

Instructions

Do not enter information into the grey cells.

Insert the budgeted enrollment based on numbers provided on your application.

Insert the number of currently enrolled students, by grade level. These students should have submitted all enrollment paperwork and necessary documentation, with the exception of kindergarten students.

Enrollment totals, percentage enrolled, and estimated number of teachers needed will auto populate based on the what is inserted.

The **Percentage Enrolled** will highlight according to the level of urgency, following the key found within these instructions. These indications may trigger various actions to increase enrollment efforts throughout each phase.

No Level of Urgency

Low Level of Urgency

Medium Level of Urgency

High Level of Urgency

Phase One	Enrollment Check: January (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
	12	9	7		25		4	12								
Phase Two	Enrollment Check: February (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
Phase Two	Enrollment Check: March (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
Phase Two	Enrollment Check: April (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
Phase Three	Enrollment Check: May (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
Phase Three	Enrollment Check: June (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			
Phase Three	Enrollment Check: July (Insert Date)													Total	Budgeted Enrollment	Percentage Enrolled
	K	1	2	3	4	5	6	7	8	9	10	11	12			

Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
1.1	1.5	0.0	2.6
Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
0.0	0.0	0.0	0.0
Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
0.0	0.0	0.0	0.0
Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
0.0	0.0	0.0	0.0
Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
0.0	0.0	0.0	0.0
Estimated Number of Teachers Needed			
K-3	4-8	9-12	Total
0.0	0.0	0.0	0.0

