

BALANCING REPORT

SECONDARY: _____

On a nine weeks basis the campus Registrar will run reports to identify any inconsistency in enrollment, attendance and class loads. Registrar, scheduling personnel and attendance will work together to correct imbalances. *Remember to run Class/Count Report for DAEP on separate periods, example: 04 to 04 and 05 to 05

2022 ENROLLMENT INFORMATION

GRADE LEVEL	DATA MINING	ATTENDANCE	ENTITY COUNTS
	ADA REPORT	ENROLLMENT REPORT	CURRENT COUNT
"0"ADA			
09			
10			
11			
12			
TOTAL			

If column totals don't match please explain.

2022 CLASS LOAD INFORMATION

SCHEDULING COURSE/CLASS COUNT REPORT			
PERIOD TOTALS			
01		05	
02		06	
03		07	
04		08	

If period totals don't match please explain.

PREPARED BY: _____

DATE: _____

PRINCIPAL SIGNATURE: _____

DATE: _____

PEIMS DIRECTOR: _____

DATE: _____

DUE DATES
August 9, 2021
September 22, 2021
December 15, 2021
March 2, 2022
May 25, 2022

Notes:
