

Enrollment and Attendance Handbook

Developed and Distributed by:
General Services and Legislation Department



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The Calhoun ISD staff has developed this document and training to provide identified support to our constituent school districts and other districts across Michigan as appropriate. Considerable time, research and effort have gone into the handbook and subsequent training by the ISD Staff. It is the intent of Calhoun ISD Staff to use this as a “living document” and continually update the document in order to keep it current with legal references, changes in school processes or requirements, etc.

While this document may not be all-inclusive, we have many years of combined experience in the field of pupil accounting and enrollment, and we hope this has allowed us to provide a document that is a resource for school administrators and building staff. We hope this is the one document that helps you, in an efficient and effective manner, answer the many questions you face each day in dealing with regulations, auditors, students, teachers and parents. The cost is \$25 each and it contains:



Enrollment, Data Entry and Attendance Processes: This provides an overview of the Enrollment Handbook and training fee-based services. This section is intended to give school administrators an overview of the handbook, resource tools, and training that is available upon request.



Enrollment Training: This section provides an overview of the training that will be provided and customized to meet the needs of client school districts.



Legal References and Definitions: This section provides a detailed dictionary of enrollment, attendance and pupil accounting terms in one easy reference. Further, this section documents the relative legal cites for further clarification, review or documentation. This is intended to be a one-stop resource tool for school administrators.



Abbreviations / Acronyms: This section provides a listing of the many acronyms used in educational jargon to help new school administrators (and others) navigate their way through day-to-day dialogue.



Resources: This section provides a quick reference of a few of the critical resources a school district or building level official may need to seek additional information.



Forms: This section provides sample forms to assist school administrators in developing and implementing an effective, efficient school enrollment and attendance process. This too is intended to be a one-stop guide to the many documents that are developed each school year or used regularly throughout the school year.
– we hope this saves you valuable time “hunting down” specific documents.