

The purpose of the Student Enrollment Roster Template is to report student participation information to the NYSED in order to meet State funding requirements and in support of federal requirements for data reporting.

STUDENT ID (Columns B-G)

- Starting with the 2018/19 School year, programs are required to provide *either* the 10-digit New York State Student Identification System (NYSSIS) number in Column B *or* the 9-digit official District ID number (OSIS in NYC) in Column C, for every student who has one.
- If NYC OSIS or other District ID is provided, **it must be an OFFICIAL District ID with 9 digits, and you must provide the District Code** in Column D.

STUDENT GRADE LEVEL (Column L-M)

- Enter the student's grade level during the 2019/20 school year in Column L.
- Please use only the following values: Pre-K, Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade, 5th grade, 6th grade, 7th grade, 8th grade, 9th grade, 10th grade, 11th grade, 12th grade, Ungraded Special Ed. If the appropriate grade is not available, enter "Other" and explain in Column M.

SITE LOCATION (Column N)

- The Site Locations entered on the Program Information tab (B8 through B18) will appear in the drop-down list for Site Locations in Column N of the Student Roster tab.

PROGRAM ATTENDANCE: HOURS AND DAYS (Columns O-AC)

For the 2019/20 school year **through March 17, 2020**, programs are required to report days and hours attended separately for different time slots when activities occurred. There are three columns for each time slot:

- Total DAYS Attended (actual calendar days)
- Total HOURS Attended
- Average Hours per day (automatically calculated)

Enter the number of days and number of hours that each student attended activities within each time slot. In each case, "DAYS Attended" should be interpreted as the number of calendar days (**NOT** the number of "3-hour days" as required in the APR).

If the day or hours values entered are unusually high or low, the value will be highlighted in **red**. (Note that these "red-flags" do not necessarily mean the values are incorrect; only that they are unusual and therefore should be double checked; see "Explanation of Highlighted Data" section below.)

The "red-flag" levels for each program type are as follows:

- **Weekdays Before School or After School**: values will be highlighted in **red** IF...
 - Number of days is greater than **180**
 - Average number of hours per day is greater than **4** or less than **0.67**
- **ELT: Expanded Learning Time**: values will be highlighted in **red** IF...
 - Number of days is greater than **180**
 - Average number of hours per day is greater than **1**
- **School Breaks/Holidays or Weekends**: values will be highlighted in **red** IF...
 - Number of days is greater than **60**
 - Average number of hours per day is greater than **8** or less than **0.67**
- **Summer**: values will be highlighted in **red** IF...
 - Number of days is greater than **60**
 - Average number of hours per day is greater than **8** or less than **0.67**

Attendance records for any activities that occurred between **March 18 and the end of the school year** will all be recorded in a separate, single column, regardless of what time of day or day of the week they occurred:

- **Post-COVID-19 School Closures (as of March 18 for NY STATE)**: values will be highlighted in **red** IF...
 - Number of days is greater than **75**
 - Average number of hours per day is greater than **6** or less than **0.50**

Please note that field trip hours should be included in the category that matches when the field trip took place.
Measurement Incorporated – March 2020

EXPLANATION OF HIGHLIGHTED DATA

- If any of your data is highlighted in **red** but it is in fact accurate, you must provide an explanation. There are two ways you can include your explanation: (a) using the "Explanation of Highlighted Data related to..." boxes along Row 3, **OR**