

Enrollment / Projection Procedures

Student rollover starts *(usually occurs in January)*

- All PK-11 students will be projected.
- Top/First enrollment is projection.
- DO NOT delete/edit projected enrollment records.

What does this mean?

- Student enrolls – a projected enrollment record will be created.
- Student is withdrawn – the projected enrollment record will be removed.
- Student transfers to another CCPS school – the projected enrollment record will update.
- Student has a change of address – the projected enrollment record will update based on the primary address.
- Current Charter students roll to their same school as long as they are not in a transition grade.
- Students who have the Address Verification checkbox checked will NOT project until the checkbox has been cleared.



What about projected enrollment records that need to be manually entered during the current school year?

You will need to create a new enrollment record using the Z-Not Applicable Next Year EduChoice code.

For example:

- Charters entering enrollments for the next school year. This would only be NEW students to CCPS enrolling directly into a Charter School.
- Seniors not graduating at the end of the current school year and returning for the next school year.
- Enrollments or Projections entered by the Student Assignment Department.
- Migrant students leaving before the end of the school year, but returning in August or September.
- Early graduates that are enrolled in a grade level other than 12, but graduating during the current school year.

What about Charters projecting enrollments for students currently attending a CCPS school?

Projections

Charters projecting enrollments for current CCPS students transferring to the charter school next year, will continue to notify Giuseppe Marra via email (marrag@collierschools.com) in the Student Assignment Office with a list of CCPS to Charter projections.

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Creating a Projected Enrollment Record

From the Students Demographic screen:

1. At the top of the screen, Click the Enrollment sub-tab.
2. The student's enrollment records are displayed. The top, blank row of the table is used to add a new enrollment record.
3. Begin by selecting the appropriate school Year, School, and Grade Level.
4. Select the Enrollment Date and Enrollment Code.
5. Scroll to the right and locate the Next Year EduChoice field.
6. Select Z-Not Applicable.

Note: If the Z-Not Applicable code is not selected, the enrollment record will be updated/deleted as a result of the nightly process.

7. Click Save.

Year	School	Grade Level	Enrollment Date	Enrollment Code	Next Year EduChoice
2023-2024	Naples Classical Acade...	11	08/13/2024	(E01) In Dist...	Z - Not Applicable
2023-2024	Naples High School (0151)	10	08/10/2023	(E01) In Dist...	

Reminders:

- **DO NOT** delete projected enrollment record, the nightly process will take care of this.
- **DO NOT** change/edit the projected enrollment record in any way, unless it is a record you have created.
- Students who have the Address Verification checkbox checked will NOT project until the checkbox has been cleared.
- The nightly roll and the need to enter the Z-Not Applicable in the Next Year EduChoice field will cease once the school year rolls forward.
- Charters projecting enrollments for current CCPS students transferring to the charter school next year, will continue to notify Giuseppe Marra via email (marrag@collierschools.com) in the Student Assignment Office with a list of CCPS to Charter projections.

Report all projected enrollment record discrepancies to the helpdesk via email (helpdesk@collierschools.com).