

To: Joel D. Boyd, Ed.D Superintendent  
From: Latifah Phillips, Chief Equity and Engagement Officer  
Date: March 10, 2023  
Re: February Enrollment Report

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As of March 9, 2023, there are 14,317 students enrolled with the Lowell Public Schools.

Since March of 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.

## **February Enrollments**

During the month of February, the FRC processed 436 student applications. 74% 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 initially created it in the portal.

	<b>Days for parent to submit a registration</b>
Same Day	176
< 1 week	62
< 2 weeks	6
< 3 weeks	8
< 4 weeks	2
> 4 weeks	13
<b>Grand Total</b>	<b>267</b>

146 student records were created in the OLR but not submitted by parents during the month of February.

The FRC completed 70% 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, the Department of Children and Families (DCF), in addition to making home visits when necessary to complete the registration.

	<b>Days for FRC to complete the registrations</b>
Same Day	50
< 1 week	253
2 weeks	43
> 2 weeks	12
still in portal	78
<b>Grand Total</b>	<b>436</b>

## Students Still in the FRC

After students' registrations are accepted from the portal, they enter the FRC. As of March 4 2023, there were 57 students in the FRC. Many of them, 31, are Pre-K students.

There are twenty-six students who have been in the portal and not seated in a school who have been registered from the beginning of the school year through January.

Please see the table below for details.

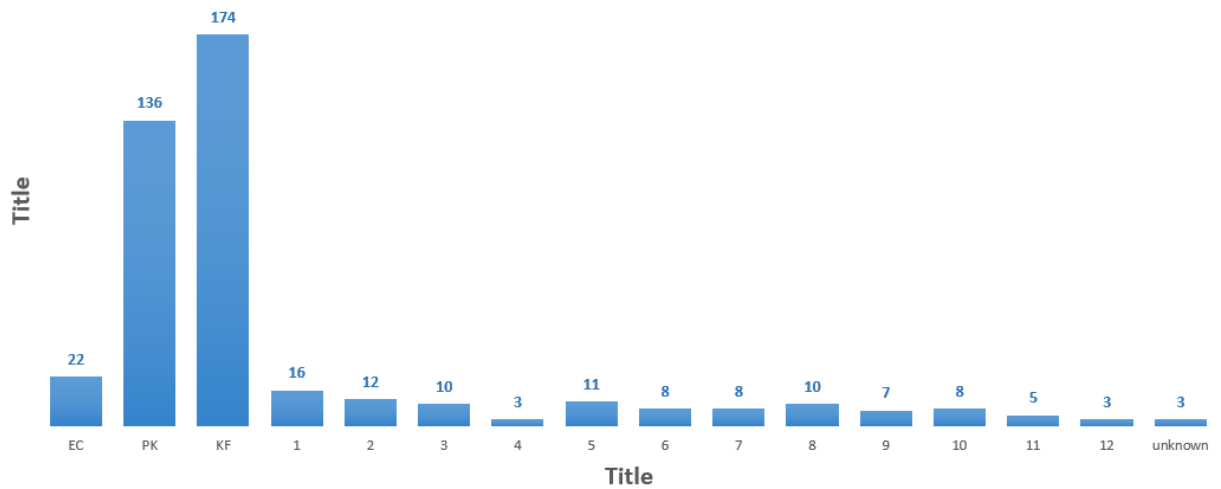
## Student Registered and in the FRC Awaiting School Assignment or Acceptance

In FRC Since	Comment
8/15/2022	9/28 comment that student is too young, by Rebecca Duda
12/20/2022	There have been several contacts, last 1/13, they moved to CT
12/20/2022	There have been several contacts, last 1/13, they moved to CT
1/9/2023	1/9 comment about signed IEP, by Lina Faria
1/13/2023	2/15 sent email to parent in russian, by Marie Santos
1/13/2023	2/8 student is not assigned to a school yet by the nurse, by Lina Faria (see also sibling)
1/13/2023	1/17 issues with vaccines, last note by Marie Santos
1/13/2023	2/8 student is not assigned to a school yet by the nurse, by Lina Faria (see also sibling)
1/27/2023	2/1 email resources for vaccines, by Jerubi Romero
2/7/2023	nothing in documents
2/8/2023	nothing in documents
2/8/2023	2/14 Grandmother called referred her to student support, by Katerynne Patino
2/13/2023	3/1 extensive note about medical issues, transportation by Shannon Cole
2/14/2023	nothing in documents
2/14/2023	extensive notes from 2/27 to 3/3 by Shelvy Bosvert
2/14/2023	nothing in documents
2/14/2023	nothing in documents
2/17/2023	nothing in documents
2/17/2023	2/17 emailed resources for vaccines, by Jerubi Romero
2/17/2023	nothing in documents
2/27/2023	2/27 resources for immunizations sent to parent by Jerubi Romero
3/1/2023	nothing in documents
3/1/2023	nothing in documents
3/1/2023	nothing in documents
3/2/2023	3/2 and 3/3 contacts regarding language testing and vaccines
3/2/2023	nothing in documents

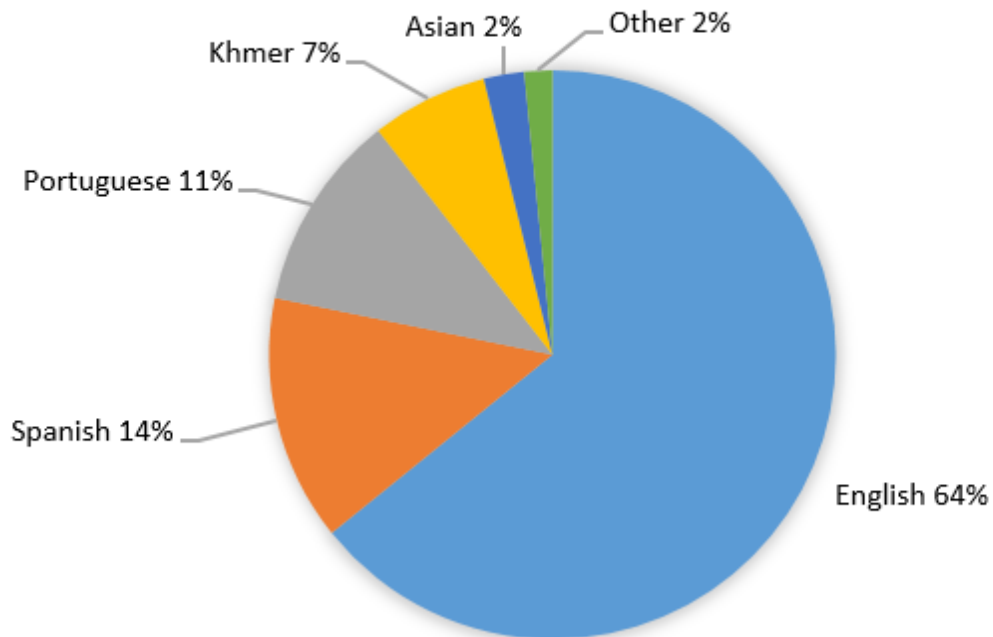
## Demographics of the Registrants

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=436)



## Languages Spoken by Registrants



Language	Count
English	280
Spanish	61
Portuguese	49
Khmer	29
Gujarati	4
Haitian Creole	3
Dari Persian	2
Creoles, English	1
Creole	1
Russian	1
Telugu	1
Bengali	1
Vietnamese	1
Lao	1
Luganda	1
<b>Grand Total</b>	<b>436</b>

Country of Birth	Count
United States of America (the)	331
Brazil	34
Cambodia	15
Colombia	11
Ecuador	9
India	8
Dominican Republic (the)	6
Mexico	4
Canada	4
Afghanistan	2
Kenya	2
Haiti	2
Japan	1
Ukraine	1
Nicaragua	1
Korea (the Republic of)	1
United States Minor Outlying Islands (the)	1
Liberia	1
Chile	1
Bangladesh	1
<b>Grand Total</b>	<b>436</b>

For January enrollees, the clerks found 30 of 436 (7%) of the registrants to qualify for McKinney-Vento.