

1. **Introduction:** All Elementary and Middle School programs are required to report program attendance to Beyond the Bell on a monthly basis and cumulatively on a quarterly basis. Depending on your agency’s attendance tracking system, you can choose one of two formats:
 - a. Agencies that don’t have a database management system will use the **QAR** template to report attendance. You can download the template at <http://btb.lausd.net>.
 - b. Agencies that have a database management system to keep track of attendance can export it into a CSV, tab delimited, or spreadsheet file.

If you are using a database management system to keep track of attendance, *please skip to Page 4.*

2. **Using the Quarterly Attendance Roster (QAR):** This template should be an unduplicated list of students indicating with a one (1) every day that students participate in the program. Each quarter’s roster has dates for approximately 90 days and it contains totals for each child at the end of the quarter.

What the Quarterly Attendance Roster (QAR) looks like:

Sample Sheet from the Quarterly Attendance Roster

AgencyID	Agency	PLoc	SchoolAtt	Birthdate	StudentID	Last	First	Mid	GR	TR
00	Agency A	8527	MS 1	01/01/96	010196M037	Bates	Alan	Harry	8	C
00	Agency A	8527	MS 1	02/02/97	020297F017	Hollis	Charlotte	Ann	7	D

9/1	9/2	9/3	9/4	9/5	9/6	9/7	9/8	9/9	9/10	9/11	9/12	9/13	9/14	9/15	9/16	9/17	9/18	TOTAL
			1	1			1	1	1					1	1		1	8
								1	1	1				1		1	1	6

Data Dictionary for Quarterly Attendance Roster

Make sure that all the fields for every student record are complete, accurate and in the following format:

Field Name	Field Format	Field Description
AgencyID	Numeric	Numeric code assigned to each agency
Agency	Text	The LAUSD-BTB abbreviation for your agency
PLoc	Numeric	Preferred Location Code: This is the school code where the services take place. Some schools (e.g. those with magnet programs or small learning communities have several different location codes). After school programs use the Preferred (Main) Location Code.
SchoolAtt	Text	The school that the student attends. ASES programs can only serve students from the school where the program is located. 21 st CCLC programs could serve

		students from other public or private schools within the attendance area of the school where the program is located.
Birthdate	Date formatted to mm/dd/yy	Helps agencies identify students when the District student ID is not readily available. This field is only for agency use and not required by BTB.
StudentID	Text	10 digit unique District Identifier for each student. Agencies will not be reimbursed for any students who do not have a verifiable ID number at the end of each quarter.
Last	Text	Last name of the student.
First	Text	First name of the student.
Mid	Text	Middle initial or name of student.
Grade	Text	Student Grade as [K or 0,1,2,3,4,5,6,7,8].
Track	Text	Use track "A, B, C, D, or P"*. All traditional school students need to specify track "A". All private/parochial school students need to specify track "P". Agencies will not be reimbursed for any students who do not have a Track at the end of each quarter. The track is used to allocate units to core and supplemental funding.
m/d	numeric	Individual days each quarter. Weekends are shaded—only programs with 21 st CCLC funding can serve students on weekends. Insert a one (1) for every day the student participates in the program.
Totals	Formula	Calculates total attendance for each student per quarter. The purpose of this is to ensure that students with no attendance are not part of your final quarterly roster.

If your data is submitted in a different format, inaccurate, or incomplete, the BTB system will not recognize the data and your agency may lose units of service.

Discrepancy Reports

Discrepancy Reports are issued as a **COURTESY** to help agencies prevent loss of units due to inaccuracies or missing information. Agencies will receive discrepancy reports twice per quarter. You have three business days to submit corrected records to BTB. Any uncorrected student records remaining after these reports are due will not be counted towards your final attendance. Your discrepancy report may include one or more of the following:

- 1) **Duplicate Student Records:** Student record listed in multiple rows. There should only be one record per student per quarter.
- 2) **Wrong ID Numbers:** Student ID that is missing or not in the correct District ID format of birth date, gender, and 3 numeric digits (e.g. 101095F123).
- 3) **Mismatch:** ID and name does not match LAUSD Record. For example, the agency provides a District ID # for a student named Daniel Guerrero and the District records show that the ID number is for Thomas Jones.
- 4) **Unaccounted ID:** ID not found in the student information system. Most of the time, this is due to typos when entering data. Verify that ID is correct.

Do not resubmit the entire QAR, only the records that you were able to correct based on the above discrepancy reports.

Common Errors To Avoid

School Level

-Although every piece of information in the QAR is important, there are six critical fields that may impact your management report:

1. Agency ID – Don't drag with cursor, it will increase by one.
2. Ploc – This is the four-digit preferred location code. Don't drag with cursor, it will increase by one. Instead, copy and paste the code number. Check before you submit to BTB.
3. Student ID – District 10-character ID. It is composed of the six-digit birth date, M/F, and a random three-digit code.
 - a. Careful not to use the letter O rather than the number zero
 - b. Be sure to include the leading zero for birthdates between January and September (01, 02, 03, etc.)
 - c. Avoid spaces before or after the ID
 - d. Make sure that the ID does not have more than 10 characters
4. Track – Only use A, B, C, or D.
 - a. Do not leave blank
 - b. Always include track for traditional (A) as well as for year-round calendar schools
 - c. Avoid "1 TRK", "single", and "Track A", etc.
5. m/d – Only use a one (1) or leave blank. Do not use H for Holidays
6. Totals – Do not include students on your roster that have zero attendance for that reporting period. Sort by this column and remove all records with no attendance.

-DO NOT TAMPER OR ALTER THE TEMPLATE! DO NOT DELETE ANY COLUMNS!

Agency Level

-You are responsible for submitting all your schools in one file to BTB. You are the auditor for all your schools' attendance accuracy and completeness. Verify that the schools have followed all of the steps above before you combine them into the master file. In addition to that, be cautious of the following:

- a. Make sure that ALL of your schools are included. Check that NO school is left out in your master file
- b. Verify that all columns are properly aligned
- c. Carefully check that the Ploc for the previous school doesn't carry over to the next school
- d. Once you have created your master file, name it agency, QAR, quarter, and submission date (e.g. PLN_QAR_Q1_101508)

Agencies using a Database Management System to track attendance

The same error checking and verification process suggested above for agencies using the QAR also applies to agencies using a Database Management System.

This file will consist of one record per student per day. For example, if a student attended 20 days in a quarter, you will have 20 records for that student where the date field (AttDate) indicates the specific date that the student participated.

When you export data from your Database Management System into an EXCEL or CSV text file, please make sure that the following fields are included:

Field Name	Field Format	Field Description
AgencyID	Numeric	Numeric code assigned to each agency
Agency	Text	The LAUSD-BTB abbreviation for your agency
PLoc	Numeric	Preferred Location Code: This is the school code where the services take place. Some schools (e.g. those with magnet programs or small learning communities have several different location codes). After school programs use the Preferred (Main) Location Code.
SchoolAtt	Text	The school that the student attends. ASES programs can only serve students from the school where the program is located. 21 st CCLC programs could serve students from other public or private schools within the attendance area of the school where the program is located.
Birthdate	Date formatted to mm/dd/yy	Helps agencies identify students when the District student ID is not readily available. This field is only for agency use and not required by BTB.
StudentID	Text	10 digit unique District Identifier for each student. Agencies will not be reimbursed for any students who do not have a verifiable ID number at the end of each quarter.
Last	Text	Last name of the student.
First	Text	First name of the student.
Mid	Text	Middle initial or name of student.
Grade	Text	Student Grade as [K or 0,1,2,3,4,5,6,7,8].
Track	Text	Use track "A, B, C, D, or P"*. All traditional school students need to specify track "A". All private/parochial school students need to specify track "P". Agencies will not be reimbursed for any students who do not have a Track at the end of each quarter. The track is used to allocate units to core and supplemental funding.
AttDate	Date	MM/DD/YYYY

If your data is submitted in a different format, inaccurate, or incomplete, the BTB system will not recognize the data and your agency may lose units of service.

Once you have created your master file, name it agency, DQAR, quarter, and submission date (e.g. PLN_DQAR_Q1_101508).

All Funding Guidelines

ASES Core	ASES Supp	21st CCLC Core	21st CCLC Supp
regular school year	vacation, intersession, and/or summer periods	regular school year	weekends, vacation, intersession, and/or summer periods
begin immediately upon the conclusion of the regular school day and remain open until at least 6:00 p.m.			
operate every regular school day during the regular school year		operate every regular school day during the regular school year	operate an extended program from 6:00 p.m. to 9:00 p.m.
operate Monday thru Friday ONLY	operate Monday thru Friday ONLY	operate Monday thru Friday ONLY	operate any day of the week
operate a minimum of 15 hours per week		operate a minimum of 15 hours per week	

Attendance allocation is determined by the school calendar and student track.

In multi-funded schools, funding will be allocated as follows:

- a. When both ASES and 21st CCLC are present, ASES before 21st CCLC
- b. When more than one ASES cohort is available, largest ASES takes precedence
- c. All weekend programs will be charged to 21st CCLC supplemental ONLY

Contract Benchmarks

	Start-up	Quarter 1	Quarter 2	Quarter 3	Quarter 4 – Closeout
Attendance Benchmark	1 week of attendance	5%	28%	60%	85%
Payment	20%	25%*	25%*	25%*	5%**

* Failure to meet these minimums in attendance will result in the quarterly payment being reduced to 15% of the AgencyNet of your contract. If, in Q2 or Q3, an agency attains the missed benchmark from the previous quarter, they may retroactively collect funds if presented as a supplemental invoice.

** If less than 85% of attendance is earned, closeout payment will be based on the cumulative attendance multiplied by the agency daily rate less the amount already paid.