

# EHA - Student Enrollment Information and Reports

## STUDENT ENROLLMENT INFORMATION AND REPORTS

Accurate student enrollment information is critical in Regional School Unit 1 because it is used as a basis for State subsidy as reported on form ED 279, and because it is an important factor in the cost-sharing formula for the RSU's member municipalities.

Student enrollment counts are based on data entered into the Infinite Campus system at the school and district level, and reported to the Maine Department of Education in the April 1st and October 1st enrollment reports. For subsidy purposes, the Maine Department of Education averages the April 1st and October 1st reported enrollments of the calendar year just prior to the school year being calculated on the state subsidy report. The same enrollment numbers are used to determine cost-sharing apportionment among the Regional School Unit 1's member municipalities.

In order to ensure that Regional School Unit 1's student enrollment information is as accurate as possible, the following procedure shall be followed.

### 1. New and Transferring Students

A. A designated secretary in each school is responsible for obtaining all needed enrollment information for new and transferring students, and for entering this information in the Infinite Campus System. B. Residency information provided by enrolling families must be verified in writing by the appropriate town or city official.

### 2. Current Students

A. A designated secretary in each school is responsible for monitoring and verifying residency information for enrolled students (using information submitted annually by families and other means as necessary), and for ensuring that all Infinite Campus fields for students are correct. B. When a student moves from one municipality in Regional School Unit 1 to another, residency information must be verified in writing by the appropriate town or city official.

### 3. Preparation of Student Reports for the Maine Department of Education

A. [No later than October 1st and April 1st, the principal and designated secretary in each school will notify the Superintendent's Administrative Assistant

that they have reviewed the student enrollment data and that it is accurate to the best of their knowledge.

B. The Administrative Assistant will review the student information and work with the principals and designated secretaries to correct any errors.

C. No later than October 10th and April 10th, the Administrative Assistant will forward lists of student names to the appropriate municipality officials for verification.

D. The town and city officials will certify the accuracy of the student names in their town or city, in writing to the Administrative Assistant no later than October 20th and April 20th.

E. The Administrative Assistant will finalize the student reports in the form required by the Maine Department of Education and the Superintendent will certify the reports.

F. The student reports will be submitted to the Maine Department of Education, in accordance with their requirements, no later than the deadlines set by the Department (generally October 31st and April 30th).

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