

NYS 21st CCLC Student Participant Reporting Fact Sheet [Revised] June 2019

This document will serve to alert sub-grantees and evaluators of important changes in student participation reporting beginning this program year.

All programs will be subject to grant deductions if they do not meet their participation targets.

- Annual participation below 95% of the target will result in a proportional reduction in the grant allocation for the year in question.
- A student must attend at least 30 hours during the year to be counted as a participant. See further notes below regarding how hours are counted.

When reporting participation on the student attendance rosters, the following apply:

- Student ID codes must be provided for all students that have such codes. Provided codes can be State, District, or NYCDOE OSIS IDs. Local IDs are not acceptable.
 - Exceptions include private, parochial and home school students. If ID codes are missing, one of these categories must be checked.
- To qualify for funding, complete data must still be reported for students in districts such as NYC that require *active* parent consent but for whom consent has not been obtained, AND for students in any district where the parent submitted a request to exclude the student from analyses; these students should be identified as such under “OMIT FROM ANALYSES”

To improve quality control, we are now requiring that hours be disaggregated as follows:

- Beginning this year, you will need to separate each students' hours of attendance as occurring in either of the following categories, as applicable:
 - Activities that do not generally exceed 3.0 hours (Expanded Learning Time (ELT) hours *during* the school day, and before-school or after-school hours on school days)
 - Activities that may last up to 8.0 hours (weekend, holiday or field trip hours during the school year, and summer hours)

Guidelines for counting hours of attendance during fieldtrips and full day activities:

- A trip can be counted if the 21st CCLC grant application includes field trips designed to meet program objectives, and the purpose of a given trip serves to meet the stated objectives.
- If field trips were not part of the original application, they can be added if requested and approved through the program modification process.
- On a day trip only the time in the activity plus two hours maximum for travel time can be counted, but not to exceed 8 hours, unless an explicit exception is granted by NYSED.
- For overnight trips, time counted is not to exceed 8 hours per day unless an exception is granted.