

# Overview Enrollment and Attendance Forms

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Feb 2023 -REVISION for Mar2023

## Enrollment and Attendance forms

- Download the 2023 ***Enrollment and Attendance worksheet*** template from this link: [https://dallascityoflearning.org/info/wp-content/uploads/2023/02/2023\\_Enrollment-and-Attendance-Template.xlsx](https://dallascityoflearning.org/info/wp-content/uploads/2023/02/2023_Enrollment-and-Attendance-Template.xlsx) (This is an EXCEL spreadsheet; please save and submit as an EXCEL spreadsheet)
- 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 Learning Pathways and are badging, 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 DallasCityOfLearning.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:

Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School	Email (Age 13+ only)
1									
2									
3									
4									
5									
6	1234567			Tester	Test	1/10/2010	3	Good Elementary	Tester.Test@GoodElementary.org
7		1234567		Doe	Jane	1/20/2005	6	Awesome Middle	idnumber@dallasisd.org
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									

- 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 unique enrollment and attendance sheet for each program.

We recommend saving each file as: **OrganizationName\_Program name\_sitelocation\_start and end dates of program**

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F
1	Org Name	Epic Domain			Ex. Dallas Afterschool	
2	Program Name	Attitude of Gratitude			Ex. Thriving Minds After-School	
3	Site Name	The Epic, Grand Prairie			Ex. Central Library	
4						
	Reference #	Student DISD	Student Uplift	Student ID	Student Last Name	Student First Name

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*

	A	B	C	D	E	F	G	H	I
1	Org Name	Epic Domain			Ex. Dallas Afterschool				
2	Program Name	Attitude of Gratitude			Ex. Thriving Minds After-School				
3	Site Name	The Epic, Grand Prairie			Ex. Central Library				
4									
5	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School
6	Ex.	1234567			Tester	Test	1/10/2010	3	Good Elementary
7	Ex.		1234567		Doe	Jane	1/20/2005	6	Awesome Middle
8	1								
9	2								
10	3								
11	4								
12	5								
13	6								
14	7								

Navigation: < > ≡ **Enroll** Attend DCOL Roster +

\*\* 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

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	Org Name	Epic Domain			Ex. Dallas Afterschool				
2	Program Name	Attitude of Gratitude			Ex. Thriving Minds After-School				
3	Site Name	The Epic, Grand Prairie			Ex. Central Library				
4									
5	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School
6	Ex.	1234567			Tester	Test	1/10/2010	3	Good Elementary
7	Ex.		1234567		Doe	Jane	1/20/2005	6	Awesome Middle
8	1	54321			Shelstrop	Eleanor	3/30/2009	6	Adobe Elementary
9	2		z13579		Sanchez	Ric	11/10/2005	9	The Citadel Jr High
10	3								
11	4								
12	5								
13	6								
14	7								

The 'Enroll' tab is highlighted in the bottom navigation bar.

Now, click on “Attend” tab

# What "Attend" Tab looks like this:

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Org Name	Epic Domain											
2	Program Name	Attitude of Gratitude											
3	Site Name	The Epic, Grand Prairie											
4													
5	Session Duration	0	<i>Enter the standard daily duration in total HOURS of program</i>										
6													
7		August	September	October	November	December	January	February	March	April	May	June	July
8	Sessions Offered	0	0	0	0	0	0	0	0	0	0	0	0
9													
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	August Attendance	September Attendance	October Attendance	November Attendance	December Attendance	January Attendance	February Attendance
11	<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>	<i>3</i>	<i>15</i>					
12	<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>	<i>4</i>	<i>15</i>					
13	1	54321	0	0	Shelstrop	Eleanor							

The spreadsheet interface includes a formula bar at the top showing '0' and a tab bar at the bottom with 'Attend' highlighted in green. Other tabs visible are 'Enroll' and 'DCOL Roster'.

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.

	A	B	C	D	E	F		
1	Org Name	Epic Domain						
2	Program Name	Attitude of Gratitude						
3	Site Name	The Epic, Grand Prairie						
4								
5	Session Duration	0	<i>Enter the standard daily duration in total HOURS of programm</i>					
6								
7		August	September	October	November	December	Jan	
8	Sessions Offered	0	0	0	0	0		
9								
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Au Atter	
11	<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>		
12	<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>		
13	1	54321	0	0	Shelstrop	Eleanor		

< > ☰ Enroll Attend DCOL Roster +

**“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	Attitude of Gratitude				
Site Name	The Epic, Grand Prairie				
Session Duration	1	<i>Enter the standard daily duration in total HOURS of program</i>			
	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
<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>
<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>
1	54321	0	0	Shelstrop	Eleanor

> ☰ Enroll **Attend** ☰ DCOL Roster +

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



Org Name	Epic Domain				
Program Name	Attitude of Gratitude				
Site Name	The Epic, Grand Prairie				
Session Duration	1	<i>Enter the standard daily duration in total HOURS of program</i>			
	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
<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>
<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>
1	54321	0	0	Shelstrop	Eleanor

  

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☰
🔒 Enroll
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🔒 DCOL Roster
+

**“Attend”** - Example of completed Step #4:

1	Org Name	Epic Domain											
2	Program Name	Attitude of Gratitude											
3	Site Name	The Epic Domain Prairie											
4													
5	Session Duration	1	<i>Enter the standard daily duration in total HOURS of program</i>										
6													
7		August	September	October	November	December	February	March	April	May	June	July	Total
8	Sessions Offered	9	1	0	0	0	0	0	0	0	0	8	18
9													
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	September Attendance	October Attendance	November Attendance	December Attendance	January Attendance	February Attendance	March Attendance
11	Ex.	1234567	0	0	Tester	Test	15						
12	Ex.	0	1234567	0	Doe	Jane	15						
13	1	54321	0	0	Shelstrop	Eleanor							

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 .

4	Site Name	The epic, grand finale																
5	Session Duration	1	Enter the standard daily duration in total HOURS of program															
6																		
7		August	September	October	November	December	March	April	May	June	July	Total						
8	Sessions Offered	9	1	0	0	0	0	0	0	0	0	8	18					
9																		
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	August Attendance	September Attendance	October Attendance	November Attendance	December Attendance	January Attendance	February Attendance	March Attendance	April Attendance	May Attendance	June Attendance	July Attendance
11	Ex.	1234567	0	0	Yester	Test	3	15										
12	Ex.	0	1234567	0	Doe	Jane	4	25										
13	1	54321	0	0	Shelstrop	Eleanor	9	0										2
14	2	0	213579	0	Sanchez	Ric	7	1										8
15	3	0	0	0	0	0												

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	<i>Enter the standard daily duration in total <b>HOURS</b> of program</i>										
6													
7		August	September	October	November	December							
8	Sessions Offered	9	1	0	0	0							
9													
	<b>Reference #</b>	<b>Student DISD ID</b>	<b>Student Uplift ID</b>	<b>Student ID (Other)</b>	<b>Student Last Name</b>	<b>Student First Name</b>	<b>April Attendance</b>	<b>May Attendance</b>	<b>June Attendance</b>	<b>July Attendance</b>		<b>Total</b>	<b>% of Total Sessions Offered</b>
10	<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>						<i>18</i>	<i>45%</i>
11	<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>						<i>19</i>	<i>48%</i>
12	1	54321	0	0	Shelstrop	Eleanor				2		11	61%
13	2	0	z13579	0	Sanchez	Ric				8		16	89%
14													
15													

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.

	A	B	C	D	E	F
1	Org Name	Epic Domain				
2	Program Name	Attitude of Gratitude				
3	Site Name	The Epic, Grand Prairie				
4						
5	Session Duration	0	<i>Enter the standard daily duration in total HOURS of program</i>			
6						
7		August	September	October	November	December
8	Sessions Offered	0	0	0	0	0
9						
10	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name
11	<i>Ex.</i>	<i>1234567</i>	<i>0</i>	<i>0</i>	<i>Tester</i>	<i>Test</i>
12	<i>Ex.</i>	<i>0</i>	<i>1234567</i>	<i>0</i>	<i>Doe</i>	<i>Jane</i>
13	1	54321	0	0	Shelstrop	Eleanor

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](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 *completion of the program(s)* 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 completed enrollment and attendance sheets *upon completion of your program(s)* 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 enrollment-attendance 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](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 *completion of the program(s)* 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, [Victoria.Liguez@bigthought.org](mailto:Victoria.Liguez@bigthought.org)
- For questions about surveys: Robert Hu, [Robert.Hu@bigthought.org](mailto:Robert.Hu@bigthought.org)
- For questions about NRI grant distributions: Sergio Garcia, [Sergio.Garcia@bigthought.org](mailto:Sergio.Garcia@bigthought.org)