FACILITIES DEVELOPMENT

Current and Projected Student Enrollment

I. Purpose

Each year, the Office of Facilities Services shall conduct a count of the student enrollment at each school as of September 30 (or date specified by the Virginia Department of Education). It shall form the basis for student enrollment projections, budgetary decisions, teacher assignments, materials purchased, distribution, etc.

Following collection of the enrollment count data, Facilities Services shall update the ten-year projections of student enrollment. They shall be presented to the Superintendent on or before October 30 and shall be distributed during the School Board’s Capital Improvements Program Work Session. Projections shall remain in effect until revised or updated.

II. Procedures

Student enrollment projections, based on the combination of the widely accepted grade progression and housing-unit methods, shall be the basic statistical approach for preparing the Divisionwide and school-by-school enrollment projections. A top-down forecast of student enrollment shall be employed first, because projections for larger geographies tend to be inherently more accurate. Next, a bottom-up approach shall be utilized for smaller geographies, such as a planning zone or a school. Their sums shall comply with the grade-level projections calculated in the top-down forecast. These totals shall be apportioned by grade to individual schools based on each school’s predicted housing unit growth and cohort progression rates for future years.

The Office of Facilities Services shall refine these basic numbers taking into account the following:

A. Housing unit growth by type of unit
   1. Active and planned residential developments
   2. Housing unit absorption rates
B. Student generation factors by type of housing unit
C. Net student transfer ratios
D. Approved boundary changes
E. Prince William County’s Planning and Finance Offices’ projections of housing unit growth
III. Recommended Usages

Although the projections will be sufficiently detailed to show an estimate of the number of students at a grade level in each school, projections are more accurate for larger groups. Users should utilize the largest grouping consistent with the function. For example, whenever possible, use the breakdown by elementary, middle, and high school instead of the individual grade levels.

In February, principals shall receive their preliminary allocations as part of the proposed budget process. Technical concerns with enrollment projections can be shared with the Office of Facilities Services at this time.

The Associate Superintendent for Support Services (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.