**ENABLERS**
- Division of Long-range Planning Staff
- Office of Special Education
- School Principals/Staff

**GUIDES**

**INPUT**
- Current School Enrollment
- School Enrollment Trend Data
- Housing/Subdivision Plans
- Birth Trends
- Special Program Forecasts
- MD State Dept. of Planning Forecast
- M-NCPPC Forecast and Demographic Data

**OUTPUT**
- 6-year enrollment forecast for individual schools and countywide
- One-year spring revision

**Enrollment Forecasting Process**

- Long-range Educational Facilities Planning Policy (FAA)
- Long-range Educational Facilities Planning Regulation (FAA-RA)
- MD State PSCP Administrative Regulations
- General Forecasting Methodologies

**Division of Long-range Planning Staff**
**Office of Special Education**
**School Principals/Staff**

[Diagram showing flow of information from input to output through the enrollment forecasting process.]
Demographic Analyses and Enrollment Forecasting

1a. Collect & analyze economic and demographic data on migration, population trends, job growth, housing market trends.

1b. Collect and analyze master plans, rezonings, and subdivision plans. Track building schedules.

1c. Collect and analyze annual official grade enrollments and grade cohort survivorship trends.

1d. Collect and analyze birth and kindergarten enrollment trends.

1e. Collect and analyze input on enrollment trends from principal survey.

1f. Collect and analyze special programs enrollment trends, including prekindergarten, Head Start, ESOL, and special education.

2. Update school enrollment histories with preliminary September enrollment.

4a. Prepare briefing for superintendent, executive staff, and BOE on demographic trends and MCPS enrollment.

4b. Presentations to superintendent, executive staff, and BOE on demographic trends and MCPS enrollment.

5. Prepare grade enrollment projections at county level.

6. Prepare grade enrollment projections at school level.

7. Adjust grade enrollment projections for schools to reconcile with county level grade projections.

8. Prepare county-level forecast for special programs.

9. Add special program projections to school projections.

10. Publish and distribute 6, 10, and 15 year projections as part of CIP book and one-year projections in memo to all principals. (Attached)

11. Receive feedback on school projections from principals.

12. Update school enrollment histories with mid-year enrollment.

13. Revise school enrollment projection for coming year.

14. Publish and distribute one-year revised school projections by memo to principals. (Attached)

Demographic briefing complete.

Summer Fall Spring
<table>
<thead>
<tr>
<th>Step</th>
<th>Activity</th>
</tr>
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<tbody>
<tr>
<td>#1a</td>
<td>Collect and analyze county, state and federal sources to determine trends in the local economy, housing market, population. County sources include Montgomery County Departments of Planning, Finance and Housing and Community Affairs. State sources include Maryland Departments of Planning, Education, Labor, Licensing and Regulation, and Housing and Community Development. Federal sources include U.S. Census Bureau, and U.S. Dept. of Education, National Center for Education Statistics. In addition, other sources include Metropolitan Washington Council of Governments, Brookings Institution –Greater Washington Research Program, and Washington Metropolitan Area School Systems.</td>
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<tr>
<td>#1b</td>
<td>Collect and track county master plans, rezonings, subdivision approvals and building schedules to incorporate impact of new residential development on school enrollments. Sources include Montgomery County Planning Department, and area developers and builders.</td>
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<tr>
<td>#1c</td>
<td>Collect and analyze grade enrollment trends over time at the school and county levels. Sources include Montgomery County Public Schools (MCPS) Dept. of Policies, Records, and Reporting, and Division of Long-range Planning records.</td>
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<tr>
<td>#1d</td>
<td>Collect and analyze birth trends and their relationship to kindergarten enrollment. Sources include the Maryland Dept. of Health and Mental Hygiene, the MCPS Dept. of Policies, Records, and Reporting, and Division of Long-range Planning records.</td>
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<tr>
<td>#1e</td>
<td>Collect and analyze input from principals concerning trends they observe in their schools. Sources include the Division of Long-range Planning annual survey of room use and enrollment trends sent to principals each summer. Also, emails and phone calls to principals in cases where enrollment shifts are occurring.</td>
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<tr>
<td>#1f</td>
<td>Collect and analyze special program trends over time at the school and county levels. Sources include Montgomery County Public Schools Dept. of Policies, Records, and Reporting, Dept. of Special Education Services, Div. of Prekindergarten Special Programs and Related Services, Div. of Early Childhood Programs and Services and Div. of ESOL/Bilingual Programs.</td>
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<tr>
<td>#2</td>
<td>After the start of school each year, update enrollment history reports for schools by using an extract of the enrollment database to append the new year’s enrollment data files with historical grade-by-grade enrollments. Sources include OASIS and Division of Long-range Planning, Planning Database.</td>
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<tr>
<td>#3</td>
<td>Review special program enrollments with staff in units named in Step #1f, and determine the schools where these programs will be housed in the future so that enrollment forecasts for schools can include special programs.</td>
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<tr>
<td>#4a</td>
<td>Prepare briefings in August and September for superintendent, executive staff, and Board of Education on demographic trends in county and school system. Sources include all those listed in Step #1.</td>
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<tr>
<td>#4b</td>
<td>Present PowerPoint briefings in September to superintendent and executive staff, and in October and November to Board of Education, on demographic trends and how these relate to facility plans and the Capital Improvements Program (CIP.)</td>
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<tr>
<td>#5</td>
<td>In September and October prepare six year grade enrollment projections at county level. Develop these based on analysis of factors identified in Step #1.</td>
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<tr>
<td>#6</td>
<td>In September and October prepare six year grade enrollment projections for all schools. Develop these based on analysis of individual grade enrollment histories and factors identified in Step #1.</td>
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<tr>
<td>#7</td>
<td>Adjust grade enrollment projections for schools to reconcile with county grade level projections. Utilize a “smoothing” process (paring down schools by small amounts) to make grade totals add up to target levels established in county level forecast. DLRP Planning Database program provides this smoothing process.</td>
</tr>
<tr>
<td>#8</td>
<td>Prepare county level forecast for special programs, including Head Start, Prekindergarten, pre-K Special Education, Alternative Programs, and Gateway to College.</td>
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<tr>
<td>#9</td>
<td>Incorporate special program forecasts in school level projections.</td>
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<td>#10</td>
<td>Publish new 6 year, 10 year, and 15 year enrollment projections for all schools in Chapter 4 of the CIP at the end of October. Provide online access to the CIP document on the DLRP web site. Publish one year grade-by-grade school projections and distribute to principals in hard copy, and place on DLRP web site, at the end of October.</td>
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<td>#11</td>
<td>Collect feedback from principals after they receive the one year grade-by-grade forecast. Most comments come by email and a few through phone calls and letters. Analyze these comments for consideration when the one year forecast is reviewed in February.</td>
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<tr>
<td>#12</td>
<td>Update school enrollment histories with mid-year enrollment at schools.</td>
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<tr>
<td>#13</td>
<td>In February review enrollment changes that may have occurred during the school year at schools, program location changes, and feedback from principals on the end of October forecast. Based on these sources revise one year forecast of school projections where appropriate.</td>
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<tr>
<td>#14</td>
<td>Publish revised one year grade-by-grade projections and distribute to principals in hard copy, and place on DLRP web site, on March 1st.</td>
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Accuracy of Enrollment Forecast

January 16, 2015

One Year Percent Accuracy:
Percent of Schools Within 5% of Forecast

One Year Percent Accuracy:
Total Enrollment Compared to Enrollment Projected One Year Prior