Mississippi Department of Education
Office of Accreditation

Enrollment Compliance Form
(Process Standard 28)

District: _____

School Name: _____

DIRECTIONS: Complete this form for **EACH** school in the district previously showing excessive enrollment in grades K-12 in MSIS **but is now in compliance**. Use the correction codes below to indicate why a waiver is not being requested. (Duplicate this form as needed.)

NO WAIVER IS REQUESTED FOR THE INDICATED OVERLOAD DUE TO:

CORRECTION CODES

1- **DATA INPUT ERROR** (correct data has been entered through MSIS)
2- **ENROLLMENT DROPPED SINCE DATA ENTRY** (attach new class rosters)
3- **CORRECTED EXCESSIVE ENROLLMENT** (attach brief description of how overload was corrected and attach new rosters)
4- **OTHER EXPLANATION**- _____

GRADE	TEACHER	Reported Enrollment	Actual Enrollment	Correction Code	CORRECTION WAS MADE BY WHOM:	DATE CORRECTION WAS MADE IN MSIS

The district superintendent and school principals are responsible for ensuring that all data reported to the MDE are true and accurate as verified by supporting documentation on file in the school district. Reporting false information is a violation of the accreditation requirements set forth by the SBE and may result in the downgrading of the district's accreditation status. (Accreditation Policy 2.1)

Date: _____   Signature of Person Verifying Compliance: _____

Email form to:
Chris Haynes
Office of Accreditation
Email: jchaynes@mdek12.org