



# NORTH COAST SECTION, CIF

*Gil Lemmon, Commissioner of Athletics*

5 Crow Canyon Ct., Suite 209, San Ramon, CA 94583 Tel.: (925) 263-2110, Fax: (925) 263-2120, Web: [www.cifncs.org](http://www.cifncs.org)

**TO: North Coast Section Principals/Headmasters**  
**FROM: Gil Lemmon, Commissioner of Athletics**  
**DATE: September 30, 2011**  
**SUBJECT: 2011 TOTAL SCHOOL ENROLLMENT REPORT (grades 9-12 only)**

Once again NCS is collecting your school's Total Enrollment Report. This information is very important and will ultimately determine your school's classification/division placement in the 2012-2013 NCS Championships. Please take time to review with the responsible staff member who will complete this form. Return to the NCS Office no later than Monday, October 31, 2011. Below are the highlights:

- Total School enrollment should be reported according to your school's 9-12 enrollment on October 5, 2011. This is the same date used by public schools to report to the California State Department of Education (CBEDS collection).
- Use grades 9-12 only!
- The Enrollment Report Form should be completed as follows:
  - Step 1 - Your school's total school enrollment as of October 5, 2011. Include all students who actually attend your school on a daily basis.
  - Step 2 – If your school has a multi-school agreement(s) then report the number of students eligible at your school. For public schools only count those multi-school agreement students who live in your attendance area. For private schools count the total enrollment of the non-CIF program that is participating in the multi-school agreement(s).
  - Step 3 – Report any Independent Study students. For public schools only report those ISP students who reside within your school attendance boundaries. For private school ISP students count all students participating in the IS Program.
  - Final Step – Total Steps 1, 2 and 3.
  - If your school has students who are permanently ineligible (i.e. a student who turned 19 prior to June 15<sup>th</sup> of the prior school year or has completed eight consecutive semesters prior to the start of the 2011-2012 school year) complete the School Enrollment Form – Permanently Ineligible Students Form, also attached. Do not subtract these students from your Total Enrollment Report. NCS staff will perform this task within the office.
  - Submit to the NCS Office no later than Monday, October 31, 2011.

**NORTH COAST SECTION, CIF**  
**5 Crow Canyon Ct., Suite 209**  
**San Ramon, CA 94583**  
**Phone: (925) 263-2110 Fax: (925) 263-2120**  
**Website: www.cifncs.org**

<b>ENROLLMENT REPORT</b>
--------------------------

**REQUIRED:** Submit this form via email to [gdlemmon@cifncs.org](mailto:gdlemmon@cifncs.org), or by fax to 925-263-2120 **no later than October 31, 2011.**

**NCS MEMBER SCHOOL:** \_\_\_\_\_

**STEP 1. SCHOOL ENROLLMENT FOR GRADES 9-12 ONLY!**

Please provide your school's enrollment, grades 9-12 only, as of **October 5, 2011**. All schools report actual enrollment on **October 5, 2011**.

<b>TOTAL NUMBER OF STUDENTS ENROLLED AT YOUR SCHOOL AS OF OCTOBER 5, 2011</b>
---

**➔ TOTAL SCHOOL ENROLLMENT** \_\_\_\_\_

**STEP 2. MULTI-SCHOOL ENROLLMENT (GRADES 9-12 ONLY!)**

NCS member schools that have multi-school agreements with non-CIF programs under the provisions of NCS Student Eligibility Bylaw 303 must report the **October 5, 2011** enrollment of the non-CIF program. Public schools only count all students enrolled in the non-CIF program who reside within the public school's *attendance boundaries*. Private schools count the total enrollment of the non-CIF program.

<p>Multi-school program name: _____</p> <p><b>➔ TOTAL MULTI-SCHOOL ENROLLMENT</b> _____</p>	<p>Multi-school program name: _____</p> <p><b>➔ TOTAL MULTI-SCHOOL ENROLLMENT</b> _____</p>
---	---

**STEP 3. INDEPENDENT STUDY ENROLLMENT (GRADES 9-12 ONLY!)**

NCS member schools that allow students in independent study programs to participate under the provisions of NCS Student Eligibility Bylaw 306 must report the **October 5, 2011** enrollment of the independent study program. Public schools only count all students enrolled in the independent study program who reside within the public school's attendance boundaries. Private schools count the total enrollment of the independent study program.

<b>TOTAL NUMBER OF STUDENTS ENROLLED AT YOUR SCHOOL AS OF OCTOBER 5, 2011</b>
---

**➔ TOTAL INDEPENDENT STUDY ENROLLMENT** \_\_\_\_\_

**FINAL STEP TOTAL ENROLLMENT CALCULATION (GRADES 9-12 ONLY!)**

**➔** Add numbers in Step 1, Step 2 and Step 3 to get your actual total school enrollment: \_\_\_\_\_

**This number will be used to determine your school's competitive classification/division for the following school year (2012-2013, so accuracy is very important).**

Person completing form: \_\_\_\_\_  
Please Print Name Position

**NORTH COAST SECTION, CIF**  
**5 Crow Canyon Ct., Suite 209**  
**San Ramon, CA 94583**  
**Phone: (925) 263-2110**  
**Fax: (925) 263-2120**  
**Website: www.cifncs.org**



**TO: NCS Member School Principals and Headmasters**  
**FROM: Gil Lemmon, Commissioner of Athletics**  
**DATE: September 30, 2011**

**SCHOOL ENROLLMENT FORM – PERMANENTLY INELIGIBLE STUDENTS**

**This form is used to report students who are permanently ineligible as of October 5, 2011.**

**NOTE:**

*When a school has sufficient students in grades 9-12 who, under NCS rules are permanently ineligible (i.e. a student over 19 years of age prior to June 15, or a student who has completed eight consecutive semesters), the principal has the option of petitioning the North Coast Section Alignment and Classification Committee to deduct these students from the school enrollment. This deduction would be for the purpose of reclassifying the school to a classification of lesser enrollment (for league alignment and post-season competition conducted in classes – football, boys’ and girls’ water polo, fall soccer, baseball, softball, track & boys’ volleyball).*

This classification does not apply to basketball, cross country or girls’ volleyball playoff divisions.

Complete the following only if the school is petitioning to reduce its actual enrollment by the number of students who are permanently ineligible. **Due to the NCS office no later than Monday, October 31, 2011.**

*Below, please provide the full name and grade of each permanently ineligible student, the basis of his/her ineligibility (age, maximum semesters, etc.) and proof of the ineligibility claim (date of birth, number of semesters of attendance, etc.)*

<i><b>NAME</b></i>	<i><b>GRADE</b></i>	<i><b>REASON STUDENT IS PERMANENTLY INELIGIBLE</b></i>

\_\_\_\_\_  
Principal/Headmaster Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Headmaster Name (Please Print)

\_\_\_\_\_  
Phone