



To: Joel D. Boyd, Superintendent of Schools
 From: Latifah Phillips, Chief Equity and Engagement Officer
 Date: March 10, 2022
 Re: Student Assignment Report Follow Up

On February 10, the data below was shared as part of the school assignment monthly report, which indicated that 43 students were awaiting placement on the date the data set was pulled.

Pending Enrollment Requirement	Number of Students (As of Thursday 2/10/2022)
Immunization Verification/Medical Clearance	21
Incomplete Documents	22
Need language test	10
Assignment Completed or Assignment Pending (documents completed)	42

School Committee Member Doherty requested information on how long students had been waiting to be placed.

Each week, a dataset is generated manually by a staff person in the Equity Office in consultation with the FRC coordinator. First, the staff person downloads the list of students in the FRC queue. Second, the staff person opens each student file to read the registration notes that have been entered into the student's journal entries and determines the reason why a student is waiting to be placed. Third, the staff person conducts an analysis of the data and places the data into a chart format. The process typically takes 3-5 minutes for each student in the FRC queue to be reviewed to create the chart. For example, for the chart above, 95 students were in the FRC queue to be analyzed and the approximate time spent by the staff person to generate the chart was approximately 7 hours.

Unfortunately, the spreadsheet that was created for the week of February 10th was inadvertently deleted and since the data is not automatically generated and stored in a database, it had to be manually recreated which resulted in the delay of this report. Also, data changes on a daily basis, so the new chart that was recreated below reflects 8 less students than the February 10 report as current students received an assignment or new students were added between the dates the two charts were created.

WEEK	COUNT	Missing Docs	Immunization Verification
OCT 24 - 30	1	1	
DEC 5 - 11	1	1	
DEC 19 - 25	1	1	
DEC 26 - JAN 1	3	2	1
JAN 2 - 8	2		2
JAN 9 - 15	14	4	10
JAN 16 - 22	3		3
JAN 23 - 29	4	2	2
JAN 30 - FEB 5	5	2	3
FEB 6 - 12	3	2	1
Total	34	15	19

The chart above indicates the week in which the incoming students initiated their application for assignment. Given the identifiable nature of a small subset of students, the information provided in this memo is information that is appropriate for the general public.

While a few students have unique cases, the majority fall into one of two categories: 1) unresponsive to the emails, calls and home visits or 2) responsive but slow to resolve the missing documents or missing vaccinations. Only three of the students indicated English as a home language and all other registrants require language supports for communication. The FRC staff communicate with families in their indicated home languages using the language line or bilingual family liaisons.

Students missing documents typically receive weekly calls and email communications. These students also end up on a home visit list. FRC staff have sought legal counsel on whether a family should be reported to the Department of Children and Families when a registration is initiated for a student yet the family becomes unreachable.

As relates to the students waiting on the return of updated vaccinations, the journal notes indicate that the initial communication of noncompliance is sent in English, regardless of the family's home language. Once the FRC staff is made aware of the non-compliance, the FRC staff and/or the bilingual family liaisons are tasked with supporting families in

navigating health services, which includes advising families on Mass Health insurance options, Lowell General Hospital services, and navigating the appointment systems of private health care providers. Based on the journal notes, it takes newcomer families approximately one month to complete their required vaccinations. The process is slowed not only because of the lack of communication on missing vaccines but also because of the wait period for vaccine appointments, which can take often times 2 weeks for families. Furthermore, students from Afghanistan must wait to be medically assessed by LCHC's Metta Health Clinic through a comprehensive Refugee Health Assessment (RHA), which is usually a few weeks after arrival. Their case workers start the online registration process but then must still wait for the RHA appointment later.