Overview
Enrollment and Attendance Forms

May 2024 (revision #1)

Enrollment and Attendance forms

- Download the **Enrollment and Attendance worksheet** template from this link: 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 naming 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 naming each file as: OrganizationName_Program name_sitelocation_start and end dates of program

**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:

	A	B	C	D	E	F	G	H	I	J	K
1	Org Name		[Enter Org Name]		Ex. Dallas Afterschool						
2	Program Name		[Enter Program Name]		Ex. Thriving Minds After-School						
3	Site Name		[Enter Site/Location Name]		Ex. Central Library						
4											
5	Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	Birthdate	Grade	School	Email (Age 13+ only)	
6	Ex.	1234567			Tester	Test	1/10/2010	3	Good Elementary	Tester.Test@GoodElementary.org	
7	Ex.		1234567		Doe	Jane	1/20/2005	0	Awesome Middle	idnumber@dallasisd.org	
8	1										
9	2										
10	3										
11	4										
12	5										
13	6										
14	7										
15	8										
16	9										
17	10										
18	11										
19	12										
20	13										
21	14										

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- 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.

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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 naming each file as: OrganizationName_Program name_sitelocation_start and end dates of program

D10			f_x		
	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 Nam

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*

*** 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**

F10		f_x							
	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					

	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								

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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.

B5		fx	0			

	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	*Enter the standard daily duration in total **HOURS** of programm*			
6						
7		August	September	October	November	December	Jar
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 Atte
11	Ex.	1234567	0	0	Tester	Test	
12	Ex.	0	1234567	0	Doe	Jane	
13	1	54321	0	0	Shelstrop	Eleanor	

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"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	*Enter the standard daily duration in total **HOURS** of programm*			

	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

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"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	Enter the standard daily duration in total **HOURS** of programn			
	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

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"Attend" - *Example of completed Step #4:*

	August	September	October	November	December		February	March	April	May	June	July	Total
Sessions Offered	9	1	0	0	0		0	0	0	0	0	8	18

Org Name — Epic... ain
Program Name — Attitude ...ratitude
Site Name — The Epic ...d Prairie

Session Duration — 1 — *Enter t... standard daily duration in total HOURS of programn*

Reference #	Student DISD ID	Student Uplift ID	Student ID (Other)	Student Last Name	Student First Name	ce	September Attendance	October Attendance	November Attendance	December Attendance	January Attendance	February Attendance	March Attendance
Ex.	1234567	0	0	Tester	Test		15						
Ex.	0	1234567	0	Doe	Jane		15						
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 .

Site Name		The Epic, Grand Prairie													
Session Duration	1	Enter the standard daily duration in total **HOURS** of program													
	August	September	October	November	December			March	April	May	June	July	Total		
Sessions Offered	9	1	0	0	0			0	0	0	0	8	18		

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
Ex.	1234567	0	0	Tester	Test	3	15										
Ex.	0	1234567	0	Doe	Jane	4	15										
1	54321	0	0	Shelstrop	Eleanor	9	0										2
2	0	213579	0	Sanchez	Ric	7	1										8
3	0	0	0	0	0												

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

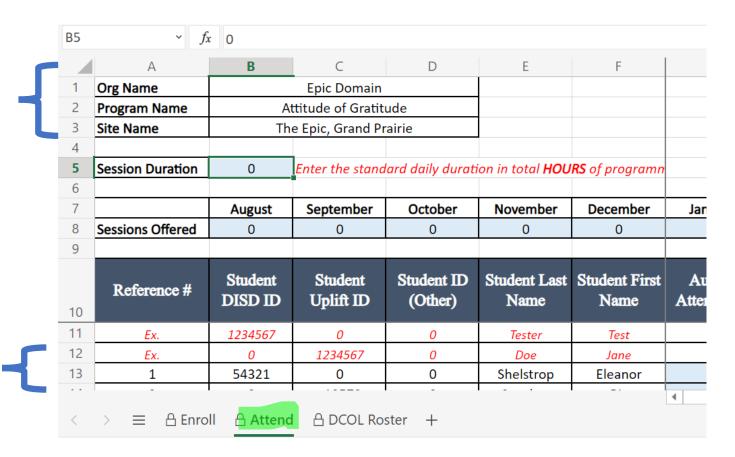**"Attend" tab**: As you scroll to the right you will see the total number of sessions attended per student.

	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
Session Duration: 1													
Sessions Offered — August: 9, September: 1, October: 0, November: 0, December: 0													
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%

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.

B5		fx	0			

	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	*Enter the standard daily duration in total **HOURS** of programn*				
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 Atten
11	*Ex.*	*1234567*	*0*	*0*	*Tester*	*Test*	
12	*Ex.*	*0*	*1234567*	*0*	*Doe*	*Jane*	
13	1	54321	0	0	Shelstrop	Eleanor	

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FYI: DO NOT enter anything into the tab called **DCOL Roster.** This is 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 *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 NRI/SUMMER PROGRAMS:

- Please submit your final competed **SUMMER** enrollment and attendance sheets ***upon completion of your program(s)*** **or before Thu., Aug. 15, 2024, here:** https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/

FOR NRI/YEAR-ROUND PROGRAMS:

- Please submit your competed **FALL** enrollment and attendance sheets ***upon completion of your program(s)*** **or before Dec. 24, 2024, here:** https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/

- Please submit your completed **SPRING** enrollment and attendance sheet ***upon completion of your program or before May 31, 2025,*** herehttps://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/

If your programming ends ***after the submission deadlines,***, please notify, Victoria.Liguez@bigthought.org.ASAP

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 *completion of the program(s*) or no later than Aug 15, 2024 to: https://dallascityoflearning.org/info/for-partners/enrollment-and-attendance/

•   Once submitted, your files cannot be altered or changed.

Important contacts:

- For questions about how to submit, Enrollment-Attendance:
  Victoria Liguez, Victoria.Liguez@bigthought.org