



New England School Development Council

28 Lord Road, Marlborough, MA 01752 Tel: 508-481-9444 www.nesdec.org

To: NESDEC Superintendents and School Administrators

From: Donald G. Kennedy, Ed.D., Demographic Specialist

Re: Enrollment Projection Service

Date: September 30, 2016

Fall greetings from the NESDEC office! Our records indicate that your district did not request projections last year, either by choice or because your district was not a NESDEC affiliate at that time. Therefore, we invite you to avail yourself of this **free service**. (The fee to non-affiliates for this service is \$5,025). Enclosed you will find the necessary forms and instructions. You may submit data online at our website - www.nesdec.org; click on "Planning," then select "Annual Enrollment Projections" and select "Click Here" at the bottom of the page, then click on the forms (and directions) that match the EP forms included in this mailing. Save the forms to your computer, and after you have completed the forms, email to NESDEC (ep@nesdec.org) as an attachment. You may also mail or fax a paper form. If you have questions, please feel free to email our enrollment projection service at ep@nesdec.org or phone us at 508-481-9444.

Completed enrollment projections will be sent back to districts electronically; these are ready to be used in PowerPoint presentations.

We are eager to make your NESDEC affiliation as valuable to you as possible. It is our hope that you will find enrollment projections useful for your future planning.

Please note: In order to take advantage of this affiliate enrollment projection service, data forms must be received at NESDEC no later than December 9, 2016.

Facing housing/enrollment changes? Wondering about "student-yield" of multi-family housing? **"Demographic and Long-Range Enrollment Projections"** studies are available. NESDEC offers the following services:

The **standard demography** includes analysis of community, regional and census data, the base enrollment scenario and one additional scenario with analysis, interviews with municipal officials and realtors, telephone conference/discussion of preliminary draft with superintendent, a written executive summary and an electronic copy in a read-only format.

The **enhanced demography** offers the features listed above as well as two additional enrollment scenarios, a multi-day interview format with municipal officials and realtors, daytime presentation to the superintendent, an evening presentation of the final report during a public meeting, and a PowerPoint demography and enrollment presentation package.

INSTRUCTIONS FOR COMPLETING ENROLLMENT PROJECTION FORMS (EP2-5)

Forms EP2-5 have space for districts to submit eleven years of enrollment data. The instructions that follow are intended to aid in your completion of the enrollment projection data forms. Completed projections will be sent back to districts electronically; these slides are in a format designed to be used in PowerPoint presentations.

1. PUBLIC SCHOOL ENROLLMENTS (Form EP2)

It is critical for NESDEC to receive consistently collected enrollment data from year to year. It is crucial that fall data, i.e., enrollments as of October 1 or as near that date as possible, be provided for each school year. **For consistency, we suggest that you use the enrollment data from the fall statistical reports that you send annually to your State Department of Education.** If you are not sure who to include, please ask us.

A. Special Education Students: Special Education students assigned to a grade level are included in that grade level count. Special Education students for whom a grade level assignment is not appropriate should be included in the ungraded column. All other students, i.e., those **integrated in general education classes** and programs for greater than 50% of a typical school week, can be considered as general ed students and recorded in the appropriate grade column with the rest of the student body. **Do not count any student more than once.**

B. Enrollments of Feeder Towns to Regional Schools: If enrollments are to be projected for a district whose beginning grade is above Grade 1, the total enrollment **by grade** of all feeder towns should be provided. For example, in the case of a regional high school with Grades 9-12 which receives students from three towns, the combined (or separate, if that is easier to supply) individual grade totals (K-12) of the three towns should be provided if projections for the regional high school are desired. **If you need enrollments projected separately for residents of each town, we will need to receive from you the grade-by-grade enrollments by town.**

2. NON-PUBLIC SCHOOL ENROLLMENTS – General Education (Form EP3)

For our purposes, a non-public school is any private (independent) or parochial school. A non-public school student is a local student residing in the community (or communities) comprising **this district** (or supervisory union) who attends any non-public school **anywhere**, not just in those non-public schools located within the district. Here also, we suggest you use the enrollment data as appropriate from the non-public section of your fall statistical reports.

For example, if 12 students from your district attended Grade 5 in a parochial school and ten students from your district attended Grade 5 in private schools, the total, 22, would be entered on this form for Grade 5 of that particular year. Thus, on the form, we would like the total enrollment by grade for each of the years indicated. Charter or Magnet school (in CT, Interdistrict Magnet School) and Special Education Out-Placed students are reported in separate categories on form EP5.

3. REGIONAL VOCATIONAL/TECHNICAL/AGRICULTURAL SCHOOL ENROLLMENTS (Form EP4)

If secondary students from the community (or communities) comprising this district attend a regional vocational school or agricultural school, please complete this form. If students from your district attend more than one vocational school, please total the enrollments for each grade level.

4. ADDITIONAL INFORMATION (Form EP5)

Please indicate the number of students in the following categories: Residents Homeschooled, Residents in Charter or Magnet schools (in Connecticut use the Charter or Magnet School categories for students attending Interdistrict Magnet Schools), the number of Out-Placed Special Education Students and the number of Choiced-In and Non-Resident Students.

Please feel free to include additional information or direct our attention to specific concerns that might affect the projections for your district (examples: the addition of full-day Kindergarten, a new or renovated school, or changes in the grades assigned to a school). **It is important to update the projections every year in order to identify changes in enrollment patterns as soon as possible.** Further planning assistance is available through our Demographic and Long-Range Enrollment Projection service that we would be pleased to discuss with you.

Once NESDEC receives your data, we will maintain a file for future use. We suggest, however, that you retain a copy of the forms so that should problems arise concerning the data, the area(s) in question can be easily identified by telephone. In the future, in order to receive projections updated annually, it will be necessary for your district to provide only the current year's enrollments and related information. We look forward to working with you throughout the school year.

Return all forms and information to:

**Mail: NESDEC
Enrollment Projection Service
28 Lord Road
Marlborough, MA 01752**

Fax: 508-481-5655

Email: ep@nesdec.org