

## Common Scenarios for Where to Report Students

This document focuses on the student placement at both the LEA and School levels. In some scenarios guidance on how to report students can be found in LEA or School forms; while others are responses to previously asked questions.

### 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 if (and 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"> <li>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.</li> </ul>	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, and private schools, and may be public or private).	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 participated 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

How do I report preschool children who are provided with programs / services that occur in non-LEA Facilities?	Report these students on the LEA form ONLY.	SSPR-1 SSPR-2 SSPR-4 SSPR-5 SSPR-7
How do I report preschool children who are provided with programs / services that occur in LEA Facilities?	Report these students on both the LEA form AND in the school form of the location that they attended. If the facility does not appear on your school list, you will need to add a new school in the Admin tab.	SSPR-1 SSPR-2 SSPR-6-11 PSCH-1* PSCH-2* PSCH-3a* ENRL-3b* PSCH-4* PSCH-5*

\*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.	Students who attend an alternative school that provides educational services for less than 50% of the school day, but do not return to their home school daily, should be reported at the alternative school. Because it is the only school where the students are receiving educational services.	ENRL-1*
Student is enrolled in an honors Algebra I, should they be counted in Advanced Mathematics?	Honors Algebra I typically is for accelerated students but is the same as regular Algebra I at a different pace. Report students in the Algebra I tables.	COUR-2* COUR-3* COUR-4a* COUR-4b* COUR-8a*

		COUR-8b* COUR-9a* COUR-9b*
Student is taking an 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*
How should students enrolled in multiple AP science courses be reported?	Report an unduplicated count of students taking AP courses. A student taking several AP science courses should be counted once.	APIB-10*
Student is taking 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. The same methodology would apply for students taking other AP Math courses should be reporting in the matching Advanced Mathematics, Algebra I/II, or Geometry table.	COUR-13* APIB-8*
How should student enrolled in multiple AP mathematics courses be reported?	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](#)