

Arizona Department of Education

Nina M. Lowey 21st Century Community Learning Centers (21st CCLC)



Attendance Guidance Document

The Nita M. Lowey 21st Century Community Learning Centers (21stCCLC) program (ESEA Title IV, Part B; 20 U.S.C. §§ 7171–7176) requires Grantees to participate in program evaluation and federal performance reporting. Although the statute does not explicitly mandate the details for attendance-taking, attendance and participation data are required elements of the U.S. Department of Education's Annual Performance Report (APR), Grantees must maintain attendance records sufficient to document participant involvement and support required federal and state reporting.

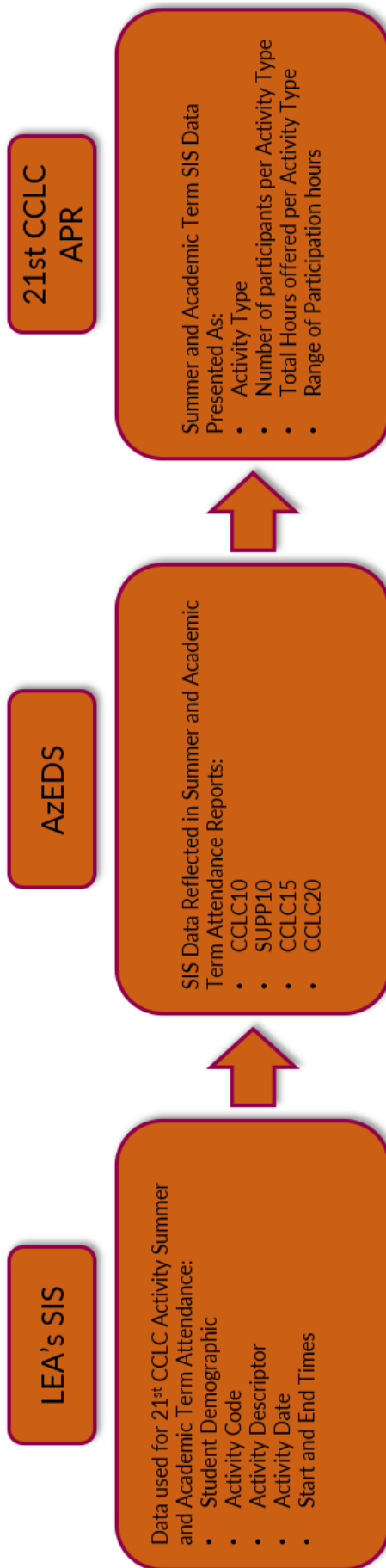
The Arizona State Department of Education (ADE) requires the collection of attendance on a **daily** basis and submission to the Student Information System (SIS) attendance data on a **weekly** basis to comply with those federal obligations.

As such, all student attendance data for the 21st CCLC Summer and Academic Terms, is required to be entered in the SIS and submitted to Arizona Education Data Standards (AzEDS). AzEDS uses the student information (ID, name, grade), along with the activity code, activity descriptor, attendance date, and students' start and end times to gather the activity attendance for 21st CCLC. This information is reflected in the APR as number of participants per activity type, total hours offered per activity type, student demographic information, and range of participation hours by grade – all of which are separated into Summer and Academic Terms.

This document provides guidance for Grantees/Districts and their Centers/School Sites ensuring that initial configuration of attendance in SIS is correct and aligned to planned 21st CCLC Activities for each fiscal year, July 1 to June 30. The graph below shows the data flow and relationships.



21st CCLC Activity Attendance Flow



Activity Attendance Collection

Attendance reporting is aligned with the defined activities of the 21stCCLC program implemented at each Center. The following data elements are required for the set up of the planned activities and attendance in the SIS at the start of each fiscal year. The full details of what your SIS Vendor must follow are in [AzEDS Use Case 12.0](#). Each field is necessary to ensure accurate tracking, compliance, and successful data integration within the system:

- **StudentID (Required):** A unique alphanumeric identifier assigned to each student by the state.
- **AttendanceEventCategoryDescriptorId (Required):** Identifier for the educational environment associated with the attendance event.
- **ActivityDescriptorID (Required):** Identifier for the type of activity provided.
- **AttendanceBeginTime (Required):** The start time of the attendance event.
- **AttendanceEndTime (Required):** The end time of the attendance event.
- **EventDate (Required):** The date on which the attendance event occurs.
- **ProgramEducationOrganizationId (Required):** The organization where the student is participating in or receiving program services.
- **ActivityCode (Required):** A code used to distinguish activities when multiple occurrences of the same activity type happen simultaneously.
- **ProgramName (Required):** The official name of the program providing instruction, services, or benefits.
- **ProgramTypeDescriptorId (Required):** Identifier for the program type.
- **EducationalEnvironmentDescriptorId (Optional):** Additional identifier for the educational environment, if applicable.

A sample of the attendance data that must be collected is on page 4. The format is not the focus in this document (for format see [AzEDS Use Case 12.0](#)), rather the remaining sections provide guidance on the data requirements for accurate attendance reporting to meet federal and state requirements. In this sample, five students each attend two activities during the Academic Term. In week 1, attendance is recorded for all five students in both Activity 1 and Activity 2. In week 2, attendance is again recorded for the same students in both activities, and this pattern continues as attendance is tracked over time. Note that the start and end times for students taking more than

one activity on a given day cannot overlap. This will cause the most common integrity error: 50031
– student has more than one activity reported during the same timeframe.



21st CCLC Activity Attendance Collection

Student ID	Student Last Name	Student First Name	Student Grade	Term	Attendance Date	Start Time	End Time	Activity Descriptor	SIS Activity Code
#####		Student1		Academic	8/5/2026	14:30	15:30	Activity001	#
#####		Student2		Academic	8/5/2026	14:30	15:30	Activity001	#
#####		Student3		Academic	8/5/2026	14:30	15:30	Activity001	#
#####		Student4		Academic	8/5/2026	14:30	15:30	Activity001	#
#####		Student5		Academic	8/5/2026	14:30	15:30	Activity001	#
#####		Student1		Academic	8/5/2026	15:45	16:15	Activity002	#
#####		Student2		Academic	8/5/2026	15:45	16:15	Activity002	#
#####		Student3		Academic	8/5/2026	15:45	16:15	Activity002	#
#####		Student4		Academic	8/5/2026	15:45	16:15	Activity002	#
#####		Student5		Academic	8/5/2026	15:45	16:15	Activity002	#
#####		Student1		Academic	8/12/2026	14:30	15:30	Activity001	#
#####		Student2		Academic	8/12/2026	14:30	15:30	Activity001	#
#####		Student3		Academic	8/12/2026	14:30	15:30	Activity001	#
#####		Student4		Academic	8/12/2026	14:30	15:30	Activity001	#
#####		Student5		Academic	8/12/2026	14:30	15:30	Activity001	#
#####		Student1		Academic	8/12/2026	15:45	16:15	Activity002	#
#####		Student2		Academic	8/12/2026	15:45	16:15	Activity002	#
#####		Student3		Academic	8/12/2026	15:45	16:15	Activity002	#
#####		Student4		Academic	8/12/2026	15:45	16:15	Activity002	#
#####		Student5		Academic	8/12/2026	15:45	16:15	Activity002	#

Week 1
Activity 1

Week 1
Activity 2

Week 2
Activity 1

Week 2
Activity 2

Activity Descriptors and Codes

In order for students to be associated with 21st CCLC, schools must first create their enrollment for the academic year. Any activity attendance prior to the first day of school needs to be entered once the school year has started. For the Summer term, students cannot be entered until the academic term in which they are enrolled has begun.

Often during the Summer term students from other School Sites/Centers participate at one centralized School Site/Center, however, they should still be reported for 21st CCLC attendance at their Center of enrollment, not at the centralized location regardless of the term.

Activity Descriptor and Activity Code

An Activity Type Descriptor and an Activity Code are part of the federally required data collection for 21st CCLC student attendance. The structure of the Activity Code is at the discretion of each SIS vendor, but Activity Descriptors must follow the chart below. The Activity Code helps differentiate between two classes with the same Activity Type Descriptor when their schedules overlap to accurately represent hours offered.

For example, four distinct Science, Technology, Engineering, and Mathematics (STEM) classes from 2:30-3:30 on the same day will have the same Activity Type Descriptor but will be distinguished by the differing SIS Activity Code.

Activity Category	Activity Descriptor
Literacy Education	001
Science,Technology,Engineering, and Mathematics, including Computer Science	002
Academic Enrichment	003
Healthy and Active Lifestyle	004
Cultural Programs	005
Telecommunications and Technology Education	006
Expanded Library Service Hours	007
Assistance to students who have been Truant, Suspended, or Expelled	008
Drug and Violence Prevention and Counseling	009
Career Competencies and Career Readiness	010
Well-rounded Education Activities, including credit recovery or attainment	011
Services for Individual with Disabilities	012
Activities for English Learners	013
Parenting Skills and Family Literacy	014

Attendance Validation

Continuous validation of AzEDS 21st CCLC reports are critical to ensuring data integrity and resolving discrepancies between the SIS and AzEDS. Once submitted through SIS, there are several reports where Districts/Grantees can confirm if their attendance data has landed correctly for state and federal reporting, including the CCLC10, SUPP10, INTEG15, CCLC15, and CCLC20. If you do not have access to the AzEDS Portal, contact your LEA Entity Administrator and ask to be given access as "AzEDS Data Coordinator - Support Program Reports."

Compliance with state and federal reporting requires that all integrity issues be resolved by the end of the fiscal year. If these are not resolved, Districts/Grantees are considered non-compliant and risk programmatic holds on all ESEA grants and corrective action.

The next section provides details on how to use these reports to ensure integrity and discrepancies between what District submitted through SIS and what is reported in AzEDS for state and federal reporting.

Pre-Integrity

For pre-integrity reports, data submitted from the SIS is accepted into AzEDS without being evaluated against integrity rules. As a result, all successfully transmitted data will appear in the CCLC10 and SUPP10 reports.

CCLC10: Provides program activity attendance data. This includes attendance type, dates of attendance, and attendance start and end times, Activity (Descriptor), and Activity Code. This report is available immediately after submission.

CCLC10		Elementary District ()				CTDS:				
Fiscal Year: 2026		21st CCLC Attendance Verification Report				Page: 1 of 569				
School Year: 2025 - 2026						Report Date: 05/27/2026 02:29 PM				
Program Year: 5/23/2025 - 5/25/2026										
School CTDS:										
School Name: ()										
District Student ID	State Student ID	Last Name	First Name	Middle Name	Attendance Type	Attendance Date	Start Time	End Time	Activity	Activity Code

SUPP10: Provides the service entry and service exit date for each student. When running the report, under Support Programs, select 21st CCLC **only**.

SUPP10		Elementary District ()				CTDS:	
Fiscal Year: 2026		Support Program Data Verification Report				Page: 1 of 11	
School Year: 2025 - 2026		Report Date: 05/27/2026 03:19 PM					
School CTDS:							
School Name:		()					
Support Program:		21st CCLC					
District Student ID	State Student ID	Last Name	First Name	Middle Name	Gender	Service Entry	Service Exit

Post-Integrity

For post-integrity reports, data submitted from the SIS is only accepted into AzEDS after being evaluated against and passing integrity rules.

INTEG15: Provides student information regarding integrity errors. When running the report, under Integrity Category, select Support Program.

INTEG15		Elementary District ()				CTDS:					
Fiscal Year: 2026		Student Data Integrity Report				Page: 1 of 1					
School Year: 2025 - 2026		Report Date: 05/27/2026 03:29 PM									
Data Capture Date: 05/26/2026 8:56PM											
School CTDS:											
School Name:											
District Student ID	State Student ID	Last Name	First Name	Middle Initial	Integrity Category	Integrity Type	Integrity Status	Severity	Error Code	Error Description	Entry Date

Note: A student listed in the INTEG15 report will not appear in the other 21st CCLC reports. If the error has been cleared and if after the sync the student still does not appear, confirm with your SIS that the data is being correctly extracted for submission to AzEDS.

CCLC15: Provides aggregate attendance counts by Center in various attendance bands (including number of days attended). The start and end dates help narrow down the report to Summer only, Academic only, or the complete fiscal year depending on the dates submitted when running the report.

CCLC15			Elementary District ()				CTDS:	
Fiscal Year: 2026			21st CCLC District Attendance Count Report				Page: 1 of 1	
School Year: 2025 - 2026			Report Date: 05/27/2026 03:31 PM					
Program Year: 5/23/2025 - 5/25/2026								
 Program Name: 21st CCLC								
Report Date Range: 8/1/2025 - 5/15/2026								
School CTDS	School ID	School Name	Total Students, 1 or more Days	Total Students, 1 - 10 Days	Total Students, 11 - 20 Days	Total Students, 21 - 29 Days	Total Regular Attendees, 30 or more Days	Total Participation Days
			238	81	26	11	120	128
Total			238	81	26	11	120	128

CCLC20: Provides student specific information about the number of days and hours a student has attended (a detailed CCLC15). The start and end dates help narrow down the report to Summer only, Academic only, or the complete fiscal year depending on the dates submitted when running the report.

CCLC20			Elementary District ()				CTDS:	
Fiscal Year: 2026			21st CCLC Student Attendance Count Report				Page: 1 of 9	
School Year: 2025 - 2026			Report Date: 05/27/2026 03:45 PM					
Program Year: 5/23/2025 - 5/25/2026								
 School CTDS:								
School Name:			()					
Program Name: 21st CCLC								
District Student ID	State Student ID	Last Name	First Name	Middle Name	Grade (K- 12)	Total Number Of Days Attended	Number of Hours (HHH:MM)	



Resolving Integrity Errors

Regularly addressing integrity errors on the INTEG15 report will assist in ensuring data integrity in all related AzEDS reports. The chart below describes the general issue with the integrity error and the recommendation to help guide in locating its resolution within the LEA's SIS.

Type	Error Code	Description	Recommendation
Program Association Error	50028	Student program association does not exist for student attendance submitted.	Review the CCLC10 and confirm that those dates are within the entry and exit dates on the SUPP10. If they are incorrect or missing in the SUPP10, correct their program association in your SIS.
	50029	Student program association record is not within the 21st CCLC data submission window for the given fiscal year.	Review the service entry and exit dates on the SUPP10 and attendance dates in the CCLC10 to confirm they are within the current fiscal year. Any corrections need to be addressed in your SIS.
Date/Time Alignment Error	50030	Student attendance submitted is not within the student program association begin and end date.	Compare the service entry and exit date on the SUPP10 to the attendance dates on the CCLC10. Any corrections need to be addressed in your SIS.
	50035	21st CCLC programs end time must be after the begin time.	Review all start and end times on the CCLC10 to identify any end times that occur before their corresponding start times. Any corrections need to be addressed in your SIS.
Duplicate/Overlap Issues	50031	The student has more than one activity reported during the same timeframe.	Review all attendance dates AND start time and end time on the CCLC10. Any overlaps need to be addressed in your SIS.
Attendance Data Issues	50032	The students' attendance is missing start time and/or end time.	Review all start times and end times for any missing fields. Any missing fields need to be populated in your SIS.

Exit Codes

Exit Codes must be entered when a student leaves a 21st CCLC program. The 21st CCLC Exit Codes are as follows:

Exit Code	Description
CCLC01	Reached 30 days of attendance and services are no longer needed
CCLC02	Dropped from program due to lack of attendance
CCLC03	Participation ended in the program

Frequently Asked Questions

1. Why is my data in my SIS not aligning with what I see in AZEDs?

- a. Check for any Integrity Errors (can be found in the INTEG15 report)
 - i. Integrity Category needs to be set to “Support Program”
 - ii. Please reach out if you are unsure how to clear a certain error
- b. Check to see if SIS is set up properly (important to stay in contact with SIS representatives)

2. Why do I not see the students I uploaded today in AZEDs?

- a. A sync process occurs nightly for the data to be fed into AZEDs from the SIS. This is due to AZEDs checking for any integrity errors before being processed. You will not see the changes until the next day.

3. I fixed the errors but still see no change. What do I do?

- a. If the error has been fixed, the records should no longer appear in the INTEG15 report immediately after the sync. However, for the updated records to appear correctly in post-integrity reports, an overnight sync must occur first. If the issue persists, please contact the 21st CCLC inbox at 21stcclcinbox@azed.gov.

4. How often should I be uploading my attendance data?

- a. For compliance with state and federal reporting requirements, districts should upload attendance on a weekly basis. Regular monitoring helps ensure that integrity issues and errors are identified and resolved promptly.

5. What if I don't have access to the INTEG15?

- a. Work with your LEA contact and create a scheduled time to receive those reports so they don't have to be requested every time one is needed. It is recommended to at least be at a monthly basis.

6. Our SIS sets up multiple classes under one Activity Descriptor and one Activity SIS code, how do we differentiate between classes, so it reflects correctly in APR?

- a. The only way to differentiate between different classes and Activities in APR is to set them up correctly in your SIS. Each class must be set up with their appropriate Activity Descriptor and Activity Code so that the hours offered and students serviced are accurately reflected in APR.

7. How do I use the CCLC10 report to validate attendance counts per activity and number of hours?
- a. Attendance counts for each activity are based on the number of unique students within each Activity Category, not by SIS Code.
 - i. Download the CCLC10 report as a CSV file.
 - ii. In Excel, go to the Data tab and select Remove Duplicates in the Data Tools section.
 - iii. In the Remove Duplicates dialog box, deselect all columns except:
 1. SchoolCTDS
 2. StateStudentID
 3. Activity
 - iv. Click OK to remove duplicate records.
 - v. While still on the Data tab, select Filter (with row 1 as the header row).
 - vi. In Column L (Activity), filter by each activity type individually and record the resulting count of unique students for each activity category.
 - b. Activity hours are calculated based on the classes associated with each activity category. The allocation of hours is driven by the activity SIS code schedule configuration, and when this information is submitted to AzEDS, the resulting distribution of hours is reported accordingly.
8. What happens at end of year if not all my integrity issues are not resolved?
- a. Districts with unresolved integrity errors at the end of the year are considered non-compliant and risk programmatic holds on all ESEA grants and being placed on a corrective action plan.
9. Where can I find more information on the 21st CCLC program?
- a. For more information on the program and its processes, please review the [21st CCLC Annual Performance Report \(APR\) User Guide](#).