

Introduction:

- a. All Elementary and Middle School programs are required to report program attendance to Beyond the Bell on a monthly basis.
- b. All agencies are required to submit attendance in the same format. You can download the template at <http://btb.lausd.net> under the E-Library.
- c. All agencies will submit attendance reports transposed** - one record per student per day (vertical format). Last year, agencies had two options. The flat file – one record per student per month/quarter is no longer available.* (*Hint: Microsoft Access Database has the capability to transpose files.*)
- d. Attendance rosters are monthly (not quarterly or cumulative).
- e. Agencies that have a database management system to keep track of attendance can export it into a CSV, tab delimited, or spreadsheet file.
- f. Attendance Reports are no longer allowed via email. Agencies will have access to the BTB Server and will receive a BTB username/password.

BTB will accept **only the July attendance in the old format (QAR/QARH).

What the Monthly Attendance Roster (MAR) looks like:

This file will consist of one record per student per day. For example, if a student attended 20 days in a month, 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.
SchoolEnroll	Text	The school that the student is enrolled. 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, quarter/month, and submission date (e.g. RSG_Q1Sep_101508).

Discrepancy Reports

Discrepancy Reports are issued as a **COURTESY** to help agencies prevent loss of units due to inaccuracies or missing information. Any uncorrected student records remaining after these reports are due will not be counted towards your final attendance. Discrepancy Reports are transposed in the same format as your attendance report. Discrepancy reports may include one or more of the following:

- 1) **Wrong ID Number:** Student ID that is missing or not in the correct District ID format of birth date, gender, and 3 numeric digits (e.g. 101095F123).
- 2) **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.
- 3) **Unaccounted ID:** ID not found in the student information system. Most of the time, this is due to typos when entering data. Provide written verification it ID appears correct.
- 4) **Orphaned Record:** Site does not have proper funding (e.g. student ID is found in the District database but student is enrolled at a different location – requires 21st CCLC funding).

Note: To claim students participating in weekend activities, elem/middle school sites must have 21st CCLC *supplemental* funding.

Common Errors To Avoid

School Level

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

1. Agency ID – Don't drag your cursor, it will increase the number 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. Birthdate – mm/dd/yy
4. Student ID – District 10-character ID. It is composed of the six-digit birth date, M/F, and a random three-digit code.
 - a. Be careful not to use the letter O in place of 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 – filtering the data will read the ID as formatted wrong
 - d. Make sure that the ID does not have more than 10 characters
5. Grade Level (can use 0 or K for kindergarten) Pre-K students cannot be served.
6. 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.

Do NOT delete any fields or columns in the template!

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, quarter/month, and submission date (e.g. RSG_Q1Sep_101508)

All Funding Traditional Calendar School 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 Monday thru Friday ONLY			operate any day of the week
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 a minimum of 15 hours per week		operate a minimum of 15 hours per week	

In year-round schools ONLY:

- Allocate ASES core, 21st CCLC core, ASES supp, then 21st CCLC supp
- Each funding source must reach 100% before allocating to the next funding source

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

- When both ASES and 21st CCLC are present, ASES before 21st CCLC
- All weekend programs are charged to 21st CCLC supplemental ONLY