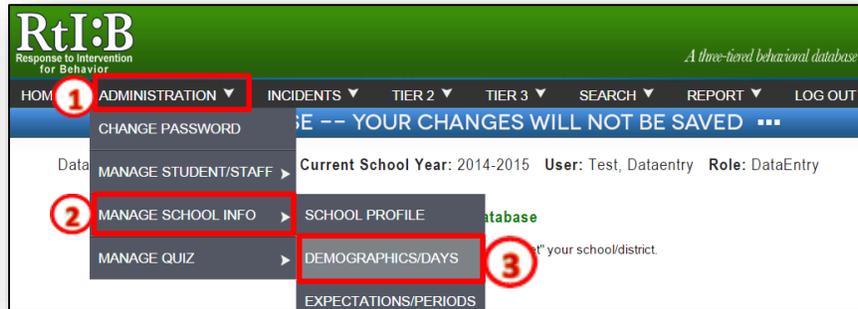


School Demographics/School Days per Month

The accuracy of school-level demographics and schools days per month impacts the Monthly Referral Rate, Specific Population and Annual Summary reports. The data only need to be updated if there is a significant change (>10%) during the year.



From the **Administration tab (1)**, select **Manage School Info (2)**, then **Demographics/Days (3)**.

4 School Demographics

Demographics and School Days per Month must be entered at the same time.

To update a school's demographic information or school days per month, type the information in the fields below and select "Update" at the bottom of the page. Note: Enrollment information should be updated when enrollment changes by 10% or more.

Total enrollment	<input type="text" value="1030"/>
# of Students with IEP	<input type="text" value="70"/>
ETHNICITY (NUMBER)	
Hispanic	<input type="text" value="236"/>
RACE (NUMBER)	
American Indian or Alaskan Native	<input type="text" value="15"/>
Asian	<input type="text" value="18"/>
Black/African American	<input type="text" value="209"/>
Native Hawaiian or Other Pacific Islander	<input type="text" value="5"/>
White	<input type="text" value="437"/>
Multi-Racial	<input type="text" value="110"/>
Unknown	<input type="text" value="0"/>

ANY value other than zero will negatively impact the interpretation of SCHOOL- and DISTRICT-LEVEL REPORTS.

**Enter zero for this field*

5 SCHOOL DAYS PER MONTH

Aug	<input type="text" value="10"/>	Sep	<input type="text" value="19"/>	Oct	<input type="text" value="23"/>	Nov	<input type="text" value="16"/>
Dec	<input type="text" value="15"/>	Jan	<input type="text" value="17"/>	Feb	<input type="text" value="20"/>	Mar	<input type="text" value="15"/>
Apr	<input type="text" value="22"/>	May	<input type="text" value="22"/>	Jun	<input type="text" value="5"/>	July	<input type="text" value="0"/>

6 Save

Complete **ALL** fields listed for both **School Demographics (4)** and **School Days per Month (5)**. Click "Save." (6)

Be sure to enter "0" for the "Unknown" field.

The sum of the Ethnicity and Race fields must equal the Total enrollment.

Demographics/Days

If you are trying to generate your monthly referral rate, specific population or annual summary reports and there is no data, it is an indication that your school demographics and school days were not recorded for that school year.

For additional resources, check our website (www.flritb.org), or email the RtIB Database Team at rtidb@usf.edu to arrange training.