



**Los Angeles County
Office of Education**

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After School Attendance Calculator

User Guide for High School Grant Managers and Program Directors

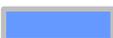
(As of 5-27-15: Version 3)

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 High School 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 year 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). 

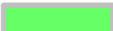
Step 3: Insert the total base grant amount by site (See column B). 

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. For CALENDAR YEAR calculation only- Calendar Base Grant Amount is the same as the Fiscal Base Grant Amount, unless there is a change. If grant amount has reduced OR increased between fiscal years, enter the lower of the two amounts for that calendar year (even if it has increased).

*Example- Calendar Year Calculation when grant is reduced from \$150,000 (fiscal year 2013-2014) to \$100,000 (fiscal year 2014-2015). When finding 2013 calendar year calculation, use \$150,000 as base amount, **BUT** if finding 2014 calendar year calculation, use \$100,000 as base amount.

Step 4: Insert the number of actual days your program will run in the FISCAL or CALENDAR year, including summer, weekends, or other intercession periods (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 remaining number of actual days your program will run in the FISCAL or CALENDAR year, including summer, weekends, or other intercession periods (See column G). 

Repeat Steps 1 through 6 for each additional site.