

# BALANCING REPORT

## SECONDARY: \_\_\_\_\_

On a nine weeks basis the campus Registrar will run reports to identify any inconsistency in enrollment, attendance and class loads. Registrar, scheduling personnel and attendance will work together to correct imbalances. \*Remember to run Class/Count Report for DAEP on separate periods, example: 04 to 04 and 05 to 05

### 2022 ENROLLMENT INFORMATION

GRADE LEVEL	DATA MINING	ATTENDANCE	ENTITY COUNTS
	ADA REPORT	ENROLLMENT REPORT	CURRENT COUNT
"0"ADA			
06			
07			
08			
TOTAL			

**If column totals don't match please explain.**

### 2022 CLASS LOAD INFORMATION

<i>SCHEDULING COURSE/CLASS COUNT REPORT</i>			
PERIOD TOTALS			
01		05	
02		06	
03		07	
04		08	

**If period totals don't match please explain.**

**PREPARED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINCIPAL SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PEIMS DIRECTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

DUE DATES
August 9, 2021
September 22, 2021
December 15, 2021
March 2, 2022
May 25, 2022

Notes:

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