Overview Enrollment and Attendance Forms

Enrollment and Attendance forms

- This data is used to capture the number of total hours of programming per month that a student receives.
- It is important to create unique Enrollment and Attendance worksheets for EACH program you are capturing data for.
- We recommend saving the worksheets as: OrganizationName_Program name_sitelocation_start and end dates of program
- If you are part of <u>Learning Pathways</u> and are <u>badging</u>, please refer to specially marked directions to follow including collecting email addresses from your students who are 13+ y.o

How to:

On "Enroll" tab:

- **Step #1** provide your organization name, the name of your program and the name of the location the program is scheduled to be held.
- Step #2 -fill in student information starting at "STUDENT ID" through "NAME OF SCHOOL"
 ** based on enrollment.

On "Attend" tab:

- **Step #3** -Enter the "session duration" = daily duration in total hours of programming.
- **Step #4** Enter how many sessions are offered in each month.
- **Step #5**: Record actual attendance of each student by session per month.

Additional Notes:

- It is important to create a unique enrollment and attendance sheet for each program.
- We recommend saving each file as: OrganizationName_Program name_sitelocation_start and end dates of program
- For a detailed look at the Enrollment/Attendance form go to the NRI Resources page on DallasCityOflLarning.org (https://dallascityoflearning.org/info/for-partners/nri-resources/)

^{**}If you are part of Learning Pathways and are badging, please collect email addresses from your students who are 13+ y.o

What "Enroll" tab looks like:

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Org Name	The state of the s		Ex. Dallas Afterschool				-			
Program Name	[E	nter Program Nam	e]	Ex. Thriving Minds After-School						
Site Name	[Ente	er Site/Location Na	ame]	Ex. Central Library						
Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School	Email (Age 13+ only)	
Ex.	1234507			Tester	Test	1/10/2010	1	Good Elementary	Tester Testift Good Elementary org	
Ev		1234567		Doe	Jane	1/20/2005	- 0	Awesome Middle	idnimber@dallaziid.org	
1										
2				g.						
3				E.						
4										
5				4			5			
6										
7				T.						
8										
9										
10				5						
11										
12				1						
13										_
14										

- You will capture enrolled student information for each of your organization's programs and where the programs are hosted.
- If you are **not** badging or have not completed Learning Pathways, and do not have students ages 13+, you may disregard the email column.

"Enroll" tab:

Step #1 - provide your organizations' name, the name of your program and the name of the location the program is scheduled to be held.

It is important to create a <u>unique enrollment and attendance</u> sheet for <u>each program</u>. We recommend saving each file as: OrganizationName_Program name_sitelocation_start and end dates of program

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4	А	В	С	D	E	F
1	Org Name		Epic Domain	,	Ex. Dallas Afterschool	
2	Program Name	A	ttitude of Gratitud	de	Ex. Thriving Minds After-School	
3	Site Name	Th	e Epic, Grand Prai	irie	Ex. Central Library	
4			N		100	
	Reference #	Student DISD	Student Uplift	Student ID	Student Last Name	Student First Nar

For this example, the Enrollment and Attendance file would be saved as: "EpicDomain_AttitudeofGratitude_TheEpic_070523-083123"

Example if no site name, use the street address: "EpicDomain AttitudeofGratitude 1111Epic Dr 070523-083123"

"Enroll" tab

Step #2 -fill in student information starting at "STUDENT ID" through "NAME OF SCHOOL"** based on enrollment. *Please note, it is critical that all available information from each enrolled student is captured*

	Org Name		Epic Domain		Ex. Dallas Afterschool				
	Program Name	A	ttitude of Gratitud	e	Ex. Thriving Minds After-School				
	Site Name	Th	e Epic, Grand Prair	rie	Ex. Central Library				
					A STATE OF THE STA				
	Reference#	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School
	Ex.	1234567			Tester	Test	1/10/2010	3	Good Elementary
	Ex.		1234567		Doe	Jane	1/20/2005	6	Awesome Middle
	1								
	2	Į							
	3								
	4								
	5	Ţ							
3	6								
	7	T.				1			

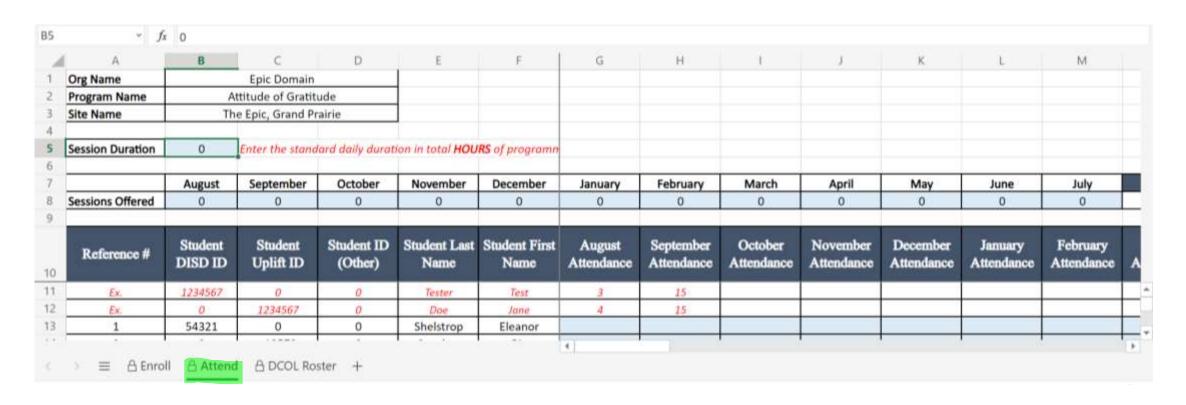
^{**} If you are part of **Learning Pathways** and are badging, please collect email addresses from your students who are 13+ y.o in "EMAIL" column

Example of completed "Enroll" tab



Now, click on "Attend" tab

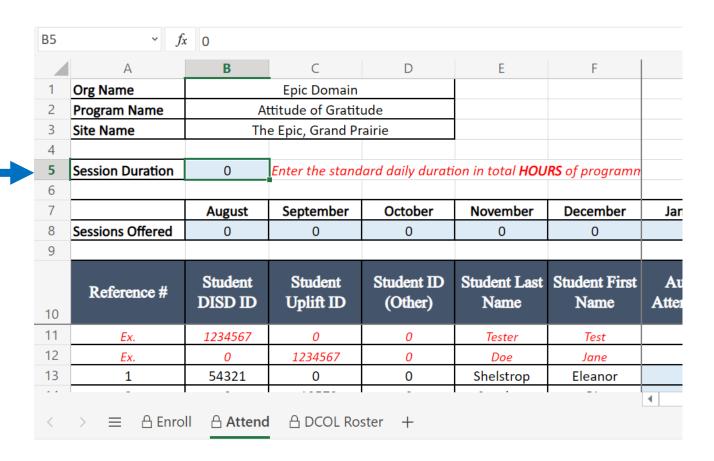
What "Attend" Tab looks like this:



You will capture session durations, sessions offered and actual attendance of enrolled students.

"Attend" – Step #3 is to enter the session duration.

"Session duration" is the standard DAILY duration in total hours of programming.



"Attend" - Example of completed step #3:

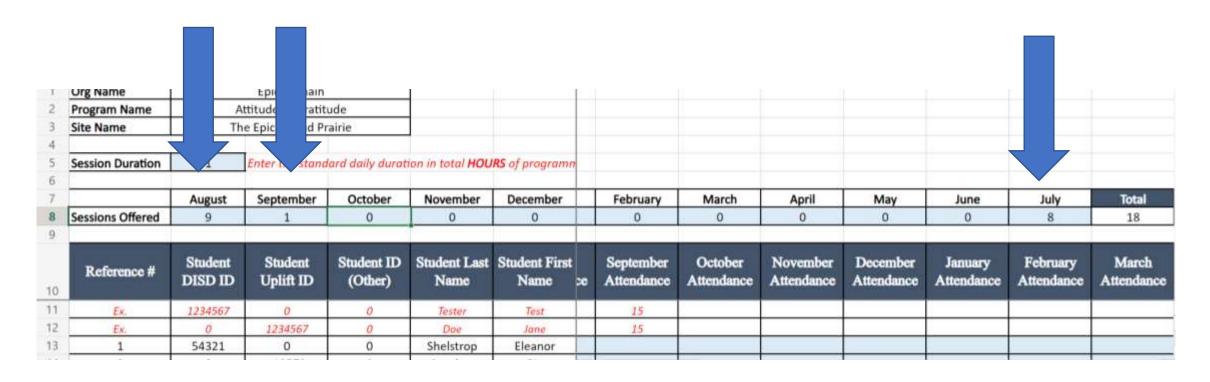
Epic Domain's program, "The Attitude of Gratitude" is a 1-hour program.

Org Name		Epic Domain			
Program Name	At	ttitude of Gratit	ude		
Site Name	Th	e Epic, Grand P	rairie		
Session Duration	1	Enter the stand	dard daily durat	ion in total HOU	RS of program
	August	September	October	November	December
Sessions Offered	0	0	0	0	0
Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name
Ex.	1234567	0	0	Tester	Test
Ex.	0	1234567	0	Doe	Jane
1	54321	0	0	Shelstrop	Eleanor
	10	0		3	

"Attend" - Step #4: Add how many sessions are offered in each month.

Org Name		Epic Domain			
Program Name	Α	ttitude of Gratit	ude		
Site Name	Th	e Epic, Grand P			
Session Duration	1	Enter the stand	dard daily durat	ion in total HOU	RS of program
	August	September	October	November	December
Sessions Offered	0	0	0	0	0
Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name
Ex.	1234567	0	0	Tester	Test
Ex.	0	1234567	0	Doe	Jane
1	54321	0	0	Shelstrop	Eleanor
Ex.	0	1234567	0	Doe	Jane

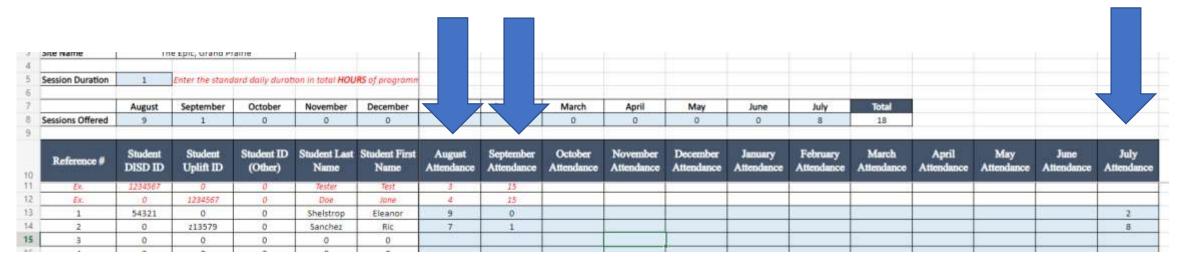
"Attend" - Example of completed Step #4:



Organization, Epic Domain offers "Attitude of Gratitude" program, 2x week from Jul 5 to Sep 2 for a total of 18 sessions- 8 in July, 9 in August, and 1 in Sept.

"Attend" tab: Step #5: Record actual attendance of each student by session per month.

Example: Student 1 (Eleanor) attended: 2 sessions in Jul; 9 sessions in Aug and 0 in Sept. Student 2 (Ric) attended 9 session in Jul; 7 in Aug and 1 in Sept.



Keep capturing your students' attendance as they progress through each individual program.

"Attend" tab: As you scroll to the right you will see the total number of sessions attended per student.

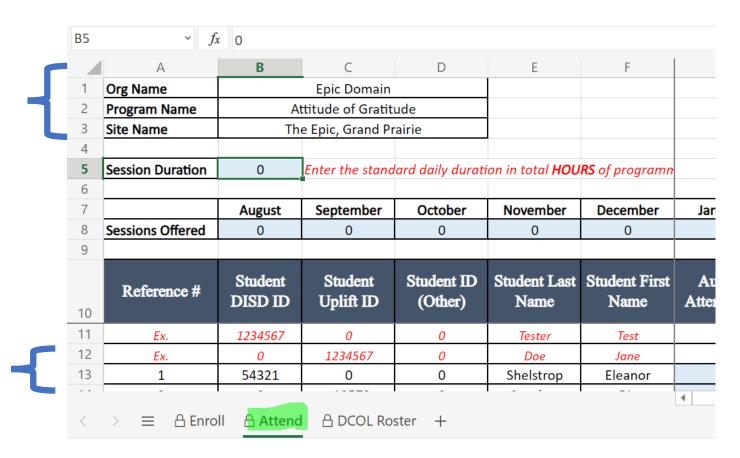
4												
5	Session Duration	1	Enter the stand	lard daily durat	ion in total HOU	RS of programn						
6												
7		August	September	October	November	December						
8	Sessions Offered	9	1	0	0	0						
9												
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	April ndance	May Attendance	June Attendance	July Attendance	Total	% of Total Sessions Offered
11	Ex.	1234567	0	0	Tester	Test					18	45%
12	Ex.	0	1234567	0	Doe	Jane					19	48%
13	1	54321	0	0	Shelstrop	Eleanor				2	11	61%
14	2	0	z13579	0	Sanchez	Ric			·	8	16	89%
	1											

Keep capturing your students' attendance as they progress through each individual program.

Other Notes about **ATTEND** tab:

The top section is already filled out based on information from "Enroll" tab.

The student information is also filled out based on information from "Enroll" tab.



FYI: DO NOT enter anything into the tab called **DCOL Roster.** This is a formatted data sheet used by DCOL and Big Thought staff only.

ALL PARTNERS:

- Download the template for the Enrollment-Attendance (E-A) Sheets here: https://dallascityoflearning.org/info/wp-content/uploads/2023/02/2023_Enrollment-and-Attendance-Template.xlsx
- Keep capturing your students' attendance as they progress through the program(s) you are capturing enrollment and attendance data for.
- Submit your completed E-A sheets upon the <u>completion of the program(s)</u> to: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/
- Make sure you save your E-A sheets as Excel files using the recommended naming convention:
 OrganizationName_Program name_sitelocation_start and end dates of program
- Once submitted, your files cannot be altered or changed.

FOR SUMMER PROGRAMS:

Please submit your final competed enrollment and attendance sheets <u>upon completion of your program(s)</u> or before Thu., August 31, 2023, here: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/ (If your summer programming ends after Thu., August 31, please notify, Victoria.Liguez@bigthought.org.)

FOR NRI RECIPIENTS:

 The second installment of the NRI grant award may be affected based on the timely submission of final enrollmentattendance sheet.

FOR LEARNING PATHWAYS PARTNERS who are BADGING:

- 1. Download E&A Submission Form template here: https://dallascityoflearning.org/info/wp-content/uploads/2023/02/2023 Enrollment-and-Attendance-Template.xlsx
- 2. At the Start of your Program
- a. Within first 1-3 days of Program fill out Enrollment tab (tab 1) of E-A and submit here: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/
- b. Keep capturing your students' attendance as they progress through the program(s) you are capturing enrollment and attendance data for.
- 3. At the End of Program
- Within 1- 3 days following the LAST DAY of program, submit E-A sheets with updated/completed Enrollment (tab 1) and completed Attendance (tab 2).
- Submit your completed enrollment-attendance forms upon the <u>completion of the program(s)</u> or no later than Aug 31, 2023 to: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/
- Once submitted, your files cannot be altered or changed.

Important contacts:

- For questions about uploading programs into DCoL platform or Enrollment-Attendance: Victoria Liguez, <u>Victoria.Liguez@bigthought.org</u>
- For questions about surveys: Robert Hu, Robert.Hu@bigthought.org
- For questions about NRI grant distributions: Sergio Garcia,
 Sergio.Garcia@bigthought.org