

ENROLLMENT TRACKING FORM OVERVIEW AND INSTRUCTIONS

1. The enrollment tracking form is an excel workbook made up of 2 forms: the CURRENT ENROLLMENT FORM and the REGISTRATION SUMMARY.
2. The current enrollment form is used AFTER your FINAL enrollment numbers for the opening of the school year are reported to your diocese. Those numbers get entered in the REPORTED OPENING DAY column. This is the only SHADED Column that you should ever type in; all other gray columns contain formulas. Typing over the formulas will erase them, thus reducing the functionality of the report.
3. Any activity for the CURRENT school year is entered on the current enrollment report. For example:
 - If you have people interested in joining your school during the current year, they are entered as Inquiries on this sheet
 - If you have students who transfer in at any point AFTER the opening day numbers were reported, they are added in the New Registrations column.
 - If you have students transfer out anytime during the school year after the opening day numbers were reported, you note that movement in the Withdrawn Students column. Activity in those columns will automatically be reflected in the CURRENT ENROLLMENT column, which gets carried over to the Registration Summary.
4. Activity for the FOLLOWING school year is recorded on the Registration Summary.
5. The current enrollment column (shaded) is a carry over from the Current Enrollment report. DO NOT type in this column.
6. Any activity for the COMING school year is entered on the registration summary, including re-registrations (which are recorded on the diagonal to reflect the upward movement of each class). For example:
 - Anyone expressing interest in the coming school year is entered here as an inquiry by grade.
 - Once re-registration opens this is where you will record all this activity. For example, if a second grader re-registers for next year, that is recorded as a re-registration for THIRD grade.
 - Any NEW registrations for the coming year are recorded in the NEW column.
 - Any current students who have returned PART of the required re-registration packet (most often, the paperwork comes back without the registration fee) can be entered as a PENDING RE-REGISTRATION
 - Same for any new student who has completed part of the registration process.

- Any current student who indicates they will not return for the coming school year is entered as a “not returning” (on the diagonal).
 - The “OPEN” column calculates the number of students who have not yet re-registered, but who have not said they’re not returning. Think of it as “no response.” Zeroing out this column becomes more and more important as deadlines pass.
7. The inquiry column is NOT a formula, so as your inquiries register or indicate that they are no longer interested, those numbers need to be adjusted by hand (eg: you have 6 inquiries for Kindergarten, but one registers. You increase your new registrations for K by 1, and reduce the number of K inquiries to 5).