

WestSide
Count Day Checklist

Count Date _____

- Check for students at JDC
Withdraw them - keep schedule if returning
- Check for Expelled or Long Term Suspended students
Zero their FTE (if they are 20 days out drop them)
- Run Locator Report - write adjusted FTE for any student under 1.00 FTE
Can Not count for FTE - SR, WVC, SKC & WHS
- Check with attendance secretaries - are any students 20 days out?
Drop them (20 days consecutive more than half the day missed)
- Running Start - print data mining Running Start activity list and Course List. Print WVC list
Be sure all three lists match - fix any discrepancies - notify appropriate parties of changes
- Skills Center - Print data mining Skills Center activity list and course list. Print SC list
Be sure all three lists match - fix any discrepancies - notify appropriate parties of changes
- WHS shared students - Print data mining WHS shared list - e-mail WHS registrar
Print WHS e-mail from registrar, it needs to have each students name and FTE claimed
- Print NS Student List
- Print ESL Student List
- Print 302 by grade
Do the grade totals match the totals on the working 302 after adds and subtracts?
- Print Withdraw Report
Do the totals match what is hand written on the working 302?
- Print Entry Report
Do the totals match what is hand written on the working 302?
- Print Home Hospital
We're allowed to count FTE for 2 months - then zero their FTE
- Run P223 - check Bilingual, Vocational & Running Start
Check FTE Warning and Student Status Conflicts
- Home School Enrolled at WSHS
If yes - be sure they are coded (Gen 2/Catg)
- Balance in's and out's on P223 Reconciliation Report
(previous months records to this month)
- Balance, new 302, working 302, new P223
You should be able to show how they all balance
- Print Ethnic Report
Filed Separately
- Print Seat Tally - course class list
Filed Separately
- Save Student Schedules to .txt file on your computer for audit purposes
Burn to a disc at end of year and file in year end box

When all the reports are done - Backup your computers
TRA's should be able to show you how