8/16/2016

13. Click each item to execute: Return (bring back the screen to the Landing page), Print (prints the report), Export (export the report to excel 2007+, pdf, etc.), create bookmark link.

13

Return - Print - Export - Create Bookmark Link

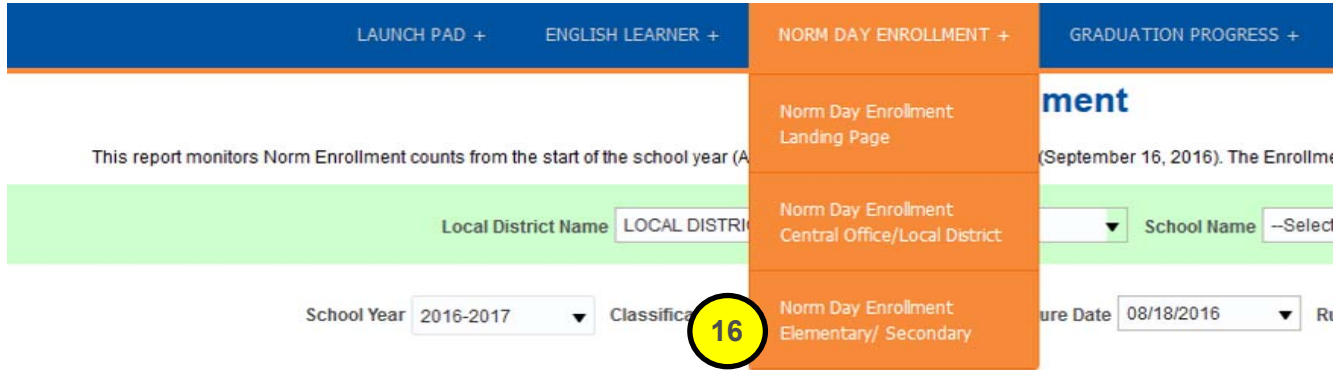
15. Another way to return to the Norm Day Enrollment Landing page is to click the Norm Day Enrollment Landing Page located at the bottom (left hand side) of the report page.

15

Norm Day Enrollment: Norm Day Enrollment Landing Page > EN_D_by Student

Navigating the Norm Day Enrollment Dashboard

16. To generate graph for norm general education enrollment by grade level, by ethnicity or gender, and count by day, hover the cursor over the Norm Day Enrollment + on the menu bar and click on Norm Day Enrollment Elementary/Secondary



To view the graph for norm general education enrollment by grade level, by ethnicity or gender, and count by day, select the following from the dropdown menu:

17. Local District - required
18. Campus Name - required
19. School Name (select 1 if there is a home school and a magnet center in the campus) - required
20. Reset - to clear all selected dropdown values or to reset to default values
21. Classification month - not required if capture date and run date are selected
22. Capture Date - required
23. Run Date - required

Norm General Education Enrollment by Grade

Grade Level	# of Students
01	135
02	129
03	137
04	117
05	127

Norm General Education Enrollment by Ethnicity or Gender

Ethnicity	# of Students
African American/Black	5
American Indian/Alaska Native	1
Asian	1
Filipino	2
Hispanic	628
White	7
2 or MORE	1

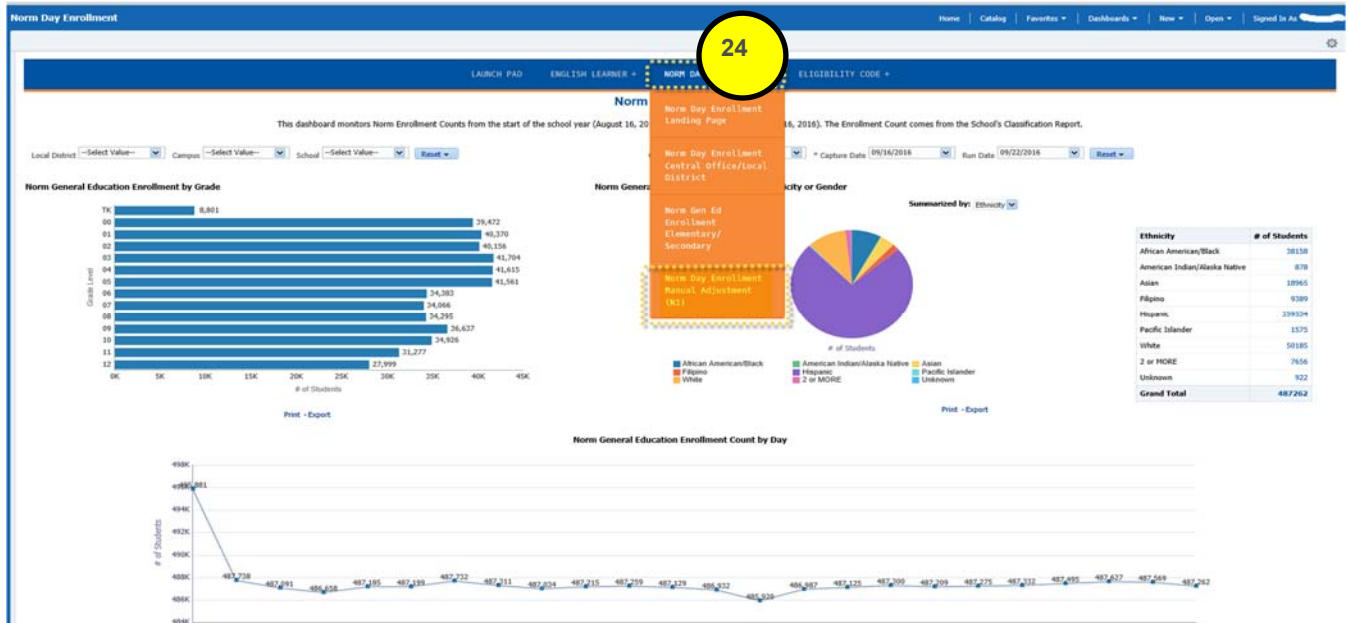
Norm General Education Enrollment Count by Day

Classification Month	# of Students
D1	640
D2	650
D3	652
W1	655
D5	656
D6	656
D7	656
D8	657
W2	658
D10	657
D11	657
D12	656
D13	656
W3	652
D15	648
D16	648
D17	648
W4	648
D19	648
D20	647
D21	647
D22	645
N	645
D3	645

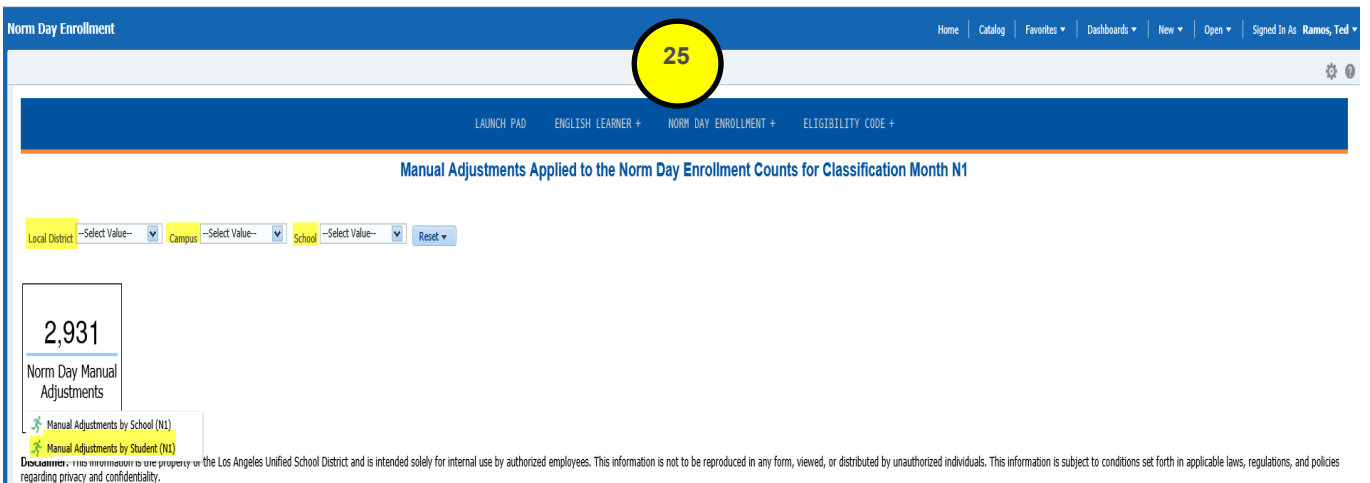
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Navigating the Norm Day Enrollment Dashboard

24. To view the Norm Day Manual Adjustments, hover the cursor over the Norm Day Enrollment + on the menu bar and click on Norm Day Enrollment Manual Adjustment (N1).



25. To display and view the details of Manual Adjustments Applied to the Norm Day Enrollment Counts for Classification Month N1, select Local District, Campus, and School. Hover the cursor over the Norm Day Manual Adjustments tile, then click on the tile and click the Manual Adjustments by Student (N1).



Norm Day Enrollment Dashboard

Brief Description of Enrollment, Adjustments, Norm Enrollment, and Warnings

Page Summary

This report monitors Norm enrollment counts from the start of the school year (August 16, 2016) through Norm Day (September 16, 2016). The enrollment count comes from the school's Classification Report which is captured in the evening of the instructional day.

Page Detail

Enrollment

Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program students (SDP). This comes from the school's Classification Report. Refer to the Exception Report of the Statistical Report for exceptions that may impact the enrollment counts.

General Ed Enrollment

Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and Expanded TK students (TE).

Special Day Program

For Elementary, this is the count of students enrolled in Special Day Program classes. For Secondary, this is the count of students whose "Percent Outside General Ed" is 50% or more or the count of students whose "Percent Outside General Ed" is less than 50% but scheduled on classes being taught by Special Ed teacher for 50% or more.

Expanded Transitional Kindergarten (ETK) Enrollment

Count of students enrolled in Grade TE

Enrollment Adjustments

Enrolled students to be deducted from Enrollment count. This is the sum of all adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible

General Ed Adjustments

General Ed students to be deducted from the General Ed Enrollment. This is the sum of all Gen Ed adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible

Special Day Program (SDP) Adjustments

SDP students to be deducted from the SDP Enrollment. This is the sum of all SDP adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible

Expanded Transitional Kindergarten (ETK) Adjustments

Grade TE students to be deducted from the Expanded TK Enrollment. This is the sum of all ETK adjustments: Duplicates, Absences, and Age Ineligible

Adjustments: Age Ineligible

Students not meeting age requirements. These are students who are:

1. enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2, 2016, or
2. enrolled as grade TE but turn 5 years old after June 30, 2017

Adjustments: Absences (13 days or more)

Students with 13 absence days or more, from the enrollment date to the current capture date.

Norm Day Enrollment Dashboard
Brief Description of Enrollment, Adjustments, Norm Enrollment, and Warnings

Adjustments: Enrolled in One Course

Secondary students enrolled in only one course

Adjustments: Duplicates

Students counted more than once in the Enrollment, General Ed, SDP, and ETK due to overlapping section enrollment or other related factors

Adjusted Norm Enrollment

Count of students enrolled from Grade TE to Grade 12, including Special Day Program students (SDP) minus total Enrollment Adjustments

Adjusted Norm General Ed Enrollment

Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and Expanded TK students (TE), minus total General Ed Adjustments

Adjusted Norm Special Day Program Enrollment

Count of students enrolled in Special Day Program from Grade Pre-K to Grade 12, minus total SDP Adjustments

Adjusted Norm Expanded TK Enrollment

Count of students enrolled in Grade TE, minus total ETK Adjustments

% E-Cast

Ratio of Adjusted Norm Enrollment to E-Cast projected enrollment

Warnings: Absences (more than 9 days but less than 13 days)

Students with more than 9 absence days but less than 13 absence days from the enrollment date to the current capture date.

Warnings: Unprocessed No Shows

These are student records flagged as "No Show" but could not be processed as No Show for various reasons.

Contact Information

Questions or Assistance

Assistance on where to find the links and other information on Norm Day Enrollment Dashboard.

Age Ineligible students

Regarding % of program time outside General Education

Secondary students enrolled in one course;
Students enrolled but not scheduled in any classes

Technical issues

For example:

- School does not show in dropdown menu
- No data found
- Access issues

Contact

Fiscal Specialists assigned to your school

Early Childhood Education -

Telephone: (213) 241-0415:

Ranae Amezquita - ramezqui@lausd.net

Martha Borquez - mlb6470@lausd.net

Patricia Yeldell - patricia.yeldell@lausd.net

Local District LRE Specialists assigned to your school

School Counselor

MiSiS Help Desk—(213) 241-5200,
option 5, then option 2