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**MEMORANDUM**

To: Dr. Philip Nisonoff, Assistant Superintendent of Schools/B.A.

From: Annie Pacciani,

Date: October 14, 2022

RE: ASSA REPORT

Encl: (a) Register Reports for all Three Schools

 (b) Students Who are Children of District Employees

As requested, I am forwarding to you the above reports.

The following are the internal procedures for obtaining the above mentioned data:

Register Report

School enrollment registration forms provide the needed data related to the Register Reports. All such forms are closely monitored by the secretaries and registrar upon the enrollment of incoming students as well as those who are transferring into the district. All principals have verified the information on Register reports as correct.

Students Who Are Children of District Employees

This information is gathered by the school secretaries and verified in the Administrative Software System (Genesis) with.

Free/Reduced Lunch

The names of students receiving Free/Reduced Lunch are provided by an approved Free/Reduced Milk Application. The forms are forwarded to the School Business Administrator where they are either approved or denied. A letter is sent by the Business Administrator to the family of those students who are approved or denied. The students who are approved for this are entered into Genesis and a report is generated listing those students. The master eligibility list from Genesis is cross checked to manual list maintained in the business office.

District Report of Transported Students

Student eligibility for transportation is maintained by the School Business Administrator. Data regarding student transportation is entered into Genesis by school and/or central office.

ESL LEP Report

This information is input into the Administrative Software System (Genesis) by the district Director of C & I teacher and verified by the ESL teacher.