

**Introduction:**

- a. All High 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 (QARH).

**1. What the Monthly Attendance Roster (MARH) looks like:**

This file will consist of one record per student per day – per activity. For example, if a student attended 20 days in a month and 2 activities each day, you will have 40 records for that student where the date field (AttDate) indicates the specific date that the student participated and the class ID field (ClassID) indicates the activity the student participated in on that day.

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:

**Data Dictionary for Data Monthly Attendance Report High Schools**

Field Name	Field Format	Field Description
<b>ClassID</b>	Numeric	List of consecutive numbers, assigned by the agency at each school site, as new activities open (e.g. 1, 2, 3, etc.)
<b>ClassName</b>	Text	The name that your agency assigns to a class or activity
<b>AgencyID</b>	Numeric	Numeric code assigned to each agency
<b>Agency</b>	Text	The LAUSD-BTB abbreviation for your agency
<b>PLoc</b>	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.
<b>SchoolAtt</b>	Text	The school that the student attends.
<b>Birthdate</b>	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.
<b>StudentID</b>	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.

<b>Last</b>	Text	Last name of the student.
<b>First</b>	Text	First name of the student.
<b>Mid</b>	Text	Middle initial or name of student.
<b>Grade</b>	Text	Student Grade as [9, 10, 11, or 12].
<b>Track</b>	Text	Use track "A, B, or C". All traditional school students need to specify track "A".
<b>AttDate</b>	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, HS, quarter/month, and submission date (e.g. RSG\_HS\_Q1Sep\_101509) and remember to also include a current *Class Input Worksheet* (See #2).

### 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 if ID appears correct.

### Common Errors To Avoid

#### School Level

-Although every piece of information in the DMAR is important, there are seven 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
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, HS, month/quarter, and submission date (e.g. RSG\_HS\_Q1Sep\_101509)

2. **The Class Input CI Worksheet:** The 21st CCLC ASSETs Program requires that student participation be tracked by both overall attendance and by activity. Therefore, an identifiable class ID must be created for each class or activity that your program offers. Below is a sample of the CI:

**Class Input (CI) Worksheet**

ClassID	ClassName	ClassType	AgencyID	AgencyName	PLoc	SchoolAtt	Room	StartDate	EndDate
1	CAHSEE Prep	A	35	BTB HS	8500	BTB HS	A-215	9/4/08	9/30/08
2	Weight Training	M	35	BTB HS	8500	BTB HS	Weight Rm	10/3/08	11/21/09
3	Algebra Tutoring	J	35	BTB HS	8500	LAUSD HS	B-113	10/01/08	1/31/09

StartTime	EndTime	M	T	W	T	F	Sa	Su
3:00pm	3:45pm	1	1	1	1	1	1	
7:00am	7:45am			1		1	1	1
3:15pm	4:30pm	1		1			1	

**Data Dictionary for Class Input**

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

<b>Field Name</b>	<b>Field Format</b>	<b>Field Description</b>
<b>ClassID</b>	Numeric	List of consecutive numbers, assigned by the agency at each school site, as new activities open (e.g. 1, 2, 3, etc.)
<b>ClassName</b>	Text	The name that your agency assigns to a class or activity
<b>ClassType</b>	Text	State-selected code by type of class ( <a href="#">see chart below</a> ). The purpose of the Class Type is to be able to analyze and report the type of activities and the number of students that participate in the after school program regardless of instructor, time, date, location, level, subject. While one activity could include several categories, choose the code that is most appropriate for the content and activities of the class
<b>AgencyID</b>	Numeric	Numeric code assigned to each agency by BTB
<b>AgencyName</b>	Text	The LAUSD-BTB abbreviation for your agency
<b>PLoc</b>	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
<b>SchoolAtt</b>	Text	The school that the student attends.
<b>Room</b>	Text	The room or location where the class or activity takes place. If the class is an internship or job shadow, list the location as your agency's office
<b>StartDate</b>	Date	The date the activity or class begins
<b>EndDate</b>	Date	The date that activity or class ends. If an activity or class will be continued all year, then make it a single class. Do not make separate sessions for an activity or class that continues across tracks or semesters--e.g. CAHSEE English—do not create separate sections unless the curriculum is significantly different from one section to the next
<b>StartTime</b>	Time	The time the activity or class begins
<b>EndTime</b>	Time	The time the activity or class ends. An activity must last at least one hour
<b>Weekday</b>	Numeric	Indicates which days the activity or class meets. Insert a one (1) for each day of the week the activity takes place.

<b>Class Codes for Scheduled Activities or Classes</b>			
CAHSEE Preparation	A	Physical Fitness	M
Career & Technical Education	B	Reading/Literacy	N
College preparation, research, application	C	Recreation Activities	O
Computer and technology access and skill development	D	School Health Services	P
Counseling support	E	School Safety	Q
Drug and Alcohol Prevention	F	Science	R
Homework Assistance for Coursework	G	Tutoring for individual skill development	T
English Language development and support for English Learners	H	Tutoring younger students	U
Job skill development and job readiness	I	Visual and performing arts	V
Mathematics	J	Leadership Opportunities/Youth Development	W
Mentoring opportunities	K	One Time Events	X
Nutrition Education	L	Driver's Education	Y
Leadership Campaign	CC		

If you have questions regarding the CI, please contact Bill Baker.