ExCEL After School Programs- Attendance Protocol

ExCEL sites are responsible for the developing and implementation plans for the below protocols:

	ExCEL's Requirement	What implementation looks like at the site
Early Release Policy: **Applies to ES, MS and K-8 sites**	An Early Release code is REQUIRED if the student leaves prior to the end of program.	● The early release policy is posted in multiple languages in a conspicuous location. ● The sites keeps a daily record of the time students leave the program.
Sign-in sheets	ExCEL After School Programs sign in sheets are the source document. Sign in sheets are available in ExCEL Monitoring System (EMS). ***ES, MS and K-8 sites only****: ExCEL After School Program sign in sheets are available in CMS.*	● The site utilizes the ExCEL Weekly Sign in Sheets from EMS starting from the first day of program and continuing on a daily basis during the school year AND summer program dates.
Signing in AND Out	**Elementary and Middle:** 　1. All students who leave before the close of program, MUST have a Early Release code 　2. All students present must be checked in at the beginning of program **and the time they program must be recorded on the ExCEL sign in/out sheet.** **High School:** 　1. All students present must be checked in at the beginning of program.	● Designated staff are identified. ● Designated staff are trained on ALL sign in/out procedures at the beginning of each school year AND summer program and on an ongoing basis as needed. ● All students who leave program early have an ER code recorded on the sign in/out sheet ● All HS students are checked in at the beginning of program.
Who signs Students in and out program?	ExCEL highly recommends for program staff to sign students in and out daily.	● Program staff are signing students in and out of program and recording Early Release Codes if needed.
Daily Review of Sign in/out sheets	ExCEL After School Programs paper sign in sheets must match EMS attendance data on a daily basis	● Staff are designated to enter data into EMS or CMS ● Designated staff are trained on EMS or CMS data entry at the beginning of the school year AND summer program and as needed. ● ExCEL Program manager or designee cross check the site's hard copy count with EMS total on a daily basis to:match. 　○ Ensure that any incomplete or missing information is corrected immediately including missing early release / late arrival codes. 　○ Verify number of students daily in the hand count at the bottom of the sign-in/out sheet to the number reported in EMS. 　○ Sign off on the weekly sign-in/out sheet ● Designated staff enter attendance data into the EMS/CMS daily. NOTE: all fields on sign-in/out must be completed prior to entering student attendance into EMS ● ExCEL Program Manager or designee completes attendance compliance review at Mile Marker # a and #2 and enters data into Salesforce.(See below for more information).
Bi-Annual Attendance Compliance Review (MIle Marker #1 and #2)	There are two mandated ExCEL attendance compliance review per school year, in October and January, as part of the QAP journey in October and January.	● ExCEL Program Manager or designee completes the Mile Marker #1 and #2 Attendance Compliance Review and enters data into Salesforce system.
DCYF Disclosure form (ES, MS and K-8 only)	All ExCEL After school program attendance must be in EMS by each attendance lock date. If a parent/guardian has not signed off on the disclosure form to enter attendance into CMS. Sites MUST enter the student's attendance in EMS.	● At the site level, staff are entering student into EMS not CMS for students whose parent/guardian has not signed off on the disclosure form to enter attendance into CMS.

ExCEL After School
Attendance Unlocking Protocol

Reason for Unlocking	Directions for unlocking
SFUSD Contract not executed by 10/5 (the first EMS lock date)-Only applies to ES, MS and K-8 sites	Email Jennifer Quevedo at quevedoj@sfusd.edu, and include the following information: Subject line in email: (Enter school name) contract not executed by 10/5, requesting EMS to be unlocked ***Subject line email: John Yehall Chin Contract not executed by 10/5, requesting EMS to be unlocked*** Also include in the email: • Months that need to be unlocked
SFUSD Students not showing up in the system by 10/5 (first lock date) in CMS or EMS.	**Step1**: Email Jennifer Quevedo at quevedoj@sfusd.edu and include the following information: Subject line in email:: Unable to locate Students from **enter school in EMS or CMS** ***Subject line email: Unable to located students from John Yehall Chin in CMS*** Also include in the email: • Student full legal name • Grade Level • Birth Date If Jennifer can not find these students, this information will be logged. Once the students do show up in your system, you will complete Step 2. **Step 2**: Email Jennifer Quevedo at quevedoj@sfusd.edu and include the following information: *Subject line email*: Located students from enter school, request EMS to be unlocked ***Subject line email: Located students from John Yehall Chin school, requesting EMS to be unlocked*** Also include in the email: • Student full legal name • Grade Level • Birth Date
Additional Reasons for unlocking attendance	Before you notify ExCEL : 1. Review your site's internal attendance records keeping protocol. How to notify ExCEL: Email Lucy Hong at hongl1@sfusd.edu with: 1. Identify the source of the issue 2. Identify Strategic Actions to avoid the issue in the future, include deadlines and who is reasonable AND • School site • How many students • What dates

ExCEL After School Programs- Technical Assistance Protocol for Attendance

Level of TA	Description	Details	Timeline
Universal	Mandatory Attendance Training (New Program Managers) Being Proactive	New Program Managers: Attend a mandatory attendance training Training Dates in August/September Email Lucy at hongl1@sfusd.edu or Karina at henriquezk@sfusd.edu for support ExCEL will schedule one - on - one TA with you before the end of October.	Before Mile Marker # 1
Targeted	ExCEL meeting with Agency/Site	Attendance Compliance in Mile Marker #1 ExCEL will: Run the Attendance Compliance Report from EMS. Contact Program Manager and Sites Coordinators based on this information. CBO will: Bring current attendance system/protocol Potential Solutions to address current findings	After Mile Marker # 1
Intensive	Attendance improvement plan is needed.	Attendance Compliance in Mile Marker #2 ExCEL will: Determine based on Mile Marker #2, if a site needs to be on an improvement plan. What does this means? ❏ Meeting with CBO's Executive Director ❏ A daily sign in sheet for the rest of the school year. ❏ Attendance scanning protocol ❏ AND monthly ExCEL audits	After Mile Marker # 2