Current and Projected Student Enrollment

I. Purpose

Each year, the Office of Facilities Services shall conduct a count of the enrollment at each school as of September 30 (or date specified by the Virginia Department of Education). This Enrollment Count will 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 revise the ten-year projections of student enrollment. These projections shall be presented to the Superintendent on or before October 30, and will be distributed before November 15. Projections will remain in effect until revised or updated.

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.

II. Procedures

Cohort progression ratios, coupled with student generation factors, will be the basic method of preparing the county-wide and school-by-school enrollment totals by grade level. These totals will be apportioned to individual schools based on each school’s predicted housing unit growth and cohort progression rate for future years.

The Office of Facilities Services will 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 transfer rations
D. Approved Boundary changes
E. Prince William County’s Planning and Finance Offices’ projections of housing units
In February, principals will 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 Finance and Support Services, or designee, is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2015.