ENROLLMENT CODES AND ENROLLMENT DATE CLARIFICATION

According to statute and Non-Regulatory Guidance (NRG) (C2), the state must annually submit accurate and unduplicated child counts. To do this, accurate and timely school history and enrollment data must be entered into MERIL2. Following are the enrollment codes that can be used in MERIL. A definition and guidance for using the codes is included.

Enrollment Codes:	Definition and Guidance
P	**P** means the child is participating in the migrant program, but is <u>not</u> enrolled in a school during the regular school year or a formal summer program funded in part by MEP funds. If this code is used, the facility name should be the parish migrant program. Jefferson Migrant Program, for example. The enrollment date should be the date the COE is completed.
R	**R** means the child is <u>currently</u> enrolled in a school during the regular school year. This code can only be used if a child has actually enrolled and cannot be "future dated". If this code is used, <u>the date of school enrollment should be used as enrollment date</u>. If used, the facility name should be the actual name of the school the child is attending. If a school needs to be added to MERIL2; email the name, address, phone number, and district code to the Data Team at data.team@louisiana-mep.org .
S	**S** means that the child is enrolled in a formal educational summer program, funded at least in part by MEP funds. Home visits and instructional worksheets sent home do not qualify as a summer program.

Enrollment Date on new COEs

1. If the child is enrolled in a school, the enrollment date should be the date the child enrolled in school. Enrollment code should be "**R**" and the name of the school should be entered.
2. If the child is enrolled in a summer educational program funded in part with MEP funds, the enrolment date should be the date the child enrolled in the summer program. The enrollment code should be "**S**" and the name of the school sponsoring the program should be entered.
3. If the child is not enrolled in a school or in an educational summer program funded in part with migrant funds, the enrollment date should be the date of the COE. The enrollment code should be "**P**" and the name of the migrant program (Jefferson Migrant Program for example) should be entered.