



New England School Development Council

28 Lord Road, Marlborough, MA 01752 • Tel: 508-481-9444 • www.nesdec.org

To: NESDEC Superintendents and School Administrators
From: Donald G. Kennedy, Ed.D., Demographic Specialist
Re: Updating Enrollment Projections
Date: September 30, 2016

Fall greetings from the NESDEC office! It is time to update last year's enrollment projections. **Completed projections will be sent back to districts electronically; these are ready to be used in PowerPoint presentations.**

INSTRUCTIONS FOR COMPLETING FORM EP1.1, EP1.2, EP1.3, EP1.4, or EP1.5

You may submit data online at our website – www.nesdec.org; click on "Planning," then select "Annual Enrollment Projections" and select "Click Here" at the bottom of the page, then click on the form that matches the EP form included in this mailing and save the form to your computer. After you have completed the form, email to NESDEC (ep@nesdec.org) as an attachment. **You may also mail or fax a paper form.** If you have questions about the format or the directions below, please feel free to email our enrollment projection service at ep@nesdec.org or phone us at 508-481-9444.

1. 2016-17 PUBLIC SCHOOL ENROLLMENTS FOR EACH GRADE

Consistent collection and reporting of data is critical. Check to learn what was submitted for 2015-16. If you are not sure, contact us. Most districts report to NESDEC the same number of students counted in the "official" October 1 enrollments reported to the state. Special Education students assigned to a grade level are included in that grade level count. Special Education students for whom a grade level assignment is not appropriate should be included in the "ungraded" column. Note: In 2015-16, if you reported to NESDEC only your students who reside in the district, please do so again for the sake of consistency. Do not include residents who attend some other public school or a charter/magnet school unless they were included in 2015-16.

2. NON-PUBLIC SCHOOL ENROLLMENTS (General Education): Residents in private or parochial schools (most recent data you have: fall 2015 or 2016)

Include enrollments of general education district residents in non-public schools anywhere, not just in those non-public schools located within the district. Homeschooled students are recorded separately.

3. ADDITIONAL ENROLLMENTS

Please note the additional categories: K-12 Homeschooled; K-12 residents who are "Choiced-Out" or enrolled in Charter or Magnet Schools; K-12 Special Education Out-Placed Students; K-12 "Choiced-In" and other Non-Resident Students (tuition, etc.). Connecticut students attending Interdistrict Magnet Schools should be included in the Charter/Magnet School column. **Do not count a student more than once.**

4. 2016-17 OUT-OF-DISTRICT REGIONAL VOCATIONAL/TECHNICAL/AGRICULTURAL SCHOOL ENROLLMENTS, IF APPLICABLE

Data should be as of October 1, 2016.

Please direct our attention to specific concerns that might affect the projections for your district (examples: the addition of full-day Kindergarten, a new or renovated school, or changes in the grades assigned to a school). **It is important to update the projections every year in order to identify changes in enrollment patterns as soon as possible.** Further planning assistance is available through Demographic and Long-Range Enrollment Projection studies that we would be pleased to discuss with you. **In order to take advantage of our affiliate enrollment projection service (the charge to non-affiliates is \$5,025), data forms must be received at NESDEC no later than December 9, 2016.**