



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 29, 2017

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, in PDF format; these are ready to be used in PowerPoint presentations.**

Enrollment projections are a free service provided to our affiliates. They assist school districts with long term planning and allocation of resources. This service is valued at \$5,025 for non-affiliates.

Please return Data forms to NESDEC by December 8, 2017. Forms will be accepted after this date; however, to meet your district planning schedule, we suggest having the projections done prior to the New Year.

You may download electronic forms online at our website – www.nesdec.org. Click on "Planning and Management" then select "Annual Enrollment Projections" and select "Access Enrollment Projection Forms". If you completed an enrollment projection last year, download form EP1.1 to your computer.

If you did not complete an enrollment projection last year, you may need to send additional data for the missing years. The link above will direct you to forms EP1.2- EP1.5. Use the form that corresponds to the number of years you have not provided data. (ex. EP1.5 if you are a new NESDEC affiliate or haven't gotten NESDEC enrollment projections for five years)

After you have completed the form, **email** to NESDEC (ep@nesdec.org) as an attachment. **You may also mail or fax a paper form (508-481-5655).** 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 and ask for Melissa or Carol.

INSTRUCTIONS FOR COMPLETING ENROLLMENT FORMS

1. 2017-18 PUBLIC SCHOOL ENROLLMENTS FOR EACH GRADE

Consistent collection and reporting of data is critical. Check to learn what was submitted for 2016-17. 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 2016-17, 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 2016-17.***

2. NON-PUBLIC SCHOOL ENROLLMENTS (General Education): Residents in private or parochial schools (most recent data you have: Fall 2016 or 2017)

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 & CAREER AND TECHNICAL SCHOOL ENROLLMENTS

(“VOCATIONAL/AGRICULTURAL”), IF APPLICABLE 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 Inter-District Magnet Schools should be included in the Charter/Magnet School column. **Do not count a student more than once.**

Please direct our attention to specific factors that might affect the projections for your district (examples: the recent uptick in the number of new families; opening of a charter school; plans to open a new or renovated school; closing of a private school; change in high school accreditation status; adding full-day Kindergarten, etc.). **It is important to update the projections every year to identify changes in enrollment patterns as soon as possible.**

Further planning assistance is available through Demographic, Long-Range Enrollment Projection, Best Use Capacity, Facilities Planning, and other custom studies that we would be pleased to discuss with you. Our dedicated staff of educational consultants is able to assist your schools with the challenges you face in your district. **Please visit our website to learn more about these studies or contact our office to discuss the advantages of a study for your district.**