Enrollment:
2021-22 After Action Review and 2022-23 Process Improvements

Community
We are best when we respect, value and celebrate our diversity and strengthen our connections.

Issue that Impacted our Finances for the 2021-22 School Year (~500K): LCPS had 1508 students at first Interim despite budgeting for 1561 students.

What happened and How did it get caught?

- **Spring 2021 - Our Admission process and Intent to Return process were conducted.** 95 to 97% of our students replied they were returning, and students were accepting their offers for admission for open seats at Lighthouse and Lodestar. The data in our SIS appeared favorable.
- **Spring and Summer 2021 - Key Staff Transitions:**
  - Data Manager: held our SIS system and student level data
  - Director of Operations: held the lottery admission to enrollment process
  - Office Managers: New office managers were hired at Lighthouse and Lodestar
  - High Schools - New Principals were hired and with reorganization now oversee 6-12th grades
- **Start of School 2021 - Reconciling our attendance vs. enrolled students in our Student Information System (SIS):**
  - In August, the start of school showed that our schools were well overenrolled (~1600 students)
  - We quickly learned that the process to reconcile the 3 to 5% of our families that chose not to return due to move/change in school did not happen, and hence were not captured in our SIS
  - Hence, our actual attendance was lower enrollment, mainly impacting our two middle schools and Lodestar HS.

Process Improvements for Admission/Enrollment process for the 2022-23 SY:

Process Improvement:

- **Strengthening our Data Processes:**
  - **Intent to Return and Yearly Registration Process** for existing families, including follow up and data reconciliation
  - **Admissions (School Mint) to Enrollment (Aeries)**
  - **A singular shared spreadsheet** for real time notes and follow-up around new students and students transferring out of our schools
- **All Teammates involved in Regular Weekly Meetings.**
- **Daily Updates from our Office Manager:** A report is shared with all stakeholders daily of enrolled students, attendance, new students, and students that are transferring.

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Key Roles and Responsibilities for Admission/Enrollment Process:

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- **Robbie Torney, Chief of Staff:** Robbie will run point on Admission/Enrollment, and also sits on the Oakland Enrolls Steering Committee Board

  - **Manisha Patel, Director of Technology,** is in charge of our data reconciliation, working with our Office Managers and Data team to ensure we have accurate real time student data.
  - **Belen Orozco, Director of Operations,** oversees our Office Managers (4 total) who manage daily attendance, collect enrollment paperwork/manage student files, and provides daily updates.
  - **Stephen Ajani, Director of Student Services**, works with our Family Coordinators to recruit new families for each yearly cycle as well as backfill seats when we have vacancies.