



San Diego Unified School District

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FINANCIAL OPERATIONS DIVISION
Pupil Accounting Unit
Dee Slieff
Pupil Accounting Specialist II

MEMO TO: Enrollment Personnel
FROM: Dee Slieff, Pupil Accounting Specialist II
DATE: August 7, 2008
SUBJECT: Zangle Enrollment Procedures and Record Retention

Enrollment must be maintained accurately in order for staffing, compliance with the State and accurate attendance taking. The following table summarizes the **Enrollment** procedures that must be followed to comply with the State's requirements:

Report	Page	Purpose of report	Print how often?		
			Daily	Weekly	Monthly
Manual Enter/Leave Log	Form on website	To manually keep track of students. Required for audit compliance.	Keep track of students daily.		
Zangle Gain/Loss Report	Page 105, Zangle Enrollment Handbook	Total enrollment on a particular day that details enrollment gains and losses within the accounting month.		Weekly only during Month 1	Principal and clerk must sign, date, copy and submit original to Pupil Accounting, Room 3202
Enrollment Analysis Report	Page 109, Zangle Enrollment Handbook	Enrollment count on a specific day. Used to balance enrollment.		Weekly only during Month 1	Sign and retain at site

The following explains the **Enrollment** procedures summarized above:

- The manual enter/leave log is used daily to record students that are enrolled or dropped. A running total of enter and leave activity **MUST** be maintained.
- At the end of each Pupil Accounting attendance month, balance your enrollment by running the Gain/Loss report in Zangle and comparing these numbers to the Enrollment/Analysis report and the manual enter/leave log. Any discrepancies need to be corrected.

All the above mentioned reports, and all other attendance and enrollment records must be kept at the school site for 4 years. All records should be retained by attendance month and kept in a secured location to prevent unintentional destruction. If records are boxed, then boxes must be clearly marked with the specific attendance year and kept in the office.

All new enrollment personnel need to go to Zangle training and should call Pupil Accounting for additional training on enrollment procedures.

If you have any questions please call Pupil Accounting at (619) 725-7575.