

21st CCLC LEA AzEDS Guidance

Overview:

All 21st Century Community Learning Centers (21st CCLC) Title IV, Part B federal grant recipients are required to submit student level attendance data to ADE on an ongoing basis throughout their grant's cycle. Starting with the 18-19 program year, student attendance data will be entered into each site's Student Information System (SIS) for submission to AzEDS.

The following requirements and tips will help ensure a smooth submission process:

Student Attendance Requirement for LEA 21st CCLC Leaders

1. Sites are required to submit daily attendance data for each student who attended, regardless of duration, through their Student Information System (SIS). This data will include the following elements:
 - ☐ A student's State Student ID
 - ☐ The site (and LEA's) information
 - ☐ What year in the grant the site is in
 - ☐ When the student started with 21st CCLC
 - ☐ The date(s) of attendance in the program
 - ☐ Whether the student was present or absent on a given date
2. This recording of daily attendance must occur no less than once per week. Daily submissions are highly encouraged.
3. Sites are required to start submitting Fall program attendance by August 27, 2018, or the beginning of their fall term, if the start is after August 27th.
4. Summer 2018 attendance should be back entered and submitted by August 31st.
 - a. Sites are welcome to start submitting data immediately and are encouraged to start testing submission before the deadline to ensure success. Work with your vendor to determine when you will be able to start testing.

Options LEAs May Want to Consider

LEAs can, at their own discretion, ask their SIS vendors to build in other tracking functions that the 21st CCLC programs may find useful. Some examples of these options might be the following:

- ☐ Include the timeframe of an individual student's attendance on that attendance date (dosage).

Sites may have the option to report attendance timeframes, based on how a SIS vendor has structured submission. If a site chooses to report the timeframe, ADE suggests separating timeframes into morning and afterschool blocks.

Ex: If a site offers multiple 21st CCLC classes in the morning from 7 to 8am and multiple classes in the afternoon from 3:15-4:00 and 4:00-4:45:

Morning Block: Submit the morning class offerings as one group of students from 7 to 8am

Afternoon Block: Submit the afternoon class offerings as two groups- 3:15-4:00 and 4:00-4:45.

Refer to your SIS vendor for more information on if this is available and how to fully use this functionality.

- ☐ Include Class/activity sessions similar to school day attendance (where a list of students “belongs” to a particular class)

How can LEAs direct their SIS vendors to the system requirements?

SIS vendors should be referred to the AzEDS Use Case 4.0 document, located on the AzEDS portion of the ADE website [here](#) under “Current Use Case Scenarios and Release Notes,” Use Case 4.0.

- This document is meant for SIS developers and includes detailed information about how the data will upload into the AzEDs system.

Please contact the 21st CCLC team’s inbox if you have any further questions at 21stCCLCInbox@azed.gov.
Thank you for your time.