21st Century Community Learning Centers
ATTENDANCE Reporting Spreadsheet
Data Entry Guidance

	A	B	C	D	E	F	G	H	I	J	K	L
1												
2	**Teacher Name**	**First Name**	**Last Name**	**Attended last year?**	**Race**	**Ethnicity**	**Gender**	**English Proficiency**	**Free Lunch or Reduced-Price Lunch**	**Special Needs/Disabilities**	**Grade Level**	**Number of adult family member(s) also participating in center activities**
3	**(For the Teacher Survey)** Use the School-Day Classroom Teacher. For Middle School, 7-8, and 9-12 use either the English Teacher or the Math Teacher			**NOTE:** If there is a drop-down arrow in the upper right-hand corner of the cell, it must be used to select one of the options provided. Do not type in your own answer.		**Each of the categories in Columns E-J need to obtained from the official school records.** Bring a list of students attending the 21st CCLC program to the school's Student Information Systems (SIS) Coordinator to obtain this information. **Changes in English Proficiency, Free/Reduced Priced Lunch, and Special Needs/Disabilities (i.e. 504 plans) must be updated each term (Summer, Fall, Spring).** Refer to the dates on Data Reporting Timeline for details on when to ask for updated student informaton from your school's SIS staff.						This is defined as adults who participated in activities targeting adult family members AND that required ongoing and sustained participation by the adult family member in order to achieve the acquisition of knowledge or a skill meant to be imparted through participation in the service or activity. Examples of activities that conform to these requirements would include GED classes, classes on how to develop a resume, or a programming series on effective parenting strategies. Episodic, nonrecurring, or special events are not likely to conform to these requirements. For example, an open house night for the parents of children attending the center that involves a meal and social activities would not conform to these requirements.
4												
5												
6	**ADDITIONAL NOTES:** 1. Do not "Insert" rows in to the spreadsheet. Inserting rows in between existing rows will break the formulas, and the data will not carry over to the aggregate spreadsheets. If you want to sort by alphabetical order, you can do so by using either the "Sort & Filter" or the "DATA\Filter" options. These options will not break the formulas.											