

To: Joel D. Boyd, Ed.D Superintendent
From: Latifah Phillips, Chief Equity and Engagement Officer
Date: December 23, 2022
Re: December Enrollment Report

As of November 30, 2022, there are 14,296 students enrolled with the Lowell Public Schools.

In prior enrollment reports, the School Committee received an update on the students in the Family Resource Center (FRC) category from the district enrollment report. The total number of these students were reported to the School Committee as well as what the students were missing to complete their registration. The primary reason students would be in the FRC category was due to missing the required registration documents.

Since March 2022, families complete the registration process online using the Aspen online registration portal (OLR). Families create an Aspen account, enter their child's information required for registration, and upload the required registration documents directly to their online registration. The required registration documents are: child's birth certificate, child's vaccination, parent photo identification, proof of Lowell residency (one of the following: gas bill, cable bill, electricity bill, lease, or mortgage). Additionally, high school students will need to provide transcripts and Special Education students the current, signed IEP.

FRC registration clerks work on processing student registrations in the OLR portal. The OLR portal is housed outside of the Aspen student database. Families are not inputting information directly into the district's student database. The clerks review the information inputted by the parent and make any necessary corrections to typing errors. Information inputted is cross referenced to the submitted documents to ensure that it matches. Once a registration is processed, the clerk will accept it and at that point, the registration is sent into the student database and will be found in the FRC category on the district enrollment report. Once in the FRC category, the next step would be for the student to be assigned a school.

The data for November were frozen on Tuesday, November 30 when work on the month's report began.

November Enrollments

During the month of November, the FRC processed 139 student applications. 83% of parents submitted their registration to the portal in one day or less. Submitting their application means

they attached all required items and completed the required field, but the FRC clerks still need to review the registration. The chart below shows how long it took parents to submit their application once they had initiated it in the portal.

	Days for parent to submit a registration
Same Day	110
< 1 week	11
< 2 weeks	11
< 3 weeks	3
< 4 weeks	1
> 4 weeks	3
Grand Total	139

The FRC completed 75% of the registrations in one week or less. In order to complete a registration, the clerks must ensure that the attached documents meet requirements and correct any typing errors. The chart below summarizes how long students remained in the portal while the clerks worked with the families, the special education department, language testers, DCF, and made home visits when necessary to complete the registration.

	Days for FRC to complete the registrations
Same Day	34
< 1 week	70
< 2 weeks	13
< 3 weeks	4
still in portal	18
Grand Total	139

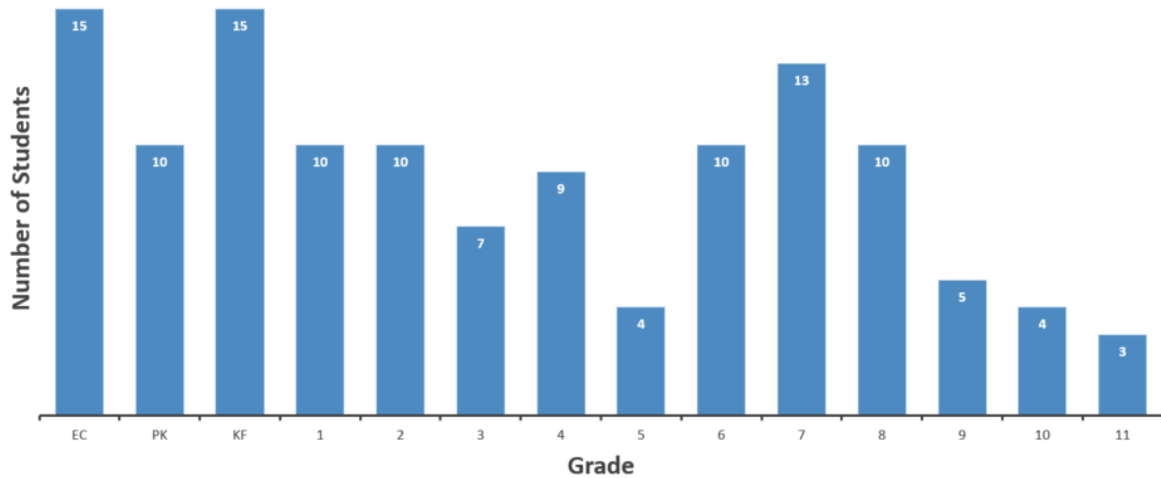
Students Submitted in the Portal for More Than One Week as of 11/30

Days after parent submitted to portal	Reason still in portal	Comment
15	missing multiple documents	missing birth certificate, poa, parent ID
15	not accepted	all documents in, but not accepted, MV
14	not accepted	missing vaccination, not accepted, MV
12	SPED issues	IEP issues
9	court involvement	Crisis issue with court involvement
9	POA	missing POA, parent contact after holiday
7	POA	missing POA
7	POA	missing POA
7	POA	missing POA

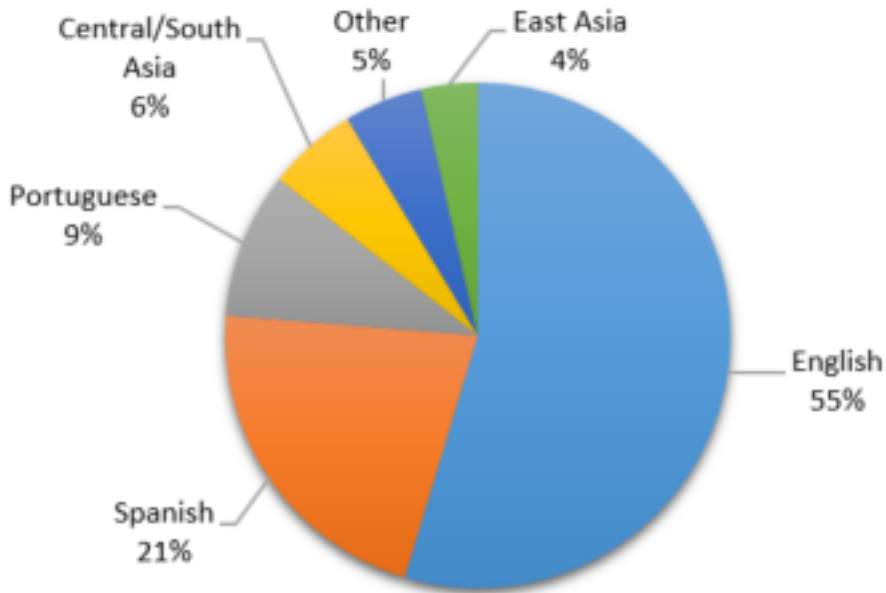
Demographics of the Registrants

The characteristics of registrants in the charts and tables below show their grade level, language spoken, and birth country.

Grades of Students Who Applied (n = 139)



Languages Spoken by Registrants



Language Spoken	Number of Registrants
English	76
Spanish	30
Portuguese	13
Pushto	5
Khmer	3
Urdu	3
Creole	3
Twi	1
Vietnamese	1
Arabic	1
Other	1
Chinese	1
Swahili	1
Grand Total	139

Country of Birth

Row Labels	Count of Name
United States of America (the)	85
Brazil	13
Dominican Republic (the)	8
Ecuador	6
Afghanistan	5
Colombia	4
Pakistan	3
Chile	2
Cambodia	2
Guatemala	2
Honduras	2
Morocco	1
Spain	1
El Salvador	1
Iraq	1
India	1
Mexico	1
Ghana	1
Grand Total	139

For October enrollees, the clerks found 32 of 139 (23%) of the registrants to qualify for McKinney-Vento.