

NYS 21st CCLC Student Participant Reporting Fact Sheet (updated 11/18/19)

This document will serve to alert sub-grantees and evaluators of important changes in student participation reporting beginning July 1, 2019. This fact sheet was originally shared in April 2019 but has been updated to reflect information that was sent to all sub-grantees on 8/21/19 from EMC21STCCLC@nysed.gov.

All programs will be subject to grant reductions if they do not meet their participation targets.

- Annual participation below 95% of the target will result in a proportional reduction in the grant allocation for the year in question.
- A student must attend at least 30 hours during the year to be counted as a participant. See further notes below regarding how hours are counted.

When reporting participation on the student attendance rosters, the following apply:

- Student ID codes must be provided for all students that have such codes. Provided codes can be State, District, or NYCDOE OSIS IDs. Local IDs are not acceptable.
 - Exceptions include private, parochial and home school students. If ID codes are missing, one of these categories must be checked.

To improve quality control, we are now requiring that hours be disaggregated further:

- Beginning Year 3, you are required to report each student's hours of attendance (total *calendar* days **and** total hours) as occurring in the following five categories, as applicable:
 - Before or after-school
 - Programming during the school day (approved ELT programs only)
 - School breaks/holidays
 - Weekends during the school year
 - Summer hours

Guidelines for counting hours of attendance during field trips and full day activities:

- A trip can be counted if the 21st CCLC grant application states that the program will include field trips towards meeting program goals and objectives, and the purpose of a given trip serves to meet the stated goals and objectives.
- If field trips were not part of the original application, they can be added if requested and approved through the program modification process.
- Only programs that are approved for ELT are allowed to have field trips during normal school hours.
- On a day trip only the time in the activity plus two hours maximum for travel time can be counted, but not to exceed 8 hours.
- For overnight trips, time counted is not to exceed 8 hours per day.
- For additional information regarding field trips, please refer to [Field Trip Reminder](#)

A new student attendance roster template was distributed circa early June for the July 15th deadline to accommodate these reporting changes.