

# Projected Enrollment Instructions

The **Projected Enrollment Forecast** is based on cohort survival (promote up) factors. The cohort survival factors are taken from **five years** of data.

## First Step :

Get Live Birth numbers for Grades K-12<sup>th</sup> for last 5 years from the **Vital Statistics Report** off the (Georgia Dept. of Public Health – OASIS) website <http://oasis.state.ga.us/oasis/>

## Second Step:

Update **Excel Spreadsheet** “Just Survival Worksheet” to reflect total 10<sup>th</sup> day enrollment numbers from last 10 years for grades K-12<sup>th</sup>.

**Note:** Pre-K and Self Contained Special Education Students are not included and are handled separately.

## Third Step:

Export **Excel Spreadsheet** “Just Survival Worksheet” to into the Future Enrollment Database. Run Marco to get 10<sup>th</sup> day Enrollment for the last 5 years including next school fiscal year projection.

## Fourth Step:

Once the “Five Year Enrollment Projections” **Word Report** is created, send a copy to each school Principals. The Principal will then input next fiscal years projected enrollment numbers by grade level based on last years enrollment and the schools need (Ex: new housing complex, military students, rezoning, etc.)

## Final Step:

Meet with the Chief Academic Officer, ED’s, and Budget Director to discuss/ approve final projected enrollment numbers based on Principals Input.

# Enrollment Projections Workflow

