

GUIDANCE ON ATTENDANCE:

The Iowa 21st Century Community Learning Centers grant is based upon student program attendance. When you apply, you provide a good faith estimate of the numbers of children you propose to serve.

Programs are responsible to meet these attendance goals (found on your form D1 and D2).

If you have a problem meeting your attendance goals, you should contact the SEA immediately for technical assistance and guidance. I say this each year in face to face technical assistance meetings. Failure to do this implies you are ignoring the rules and this action puts you into non-compliance with all the potential consequences that this status may bring.

Keep in mind that these the grant attendance policy is not new, it has been in place for about 20 years with minor changes. For example, I lowered the requirement from 90% to 80% of your application attendance goal by year three because many of the children have chronic attendance problems. However, if you are running your program well, you can easily meet these goals.

Program Attendance Requirements

Each program's local collaborative partners will determine required attendance patterns for the programs operated after school, before and after school, and/or other non-school hours. Based on experience and research, the Iowa Department of Education recommends that programs require elementary student attendance every day and middle school attendance at least three days per week of a five-day program. The Iowa Department of Education monitors attendance data in the Federal Data Reporting System and periodically contacts grantees about the accuracy and results of data as part of ongoing desk monitoring.

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All eligible applicants may apply for 21CCLC funds for the following purposes:

- To support previously funded programs and services.
- To expand to new schools/sites.

Applications will be screened for capacity to administer the program on a pass/fail basis as demonstrated by:

- 1) Achievement of goals set during previous years;
- 2) Evidence of that achievement;
- 3) **Acceptable levels of student attendance in the program;** and
- 4) Failure to pass a risk assessment.

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YOUR EVALUATOR NEEDS TO MONITOR ATTENDANCE EACH YEAR.

5-The grantee has contracted with a local evaluator who at a minimum, will:

1. Coordinate the collection and monitor the quality and completeness of required federal and state data. The instruments and collection systems that have been identified include:
 - a. program data, such as enrollment, demographic, **attendance**, and activity information,
 - b. surveys from parents, students, teachers, and staff at the end of each school year; and
 - c. school records data, including student grades, TEST scores, school **attendance**, and disciplinary actions at the end of each school year.

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All evaluation results should be made available to partners and the public by posting on a web site. Data measures shall include, but are not limited to, the following:

- Student achievement data from an approved state assessment, and, if appropriate, other district-wide assessments.
- General student data regarding the attendance and enrollment in the regular school day program and in the after school or the before and after school program (including Saturday, summer, and holiday attendance).
- General student data on discipline referrals, suspensions, and school safety.
- School and program level data from parent, teacher, and student surveys.
- Qualitative data describing implementation of the program including operational changes, staffing, and a discussion of how the program is meeting its objectives as stated in the application.

21st Century data collection and evaluation should not violate FERPA
(<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>)

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20-The program implements an attendance policy that encourages participation on a regular, consistent basis. **Program meets attendance goals in application.**

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Note: Since the attendance numbers are set by the program, the program is responsible for meeting this measure.

Funding -*Because we base our funding on the number of students, failure to meet and report any problems with your attendance may be grant fraud.*

Use the funding formula to help calculate your award (Remember to show community support for your grant with in-kind dollars in your budget that reduce your award amount).

21st Century Community Learning Centers grant funds are awarded on a competitive basis for a three-year period, and are disbursed quarterly on a reimbursement basis. Grants will be awarded to serve elementary, junior high/middle school, and/or high school students.

Community learning centers may apply for funding based on student attendance to support:

- An after school program during the regular school year only; or
- A before and after school program during the regular school year; or
- A program operating on weekends, school breaks, or early dismissal days as an extension of the before and/or after school program; or
- A program that is operated in the summer.

The funding of a program will be awarded on a basis of number of students served:

- Up to \$7.50 per day X number of students anticipated to participate in the program X number of days the program will operate in the after school hours; or
- Up to \$10.00 per day X number of students anticipated to participate in the program X number of days the program will operate in both the before and after school hours; or
- Number of days the program will operate on non-school days (weekends, holidays, summer) X number of students anticipated to participate in the program X \$7.50 for a three-hour program or \$10.00 for at least a four-hour program.

A spreadsheet (funding formula) is provided in the appendix

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Grant Budget Restrictions

- ✓ The Iowa Department of Education will require attendance reporting for each site receiving 21CCLC funds to ensure the following average daily attendance requirements are being met:

First year grant awards should have **70 percent of the proposed average daily attendance** of students

- **Third year** grant awards should have **80 percent of the proposed average daily attendance** of students.
- Note: Programs that meet or exceed the 60 hours of contact time with high quality activities generally experience improved attendance.

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How to calculate Average Daily Attendance: To **determine** the ADA, divide the total monthly **attendance** by the number of serving days in the month.

In this example, you have 100 children enrolled in the program at the school and you record attendance

MON	TUES	WED	THU	FRI	Average Weekly
75	83	69	84	92	

Add the total for each day (403) divided by the number of days (5).. so 403 divided by 5 =80 average weekly attendance. To find the ADA for the month, add all total numbers for each day the program is open and then divide by the number of days open (do not count the days you are not open, like the weekend or a holiday). Example, total kids for the month=1,600 divided by 20 days (4 x5) =80 ADA

**NOTE: 60 hours MINIMUM contact time per month is required
(Weekend activities are allowed).**

30 days MINIMUM of summer school are required, but more is encouraged. Federal data collection requires a minimum of 30 days to be able to report.

Research suggests: Additional time spent in engaged and sustained learning activities yields greater benefits for students, according to research from the Wallace Foundation (<http://www.wallacefoundation.org>).

Consider when children have a history of chronic absenteeism, and your program runs 30 days, missing one day prohibits you from counting that child in the federal data system for regular attendance. Therefore, we recommend 35 days of summer programming.

To best serve the children of working families, centers should consider establishing consistent and dependable hours of operation.

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Previously Funded Applicants

Grantees may re-apply to serve students from a site following the end of the original five-year grant cycle. Applicants who have previously been funded for a 21st CCLC program will be **required to show evidence of having operated a successful program**. Grantees who do not document new students or services will be funded at previously levels. **Any additional funding must be properly documented.**

Previously Funded grantees: Current 21st CCLC grantees may apply for funds to **significantly enhance services, for expansion to additional sites or to serve a significant number of additional students**. The application must clearly state how new funds will be used for new programming and will not displace current funding.

Grantees must use program funds to supplement, not supplant, other federal, state and local funds or existing after-school programs

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