

Enrollment Assessment

PLEASE COMPOSE YOUR DOCUMENT IN THE NARRATIVE STYLE.

The Enrollment assessment analyzes historical data from school enrollment statistics including parish baptismal records as well as population statistics. This information, along with employment and socioeconomic data should be used to project patterns of future school enrollment.

- A. Relate the Historical Background of the school *use tables # 1 - 4*:
- Data concerning grade structures, include addition or deletion of grades
 - Data for per child educational cost
 - Sending parish/es baptismal data:
 - Annually, what is the percentage of students from your parish/es that **enroll** at your school?
 - What is the percentage of students that **complete their education** at your school?
- B. Describe the current enrollment policy, which should include, but need not be limited to, current enrollment statistics, procedures and related enrollment issues:
- Student body data
 - Grade level data
 - High School feeder information: *use table #5*
 - Race/ethnicity: *use table #6*
 - Socioeconomic
 - Student recruitment process
 - Website, refreshed and current brochures, fact sheets
 - Advertisements:
Marketing artifacts (name branded items, for example, car magnets), community signs, especially during Catholic Schools Week
 - Bear-ly Recruiting
 - Personal contact:
Open Houses for prospective students, families; prospective or current sending school, teachers and administrators
 - Phone-A-Thon
 - Admission process:
 - Financial information including school tuition management system
 - Admissions requirements:
 - Academic
 - Religion
 - Immunization
 - Transfer students
 - International students (F 1 Visa)
 - Student retention efforts
 - Number of students who transferred in during current academic year
 - Number of students who transferred out in current academic year and their reason for leaving
 - Number of students who participate in before and after school programs
 - Explain any significant changes in school enrollment over the last 5 years
 - Cost to educate each child and the tuition structure

Enrollment Assessment Continued. . .

- Programs: academic; co-curricular; extra-curricular
- C. Describe any areas of concern, which should include but need not be limited to:
 - Transportation issues related to physical location of school:
 - No/or limited bussing
 - Enrollment trend
 - Handicap accessibility
- D. Using the information you gathered from the focus groups and from your research work on Enrollment Assessment, formulate goals and objectives for school improvement.

Signature of Committee Chair and Members who prepared this document:

Chair: _____

Committee Members: _____

Date of completed report: _____

School Name: _____

City: _____

Enrollment Projection by Grade

Table #1

Grade Level	Previous Years				Projected Years			
	4 YRS. AGO	3 YRS. AGO	2 YRS. AGO	1 YR. AGO	CURRENT YEAR	NEXT YEAR	2 YRS. FROM NOW	3 YRS. FROM NOW
	__ - __	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
Pre-K								
K								
1								
2								
3								
4								
5								
6								
7								
8								
Total								

- Please indicate combined classrooms by bracketing grade levels in the above chart -

BAPTISMS

- Number of Baptisms per corresponding years -

Table #2

	1 YR. AGO	2 YRS. AGO	3 YRS. AGO	4 YRS. AGO	CURRENT K	CURRENT 1	CURRENT 2	CURRENT 3
	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
#								

BAPTISMS

- Percentage of Baptized attending school -

Table #3

	1 YR. AGO	2 YRS. AGO	3 YRS. AGO	4 YRS. AGO	CURRENT K	CURRENT 1	CURRENT 2	CURRENT 3
	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__	20__ - 20__
%								

- Projected enrollment can be based on past percentage of children baptized in the parish that attend the school

Factors Related To Enrollment

Number of School Age Children in the Parish

****Use a separate table for each parish sending children to your school.**

Table #4

	Total of Number Elementary School Age Children	Number Attending School	Number Attending Parish Religious Program
Boys			
Girls			

	Total of Number Secondary School Age Children	Number Attending School	Number Attending Parish Religious Program
Boys			
Girls			

List the public elementary and secondary schools the majority of the students in the parish attend:

For the past three years, record the number of students who transferred out of and registered into all grades including those graduated from Grades 8 and 12. **Key: O = Out – I = In**

	Pre-K	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I	O / I
Last Year														
2 yrs. ago														
3 yrs. ago														

For the 2009-2010 School Year for Grades 1 through 7 please list:

Total Transferred / Graduated out: _____

Registered in: _____

POTENTIAL FOR GROWTH

What is the current enrollment of your school? _____

What is the most desirable enrollment for your school? _____

We need to increase enrollment by: _____

Indicate the current and additional numbers of students you would like at each grade level:

	Pre-K	K	Gr. 1	Gr. 2	Gr. 3	Gr. 4	Gr. 5	Gr. 6	Gr. 7	Gr. 8	Gr. 9	Gr. 10	Gr. 11	Gr. 12
Current														
Additional														
Total														

Factors Related To High School Enrollment

***To be completed by High Schools only **Make copies, as needed, for all feeder schools**

Indicate the number and percentage of students and which Catholic high school the majority of students in the parish attend.

FEEDER SCHOOLS

Table #5

Name & City of Feeder School								
PROJECTIONS				ACTUAL				
	5 th Gr.	6 th Gr.	7 th Gr.	Current 8 th Gr.	Current 9 th Gr.	Current 10 th Gr.	Current 11 th Gr.	Current 12 th Gr.
Total Enrolled in Catholic Elementary School								
Number Attending Catholic High School								
Percentage Attending Catholic High School								
Name & City of Feeder School								
PROJECTIONS				ACTUAL				
	5 th Gr.	6 th Gr.	7 th Gr.	Current 8 th Gr.	Current 9 th Gr.	Current 10 th Gr.	Current 11 th Gr.	Current 12 th Gr.
Total Enrolled in Catholic Elementary School								
Number Attending Catholic High School								
Percentage Attending Catholic High School								
Name & City of Feeder School								
PROJECTIONS				ACTUAL				
	5 th Gr.	6 th Gr.	7 th Gr.	Current 8 th Gr.	Current 9 th Gr.	Current 10 th Gr.	Current 11 th Gr.	Current 12 th Gr.
Total Enrolled in Catholic Elementary School								
Number Attending Catholic High School								
Percentage Attending Catholic High School								
Name & City of Feeder School								
PROJECTIONS				ACTUAL				
	5 th Gr.	6 th Gr.	7 th Gr.	Current 8 th Gr.	Current 9 th Gr.	Current 10 th Gr.	Current 11 th Gr.	Current 12 th Gr.
Total Enrolled in Catholic Elementary School								
Number Attending Catholic High School								
Percentage Attending Catholic High School								

Ethnic Statistics

School Name: _____

City: _____

Table #6

	4 YRS AGO 20__ - 20__		3YRS. AGO 20__ - 20__		2 YRS AGO 20__ - 20__		LAST YEAR 20__ - 20__		CURRENT YEAR 20__ - 20__	
	CATH	NON	CATH	NON	CATH	NON	CATH	NON	CATH	NON
AMERICAN INDIAN/NATIVE ALASKAN										
ASIAN										
BLACK										
HISPANIC										
NATIVE HAWAIIAN/PACIFIC ISLANDER										
WHITE										
MULTI-RACIAL										
TOTAL										