**Appendix II: Student Application Data**

*Please complete the below table(s) according to instructions on pages 2-3 to reflect the number of applications received for open enrollment and post enrollment. Use one table per applicable grade level.*

|  |  |
| --- | --- |
|  | **Grade Level:\_\_\_\_\_\_\_** |
|  | **2018-2019 School Year** | **2019-2020 School Year** |
| **Open Enrollment** |  |  |
| **Post Enrollment** |  |  |
| **Seats** |  |  |

|  |  |
| --- | --- |
|  | **Grade Level:\_\_\_\_\_\_\_** |
|  | **2018-2019 School Year** | **2019-2020 School Year** |
| **Open Enrollment** |  |  |
| **Post Enrollment** |  |  |
| **Seats** |  |  |

|  |  |
| --- | --- |
|  | **Grade Level:\_\_\_\_\_\_\_** |
|  | **2018-2019 School Year** | **2019-2020 School Year** |
| **Open Enrollment** |  |  |
| **Post Enrollment** |  |  |
| **Seats** |  |  |

**Appendix II Instructions**

* Please read the Prop 39 Facilities Request Form Instructions to determine if your school must submit Appendix II: Student Application Data.
* You must have a login to SchoolMint and access to Microsoft Excel to obtain the required information for Appendix II.
* If your school is unable to access the following information or does not use SchoolMint, Enroll Oakland is available to generate the required data on your school’s behalf. Please contact: operations@enrolloak.org.

**Directions for obtaining the information required for Appendix II: Student Application Data:**

1. Login to [https://enrolloak.schoolmint.net](https://enrolloak.schoolmint.net/) using your SchoolMint credentials.

1. Ensure the correct <School Year Enrollments> is selected at the top right of the screen.



1. Select the *Application Index* from the navigation bar.
2. Select the appropriate <School> from the *Schools* drop down (if your organization has multiple schools) and <Transition Grade(s)> from the *Grades* drop down. Click the Search button on the far right of the screen. *(Please confirm that TK and K are separate, if applicable)*



1. Once all results are displayed (Showing 1 to 25 of X entries stops increasing), select Export as CSV XLS button on the left side of the screen above **Student Name**.
2. Open the downloaded file named StudentApplications (#).
3. In the downloaded Excel file, complete the following steps:
	1. Go to column W *submission\_date* and delete any rows with PE submission dates after 7/31 for current year enrollments (for example Year 2018-2019 enrollments, delete rows with *submission\_date* from 8/1/2019 through 8/1/2020).
	2. Count the number of Open Enrollment (also called Round 1 or On Time) applications in column U *application\_type* “OE” (you can also use a filter to do this). **Insert the number in the “Open Enrollment” row of the table in Appendix II**.
	3. Count the number of Post Enrollment (also called Round 2 or Late) applications in column U *application\_type* “PE” (you can also use a filter to do this). **Insert the number in the “Post Enrollment” row of the table in Appendix II**.
4. Back in SchoolMint, navigate to Admissions -> Open Seats Setup



1. Choose the correct school in the *Select School* drop down (if your organization has multiple schools).
2. Locate the **Budgeted** seats from the Open Seat Setup screen for <Transition Grade(s)>. **Insert this number into the “Seats” row of the table in Appendix II.**

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1. Repeat steps 1-10 for each grade level required per the Prop 39 Facilities Request Form Instructions.