

Elementary P223 Reconciliation Worksheet

School Name _____ Date _____

Grade	Previous P223	New Students	Withdrawn Students	Adjustments Plus / Minus	Calculated Totals	Grand Totals from P223
K2				/		
1st				/		
2nd				/		
3rd				/		
4th				/		
5th				/		
Total				/		

Instructions:

Enter the P223 counts from the previous count day by grade in the P223 column.

Count new students: (be sure the # and names match your new stu report)

- a. Add new student names, # and entry date to Report 302 (Student List)
- b. Write total of new students in the New Stu column

Deduct students who have been withdrawn: (be sure the # and names matches your withdraw stu report)

- a. Draw a line thru each student's name on Report 302 (Student List)
- b. Write total of withdrawn students in the Withdraw Stu column

Enter the total adjustment for those students that changed grade, were 0 FTE or were a re-entry same mo. Write total of adjustments in adjustment column and on Report 302 as well.

Enter calculated total (P223 + New Stu - Withdraw Stu +/- Adjustments) in the Calculated Total column.

This calculated total should now match the total head count on your grand totals page of your P223 Remember the totals for each grade **will** be different on your 302 **if you have students that are 0 FTE.**