

NYS 21st Century Community Learning Centers 2019-2020 STUDENT ENROLLMENT ROSTER INSTRUCTIONS

The purpose of the Student Enrollment Roster Template is to report student participation information to the NYSED in order to meet State funding requirements and in support of federal requirements for data reporting.

When you first download the Template file it may be "Read only." Use "Save as" and change the filename to include your project number. This will also allow you to edit the file. Data may be entered into the Student Roster tab manually or copied and pasted from another data management system. **When using copy/paste please use "Paste Special > Values Only" in order to maintain the formatting that is built into this spreadsheet.**

The following sections explain each component of the template. If you have additional questions after reading this guide, please email 21CEval@measinc.com or call (877) 249-1340 x308.

PROGRAM INFORMATION TAB

Please complete the Program Information tab first.

- Enter your four-digit grant number in Cell B2, and then Cell B3 and B4 will automatically populate (Grantee Name and Target Enrollment).
- ***Due to the COVID-ID pandemic resulting in the closure of all schools in New York State beginning March 18, 2020, the NYSED requirements for 21C target achievement have been amended.*** Sub-grantees now have two options to meet their target enrollment, and therefore avoid any budget reduction:
 - **Option A:** The number of enrolled students who attend programming for at least **30** hours totals at least 45% of the original target
 - **Option B:** The number of enrolled students who attend programming for at least **15** hours totals at least 95% of the original target
- After the student attendance data is entered into the **Student Roster** tab:
 - Cell B6 will auto populate with the number of students with at least 30 hours, and Cell B7 will calculate the target achievement for Option A based on Cell B6. If target achievement is below 45%, Cell B7 will turn **red**.
 - Cell B9 will auto populate with the number of students with at least 15 hours, and Cell B10 will calculate the target achievement for Option B based on Cell B9. If target achievement is below 95%, Cell B10 will turn **red**.
- Enter the name of each program site location in Cells B12 through B23. The locations entered here will populate the drop-down for locations in the **Student Roster** tab.

STUDENT ROSTER TAB

The **Student Roster** tab consists of a table to enter student information and attendance days/hours, as well as areas to explain any highlighted or "red flagged" data. ***Any data entries that are red flagged must be corrected before submitting the roster. If the flagged data are in fact correct, an explanation must be provided in Row 3 and/or Column AD.***

STUDENT ID (Columns B-G)

- Starting with the 2018/19 School year, programs are required to provide **either** the 10-digit New York State Student Identification System (NYSSIS) number in Column B **or** the 9-digit official District ID number (OSIS in NYC) in Column C, for every student who has one.
- If NYC OSIS or other District ID is provided, **it must be an OFFICIAL District ID with 9 digits, and you must provide the District Code** in Column D. If a District ID is entered in Column C and no District Code is entered in Column D, a “**MISSING DISTRICT CODE**” message will appear in Column E. There is a tab within the Roster template called “District Codes” with a list of all NY State Districts and their respective codes, for reference. If you are not sure whether your local ID #s are “official” then you must provide student NYSSIS numbers. These may be obtained from your District Data Manager or Regional Information Center.
- A memorandum from Elizabeth Whipple was circulated on December 21, 2018, explaining that NYSED is requiring programs to provide student level data, including ID codes, in order to meet federal reporting requirements for the grant. This memo can be shared with School, District or RIC staff, as necessary, if they are concerned about providing student level data.
- **The only exceptions to the ID requirement** are non-public school students who do **not** take any state exams **and** have **not** received a State diploma or NYS Career/Skills Achievement Credentials certificate, and therefore do not have a NYSSIS ID. You can indicate this reason for a missing ID in Column F by selecting the value of “Non-public school student without a NYSSIS ID.”
- The process for obtaining parental consent for data sharing varies by district and can be done in one of two ways: (1) permission is obtained by active consent, meaning student data can only be shared if the parent/guardian has signed and returned a form giving their consent; (2) permission is obtained through passive consent, meaning consent is assumed unless a parent has signed and returned a form stating that they decline consent.
- You can indicate if a student should be excluded from analysis in column F, by selecting either (a) “Active consent required: No parental consent was given”, or (b) “Passive consent: Parent actively refused consent.” **IMPORTANT: Even if parental consent is not given or refused, student IDs must still be provided** as a requirement of 21CCLC funding, but those students will not be included in analyses of state data.
- Any duplicate ID #s will automatically highlight in **red**. Also, the “**MISSING ID**” flag will remain in Column G until either an ID is entered in Column B/C, or a reason of “Non-public school student without an official ID” is selected in Column F.

STUDENT NAME (Columns H-K)

- Enter the student's full legal First Name in Column H and Last Name in Column J. Please do not use nicknames. If student does not have a middle initial, leave Column I blank.
- The “First Middle Last” column (K) will automatically populate based on the contents of the previous three columns. Any duplicate full names will automatically highlight in **red** (If these are in fact two different students with the same name, please explain in Row 3 or Column AG).

STUDENT GRADE LEVEL (Column L-M)

- Enter the student's grade level during the 2019/20 school year in Column L.
- Please use only the following values: Pre-K, Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade, Ungraded Special Ed. If the appropriate grade is not available, enter "Other" and explain in Column M.

SITE LOCATION (Column N)

- The Site Locations entered on the Program Information tab (B8 through B18) will appear in the drop-down list for Site Locations in Column N of the Student Roster tab.

PROGRAM ATTENDANCE: HOURS AND DAYS (Columns O-AC)

For the 2019/20 school year **through March 17, 2020**, programs are required to report days and hours attended separately for different time slots when activities occurred. There are three columns for each time slot:

- Total DAYS Attended (actual calendar days)
- Total HOURS Attended
- Average Hours per day (automatically calculated)

Enter the number of days and number of hours that each student attended activities within each time slot. In each case, "DAYS Attended" should be interpreted as the number of calendar days (**NOT** the number of "3-hour days" as required in the APR).

If the day or hours values entered are unusually high or low, the value will be highlighted in **red**. (Note that these "red-flags" do not necessarily mean the values are incorrect; only that they are unusual and therefore should be double checked; see "Explanation of Highlighted Data" section below.)

The "red-flag" levels for each program type are as follows:

- **Weekdays Before School or After School**: values will be highlighted in **red** IF...
 - Number of days is greater than **180**
 - Average number of hours per day is greater than **4** or less than **0.67**
- **ELT: Expanded Learning Time**: values will be highlighted in **red** IF...
 - Number of days is greater than **180**
 - Average number of hours per day is greater than **1**
- **School Breaks/Holidays or Weekends**: values will be highlighted in **red** IF...
 - Number of days is greater than **60**
 - Average number of hours per day is greater than **8** or less than **0.67**
- **Summer**: values will be highlighted in **red** IF...
 - Number of days is greater than **60**
 - Average number of hours per day is greater than **8** or less than **0.67**

Attendance records for *any* activities that occurred between **March 18 and the end of the school year** will all be recorded in a separate, single column, regardless of what time of day or day of the week they occurred:

- **Post-COVID-19 School Closures (as of March 18 for NY STATE)**: values will be highlighted in **red** IF...
 - Number of days is greater than **75**
 - Average number of hours per day is greater than **6** or less than **0.50**

Please note that field trip hours should be included in the category that matches when the field trip took place.

EXPLANATION OF HIGHLIGHTED DATA

- If any of your data is highlighted in **red** but it is in fact accurate, you must provide an explanation. There are two ways you can include your explanation: (a) using the "Explanation of Highlighted Data related to..." boxes along Row 3, **OR** (b) using the "Explanation of Highlighted Data (per student)" boxes in Column AG. ***You can, but do not need to, use both.***
- Any information you can provide will greatly assist with the state's data quality check process and will reduce the need for follow-up questions related to unusual data.

ADDITIONAL NOTES

- Certain cells within the roster template file are locked and the worksheets are password protected. This means that certain actions are limited, in order to protect the formulas, data validation rules and formatting within the sheet:
 - Users are not able to add or delete rows
 - Users cannot select or edit locked cells
 - Users cannot format any cells
- However, users are able to filter and sort the table which should assist with managing and editing your data
- Users may also freeze/un-freeze rows in order to adapt the view to fit your screen size