



# Los Angeles County Office of Education

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## CALENDAR YEAR Attendance Calculator – User Guide for Site Coordinators

### Elementary, Middle School, and K-8

(As of 7-9-19)

The After School Attendance Calculator was developed through the shared work of Region 5, Region 6, and Region 11. We thank Region 5 and 6 for their pioneer work and for sharing their calculators. In Region 11, our goal was to develop a comprehensive approach to provide data tracking at both the site level and management level for calculating attendance.

*The following steps will assist in making use of the After School Attendance Calculator for Site Coordinators. The Attendance Calculator is designed to provide data at individual sites. To make it user friendly, you will only be able to edit certain cells; some cells have been locked so that formulas do not get botched. In order to have accurate data, it is important to carefully follow every step. As daily attendance is entered, data will self-populate in the corresponding cells. Please note, there are two different attendance sheets/tabs, one for calendar year 2019 and another for calendar year 2020. For attendance calculators beyond calendar year 2020, ELTAU will update grantees as it gets closer. Example data has been entered and may be deleted.*

***IF PRINTING, PLEASE PRINT IN COLOR; the colors below coincide with the Attendance Calculator excel sheet.***

**Step 1:** Insert Site Name (See Column B, Row 2).

**Step 2:** Insert the number of instructional school days in the calendar year. (See Column BC, Row 5).

**Step 3:** Insert the Grant Award Amount for the site (See Column AJ, Row 12).

If grant is subcontracted, this cell should not reflect the subcontracted amount, but the total grant awarded to this site.

**Step 4:** Insert daily attendance (See Column B, Row 14).