




After School Attendance Calculator User Guide for Grant Managers and Program Directors

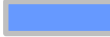
(As of 7-9-19)

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 Grant Managers and Program Directors. This attendance calculator is designed to provide data at multiple sites using the CALENDAR YEAR or FISCAL CALENDAR; enter Calendar Year data for Calendar Year calculation (Tab 1) and enter Fiscal data for Fiscal Year Calculation (Tab 2). Although CDE provides grants based on the Fiscal Calendar, Calendar Year data is used to calculate % of attendance achieved. When calculating % of attendance achieved, CDE does not round up, instead uses 2 decimal places (column K). 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 all steps. As values are entered, data will self-populate in the corresponding cells. 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: Determine if you would like a Calendar Year Calculation (Tab 1) or Fiscal Year Calculation (Tab 2).


Step 2: Insert site name(s) (See column A). 

Step 3: Insert the total base grant amount by site (See column B). 

If grant is subcontracted, this cell should not reflect the subcontracted amount, but the total grant awarded to this site. Do not include Supplemental, Equal Access or Family Literacy amount.

Step 4: Insert the number of instructional school days in the FISCAL or CALENDAR year (See column E). 

Step 5: Insert the total number of student attendance to date in the FISCAL or CALENDAR year. Remember, use the cumulative number of students served to date, not an average daily number. (See column F). 

Step 6: Insert the number of regular school days remaining in the FISCAL or CALENDAR year. (See column G). 

Repeat Steps 1 through 6 for each additional site.