

Part E: Identifying District Enrollments



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Introduction

Each district must determine the number of students to be accommodated in the LRFP. The website provides a district-wide Cohort-Survival Projection based upon Fall Reports for the last six years. The district may elect to use the website projection, selecting one projection year for LRFP planning, or can enter different grade level projections based upon district-generated data.

Each district should review the birth and enrollment data used to generate the website projections. The projections may not be valid if any of the following considerations pertaining to the historic data are applicable:

- The yearly births do not approximate the births in the area served by the school district.
- The district has changed its sending/receiving relationship during the last five years.
- Self-contained special education students are significantly misrepresented. *(Prior to the current school year, the Fall Reports did not list self-contained special education students separately. The website cohort assumes that half of the special education students will be self-contained. The others are distributed among the grade levels.)*

If a district accepts the website Cohort-Survival Projection as the basis for the proposed enrollments, the only required action is the selection of a projection year. *(The projections will default to the fifth year unless a prior year is selected.)* If a District elects *not* to use one of the website Cohort-Survival Projection years, proposed grade level enrollments must be entered into the website and supporting documentation must be submitted to the DOE.

The type of supporting documentation required for DOE submission will vary depending upon the reason(s) as to why the website cohort-survival projection is not utilized. If a district is not utilizing the website projection due to a disagreement with the historic enrollments, birth data, and/or projected pre-kindergarten enrollments, and a standard cohort-survival projection is proposed, the District only needs to submit a revised cohort-survival spreadsheet, highlighting data changes, and a brief explanation as to why the enrollments from the Fall Reports, births, and/or proposed pre-kindergarten enrollments are not accurate on the website projection. A cohort-survival enrollment projection spreadsheet template with a brief questionnaire is available on the DOE website at www.state.nj.us/njded/facilities.

If the enrollment projections proposed by the District are *not* based on a standard Cohort-Survival Projection, the following supporting documentation must be submitted to the DOE:

- An explanation as to why a standard Cohort-Survival Projection is not used as the basis for the projections.
- A description of the proposed enrollment projection methodology and why it is an appropriate forecasting tool for the district.
- Demographic and other relevant data supporting the projections, including excerpts from the municipal plan and recent neighborhood redevelopment plans, housing data noting quantity, type, permit and construction status, and projected students per unit.

The website offers Districts the opportunity to create and test multiple enrollment projection and school grade alignment scenarios. However, only one projection and school grade alignment scenario can be selected with the LRFP submission.

Accessing District Enrollment Projections



District Enrollments are accessed by clicking on the Enrollment Tab from the Main Menu.

Proposed school grade alignments and enrollments are identified in the LRFP Tab. See *Part F: Creating a LRFP* in this Tutorial.

Understanding the Components of an Enrollment Projection Record

The illustration to the right shows the **Detail View of an Enrollment Projection Record**. The various components are as follows:

Enrollment Type Tabs: Enrollments are organized into three areas to facilitate data viewing: K-12 General Education (*excludes self-contained special education students*), Pre-Kindergarten, and Self Contained Special Education. To review data under each tab, “click” on the tab. (See page E.4 for additional information concerning PK enrollments.)

Year: The school year ending in June. For example, “2005” represents the 2004-05 school year.

Birth Data: Historic birth data for the area served by the school district, obtained from the New Jersey Department of Vital Statistics, is listed. Projected birth data is based on an averaging of the historic data.

Historic Grade Level Enrollments: Historic enrollments for the last six years, based upon the Fall Reports, are listed for each grade in black. The enrollment data includes assumptions concerning the distribution of self-contained special education students. These assumptions may invalidate the enrollment projections and require a district-generated Cohort-Survival Projection. (See *LRFP Preliminary Guidelines*.)

Survival Rate: The survival rate is the ratio of the number of students who “survived” as they moved from one grade to the next, averaged over the last six school years.

Projected Grade Level Enrollments: The five projected enrollment years are shown in red. The projections are based on the last year of historic enrollments (2005) multiplied by the survival rate. (For example, 552 kindergarten students in 2005 are projected to become 582 first graders based on a 1.054 survival ratio.)

Baseline: *Baseline* is one of the future years projected by the website cohort (2008, 2009, or 2010). You should select the year that you feel is most representative of future enrollments, even if you plan to modify it. (See below.)

District Proposed: You can modify the Baseline projection as desired to best represent anticipated future enrollments. Supporting documentation must be submitted to the DOE if you modify the baseline projections (See page E.1):

Enrollment Projection Record – Detail View

Year	Birth Data (5 Years Ago)	Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	K-5	6th Grade	7th Grade	8th Grade	6-8	9th Grade	10th Grade	11th Grade	12th Grade
2000	745	520	515	477	481	439	467	2899	437	383	295	1115	444	361	372	
2001	674	506	556	506	463	437	453	2921	440	433	306	1179	414	411	327	
2002	675	546	558	511	513	428	472	3028	464	453	344	1261	465	368	357	
2003	751	528	540	521	481	467	442	2979	493	429	332	1254	438	400	377	
2004	658	488	557	511	509	440	490	2995	444	484	333	1261	465	391	374	
2005	745	552	515	527	499	466	462	3021	492	436	376	1304	466	415	365	
Survival Rate		0.74	1.054	0.945	0.975	0.914	1.048		1.004	0.982	0.775		1.399	0.892	0.933	0.933
2006	711	527	582	487	514	457	489	3056	464	483	339	1286	526	416	388	
2007	708	525	556	551	475	471	480	3058	491	456	375	1322	475	469	389	
2008	709	525	554	526	538	435	494	3072	482	482	354	1318	525	424	438	
2009	709	525	554	524	513	492	456	3054	496	474	374	1344	496	469	396	
2010	709	525	554	524	512	470	516	3101	458	487	368	1313	524	443	438	
Baseline		525	554	524	512	470	516	3101	458	487	368	1313	524	443	438	
District Proposed		525	545	524	512	470	516	3092	458	443	425	1326	475	464	452	

NOTE: If the enrollment projections are modified, please submit supporting documentation.

PART E: IDENTIFYING DISTRICT ENROLLMENTS

Pre-Kindergarten Considerations

The “Baseline” projected enrollments for pre-kindergarten students have **not** been adjusted for students who are accommodated in community provider, or private, facilities.

The number of pre-kindergarten students should be modified in the “District Proposed” line **only** to include:

- Pre-kindergarten students housed in district-owned facilities, with the program operated by the District or an outside agency; and
- Pre-kindergarten students housed in community-provider owned facilities for which state funding is requested in the LRFP.

Students that are housed in community-provider facilities for which no state facilities funding is requested in the LRFP should not be included in the “District Proposed” enrollments.

Modify the Baseline Projections only to include pre-kindergarten students accommodated in district-owned facilities or in community-provider owned facilities for which state funding is requested in the LRFP.

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Enrollment Projection Information

District: Training County County > Training District - 1

Projection Name: District Enrollment Projection | Projection Description: Standard cohort projection corrected for PK community providers and SCSE.

Creation Date: 2005-04-15 | # of Associated LRFPs: 1

K Through 12 General Education | **Pre-Kindergarten** | Self Contained Special Education


Year	Birth Data (3 Years Ago)	Birth Data (4 Years Ago)	Pre-Kindergarten, 3 Year Olds	Pre-Kindergarten, 4 Year Olds	PreK
2000	675	674	608	607	1215
2001	751	675	676	608	1284
2002	658	751	593	676	1269
2003	745	658	671	593	1264
2004	711	745	640	671	1311
2005	708	711	638	640	1278
Survival Rate			0.9	0.9	
2006	709	708	638	638	1276
2007	709	709	638	638	1276
2008	709	709	638	638	1276
2009	709	709	638	638	1276
2010	709	709	638	638	1276
Baseline			638	638	1276
District Proposed			270	600	870

NOTE: If the enrollment projections are modified, please submit supporting documentation.

Creating a New Enrollment Projection Record

Complete the steps described below to create a new Enrollment Projection Record. You can create one or more enrollment projections in order to explore alternative scenarios. However, only one enrollment projection may be incorporated into your District's submitted LRFP. (See Part F.)


Step 1 – “Click” on the Enrollment Tab in the Main Menu located at the top of the screen.

Step 2 – “Click” on the New Icon . A blank Enrollment Record will open.

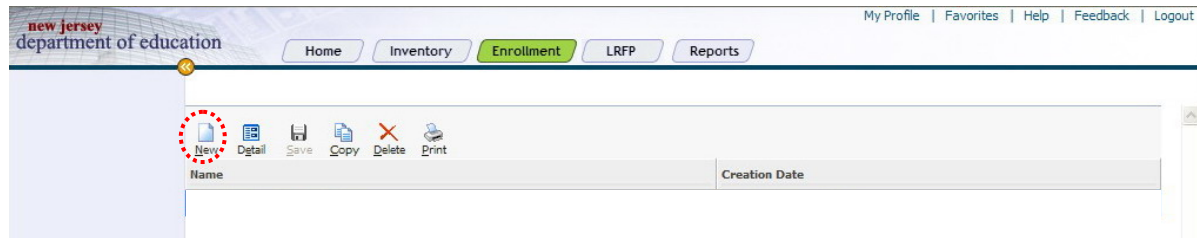
Step 3 – Complete the Enrollment Projection Information in the top part of the screen. Type in a Name for the Enrollment Projection (*required field*). The name should be descriptive, particularly if multiple projection scenarios will be created. Add a description if desired.

Step 4 – Review the projected enrollment data (in red) for the three tabs. “Click” on one of the three Radio Buttons to the left of the Year Column to indicate the year (2008, 2009 or 2010) that you think best represents future district enrollments. If none of the projection years are considered appropriate, select the year with the closest numbers. (*In the example to the right, 2010 has been chosen as the most representative year.*) Please note that the projection year selected for K-12 General Education will also be applied to Pre-Kindergarten and Self-Contained Special Education.

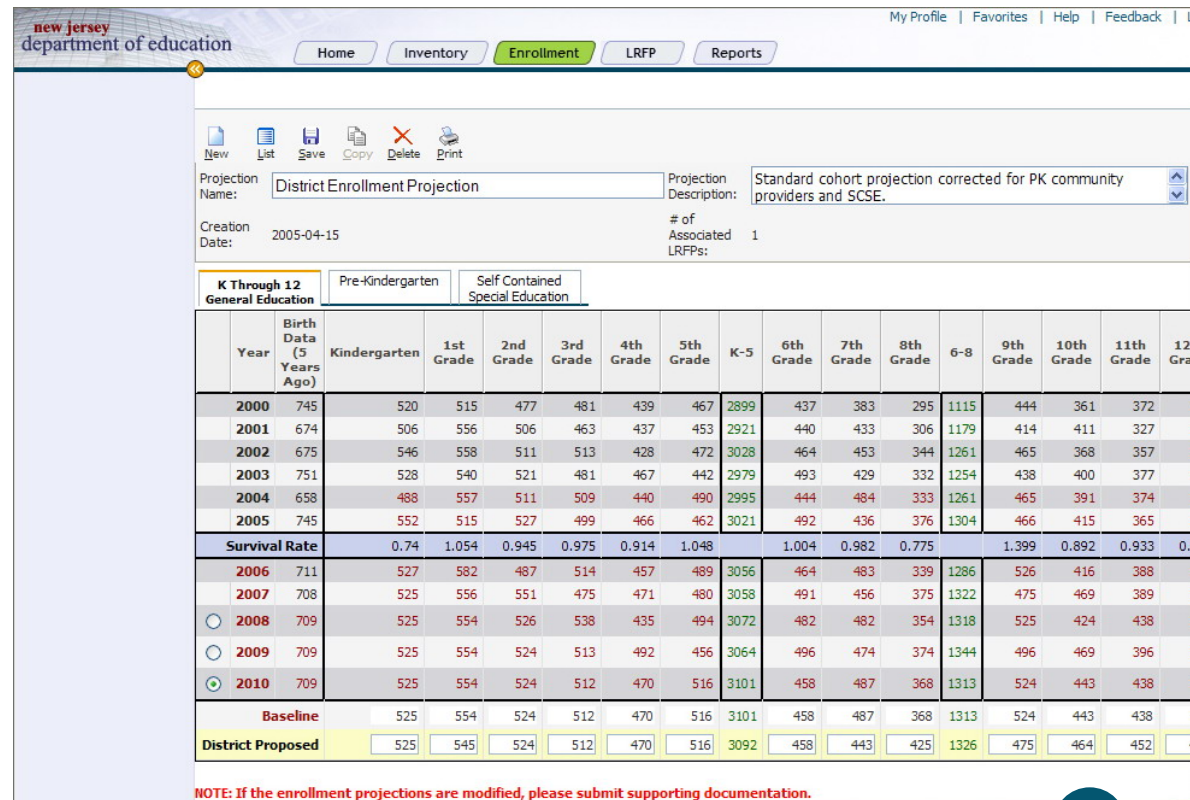
Step 5 – The selected “Baseline” year will appear in the “District Proposed” row at the bottom of the table. You may keep these enrollment numbers or propose different ones. If the baseline projections are modified, supporting documentation must be submitted to the DOE (see page E.1). **Do not forget to review and edit the District Proposed enrollments in each of the three tabs. The District Proposed numbers will provide the basis for LRFP calculations and DOE review.**

Step 6 – When you are done, “click” on the Save Icon .

Enrollment Projection – List View




Enrollment Projection – Detail View



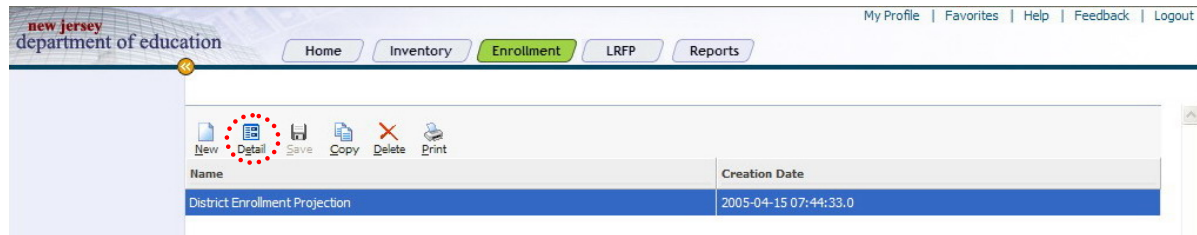
Year	Birth Data (5 Years Ago)	K Through 12 General Education														
		Kindergarten	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade	K-5	6th Grade	7th Grade	8th Grade	6-8	9th Grade	10th Grade	11th Grade	12th Grade
2000	745	520	515	477	481	439	467	2899	437	383	295	1115	444	361	372	
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2005	745	552	515	527	499	466	462	3021	492	436	376	1304	466	415	365	
Survival Rate		0.74	1.054	0.945	0.975	0.914	1.048		1.004	0.982	0.775		1.399	0.892	0.933	0.
2006	711	527	582	487	514	457	489	3056	464	483	339	1286	526	416	388	
2007	708	525	556	551	475	471	480	3058	491	456	375	1322	475	469	389	
<input type="radio"/> 2008	709	525	554	526	538	435	494	3072	482	482	354	1318	525	424	438	
<input type="radio"/> 2009	709	525	554	524	513	492	456	3064	496	474	374	1344	496	469	396	
<input checked="" type="radio"/> 2010	709	525	554	524	512	470	516	3101	458	487	368	1313	524	443	438	
Baseline		525	554	524	512	470	516	3101	458	487	368	1313	524	443	438	
District Proposed		525	545	524	512	470	516	3092	458	443	425	1326	475	464	452	

Editing an Enrollment Projection Record

After you save an Enrollment Projection, it will appear in the List View. You can edit the projection by double-clicking on its name or by highlighting its name and clicking on the Detail Icon . The Detail View will then appear.

Detail

Enrollment Projection – List View



The screenshot shows the 'Enrollment Projection – List View' interface. At the top, there is a navigation bar with the 'new jersey department of education' logo and a menu with 'Home', 'Inventory', 'Enrollment', 'LRFP', and 'Reports'. The 'Enrollment' tab is selected. Below the navigation bar, there is a toolbar with icons for 'New', 'Detail', 'Save', 'Copy', 'Delete', and 'Print'. The 'Detail' icon is circled in red. Below the toolbar is a table with two columns: 'Name' and 'Creation Date'. The table contains one row with the text 'District Enrollment Projection' and the date '2005-04-15 07:44:33.0'.

Name	Creation Date
District Enrollment Projection	2005-04-15 07:44:33.0