

## **APPENDIX A: DEFINITIONS AND PURPOSES OF ENROLLMENT CALCULATIONS**

<b>TITLE</b>	<b>DEFINITION</b>	<b>PURPOSE</b>	<b>WHEN USED</b>
Elementary School Physical Plant Maximum Enrollment Capacity Range	The maximum number of students an elementary school could potentially hold based on pupil teacher maximum ratios (capacity factor)(0 and # of spaces over 500 sf, and a set aside CR for flexibility.	<ul style="list-style-type: none"> <li>Identify currently overcrowded buildings</li> <li>Determine physical space currently available</li> </ul>	Annually each fall
School Enrollment Projections	The number of students expected to attend the next school year and the following four years by grade and school based on grade level cohort survival ratios and multiple trend analysis models.	<ul style="list-style-type: none"> <li>Determine plan for building space need and availability for building use planning</li> <li>Provide staff allocations to schools for next school year using pupil:teacher <u>staffing ratio</u>(2)</li> <li>Prepare to hire or surplus staff</li> <li>Determine classroom section configurations</li> <li>Determine space availability for open enrollment and transfer</li> </ul>	Annually in December Annually in January
Open Enrollment and Transfer Capacity/Desired Classroom Capacity	The number of student spaces available based on teacher allocations and the pupil teacher ratio referenced in the Grade Level Open Enrollment and Transfer Criteria (3)	<ul style="list-style-type: none"> <li>Determine building and grade level space availability for open enrollment and transfer</li> </ul>	March, before open enrollment begins Ongoing for internal transfers
Actual Fall Enrollments	The number of students actually seated during the first weeks of school.	<ul style="list-style-type: none"> <li>Realign classroom and specials allocations based on MMSD Fall Additional Staff Guidelines (4)</li> <li>Determine building and grade level space availability for internal transfers</li> </ul>	First three weeks of school

Sage A  
SAGE B

Provides for 15:1 class size all day for Kindergarten and first grades and 15:1 class size for math and reading instructional blocks, part of the day at grades two and three  
Provides for 15:1 class size all day in grades Kindergarten, one, two and three

Classroom Sections  
Classroom Space

Refers to the groups of students assigned to one classroom teacher. These could be straight grade level or multiage classroom configurations  
Refers to space in which the classroom instruction occurs.

## (1) Physical Plant Capacity Factor

The physical plant capacity factor is determined by the average of the current grade level size limits, considering the SAGE configurations and the class size limits at Lincoln.

Type	K-1 Ratios	2-3 Ratios	4-5 Ratios	Capacity Factors*
SAGE — A (K-5)	14:1	17.5:1	25:1	18.8
SAGE — A (K-2)	14:1	17.5:1		15.2
SAGE — A (3-5)		17.5:1	25:1	22.5
SAGE — B (K-5)	14:1	14:1	25:1	17.5
SAGE — B (K-2)	14:1	14:1		14
SAGE - B (3-5)		14:1	25:1	21.3
Non SAGE	22:1	23.5:1	25:1	23.5
Non SAGE (K-2)	22:1	23.5:1		22.5
Non SAGE (3-5)		23.5:1	25:1	24
Exception (Lincoln)		14:1	20:1	18

## (2) Pupil:Teacher Staffing Ratio

This ratio is used to determine allocations given to each school in the spring of the year for the ensuing year. The ratio is applied to the enrollment projections by grade level and takes into consideration the SAGE configurations.

Type	K-1 Ratios	2-3 Ratios	4-5 Ratios	Average
SAGE — A (K-5)	15:1	18:1	25:1	19
SAGE — A K-2	15:1	18:1		15.3
SAGE — A 3-5		18:1	25:1	22.7
SAGE — B (K-5)	15:1	15:1	25:1	17.6
SAGE — B K-2	15:1	15:1		14
SAGE - B (3-5)		15:1	25:1	21.3
Non SAGE K-5	22:1	23.5:1	25:1	23.5
Non SAGE K-2	22:1	23.5:1		22.5
Non SAGE (3-5)		23.5:1	25:1	24.5
Exception Lincoln		14:1	20:1	18

**(3) Grade Level Open Enrollment and Internal and External Transfer Capacity/Desired Classroom Capacity**

This capacity calculation determines the number of seats available for transfer purposes, if all seats are not filled or not projected to be filled, they would be available for transfer students. This number also represents the maximum number of students desired in a classroom at the beginning of the school year.

Type	K Ratios	1. Ratios	2 Ratios	3 Ratios	4 Ratios	5 Ratios
SAGE - A (K-5)	15:1	15:1	24:1	24:1	25:1	25:1
SAGE - A (K-2)	15:1	15:1	24:1			
SAGE - A (3-5)				24:1	25:1	25:1
SAGE - B (K-5)	15:1	15:1	15:1	15:1	25:1	25:1
SAGE - B (K-2)	15:1	15:1	15:1			
SAGE - B (3-5)				15:1	25:1	25:1
Non SAGE (K-5)	22:1	22:1	24:1	24:1	25:1	25:1
Non SAGE (K-2)	22:1	22:1	24:1			
Non SAGE (3-5)				24:1	25:1	25:1

#### (4) MMSD Fall Additional Staff Guidelines

These guidelines are used in the first three weeks of each fall to reassign staff or add allocations.

Type	K-1	2-3 Ratios	4-5 Ratios
SAGE – A (K-5)	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >24 & the total of students >24 exceeds 10	If all >27
SAGE –A (K-2)	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >24 & the total of students >24 exceeds 10	
SAGE – A (3-5)		If all >24 & the total of students >24 exceeds 10	If all >27
SAGE – B (K-5)	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >27
SAGE – B (K-2)	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	
SAGE - B (3-5)		If all >16 & the total of students >15 exceeds 10; or if a majority of classes > 17	If all >27
Non SAGE	If all >24	If all >26	If all >27
Non SAGE (K-2)	If all >24	If all >26	
Non SAGE (3-5)		If all >26	If all >27
Exception (Lincoln)		If all >16 & the total of students >15 exceeds 10	If all >22 & the total of students >20 exceeds 10