

21st CCLC Student Attendance Database- Visual “How To” Snapshot

The image shows a spreadsheet interface with two main sections of columns highlighted:

- Columns A-E:** A, B, C, D, E. Headers include SAIS ID, Student Last Name, Student First Name, Grade (K-12), and Total Number of Days Attended.
- Columns G - AB:** G, H, I, J, K, L, M, N. Headers include Grade Level Bands, Number of SY Days Attended, Number of (Prior) Summer Days Attended, Grading Scale, Math Grade - Fall, Math Grade - Spring, Reading/Language Arts Grade - Fall, and Reading/Language Arts Grade - Spring.

Column F is labeled "Attendee ID" and is highlighted in green. An orange callout box with an arrow pointing to it says "Do NOT complete Column F".

At the bottom of the spreadsheet, there are three tabs: "Attendee Data", "Instruction", and "Lookup Data". A callout box explains: "First (main) tab", "Second tab (instructions)", "Third tab (do not alter in any way)". Another callout box says: "The 3 tabs are found by scrolling down to the bottom of the Student Attendance Database spreadsheet.".