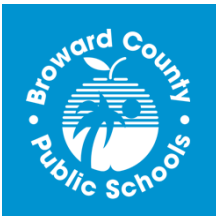# DEMOGRAPHICS & ENROLLMENT PLANNING

2022/23 TERMS Address and Assignment Code Review Process
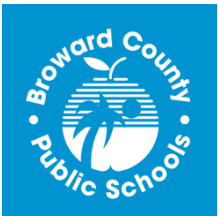
BROWARD COUNTY PUBLIC SCHOOLS

Topics

1. Overview

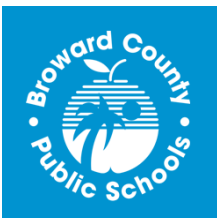2. Process for 2022/23 Address and Assignment Code Clean Up

Overview- What is the Address and Assignment Code Review?

- In previous years, Demographics & Enrollment Planning has conducted a review of student address and school assignment information in TERMS to insure data accuracy and correct school placement.

- This review was performed at various intervals throughout the year, but generally occurred before the start of school and before the opening of the first School Choice window.

- Targeted **improperly entered addresses**, students not attending their assigned schools and **lacking proper assignment codes**, or students with assignment codes not applicable to the schools they are attending (e.g. a magnet code at a non-magnet school)

- This review was not conducted during the height of the pandemic, but a preliminary list of errors was sent to schools at the end of January to aid in data cleaning for the new school year.

- This process is **NOT** the review of registration documents that takes place annually at overcrowded schools.
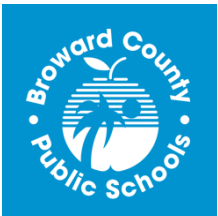
Overview- What is the Address and Assignment Code Review?

- In previous years, there were around 3,000 errors listed in a given report; due to conditions imposed by the pandemic, that number is currently significantly higher **(over 8,000 errors last January)**.

- Accountability for schools correcting these issues is critical as it impacts planning for enrollment projections, class size, school concurrency, program placement, reassignment opportunities, budget inaccuracies, and potential boundary changes.

- Students identified as being at the wrong school may be awarded a reassignment to remain, but if there isn't space they may be withdrawn. Visit: **browardschools.com/schoolchoice**

Overview- What is the Address and Assignment Code Review?

- The most critical points for data correction have been a) **prior to the beginning of school**, and b) **prior to or during the first School Choice window**.

- For 2022/23 we propose producing the report following the TERMS rollover **(July 31st)** and following the 80th day of school **(December 20th)**.

- Prior to report issue dates, a **memo and attached instructions** will be distributed to schools, Teaching & Learning Directors and Regional Superintendents.

- Reports will be distributed to schools through the **Data Warehouse (DWH).**

- Schools will have **until Friday, September 9, 2022 to resolve all issues**. Teaching & Learning Directors will be notified as the deadline approaches if their schools have not completed the report.

- **After** the deadline Regional Superintendents will be notified of any schools that did not complete the report.

Questions?