



21st CCLC Attendance FAQs- updated 4-26-21



21st CCLC student level daily program attendance data is entered into each site's Student Information System (SIS), the same system school sites use to report school day attendance. This data is uploaded through the SIS to the AzEDS system.

1. Question: What are the requirements of entering Student Program Attendance for 21st CCLC?

Answer: All 21st CCLC student attendance data is required to be entered in each site's SIS and uploaded to ADE via AzEDS. This includes attendance from summer, fall, and spring terms. For more information, please contact the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.

2. Question: What start and end dates do we use on our 21st CCLC summer programs? Will AzEDS accept start dates before July 1?

Answer: The attendance dates for the 2020-2021 21st CCLC Program Year are May 26, 2020 through May 31, 2021. For 2021-2022, the dates are June 1, 2021 through May 30, 2022.

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 in order 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.

3. Question: Where can I view what attendance ADE has for my 21st CCLC program?

Answer: ADE has created two reports about the 21st CCLC student attendance data that is uploaded to AzEDS. Both post-integrity reports can be found in ADEConnect - AzEDS Portal- Reports - Support Program. The CCLC20 report gives student specific information about the number of days a student has attended, by school. The CCLC15 report gives aggregate attendance counts by site for all regular attendees, 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."

4. Question: Does the 21st CCLC daily attendance data that will be collected in AzEDS serve any other purpose than reporting 21st CCLC attendance to ADE?

Answer: Yes, 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 enable ADE to answer 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.

5. Question: How do I enter student attendance for summer if we held summer school at a centralized location?

Answer: 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.

6. Question: Does 21st CCLC student attendance need to be attached to a specific calendar? What dates can we use for that?

Answer: 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.

7. Question: What track number should we use for our 21st CCLC programs?

Answer: There are no tracks required 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.

8. Question: Are we reporting if a student is present? Or if they're absent? Or both?

Answer: 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.

9. Question: What information on AzEDS 21st CCLC attendance reporting was sent to our Student Information System developers?

Answer: Here is a link to the information on [AzEDS for Developers](https://www.azed.gov/information-technology/azeds/developers) page of the ADE website where information for the current year can be found under the Use Case Scenarios drop down:
<https://www.azed.gov/information-technology/azeds/developers>

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10. Question: How often is student attendance required to upload to ADE?

Answer: Student attendance uploaded to AzEDS by SIS minimum weekly

11. Question: How do we report hours are part of the new federal reporting requirements, starting in Summer 2021?

Answer: 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 will be calculated by ADE in reporting, more details as we build out those reports

12. Question: How do we account for a student who leaves early or comes into a class late?

Answer: Report hours accurate to when the student was present.

13. Question: Will 21st CCLC program names stay the same for FY22?

Answer: No. NEW starting in FY22, only one 21st CCLC program name: 21st CCLC

14. Question: Are Exit Codes required?

Answer: 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 6.0 Exit codes:

CodeValue	Short Description	Description
CCLC01	Reached 30 days of attendance and services no longer needed	Reached 30 days of attendance and services no longer needed
CCLC02	Dropped from program due to lack of attendance	Dropped from program due to lack of attendance
CCLC03	Participation ended in program	Participation ended in program

15. Question: Where can I go to confirm that my attendance has made it to ADE?

Answer: All attendance that has passed integrity can be found in the AzEDS Portal

- Reports → Support Programs → CCLC15 (school totals) and CCLC20 (student by student)

16. Question: How do I get access to the AzEDS Portal?

Answer: 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* should grant access to view 21st CCLC reports.