

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 200-35
Subject: ANNUAL ORGANIZATION REPORT	Date of Issue: 4/14/89
Preparing Office: Office of the Superintendent	Amended:

I. Policy

II. Procedures

A. The principal of each school is responsible for completing the annual organization report and returning it to the Department of Pupil Personnel on September 30 and November 1. New guidelines for completing the report will come from the State Department of Education each year. The principal shall follow the Frederick County Public Schools guidelines for submitting the annual report.

1. On September 30, the principal will send to the Department of Pupil Personnel the Annual Organization Report and a computer printout of the September 30 student enrollment. Both reports should be identical and agree with the Racial Composition Report.
2. Students who are scheduled for enrollment in September but who did not report for school during September should be investigated by the attendance clerk and appropriate action taken by September 30. All students on the roll who have not reported during the month of September must be withdrawn.

Students with prolonged absences during September who are not in attendance on September 30, should be contacted between September 30 - October 14 to see if they can be located. Contacts should include phone calls and registered, return receipt requested, letters.

3. After October 14, the school should refer any missing students to the pupil personnel worker. The pupil personnel worker will investigate from October 14 to October 30. If students have not been found after the investigation, they must be withdrawn by November 1.
4. The principal will send in the second annual organization report to the Department of Pupil Personnel on November 1, and attach a computer printout of student enrollment for November 1 that matches that report. Any students who were missing on September 30 and have failed to return to school after that date must be withdrawn and listed on that report.
5. If students transfer to Evening High School on or before September 30, they should be counted by Evening High School only.
6. If students transfer to Home and Hospital Teaching on or before September 30, they should be counted by Home and Hospital only.

7. Students who transfer from one school to another must be reported only once, i.e., by the school which they are actually attending on September 30.
8. The Department of Pupil Personnel will send the State Department of Education by November 15 any correction in student enrollment.
9. The Supervisor of Pupil Personnel, Assistant Superintendent for Planning and Communications, and Administrative Assistant of Computer Services will inservice all principals and attendance clerks the second week in September each school year.

Approved:

Noel T. Farmer, Jr.
Superintendent