



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Washington, D.C. 20240



National Policy Memorandum

Bureau of Indian Affairs Office of Indian Education Programs

Number: NPM-EDUC-1

Effective: June 23, 2004

Title: Enrollment Projection Process

Expires: June 23, 2005

1. Purpose

The purpose of this policy is to create a process for establishing official enrollment projections necessary for replacement schools and facility improvement projects. This process is in accordance and assists in the implementation of the policy issued on January 5, 2004 entitled "Enrollment Projections for Replacement Schools and Improvement Projects."

2. Scope

This policy applies to all Bureau of Indian Affairs (BIA) funded or operated schools.

3. Policy

First, OFMC will provide OIEP written notice of pending replacement school construction and facility improvement projects scheduled for the next fiscal year that require enrollment projection calculations. Generally, this notification will occur in May of the fiscal year preceding the project Planning Award. OFMC will provide in its notice the following information:

- The Replacement School Construction Listing (Priority Ranking List) which lists the new school construction projects scheduled for the next fiscal year;
- The Facilities, Improvement and Repair (FI&R) Five-Year Project Plan, which lists major renovation projects scheduled for the next fiscal year that will require enrollment projection; and
- Any other pertinent project data regarding the replacement school construction and facility improvement project.

After relevant information concerning the replacement school construction list and the FI&R project list is received, the Deputy Director, OIEP will perform initial enrollment projection calculations. The Deputy Director, OIEP will perform enrollment projection calculations in accordance with method established in the January 5, 2004, Interim Enrollment Projection Policy, and will base the calculations on the current school year certified ISEP enrollment counts.

The Deputy Director, OIEP will distribute the Notice of Preliminary Enrollment Projections to OFMC and the Director, OIEP before June 30 of the fiscal year preceding project planning award. If OFMC agrees with the projections they will provide their approval in writing to OIEP within 30 days of receiving the preliminary enrollment projections. If OFMC does not agree with the preliminary enrollment projections, they will have 30 days to provide their comments to the Deputy Director for review and consideration in the preliminary determination of enrollment.

After ISEP counts are finalized in January, the Deputy Director, OIEP will calculate the Official Student Enrollment Projection for the fiscal year of the scheduled project Planning Award. OFMC will then receive notification of final enrollment projection within 15 days of finalizing the enrollment projection. If OFMC disagrees with final enrollment projection, OFMC will provide the Director, OIEP a written objection, citing the basis for objection and proposed resolution within 15 days of receiving the final enrollment projection. If OFMC agrees with the Deputy Director's determination, OFMC will provide a document stating concurrence and signed by the Director of OFMC within 15 days of receiving the final enrollment projection.

The Deputy Director, OIEP will send the final enrollment projection to the Director, OIEP for final approval and official designation of enrollment projection for the respective project. The Director, OIEP will, at that time review all of the information provided including any objection or letter of support from OFMC. The Director will then determine a final enrollment projection calculation and notify OFMC with an Official Designation letter.

4. Roles and Responsibilities

Director, Office of Indian Education Programs (OIEP) The Director, OIEP is responsible for final approval, consistent with the delegated authority identified in 230 DM 1, and submission of final enrollment projections to the Office of Facilities Management and Construction (OFMC).

Deputy Director, OIEP The Deputy Director, OIEP is responsible for the initial determination of enrollment projections based on replacement schools and facility improvement project information, certified Indian School Equalization Program (ISEP) student enrollment counts, and the date of the Planning Award. The Deputy Director, OIEP is also responsible for submitting recommended enrollment projection calculations to the Director, OIEP.

Director, OFMC The Director, OFMC is responsible for providing pertinent replacement school construction and facility improvement information to the Deputy Director, OIEP. The Director, OFMC is responsible for OFMC review of enrollment projections prior to final submittal by the Deputy Director, OIEP to the Director, OIEP.

5. Approvals

(signed) Edward Parisian
Director, Office of Indian Education Programs

6/23/04
Date
