

Recommendations from Enrollment Projections Working Group - May 2019

1. Town Clerk and School Department Work Together to Improve the Birth to Five Census
2. Move from Point Projections to Ranges
3. Determine when METCO and Materials Fee Students are Included
4. Survey Licensed Pre-School and Day Care Centers Annually
5. Use an External Consultant to Identify and Use a More Complex Methodology
6. Integrate enrollment projection work done with Massachusetts School Building Authority with these efforts for FY 2020

Draft Timeline for Implementation of Enrollment Projections Working Group Recommendations

1. Work with Massachusetts School Building Authority (MSBA) to understand the process for district and school enrollment projections related to the Pierce School project (Recommendation #6)

June 2019	Obtain the projections developed by MSBA during the planning for the Devotion (now Coolidge Corner School) project to understand if MSBA will do school specific or district-wide projections.
	Obtain detailed documentation of the process and data MSBA will use to create its projections.
	Determine whether the MSBA process will be duplicative of having an external firm do a more detailed enrollment projection report.

2. Town Clerk and School Department work together to improve the birth to five census (Recommendation #1)

Summer 2019	The Town Clerk's office shares how census and residency records are currently stored, maintained, and works with the School Department in order to determine what practices or applications need updating to support School Department enrollment projections. <i>Note: This step will help determine which of the following changes (September - October 2019) in practice are necessary.</i>
	The School Department and Town Clerk create rules and guidelines for data maintenance and data access especially when sharing records between Town departments.
September - October 2019	The School Department and Town Clerk's office set up a joint database of school enrollment and census data. May require software purchase and training.
	The Town Clerk's office changes annual census forms to make it clearer: <ul style="list-style-type: none"> ● All children are required to be included on the census form ● The date by which the census form must be returned
	The Town Clerk's office revises Town census forms so that all known household members (including children) are listed on a census form before it is mailed (if necessary).