

POLICY 5120  
STUDENT ENROLLMENT REPORTING

The principal or designee of each school shall verify to the Office of Educational Accountability the number of students enrolled and such other information as may be required by Wisconsin Statutes for student enrollment purposes and for membership audit purposes.

Every student meeting the age requirements set forth in the state law, who is enrolled as a full-time student and not over the age of twenty (20) on the count date, shall be included in the annual third Friday of September and second Friday in January membership count. A student shall be considered full time according to the following:

1. An elementary or middle school student shall be considered full time if enrolled for a majority of the entire time specified for each school as recorded in the annual KUSD "Hours of the School Day" file.
2. A high school student in grades 9 and 10 shall be considered full time if scheduled for at least 6.0 credits during the regular school year. High School students in grades 11 and 12 shall be considered full time if scheduled for at least 5.0 credits during the regular school year. This is not a cap on the number of credits a student might take, but it should allow for a greater benefit to upper class students to take advantage of the growing number of dual credit/early college credit/Youth Apprenticeship opportunities.
3. Enrollment in dual-credit arrangements with identified and approved institutions shall be accepted on an equivalent-hour basis.
4. In the case of alternative programs, a student shall be considered full time if enrolled in any adopted and authorized program meeting his/her educational needs and the graduation requirements adopted by the Board.

**LEGAL REF.:** Wisconsin Statutes - Section  
118.33 (1) High School Graduation Standards  
121.004(7) Definition - Pupil Enrolled

**CROSS REF.:** 6456 Graduation Requirements  
Special Education Policy and Procedure Handbooks

**ADMINISTRATIVE REGULATIONS:** None

**AFFIRMED:** August 13, 1991

**REVISED:** May 27, 1997  
July 28, 2015  
May 24, 2022