All Arizona 21st CCLC grantees must submit a **Student Attendance Report** to the Arizona Department of Education using the report template and guidance provided below.

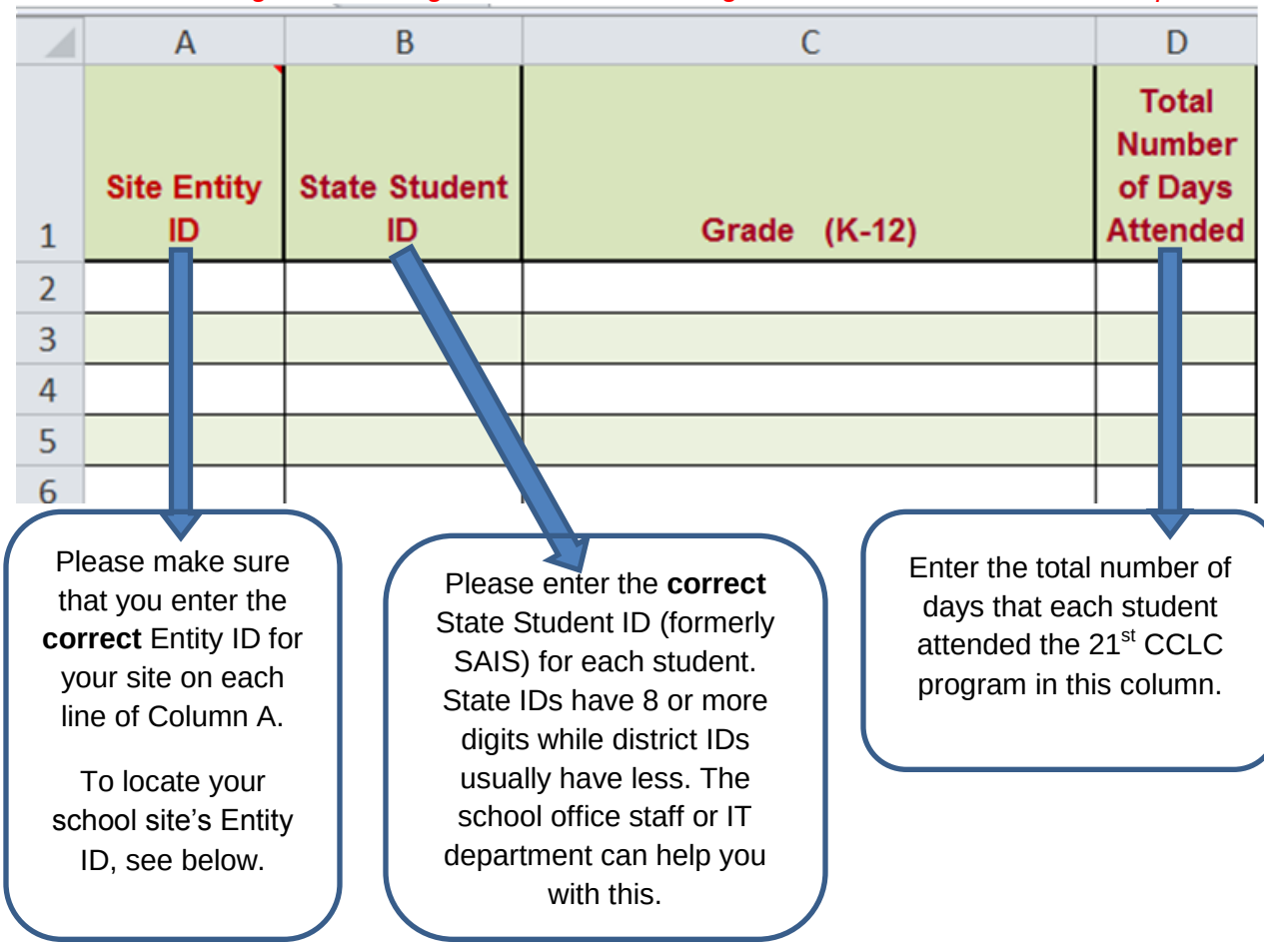
How to complete your annual 21st CCLC Student Attendance Report

These reports will be used for State Level Evaluation and for cross-reference with other reporting.

1) Download the *Student Attendance Report template*, available at this link:
http://www.azed.gov/century-learning-centers/reports/

2) Gather the following data for *all students who participated one day or more in the program*:

Note: Do not change the wording in the column headings for the Student Attendance Report.



3) Name your Student Attendance Report using the following naming convention:

YourDistrictName.YourSchoolName. CCLC SiteEvalRpt (2013-14) Examples: SantaCruzValleyUSD.MountainViewEl. CCLC SiteEvalRpt (2013-14) AltarValleyED.AltarValleyMS. CCLC SiteEvalRpt (2013-14)		Acceptable abbreviations: <u>District Type</u> USD UD ED		Acceptable abbreviations: <u>School Type</u> El MS HS K-8

Since many Arizona Districts/LEAs or Schools can have the same initials, it is important to spell out the name of the District/LEA and the School when naming your Student Attendance Report file. The district and school should be readily identifiable.

How do I find my official District/LEA and School Names and Site Entity ID number?

STEP ONE:

Go to the ADE website at *http://www.azed.gov/*, then click on "Find a School" to find your school.

Caution! The CTDS number below (100210166) is NOT the Site Entity ID number.

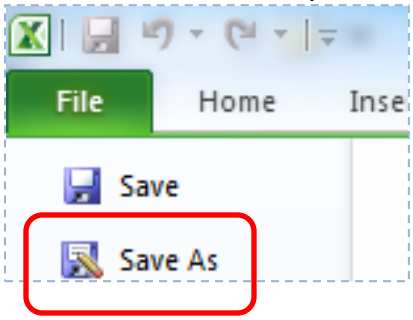
10-02-10-166 >**Amphitheater Middle School**
See Map
Contact: Tassi Call
(520) 696-6230
Contact: Charles Bermudez
(520) 696-6230
315 East Prince Road Tucson 85705
| View More Details | View School Report Card |

STEP TWO:

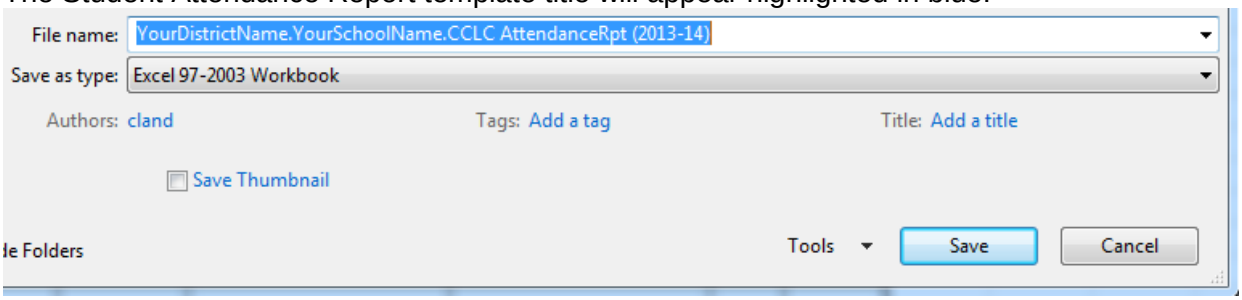
Click on the "View More Details" hyperlink listed below the school's address to find the Site Entity ID number and the official LEA/district and school names.

How to name your Student Attendance Report document file

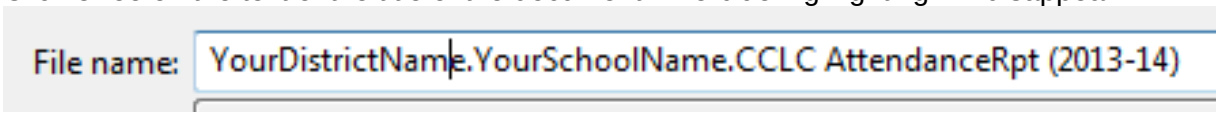
Click on **"File"** at the top left of the Excel document, then **"Save As"** in the drop down menu.



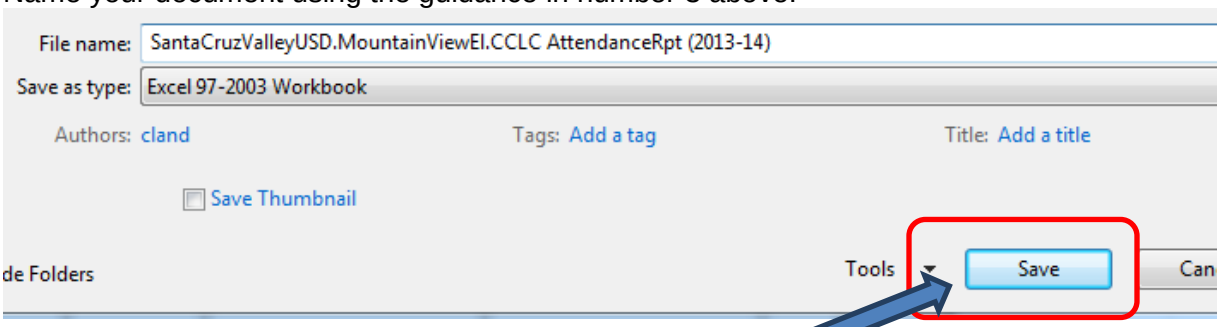
The Student Attendance Report template title will appear highlighted in blue.



Click **once** on the text of the title of the document. The blue highlighting will disappear.



Name your document using the guidance in number 3 above.



After you have re-named your report with your district and school name, click on "Save" to save the report with the new title.

4) Send your Student Attendance Report via the method outlined below to safeguard protected student data.

How to send your Student Attendance Report Securely



Do not submit Student Attendance Reports via email to ADE staff. Student Attendance Reports must be sent via ALEAT to safeguard protected student data.



How do I submit the report via ALEAT?



Directions for submitting the Student Attendance Report via ALEAT are found on the "Reports" page of the 21st CCLC website at http://www.azed.gov/century-learning-centers/reports/

Thank you in advance for completing this and all of your 21st CCLC reports on time. Early submissions of reports are always welcome.