

3rd Friday of September Count, 2nd Friday of January Count/Policy

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance - School
Number:	200.4.2
Effective Date:	June 2018
Review Date:	January 7, 2021
Revised Date:	October 22, 2019
Page:	1 of 1

- I. Policy: 3rd Friday of September Count, 2nd Friday of January Count
- II. Procedure:
 - A. SJA follows all DPI guidelines regarding the 3rd Friday of September Count and the 2nd Friday of January Count.
 - B. SJA tracks all students who are present on the 3rd Friday of September and the 2nd Friday of January. SJA also tracks all students who are present one day before and one day after these dates, as these students also count toward enrollment, according to DPI guidelines.
 - C. These records are saved and provided to our auditors to confirm enrollment data.
 - D. SJA's revenue from DPI is based on the accuracy of this enrollment data. Hence, SJA employs appropriate staff to ensure implementation of this policy and accuracy of this data.

NOTE: SJA may incentivize attendance on these days to simplify tracking of as many students as possible on these two specific days, but it is not as necessary as it was in the past since we can now count students who were here one day before and one day after.

Approved by: _____

President/CEO

Date

1/8/2021