

Common Scenarios for Where to Report Students

This document focuses on student placement at both the local educational agency (LEA) and school levels.

Student LEA Placements

Scenario	Guidance on How to Report These Students	Module
Overall student enrollment (LEA)	<p>Include students who are the responsibility of the LEA, who are served in LEA facilities, and non-LEA facilities. Include students in private schools only if they were placed there by the LEA for the purpose of providing free appropriate public education (FAPE).</p> <ul style="list-style-type: none"> Overall student enrollment (LEA) refers to the unduplicated student enrollment, including students both present and absent, excluding duplicate counts of students within a specific LEA or students whose membership is reported by another LEA. 	SSPR-1
Students served in LEA facilities	Include students who are the responsibility of the LEA, who are served in LEA facilities.	SSPR-1
Students served in non-LEA facilities	Include students who are the responsibility of the LEA, who are served in non-LEA facilities (such as intermediate units, residential facilities, social service agencies, hospitals, which may be public or private). Include students who are in private schools only if they were placed there by the LEA for the purpose of providing FAPE.	SSPR-1 SSPR-2
Students enrolled in distance education courses inside and outside the LEA	Include all courses under the control of the LEA. Distance education courses that students take independently or that are provided by entities outside the control of the LEA should not be considered unless the LEA has access to enrollment and monitoring information for those courses.	DSED-1 DSED-2
Students enrolled in LEA-operated high school equivalency exam preparation program that has been contracted by the LEA	Include students who participated in an LEA-provided high school equivalency exam preparation program. A high school equivalency exam preparation program that is operated by a non-LEA facility that has been contracted by the LEA is considered an LEA-provided program.	HSEE-1 HSEE-2

Preschool children enrolled in programs/services that occur in non-LEA facilities	Include preschool children who participate in LEA-sponsored programs that occur in non-LEA facilities. Report these students on the LEA form ONLY.	SSPR-1 SSPR-2 SSPR-4 SSPR-5 SSPR-6 - 11
Preschool children enrolled in programs/services that occur in LEA facilities	<p>Include preschool children who participate in programs/services that occur in LEA facilities on both the LEA form AND on the school form. If the facility does not appear on your school list, add a new school in the Admin tab.</p> <p>School Addition Request</p> <p>To submit your school addition request, please follow the steps below.</p> <ol style="list-style-type: none"> 1. In the submission system, go to the Admin tab and locate the System Management section. 2. Under System Management, you will see the option to manage schools. 3. Select the green +Add School button. 4. Then enter the school information and the school will be added within one business day. 	SSPR-1 SSPR-2 SSPR-6-11 PSCH-1* PSCH-3* PSCH-4a* PSCH-4b* PSCH-5 PSCH-6

*School Form

Student School Placements

Scenario	Guidance on How to Report These Students	Module
Overall student enrollment	Report students in the school where they physically attend for more than 50% of the school day.	ENRL-1*
Students who physically attend two schools, each for exactly 50% of the school day	Report students in their “home” or “primary” school rather than at the school of a special program, such as a vocational program.	ENRL-1*
Students who participate in a distance education school	Report students in the school where they receive more than 50% of their coursework.	DSED 1 DSED 2 ENRL-1*
Students who participate in a virtual school	Report students in the school where they receive more than 50% of their coursework.	ENRL-1*
Students who solely attend an alternative school less than 50% of the school day	Report students in the alternative school that provides educational services for less than 50% of the school day. In this case, the alternative school is the only school where the students are receiving educational services.	ENRL-1*

Students enrolled in honors Algebra I	Report honors Algebra I students in the Algebra I tables. The same methodology would apply for students taking other Honors mathematics courses.	COUR-2* COUR-3* COUR-4a* COUR-4b* COUR-8a* COUR-8b* COUR-9a* COUR-9b*
Students enrolled in AP Chemistry	Report students in both the Student Enrollment in Science Courses for Chemistry and the Advanced Placement (AP) Science tables. The same methodology would apply for students taking AP Biology and AP Physics.	COUR-14* APIB-10*
Students enrolled in multiple AP science courses	Report an unduplicated count of students taking AP courses. A student taking several AP science courses should be counted once.	APIB-10*
Students enrolled in AP Calculus	Report students in both the Student Enrollment in Mathematics Courses in High School for calculus and Student Enrollment in Advanced Placement (AP) Mathematics tables.	COUR-13* APIB-8*
Students enrolled in multiple AP mathematics courses	Report an unduplicated count of students taking AP courses. A student taking several AP mathematics courses should be counted once.	APIB-8*

Spotlight on Other Resources

- [CRDC LEA form](#)
- [CRDC School Form](#)
- [Data Tip – Duplicated and Unduplicated Counts](#)
- [Data Tip – Reporting Classes](#)
- [Data Tip - LEA - Students, Schools, and Programs](#)

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