



New England School Development Council

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INSTRUCTIONS FOR COMPLETING ENROLLMENT DATA FORMS

1. 2018-19 PUBLIC SCHOOL ENROLLMENTS FOR EACH GRADE

Consistent collection and reporting of data is critical. Most districts report to NESDEC the number of students who are 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 2017-18, 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 2017-18*.

2. NON-PUBLIC SCHOOL ENROLLMENTS (General Education): Residents in private or parochial schools (most recent data you have: Fall 2017 or 2018). 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.

In the box at the bottom of the form, please direct our attention to specific factors that might affect the projections for your district (examples: a recent uptick in the number of new families moving in; 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 (nesdec.org) to learn more about these studies or contact our office to discuss the advantages of a study for your district.