



Monthly Enrolment Registers

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Memo To: All Staff
From: Director of Education

ACCESSIBILITY:

To request this file in large print, please email aoda@wcdsb.ca or call (519) 578-3660.

PURPOSE:

To update and inform Principals, Administrative Assistants, and members of Senior Management on the procedures to be followed for the electronic retention of the Month End Enrolment Registers.

REFERENCES:

- Education Act R.S.O. 1990

FORMS:

- N/A

REPORTS:

- N/A

APPENDICES:

- N/A

COMMENTS AND GUIDELINES:

Month End Enrolment Report Procedures

- Refer to the Aspen 'Month End Procedures' to generate the Enrolment Register by the 10th of the following month.
- Upload Enrolment Register to Laserfiche monthly, once completed, by the 10th of the following month.
- Month End Procedure documentation can be accessed by staff on StaffNet in the IT Help Desk under the Aspen icon.

NOTE:

Direct any inquiries regarding the Aspen **ENROLMENT REGISTERS** to the Information Technology Services Help Desk on StaffNet or call extension 2216.

