

FACILITIES AND ATTENDANCE ZONE PLANNING

Enrollment and Staffing Evaluation Reports

The Planning Department monitors and evaluates enrollment during the first month of the school year.

The EIA-BEP enrollment report spreadsheets are provided to each principal and should be completed based on the grade structure. The report accounts for all students physically in attendance up to the date listed below.

All reports should be submitted to the director of student services, Nedra Jones at njones@bartlettschools.org on the following dates and times:

| | | | |
|------------------|---------------------------------|-----------------|--------------------------------------|
| Wednesday | August 8th | 11:00 AM | Day after Registration |
| Monday | August 12th | 11:00 AM | 1st day of school |
| Wednesday | August 14th | 11:00 AM | 3rd day of school |
| Friday | August 16th | 11:00 AM | 5th day of school |
| Monday | August 26th | 11:00 AM | 11th day of school |
| Tuesday | September 3rd | 11:00 AM | 16th day of school |

NOTE: All students should be entered or withdrawn on the student management system (PowerSchool) appropriately for the 2019-2020 school year. Additional information regarding verification of student data will be available with further PowerSchool updates of information.

Please note that Attendance Operators should make final reconciliation of students in school with those listed on the computer rolls. It is important that the computer attendance program be maintained accurately on a daily basis.

School Assignment and Address Verification

To verify a student's assigned school, refer to the school zone locator on the school district website. If an address cannot be verified via the school zone locator, contact Nedra Jones with the Planning Department at (901) 202-0855, ext. 2250.

Capacity and Utilization Analysis

The Planning Department performs an annual review of facility usage to determine school capacity and utilization. Principals will complete a classroom usage worksheet provided by the Planning staff.

Enrollment Projections

The Planning Department projects student enrollment for each upcoming school year. Principals will review the preliminary projections and provide comments to the Planning Department. Final projections are made with input from principals and executive staff.

Rezoning

The redrawing of school attendance zones is administered through the Planning Department. Schools affected by rezoning are notified of potential changes.