

**Burbank Unified School District  
Department of Safety and Student Services**

**REPORT TO THE BOARD**

TO: Members of the Board of Education

FROM: Brian O'Rourke, Director, Safety and Student Services

PREPARED BY: Brian O'Rourke, Director, Safety and Student Services

SUBMITTED BY: Beverley Lawrence, Administrative Secretary, Safety and Student Services

DATE: December 21, 2017

SUBJECT: Burbank Unified School District Annual Enrollment Report

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**Background:**

This semester, it was requested that Burbank Unified School District (BUSD) Staff provide a comprehensive report on student enrollment. The purpose of this request was to give the Board of Education a context for understanding how Staff organizes and plans for enrollment (for the upcoming year), manages the permit/transfer process, and determines where to send students when schools are capped at specific grade levels. Although there are District Board Policies (5111, 5111.1, 5116, 5116.1, 5117, 5118); Administrative Regulations (5111.1, 5116.1, 5117, 5118); and California Education Code (48201, 48204, 48300; 48301; 48350; 35160.5) that address these areas of focus, it is important to provide accurate and current data and explain how Staff (at the District Office and school sites) manage all aspects of the enrollment process.

**District-Wide Goals for 2017-18**

7.1: Continue to provide a clean, safe, and energy-efficient learning environment for all students and employees.

**Discussion/Issues:**

This report illustrates the total number of students who are enrolled in District schools (at each level), as well as the number of students who applied for Interdistrict permits and Intradistrict transfers to attend District schools. The report goes into specific detail regarding students who have left the District to attend other school districts as well as the number of students who were accepted (by site and District-wide) into BUSD schools as Interdistrict permits and Intradistrict transfers. The Report also provides information as to the numbers of students who were unable to attend their school of residence due to enrollment caps at their grade level.

Some of the main points of the report include the following:

- BUSD attendance staff, prepares and updates monthly enrollment reports. Based on the month two enrollment report, the District currently has 15,158 (TK-12 students) enrolled. This number reflects a decrease of 35 students from the 2016-2017 school year.
- Within the enrollment count of 15,158, 1,305 students are on inter-district permits from outside the Burbank boundaries: 456 (elementary), 344 (middle school), and 505 (high school).
- The District has also granted inter-district permit releases to 68 students living in the Burbank boundaries. These are students who live in BUSD residence areas, but choose to attend school in a different school district.
- The District currently has 110 (capped school) students who cannot attend their resident elementary schools for the current school year, as their sites were capped in specific grade levels. These students were placed in other BUSD elementary schools. We lost 14 students because their school of attendance was capped in their grade level

**Fiscal Impact:**

The fiscal impact is affected by the number of resident students enrolled, as well as the number of students accepted into and/or released from the District.

**Recommendation:**

Brian O'Rourke, Director, Safety and Student Services, will report on the District's current enrollment numbers, as presented.

# Burbank Unified School District



**2017-2018**

**BUSD Enrollment**

**December 21, 2017**

# Purpose of this Presentation

## Total Enrollment and Enrollment Trends

- 2016-17 vs. 2017-18 Enrollment
- Interdistrict Permits
- BUSD Students Released to Other Districts
- Future Considerations

# Month Three Enrollment Comparison

	2016-2017	2017-2018	Increase (Decrease)
District (Burbank Residents)	14,002	13,853	(149)
Interdistrict Permits	1,191	1,305	114
Total	15,193	15,158	(35)

# Active Interdistrict Permits Elementary, Middle & High Schools

<b>Grade Level</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Increase (Decrease)</b>
<b>Elementary School</b>	<b>447</b>	<b>456</b>	<b>9</b>
<b>Middle School</b>	<b>288</b>	<b>344</b>	<b>56</b>
<b>High School</b>	<b>456</b>	<b>505</b>	<b>49</b>
<b>Total</b>	<b>1,191</b>	<b>1,305</b>	<b>114</b>

# Active Interdistrict Permits BUSD

	TK	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Total
<b>Disney</b>	0	2	8	9	20	12	6								57
<b>Edison</b>	1	6	2	6	16	5	6								42
<b>Emerson</b>	0	9	3	6	2	6	7								33
<b>Harte</b>	0	25	14	18	14	11	17								99
<b>Jefferson</b>	0	0	1	1	3	3	2								10
<b>McKinley</b>	0	3	6	2	7	5	4								27
<b>Miller</b>	0	7	2	4	5	7	7								32
<b>Providencia</b>	10	1	7	10	12	8	9								52
<b>Roosevelt</b>	0	1	3	2	12	8	9								52
<b>Stevenson</b>	0	5	3	5	3	14	7								37
<b>Washington</b>	0	5	10	8	8	8	14								58
<b>Jordan M.S</b>								34	34	34					102
<b>Luther M.S</b>								49	46	31					126
<b>Muir M.S</b>								42	34	40					116
<b>Burbank H.S</b>											73	89	52	67	281
<b>Burroughs H.S</b>											57	53	60	52	222
<b>Monterey H.S</b>											0	0	0	2	2
<b>Total</b>	11	64	56	71	91	80	83	125	114	105	130	142	112	121	1305

# Interdistrict Permits Released To:

<b>Glendale Unified School District</b>	40
<b>Pasadena Unified School District</b>	4
<b>Los Angeles Unified School District</b>	11
<b>Oak Park (Independent Study/Entertainment)</b>	12
<b>Newhall S.D.</b>	1
<b>Total</b>	68



# Elementary Students Placed Outside Resident School (Capped)

Placement School	TK	K*	1st	2nd	3rd	4th	5th	TOTAL
Disney	NA	0	0	6	0	4	1	11
Edison	3	7	2	1	0	0	1	14
Emerson	NA	1	8	2	0	2	3	16
Harte	NA	5	3	1	4	0	2	15
Jefferson	NA*	0	0	1	1	0	0	2
McKinley	0	0	2	0	1	1	0	4
Miller	1	1	0	0	1	0	0	3
Providencia	0	3	0	0	3	0	0	6
Roosevelt	0	3	0	1	2	1	1	8
Stevenson	NA	0	0	0	5	0	1	6
Washington	8	2	7	5	0	3	0	25
<b>TOTALS</b>	<b>12</b>	<b>22</b>	<b>22</b>	<b>17</b>	<b>17</b>	<b>11</b>	<b>9</b>	<b>110</b>

# Conclusion

- Total Enrollment Decreased by ? Students
- TK - 5 Decreased by 82 Students
- 6 - 8 Decreased by 44 Students
- 9-12 Increased by 90 students
- Interdistrict Permits = 8% of Enrollment and Increased by 209 Students

# Future Considerations

- Effect of CSR on Interdistrict Permits
- Dual-Immersion Programs
- Need for Before and After School Child-Care
- Site Growth Limits
- Population Growth or Decrease



# Appendix

# 2017-2018

## Month Three Enrollment

ELEMENTARY	JK		TK		KINDER		FIRST GRADE		SECOND GRADE		THIRD GRADE		FOURTH GRADE		FIFTH GRADE		GEN ED TOTAL		SDC/SH TOTAL		GEN ED & SDC/SH TOTAL		
	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	Difference
Disney	-	-	-	-	72	68	82	72	71	65	75	72	80	82	85	81	405	420	-	-	405	420	+15
Edison	-	-	48	47	76	87	72	93	84	70	89	84	90	91	93	88	552	560	-	-	552	560	+8
Emerson	24	-	-	-	91	81	96	110	92	96	87	94	108	89	97	105	595	575	28	31	621	606	-15
Bret Harte	-	-	-	-	90	89	98	93	84	88	108	83	121	102	125	123	632	578	-	-	632	578	-54
Jefferson	-	-	24	-	125	110	113	148	124	118	123	126	126	126	132	125	767	753	-	-	767	753	-14
Mokinley	-	-	22	21	90	75	70	80	69	67	67	76	68	68	58	61	434	448	32	32	466	480	+14
Miller	-	-	24	25	121	101	117	119	122	122	118	124	127	119	121	126	750	736	19	11	769	747	-22
Providencia	-	-	-	24	56	38	53	56	60	53	64	65	60	64	60	57	353	357	31	35	384	392	+8
Roosevelt	-	-	24	23	97	96	91	93	115	92	97	117	102	102	110	106	636	629	21	16	657	645	-12
Stevenson	-	-	-	-	99	76	90	111	84	96	115	87	93	118	89	95	570	583	20	20	590	603	+13
Washington	-	-	47	46	79	68	66	83	75	68	57	69	72	57	87	71	483	462	28	28	511	490	-21
Home Hospital	-	-	-	-	-	-	-	-	-	-	2	-	-	-	1	-	3	-	-	1	3	1	-2
<b>Totals</b>	<b>24</b>	<b>0</b>	<b>189</b>	<b>186</b>	<b>1,002</b>	<b>889</b>	<b>928</b>	<b>1,058</b>	<b>980</b>	<b>935</b>	<b>1,002</b>	<b>997</b>	<b>1,017</b>	<b>1,018</b>	<b>1,038</b>	<b>1,018</b>	<b>6,180</b>	<b>6,101</b>	<b>177</b>	<b>174</b>	<b>6,357</b>	<b>6,275</b>	<b>-82</b>
Difference	-24		-3		-113		+130		-45		-5		+1		-20		-79		-3				

\*JK enrollment starts mid year. No enrollment to report for early months.

Summary			
	PY	A	Difference
JK	24	0	-24
TK	189	186	-3
KDG	1,002	889	-113
1-5	4,985	5,028	+41
<b>TK-5</b>	<b>6,156</b>	<b>6,101</b>	<b>-55</b>
6-8	3,357	3,321	-36
9-12	5,175	5,258	+83
SDC/SH TOTAL (K-12)	451	447	-4
ALTERNATIVE	30	31	+1
<b>District Total</b>	<b>15,193</b>	<b>15,158</b>	<b>-35</b>

MIDDLE	SIXTH GRADE		SEVENTH GRADE		EIGHTH GRADE		GEN ED TOTAL		SDC/SH TOTAL		GEN ED & SDC/SH TOTAL		
	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	Difference
Luther	286	289	327	296	329	335	942	920	58	51	1,000	971	-29
Jordan	325	354	336	332	373	344	1,034	1,030	28	31	1,062	1,061	-1
John Muir	428	440	447	461	499	464	1,374	1,365	34	34	1,408	1,399	-9
ILA	-	-	1	1	2	3	3	4	-	-	3	4	+1
CDS	-	-	1	-	3	1	4	1	-	-	4	1	-3
New Vista	-	-	-	-	-	-	-	-	5	-	5	-	-5
Home Hospital	-	-	-	1	-	-	-	1	-	1	-	2	+2
<b>Totals</b>	<b>1,039</b>	<b>1,083</b>	<b>1,112</b>	<b>1,091</b>	<b>1,206</b>	<b>1,147</b>	<b>3,357</b>	<b>3,321</b>	<b>125</b>	<b>117</b>	<b>3,482</b>	<b>3,438</b>	<b>-44</b>
Difference		+44		-21		-59		-36		-8			

HIGH	NINTH GRADE		TENTH GRADE		ELEVENTH GRADE		TWELFTH GRADE		GEN ED TOTAL		SDC/SH TOTAL		GEN ED & SDC/SH TOTAL		
	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	PY	A	Difference
Burbank	654	644	596	666	800	598	646	581	2,496	2,489	53	59	2,549	2,548	-1
Burroughs	626	657	662	627	802	603	566	566	2,456	2,485	65	66	2,521	2,551	+30
Magnolia Park	-	-	-	-	-	-	-	-	-	-	21	22	21	22	+1
Monterey	-	-	4	5	75	58	60	109	139	172	-	-	139	172	+33
ILA	8	9	18	28	26	29	5	30	57	96	-	-	57	96	+39
CDS	3	1	8	4	7	8	3	3	21	16	3	-	24	16	-8
New Vista	-	-	-	-	-	-	-	-	-	-	4	6	4	6	+2
Home Hospital	2	-	2	-	2	-	-	-	6	-	3	3	9	3	-6
<b>Totals</b>	<b>1,293</b>	<b>1,311</b>	<b>1,290</b>	<b>1,330</b>	<b>1,312</b>	<b>1,296</b>	<b>1,280</b>	<b>1,321</b>	<b>5,175</b>	<b>5,258</b>	<b>149</b>	<b>156</b>	<b>5,324</b>	<b>5,414</b>	<b>+90</b>
Difference		+18		+40		-16		+41		+83		+7			

ALTERNATIVE	GEN ED TOTAL		SDC/SH TOTAL		GEN ED & SDC/SH TOTAL		
	PY	A	PY	A	PY	A	Difference
FACTS	-	-	30	31	30	31	+1

Total 2017-18 TK-12 Students = 15,158  
 This figure represents 35 students < 2016-17

# Elementary Interdistrict Permit Enrollment

	TK	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	Total
Disney	0	8	4	1	0	0	1	14
Edison	1	2	1	0	0	2	0	6
Emerson	0	2	0	0	0	0	1	3
Harte	0	12	2	0	0	3	0	17
Jefferson	0	0	0	0	0	2	0	2
McKinley	1	7	0	1	0	1	0	10
Miller	0	1	1	0	1	0	0	3
Providencia	0	7	2	0	2	0	0	11
Roosevelt	0	0	0	0	0	1	0	1
Stevenson	0	1	1	0	1	1	2	6
Washington	8	8	0	1	0	2	0	19
	10	40	11	2	1	10	4	80

# Interdistrict Permit Release Elementary

	<b>K</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>	<b>Total</b>
<b>GUSD</b>	22	0	2	1	1	0	26
<b>PUSD</b>	3	0	1	0	0	0	4
<b>LAUSD</b>	4	2	0	2	1	0	9
<b>Newhall S.D</b>	0	0	0	0	0	0	0
<b>Oak Park</b>	0	0	4	0	2	0	6
<b>Total</b>	29	2	7	3	4	0	45

# Interdistrict Permit Release Middle School

	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	Total
<b>GUSD</b>	7	6	0	<b>13</b>
<b>PUSD</b>	0	0	0	<b>0</b>
<b>LAUSD</b>	0	1	0	<b>1</b>
<b>Newhall S.D</b>	0	0	0	<b>0</b>
<b>Oak Park</b>	0	0	3	<b>3</b>
<b>Total</b>	<b>7</b>	<b>7</b>	<b>3</b>	<b>17</b>



# Interdistrict Permit Release High School

	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	Total
GUSD	0	0	0	1	1
PUSD	0	0	0	0	0
LAUSD	1	0	0	0	1
Newhall S.D	1	0	0	0	1
Oak Park	1	1	0	1	3
Total	3	1	0	2	6

# Interdistrict Permit Release Types

Grade Level:	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>	13 <sup>th</sup>
Type of Release:														
Entertainment Industry (Student)	0	0	4	0	2	0	0	0	3	1	1	0	1	0
Language	24	0	3	2	2	0	7	6	0	1	0	0	0	0
Employment	5	2	0	1	0	0	0	1	0	1	0	0	1	0
Total	29	2	7	3	4	0	7	7	3	3	0	0	2	0

# Elementary School of Residence (Capped)

	<u>TK</u>	<u>K</u>	<u>1<sup>st</sup></u>	<u>2<sup>nd</sup></u>	<u>3<sup>rd</sup></u>	<u>4<sup>th</sup></u>	<u>5<sup>th</sup></u>	<b>Total</b>
<b>Disney</b>	0	0	1	0	1	0	0	2
<b>Edison</b>	1	0	0	0	0	0	0	1
<b>Emerson</b>	1	0	0	1	2	0	0	4
<b>Harte</b>	0	0	0	0	0	0	0	0
<b>Jefferson</b>	4	5	3	3	7	1	2	25
<b>McKinley</b>	1	1	0	1	0	1	1	5
<b>Miller</b>	5	4	12	2	5	6	3	37
<b>Providencia</b>	0	0	4	5	2	2	0	13
<b>Roosevelt</b>	0	2	2	0	0	0	0	4
<b>Stevenson</b>	1	8	0	3	0	0	0	12
<b>Washington</b>	0	2	0	1	0	1	3	7
<b>Total</b>	13	22	22	16	17	11	9	110