Collecting Program Attendance using the Education Northwest Template

A uniform electronic system to collect program attendance data at the student level is recommended for collecting data needed for the statewide evaluation and data required by PPICS.

- The statewide evaluation requires having a participation list with student identifiers (including the state EDUID) and the total days of participation.
- PPICS requires the submission of attendance data at the center level (total attendees and attendees 30 or more days and less than 30 days.) The PPICS attendance module also requires the total number of participants by racial/ethnic group, gender, special services, free or reduced price lunch, special needs, and grade level. Having student level attendance collected electronically and in a uniform format is an efficient way to calculate attendance by these categories at the center levels.

Using the attendance template

1. These are center specific EXCEL worksheets. There are 5 worksheets. Attendance data is collected on separate sheets for students in semester one, semester two, summer, and adults in semester one, adults in semester two.
2. Center identifiers are entered **once** in column B (the highlighted cells in rows 6-9). This data automatically fills in each row (columns C-F).
   a. Grantee name, Grantee-ID (from PPICS, if available)
   b. Center name, Center-ID (from PPICS, if available)
3. Enter Student identifiers: first name, last name and Student ID (the Idaho EDUID state identifier).
4. In row 11, starting in column J, place an X under the date for each day the center is in operation. This information will be used to calculate the percent of days in attendance.
5. Daily attendance data for each participant is entered in a separate row by placing an x for each day the student (or adult) is present. The total number of days the student (or adult) has attended and the percentage of days attended are tabulated automatically in Columns A and B.
6. New students could be added either to the bottom of the list or in alphabetical order (by inserting a row).
   a. Adding students to the bottom of the list—no adjustments needed; the summation formulas are embedded in the worksheet.
   b. Adding students alphabetically: Add students by inserting a blank row and copying and pasting in the New Student row (row1):
      i. Insert blank row: *Right Click on column one (the column with row numbers) where the blank line is to be inserted; Insert.*

      ii. Copy New Student row: *Click on row 1 , Right Click, Copy*

     iii. Pasting the New Student row in the blank row: *Click on blank row, Right Click, Paste*

7. No participant should be deleted. All students who attend the program should remain on the roster, even those who drop out.