21st CCLC Attendance Guidance Document

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Introduction

All 21st CCLC student attendance data is required to be entered in each site's SIS and loaded to ADE via AzEDS (Arizona Education Data Standards). This includes attendance from summer, fall, and spring terms. For additional information about AzEDS and the process, please see the Information Technology's section of the ADE website dedicated to it, located here.

Student attendance data is the official record of regular attendees, students who attend the program for 30 days or more and is used to determine if a site has met their regular attendee goal as part of their substantial compliance each year. For additional information on substantial compliance, see the Compliance section of the 21st CCLC Guidance Handbook located on the 21st CCLC website here.

The attendance data is also used by ADE to report the data on an annual basis for the APR (Annual Performance Report) which is required by the U.S. Education Department (ED) to be completed for each 21st CCLC program each year. The ED compiles data from these APRs and submits reports to Congress so Congress members understand the impact of the 21st CCLC Title IV-B funds they authorize each year.

The purpose of 21st CCLC daily attendance data.

In your own Student Information System (SIS), the attendance reported will be viewable in real time by anyone with access to your SIS. This attendance data will then be fed to AzEDS during a nightly process. This data will enable ADE to answer and provide guidance to many federal reporting questions connected to the attendance data, removing the burden of reporting federal student participation data from Arizona's 21st CCLC sites. Additional reporting functionality in your SIS may be possible for your own SIS vendors to develop/provide for you, but that question is best answered in consultation with your SIS vendors.

AzEDS Portal System Access

All districts make decisions about who can access this data so contact your Entity Administrator to determine access.

The permissions role of **AzEDS Data Coordinator- Support Programs Reports** will grant access to view 21st CCLC reports.

New to 21st CCLC and the Student Program Attendance requirement? Here's where to start.

a. The first thing any new 21st CCLC leader should do for 21st CCLC attendance is connect with the district Student Information System (SIS) manager and/or team. Knowing which vendor your district uses (there are about 15 that currently work with AzEDS) and how that vendor handles 21st CCLC data will help you learn which areas to focus on and which questions to ask.
b. You should also determine who will be responsible for each aspect of 21st CCLC attendance- taking attendance, collecting attendance, entering attendance into the SIS, uploading to AzEDS, checking for accurate data in AzEDS, and troubleshooting any integrity errors or other issues with data before the due dates. Each district will determine who is responsible for these among themselves, but we highly recommend that this be a formal discussion with agreed upon roles so that it is clear what your role will be.
c. After reviewing this guidance and all 21st CCLC Student Program Attendance documentation, reach out to us at the 21stCCLC Inbox if you have additional questions. 21stcclcinbox@azed.gov.
d. Regarding a calendar, ADE does not require a calendar for 21st CCLC student attendance. HOWEVER, your SIS vendor may require all attendance to be a part of a calendar. Please contact your SIS vendor for more guidance.
e. ADE does not require tracks for the 21st CCLC program and tracks will have no effect on 21st CCLC attendance submission. If your vendor requires a track, please contact them for guidance.
f. For 21st CCLC attendance, you are asked to report if a student is present. We will not use data uploaded from students who did not attend or were absent, only if they were present on a given attendance day.
g. It is recommended that student attendance be uploaded to AzEDS by SIS weekly at the minimum.
h. If a student is arriving late or leaving early, report the hours accurately based on when the student left or came in late.

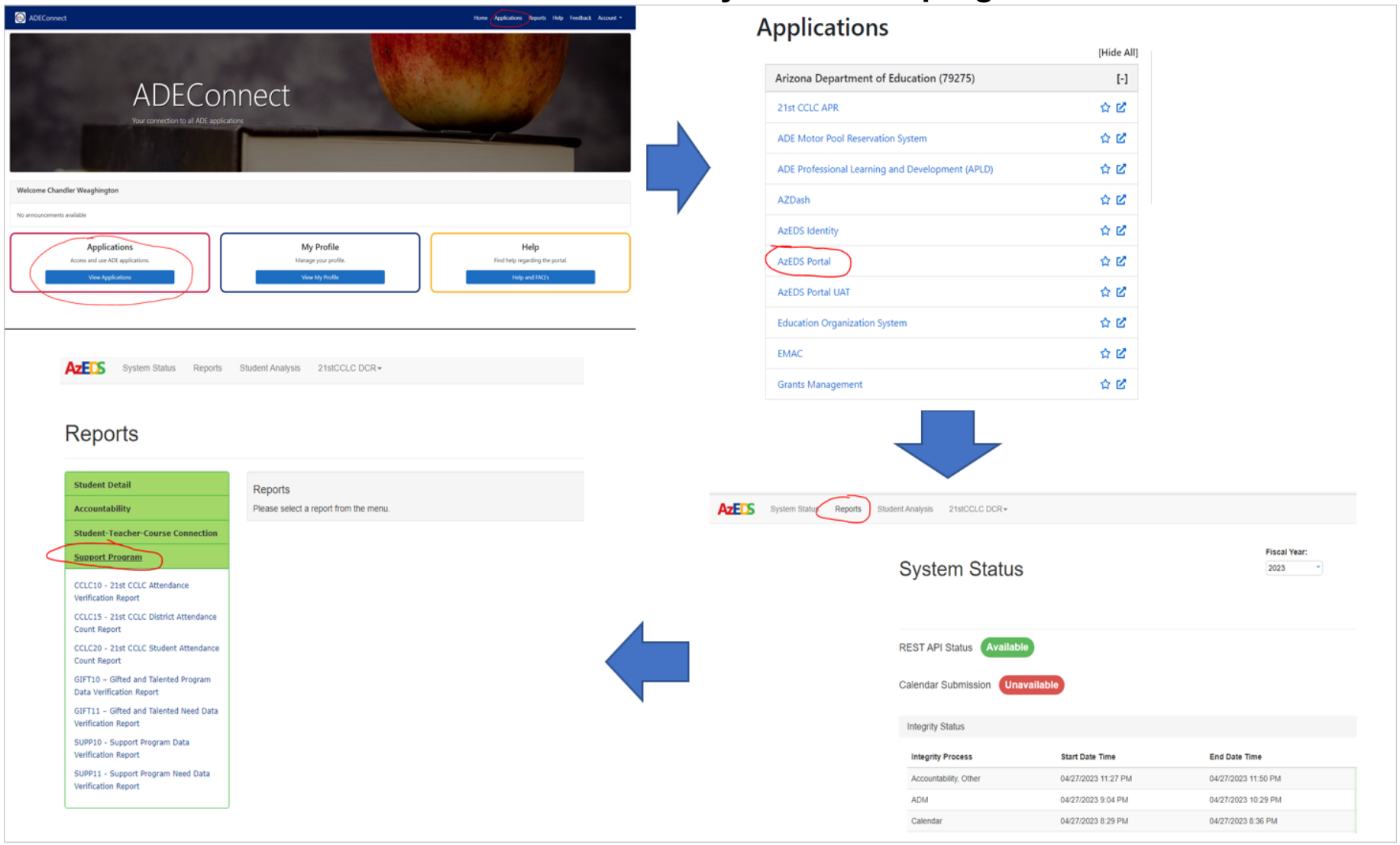
Start and end dates used for the 21st CCLC Grant.

21st CCLC Start / End Dates

SIS FISCAL YEAR	START DATE	END DATE
FY21	05-26-2020	05-31-2021
FY22	05-26-2021	05-31-2022
FY23	05-23-2022	05-25-2023
Ongoing	05-23-20xx	05-25-20xx

AzEDS will accept any student attendance in the SIS year within these start and end dates, including attendance on weekends, holiday breaks, national holidays, and before July 1. The 21st CCLC Program Association tells AzEDS to allow attendance collection to cross the usual July 1 barrier. Since students need to have a main enrollment for the year to be attached to the 21st CCLC program, attendance from summer school (or any activity held before the first day of school) may have to be back entered once the school year has started, depending on the vendor. Traditionally, a student's main enrollment at a school does not start until the first day of school.

Where to view what attendance ADE has for my 21st CCLC program.





Pre-integrity: These reports will give information about what data has been *sent* to AzEDS and will appear within a few minutes of the transaction completing.

- SUPP10- The SUPP10 will provide information on what Support Program data has been submitted for students. In the case of 21st CCLC, all Program Association dates sent to AzEDS will display in the SUPP10.
- CCLC10- The CCLC10 will provide all 21st CCLC Student Program Attendance that has been submitted to AzEDS, including dates of attendance and attendance start and end times.

Post-integrity: These reports will give information about what has been sent to AzEDS and *passed the integrity rules* applied to AzEDS and 21st CCLC data.

21st CCLC has five integrity rules:

	7/1 - 6/30 of the fiscal year.		
50028	If a Student Program association record does not exist for a student attendance submitted, then report the discrepancy as an error.	Student program association does not exist for student attendance submitted.	Error
50029	If student program association record for 21st CCLC program(s) submitted is not within 21st CCLC data submission window for the given fiscal year, then report the discrepancy as an error.	Student program association for {Actual1} should be within {Actual2} and {Actual3} for the Current Program year.	Error
50030	If student attendance submitted for 21st CCLC program(s) is not within student program association begin and end date, then report the discrepancy as an error.	Student attendance submitted for {Actual1} is not within student program association Begin Date and End Date.	Error
50031	If the student program attendance has more than one activity descriptor within each begin time and end time, then report the discrepancy as an error.	Student attendance submitted for {Actual1} has more than one activity descriptor within each begin time and end time.	Error
50032	If the student program attendance is not submitted with start and end time for the day, then report the discrepancy as an error.	Student attendance submitted for {Actual1} has no start and end time for the day.	Error

- CCLC20- The CCLC20 report gives student specific information about the number of days and hours a student has attended, by school.
- CCLC15- The CCLC15 report gives aggregate attendance counts in various attendance bands (including regular attendees) by school, viewable by LEA.

If you do not have access to the AzEDS Portal, contact your Entity Administrator and ask to be given access as “AzEDS Data Coordinator - Support Program Reports.”

Reporting hours as part of the federal reporting requirements.

Student Attendance will now be required to report using begin/end times for all attendance events:

- Both the attendance date and begin/end times required in upload.
- No rounding on begin/end times (if it ran 3:50-4:10, use those as begin/end times)
- “Hours” of attendance are calculated by ADE in reporting, visible by student in the CCLC20 report.

Exit Codes.

Exit Codes are codes entered when a student leaves a 21st CCLC program. These are conditionally required. The 21st CCLC Exit Codes are as follows:

Use Case 8.0 (FY23) Exit Codes

CODE VALUE	SHORT DESCRIPTION	DESCRIPTION
CCLC01	Reached 30 days of attendance and services no longer needed	Reached 30 day of attendance and services no longer needed
CCLC02	Dropped from prgram due to lack of attendance	Dropped from program due to lack of attendance
CCLC03	Participation ended in program	Participation ended in Program

Activity Type Descriptor options.

- Context: An ActivityTypeDescriptor is required for 21st CCLC student attendance. This is part of the federally required data collection for the Annual Performance Report (APR). This Activity data will be used by ADE's 21st CCLC team to calculate dosage of each activity offered throughout the program year for the APR.
- Each program must report:
    1. How many participants attended this Activity during the term (school year or summer)?
    2. How many total hours of this Activity did you offer during the term (school year or summer)?
    3. To eliminate the burden that reporting these two federally required data elements *completely and accurately* places on schools and districts, 21st CCLC is collecting this data with program attendance so that ADE can calculate both responses for each school.

- The below chart includes the AzEDS Activity Type Descriptor Code Value, definition, and possible examples. To determine which code should be selected for a class/activity, consult with the 21st CCLC program coordinator/director to ensure the activity selected aligns to each school's program goals and requirements. For additional information about the APR requirements see the **21st CCLC APR Guide for Reporting** on the 21st CCLC Required Reporting page under the *Annual Performance Report* tab of the 21st CCLC website.

STUDENT ACTIVITY CATEGORIES	ACTIVITY TYPE DESCRIPTION CODE VALUE	DEFINITION	POSSIBLE EXAMPLES
Literacy Education	***Activity 001***	Those activities that contributed to the development of reading and language arts skills and to the enjoyment of reading.	Reading tutoring, breakfast reading clubs, writing club, reader's theatre, Project LIT
Science, Technology, Engineering and *Mathematics*, including Computer Science	***Activity 002***	Any classes that contributed to the development of science, technology, engineering, or mathematics skills, including any combined STEM classes. This includes all mathematics classes. In addition to traditional STEM classes, add the math classes you offered that align to the site's approved math objective(s).	Math tutoring, coding classes, STEM club, robotics, Girls Who Code, 3D printing, Young Builders Club, gardening club
Academic Enrichment	***Activity 003***	Classes or activities that provided academic enrichment, including academic classes not categorized under Literacy Education or STEM.	Mentoring, non reading/math tutoring, homework help, community service, Power Hour, Student Skills, Art History
Healthy and Active Lifestyle	***Activity 004***	Those activities that engage students in a physical activity and/or cultivate the appreciation of a healthy and active lifestyle.	Martial arts, fitness class, cooking class, mountain bike club, yoga club, discing for kids, sports clubs, dance class, folklorico, gardening club
Cultural Programs	***Activity 005***	Activities or classes that contributed to enhanced understanding of culture.	Cooking around the world, folklorico, foreign language, music, girls teaching girls, art history
Telecommunications and Technology Education	***Activity 006***	Classes that contributed to the development of telecommunication and related technology skills.	Esports, Multimedia Club, Podcast/Movie Making,
Expanded Library Service Hours	***Activity 007***	Activities that contributed to expanded access to library resources including time and personnel.	Expanded Library Time
Assistance to Students who have been Truant, Suspended, or Expelled	***Activity 008***	Those activities/classes that target students with content related to truancy, suspension, expulsion.	Check- Club, Leadership Club, Truancy Prevention Camp
Drug and Violence Preventionand Counseling	***Activity 009***	Those activities that promoted peaceful conflict resolution, that provided information about the dangers of drug use, or that provided socio-emotional counseling services.	MATforce, Horse therapy, grief group
Career Competencies and Career Readiness	***Activity 010***	Those activities that prepare students to enroll and succeed in a credit bearing course at a postsecondary institution or a high-quality certificate program with a career pathway to future advancement. Include also classes that provide introduction to potential careers for all grade levels, career training or job prep.	FAFSA prep, AP course prep, CTE classes (see ADE CTE K-12 standards), Mechanic certification program
Well-rounded Education Activities, including credit recovery or attainment	***Activity 011***	Courses, activities, and programming in subjects such as foreign languages, civics and government, economics, arts, history, geography, music, and any other subject with the purpose of providing all students access to an enriched curriculum and educational experience.	Credit recovery or attainment, volunteerism, community service, accelerated learning, Civics, economics geography, American history, Government, community involvement, Student Council, Arts and crafts,music, entrepreneurship
Services for Individuals with Disabilities	***Activity 012***	Those activities designed to directly support students identified as individuals with disabilities, including students who have an IEP or 504.	*Discuss with the Evaluation Specialist classes you think may fit here.*
Activities for English Learners	***Activity 013***	Those activities designed to directly support students classified as English learners.	*Discuss with the Evaluation Specialist classes you think may fit here.*

Updated guidance around 21st CCLC Summer program participation for Summer Withdrawals.

- The 21st Century Community Learning Centers (21st CCLC) grant program monitored by the Arizona Department of Education has encountered a need to update guidance regarding Summer Withdrawals. The Summer Withdrawal is issued for students that finished the prior year with a School District or Charter or otherwise pre-enrolled when they do not attend an expected membership the following year.
- The best practice approach to the Summer Withdrawal has been to remove all non-membership data from the student prior to removing the enrollment and replacing it with the appropriate Summer Withdrawal. In some cases, EL and SPED data is left behind when a Summer Withdrawal occurs which has a negative impact on other School Districts and Charters that educate these students as there will be Integrity errors for duplicate SPED or EL programs / needs.
- The change in guidance needed for 21st CCLC is to continue to submit Summer Participation in a 21st CCLC program if the student has a Summer Withdrawal. If a student finishes their school year at the end of May and participates in Summer 21st CCLC activities in the following summer term, then these activities should be reported the following year in AzEDS.
- If a Summer Withdrawal is issued for a student, it would be a best practice to remove the SPED, EL and other non-21st CCLC data. However, summer participation, including student program attendance and a matching student program association in 21st CCLC that begins after the last instructional day and ends prior to the next year's first instructional day will need to be reported in the following fiscal year. This means that students with summer withdrawals may have 21st CCLC program participation data which needs to be maintained prior to the first day of the Instructional Calendar. For instance, program participation data in June or July of 2025 will be reported in AzEDS for the 2025-2026 school year. If a student has a summer withdrawal, the June or July 2025 participation data will need to be reported along with the summer withdrawal.
- Please work together to provide the summer participation data for all students that have 21st CCLC participation after the end of the school year regardless of the student having a summer withdrawal or continuing their enrollment in the upcoming year.

Entering student attendance for summer if summer school was held at a centralized location.

Students have to have a main enrollment at a 21st CCLC school when you enter their student attendance. Once this association has occurred, you can (back) enter attendance for the summer term, regardless of the physical location of the summer classes.

Teacher Survey (program Evaluation)

One of the required Outcomes reports on the 21st CCLC Annual Performance Report will be collected in each SIS. The Teacher Survey is a set of 3 questions required to be answered by a school day teacher for each student in grades 1-5 who attends the program 1 hour or more throughout the program year. In the past, this survey data has been manually uploaded in the 21st CCLC APR system. To continue to keep student data secure and together in one location, this Teacher Survey data will now be uploaded to AzEDS.

Some questions we've received:

1- Why is Teacher Survey sometimes labeled as the called Program Evaluation model?
   a. AzEDS uses a national educational model for data tables so that across the country, data tables have the same names and definitions (where applicable). This EdFi model also allows for us to tap into the knowledge and ideas of leaders in the field for how best to adapt to the changing educational environment. This team worked with AzEDS to determine the best way to capture the Teacher Survey and determined that their Program Evaluation model would best be able to adapt to the needs of the 21st CCLC grant.
2- Who completes the survey?
   a. Per the federal requirement around this Outcome data, each survey should be completed by a school day teacher for each program participant in grades 1-5 who has attended the program over the course of the program year (summer + fall + spring) for one hour or more.
3- What if our students are not in grades 1-5?
   a. If your school does not serve students in grades 1-5 or has students in other grades outside of the 1-5 range that are program participants, our survey is not required for them. Surveys are only required for students in grades 1-5.

In School Suspension Information

To continue to utilize data from secondary sources to minimize the data burden on 21st CCLC staff, In-School suspension data that is required to be reported in the federal Annual Performance Report (APR) is now required in AzEDS for each 21st CCLC school site. This data and the structure of reporting incidents where In School suspension is an action taken have already been created and are already in use by the Exceptional Student Services team (ESS) as part of their federally required IDEA reporting. 21st CCLC schools will also now report in the same manner so that all appropriate data can be reported one time at the school and then used for federal reporting as needed for different program areas. By tapping into this as a secondary data source, we can remove an additional data element reported by 21st CCLC staff.

ActivityCode (class)

How activity data is collected may look different for each vendor, but it is essentially a section ID/value so that we can distinguish between each class when we look at all the Activities data for the APR. There should be no additional work done in the school / data entry side, we just wanted you to be aware of this change and the purpose behind it.

Context: An ActivityCode is required in addition to the Activity Type Descriptor for 21st CCLC student attendance. This is part of the federally required data collection for the Annual Performance Report (APR).

The ActivityCode is meant to solve the problem of distinguishing between two different classes with the same ActivityTypeDescriptor that took place at the same time.

- For example, four STEM classes from 2:30-3:30 on the same day will have the same activity type descriptor and will therefore look like they are all the same activity- it will look like 1 hour of that activity even if 4 STEM classes took place in that hour. We are not able to distinguish between them on any other variable. We're essentially including an additional variable that will allow us to count activity hours on the roster level per federal guidance.

21st CCLC has left the requirement of what this code looks like up to individual vendors with the above needs in mind- that ultimately 21st CCLC will be able to count the hours that activities took place accounting for more than one class having the same activity type at any given time.

One vendor shared that their plan:

1- Setting this structure for the district so the district doesn't have to make the choice of how to code their classes.
2- 2- Based on this vendor's structure, they will submit: SchoolId-ActivityType-Course#-SectionId