

Template & Data Transition

1. Will the template be given to us in March so we can enter attendance daily from that date, or will we have to back-enter it on 6/30?
 - The [updated template](#) was sent to all townhall registrants on 3/21. Grants can also request an updated template of their sites by emailing EMSC21stCCLC@nysed.gov.
2. Is the template you sent the one we will use, or will you be sending one updated with new data (activities/students) entered in EZ Reports before the 3/31 deadline?
 - The updated template was sent to all townhall registrants on 3/21. If the dropdown functions of the template do not work for you (due to an older version of excel), please reach out to EMSC21stCCLC@nysed.gov and you will be provided and individualized template for your grant.
3. Will SED give us a pre-populated transition template with the EZ Reports (EZR) data, or do we have to do it ourselves?
 - The updated template was sent to all townhall registrants on 3/21 that contains site's activity/session data. Grants can also request an updated template of their sites by emailing EMSC21stCCLC@nysed.gov.
4. Will all our current student data and activity schedules be loaded into these templates, or do we have to enter everything manually?
 - Student data will not be provided on the template due to privacy concerns so individual student data will need to be entered manually. Activities and sessions will be loaded on the template.
5. We don't have the "New Activity" column in the template that was sent.
 - This column has been provided in the updated template.
6. Will the new template include everything entered until 3/31?
 - It will have most of the activities., sessions, and sites created prior. If you do not notice a recently created activity/session it can be manually entered into the template. Otherwise, please request an updated individualized template from SED.
7. We have already completed many templates, and they do not have the "New Activity" column. Do we have to re-do all that work?
 - No, the information should be easily transferable.
8. Can the final template be shared on April 1 to ensure the most updated set of activities?
 - If you do not notice a recently created activity/session it can be manually entered into the template. Otherwise, please request an updated individualized template from SED.
9. Will all of our students be loaded automatically into the new template?
 - No, they will need to be inputted.
10. When it is time to submit this template, will we submit one per site or one per grant?
 - Due date for submission of the template will be July 15th, via a SharePoint site. You will be prompted to submit for all sites individually.
11. Can we delete the extra days on the template when the program is not in session?
 - SED does not recommend deleting the days that programming is not in session. SED would prefer that programs "hide" the column within the excel. This can be done by right-clicking on the top of the column and selecting "Hide."

12. I have not received a working template, just sample templates, When should I expect to receive it?
 - o The updated template was sent to all townhall registrants on 3/21.
13. As far as pre/post assessment data, will we need to create a template for reporting that data?
 - o No, this template is strictly for activity attendance.
14. So are you saying that we have to enter the information manually? Right.
 - o Student information and activity attendance will need to be entered manually. Student information can be downloaded from a variety of reports in EZReports.
15. What is the name of the report we need to download/ archive before the shut down ?
 - o A list of recommended reports was sent to townhall participants, program directors, and evaluators.
16. For the activity templates, the activity drop down data validation source is a hidden protected tab, how do we populate those with our activities when there isn't anything there?
 - o Add new activities in the new activity tab of the template. If it is a new activity, the time should also be entered so it can be created in the new system.
17. If this template was made weeks ago, can we assume that data entered into EZR recently would not be reflected in the template? New students/activities, etc?
 - o If you do not notice a recently created activity/session it can be manually entered into the template. Otherwise, please request an updated individualized template from SED.
 - o Students will not be present in the templates
18. Do we have to use the dropdown or can we enter the activity name manually? Since we already have it done that way.
 - o The drop-down menu will have the activity name and session as seen in EZReports. In the template, it can be copied and pasted. Manual entry of the activity/session is also possible.
19. To pull data for the template I recommend using the "Participant Attendance by Session" report in EZReports.
20. For any new sessions or activities that we are adding to the template, do the times need to be entered in a specific format?
 - o Yes, 4p-5p is sufficient.

Data Entry & System Integration

1. Are the ID numbers going to transfer from EZ Reports, or do we need to copy them before March 28?
 - o All student information is going to transfer.
2. If we created special events in EZ Reports for all our upcoming events, will they pre-populate in the special events tab?
 - o Yes. If they are not, you can create a new event in the special events tab.
3. Is there a way to download a report with all our student info from EZ Reports and sync it with this spreadsheet, or do we have to enter all data manually?
 - o Programs can download student information reports via the report wizard function in EZReports.

4. If all students are entered in EZ Reports by 3/28, will we still need this registration sheet, or is it only for new students registered during the interim?
 - The student registration sheet is for new students added after 3/28, If the students were entered prior to or on 3/28, the student does not need to be entered into the sheet.
5. So arrival, dismissal are not required to be inputted as well?
 - If arrival/dismissal is a scheduled activity in your EZReports, that activity can be accounted for.
6. What if we have different activities at different sites? How do you change the site location for a different school?
 - Each site should have its own template.
7. Please be clear. Will all student data in EZR as of March 28, 2025 be entered into the new system or do grantees need to do something to ensure the data is transferred into the new system.
 - All student data entered prior to or on March 28th will be transferred to the new system.
8. Who is responsible for uploading student data into the template?
 - Programs are responsible for ensuring the required data and attendance is in the template upon submission. NYSED and TransAct will be responsible for uploading the attendance and student data into the new system.
9. Should Projects with multiple schools have individual templates for attendance?
 - Yes.
10. Do we need to change all the ending dates on EZ Reports to March 28th even if the session is still currently running past that.
 - SED does not believe this is necessary.
11. If the student info is entered by the first tab- activity 1, will it populate in all other activities or do we have to copy and paste it in each tab?
 - Student information will not automatically populate when inputted into the Activity 1 tab.
12. Should we take adult attendance in the attendance template?
 - The current template does not allow for adult attendance and strictly focuses on school age students. SED recommends tracking adult attendance separately.
13. We will submit one attendance template per site, not per grant?
 - Correct.
14. Is this a manual data entry or can we load the information for each site directly to this template? If we can load info from EZR how would we do that?
 - Student information and new activity/sessions will need to be manually entered. Student information can be gathered from EZReports to be inputted into the template.
15. Is there anything additional that we should do if a student joins from another subgrantee goes to another subgrantee (i.e. we have students that transfer from one school to another but the grant numbers are different)
 - Assuming the dropped status transfers to the new system, there should not be an issue. If there is an issue SED will work with the grants where this is affected.
16. Can you provide any thoughts or advisement on using other 3rd party data tracker software companies between April and July? I'm looking into them and they are looking simpler than this.

- SED can not recommend 3rd party trackers but grants are welcome to use them. The template must still be used for activity attendance submission.

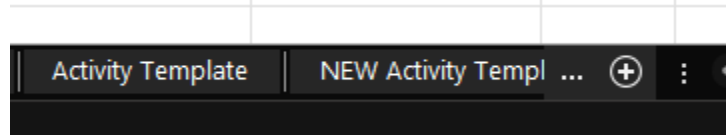
Attendance Tracking & Reporting

1. How do we track time in and out? Some students leave sessions early.
 - The template tracks activity attendance for the whole time of the activity. Time in and time out will not be tracked. Activity attendance taken will show full times.
2. Will attendance be taken by activity or by student? For example, if an art class has 17 students, can I take attendance for the entire class, or will I have to look up each student's name individually?
 - Attendance will be taken by student.
3. If activities occur only once or twice a week, how should we enter attendance—just ignore all other dates?
 - They can be ignored. SED would prefer that programs “hide” the column within the excel. This can be done by right-clicking on the top of the column and selecting “Hide
4. How will attendance be tracked for holidays or school breaks
 - If activities happened during breaks or holidays, then attendance should be taken on those dates. If not, those dates can remain blank.
5. For attendance purposes, can we populate the attendance sheets now from EZ Reports and redact the March dates to use them for April, May, and June? We also have a lot of school-wide family events, and we typically organize our attendance sheets by class. When parents approach the sign-in table, they can easily find their child's class and sign in.
 - Yes. Special events can be tracked in the special events tab.
6. After the 28th how do we record attendance during that time while were in transition?
 - For attendance during transition, programs must use the template in order to submit to SED. SED encourages using other methods of tracking attendance for more granular monitoring, but the template must be completed and submitted to SED.
7. So the template tracks activity not students participation hours?
 - Correct.

New System Training & Support

1. Is there a date before 7/1 when the new software company or NYS will offer training for grantees? Are there training videos we can watch now?
 - Dates for training are TBD.
2. Will we have access to the teacher survey results in the new system this summer? Some programs use the results for performance indicators.
 - Yes.
3. Will the students be automatically uploaded?
 - Students entered into EZReports prior to or on 3/28 will have their students transferred into the new system. Students added to the program after 3/28 must be added to the [Student Registration template](#)
4. So are you saying we shouldn't include adult attendance in our special events tracker on this attendance template? We have adult participation requirements in our grant.

- The current template does not allow for adult attendance and strictly focuses on school age students. SED recommends tracking adult attendance separately.
5. How do you populate additional templates for each site?
- NEW activity tabs can be added by clicking on the “+” symbol and the content can be copy and pasted from the Activity Template tab.



Teacher Surveys

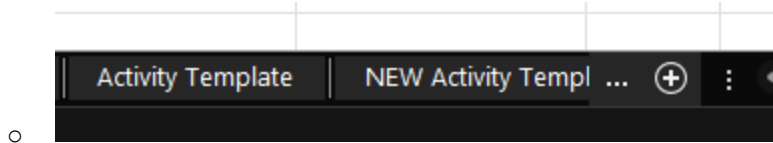
1. How will the new provider administer the teacher survey? Will teachers receive it electronically? What should they expect?
 - Teachers should receive it electronically from the following emails:
reporting=transact.com@mg.transact.com on behalf of reporting@transact.com.
2. Can you share the email address that the survey will come from? We want to inform staff so they don't assume it's phishing or junk email:
 - reporting=transact.com@mg.transact.com on behalf of reporting@transact.com.

Presentation & Resources

1. Will this presentation be shared?
 - <https://www.nys21cclc.org/evaluation>

Template Functionality & Technical Issues

1. The drop-down menu is not working.
 - If the drop-down menu is not working, please request an individualized template from SED at EMSC21stCCLC@nysed.gov
2. Can this template be used in Google Drive?
 - Due to privacy concerns regarding PII data, SED recommends that if the template is to be shared via a cloud service, that the program take necessary steps to ensure appropriate security for that data.
3. Can we convert the Excel sheets to Google Docs so evaluators can provide ongoing support to programs? With Excel, we can't see what the sites are entering.
 - Due to privacy concerns regarding PII data, SED recommends that if the template is to be shared via a cloud service, that the program take necessary steps to ensure appropriate security for that data.
4. I am having trouble with this step. When I click the arrow, there is no drop-down.
 - If the drop-down menu is not working, please request an individualized template from SED at EMSC21stCCLC@nysed.gov
5. Does each activity need a separate tab if scheduled at different times?
 - No. If activities are happening at different times, then those are different sessions. Sessions of the same activity can stay within the same tab.
6. What if a program offers more than six activities? Will the template not include all activities/sessions?
 - NEW activity tabs can be added by clicking on the “+” symbol and the content can be copy and pasted from the Activity Template tab.



Other Program Logistics

1. What if you have to change your site location between schools?
 - SED will work with you to make sure the change is appropriately tracked within the attendance template.
2. We are going to use SharePoint for sharing, as it has privacy protections.
 - Due to privacy concerns regarding PII data, SED recommends that if the template is to be shared via a cloud service, that the program take necessary steps to ensure appropriate security for that data.
3. But we will not be able to track adults who attend special events—should we track that separately?
 - Yes

Commonly Asked Questions

1. How will attendance be tracked—by student or activity?
 - Students will be tracked on whether they attended the activity.
2. How will teacher surveys be administered, and when will results be accessible?
 - The teacher survey is planned to be administered by the new contractor. The results should be accessible when the new system for 24-25 is live and given access to subgrantees.
3. Are EZ Reports data (IDs, activities, attendance) transferring automatically?
 - The data we receive from EZReports will be transferable to the new system.
4. Will we need to redo our completed templates if an updated version is released?
 - The newest addition (template sent out on 3/21) has a newly added column for NEW Activities. Information in the previous template can be copied and pasted into the new template.