



21st CCLC Student Attendance Guidance



Requirement: All 21st CCLC student attendance is required to be entered into Student Information System (SIS) and uploaded to ADE via AzEDS.

Why: ADE uses this student data to report for schools in various ways, most extensively in the Annual Performance Report required federally each term.

Entering Data into your Student Information System (SIS)

This section gives general information about what data is required for entering 21st CCLC program attendance into your SIS.

For Developers, find the most up to date guidance and information concerning system requirements on the AzEDS for Developers page here: <https://www.azed.gov/information-technology/azeds/developers>

Each SIS is structured differently to meet these 21st CCLC reporting requirements. For specific questions, you may have to reference vendor guidance and documentation.

These are some of the elements and considerations that go into student attendance uploads:

Program Association

- In order for 21st CCLC program attendance to count, each attendance entry for a student needs to be linked to 21st CCLC- we call this a program association.
 - If no program association is attached, AzEDS will give an integrity error and attendance won't count or show in reports.
- The dates of the program association must be within the program dates for that year.
 - If incorrect dates, AzEDS will give an integrity error and the data will not show.
 - Dates for 2021-2022: June 1, 2021 – May 30, 2022

Program Name

- NEW starting with 2021-2022- only one program name.
 - New name: 21st CCLC



21st CCLC Student Attendance Guidance



Attendance Entry (Attendance Events)

- NEW 2021-2022- Begin/End times required (previously just optional)
 - ADE will use Begin/End Times entered to calculate hours/dosage for new federal reporting

Image from Use Case 7.0 →

21st CCLC:

Column Name

StudentID (R)
AttendanceEventCategoryDescriptorId (R)
AttendanceBeginTime (R)
AttendanceEndTime (R)
EventDate (R)
ProgramEducationOrganizationId (R)
ProgramName (R)
ProgramTypeDescriptorId (R)
EducationalEnvironmentDescriptorId (O)

- Report actual attendance for the student, not just the schedule
 - Enter the times accurate to when the student attended.
 - Bulk attendance ok. If a class runs 2:30-3:30, whole class can have these times as bulk entry.
 - SIS should give option to edit students individually to correct begin/end time- if leave early or come late, adjust accordingly.

- Sites should be able enter more than one session/attendance a day for a student, should not be overlapping times
 - SIS need to allow for more than one attendance per day in order to accurately report what hours students attended.
 - Common Scenario: Morning Class, pm class 1, pm class 2