

ExCEL Expanded Learning Programs - Attendance Protocols & Troubleshooting Guide

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Attendance Requirements, Policies and Practices

ExCEL-funded Lead Agencies are responsible for developing and implementing procedures to follow these protocols, which are aligned to requirements set by the California Department of Education:

Policies & Practices	ExCEL Requirements	What implementation looks like at the site
Early Release Policy (in multiple languages) Applies to ES, MS and TK-8 sites only	An Early Release code is REQUIRED if the student leaves prior to the end of program hours.	- The early release policy is posted in multiple languages in a conspicuous location. - The site keeps a daily record of the time students leave the program.
Sign-in sheets Applies to ES, MS, TK-8 and High School sites	ExCEL Expanded Learning Programs sign in sheets are the source document. Sign in sheets are available in ExCEL Monitoring System (EMS). <i>ExCEL Expanded Learning Program sign in sheets are available in CMS.</i>	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, TK-8 and Middle School sites: 1. All students present must be checked in at the beginning of the program, <i>and the time they leave program must be recorded on the ExCEL sign in/out sheet.</i> 2. All students who leave before the close of program MUST have an Early Release code. High School: 1. All students present must be checked in at the beginning of program.	• Designated staff are identified to manage sign in & sign out. • 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 the program.
Who signs Students In and Out of the program?	ExCEL highly recommends that program staff 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 Expanded Learning Programs paper sign in sheets must match EMS attendance data on a daily basis.	• Designated staff enter attendance data into EMS/CMS daily. All fields on sign-in/out must be completed prior to entering student attendance into EMS. • ExCEL Program Manager or designee cross check the site's hard copy student count with EMS total numbers on a daily basis to ensure they match. ○ Ensure that any incomplete or missing information is corrected immediately including missing early release / late arrival codes. ○ Verify the 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

Tracking Attendance in the ExCEL Management System (EMS)

Policies & Practices	ExCEL Requirements	What implementation looks like at the site
Attendance Data Entered in CMS or EMS	Attendance data is entered in EMS/CMS on a daily basis. All ExCEL Expanded Learning Program attendance must be entered into EMS by each monthly attendance deadline.	• 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. • 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.

Troubleshooting, Correcting Attendance Data & Requesting Support

Follow these Steps for Troubleshooting & Correcting Attendance <u>Before</u> Submitting an Attendance Support Request Form	
Issue	Troubleshooting & Submitting a Request for Support
Unable to find a student in CMS (DCYF)	Before submitting a request to ExCEL, please follow these steps to search for students in CMS: In CMS: • Click the add SFUSD students (student from your site will be the only students that will transfer to EMS) • Under First Name, only enter the first letter. • Under Last Name, only enter the first two letters. Do not select school or enter birth date. • Click search, and find the student. If the above does not work and the student has a Middle Name: • Under Last Name, put the first two letters of their Middle Name. • Click search, and find the student. If you are still not able to find the student in CMS, contact DCYF at Dataevalsupport@dcyf.org. Only if the student could not be located by the DCYF Support Team: Submit an Attendance Support Request Form to confirm the student is in EMS and to troubleshoot from there. List the missing students with the following information: • Full name • Birthdate • Grade Level • Original School Upload a screenshot of the report, activity or page you are working on & need support with. Then, once the student shows up in CMS: Submit a separate Attendance Support Request Form and select "Student found, transfer needed."

Unable to find student in EMS (ExCEL)	Before submitting a request to ExCEL, please follow these steps to search for students in EMS. At the school site: Check the student's information with the school site secretary to ensure the information received matches with SFUSD's records. In EMS: • Click on Participants and Staff. • Under First Name, only enter the first letter. • Under last name only enter the first two letters. • Do not enter birthdate. • Click search, and find the student. If the above does not work and the student has a Middle Name: • Under Last Name put the first two letters of their Middle Name. • Click search, and find the student. For summer: If the student is not currently enrolled in your school, go to "assign student" and look up the student there. If you are still not able to find the student in EMS, submit an Attendance Support Request Form. Select "Attendance not transferring to EMS" and list the missing students with the following information: • Full name • Birthdate • Grade Level • Original School. Upload a screenshot of the report, activity or page you are working on & need support with. Then, once the student shows up in EMS: Submit a separate Attendance Support Request Form and select "Student found, transfer needed."
Attendance not transferring to EMS	Before submitting a request to ExCEL, please follow these steps: • Confirm students enrolled in CMS are listed as SFUSD students and enrolled in the grantee school during the school year • Students created in CMS will not transfer to EMS. • Confirm that the CMS activity is marked as "ExCEL- Transfer Activity to EMS" under the activity category.

Beacon Sites & DCYF-Funded Sites only	The CMS Handbook (located in the CMS Resources tab) has a CMS to EMS Transfer Guide in the Appendix that details the requirements for transferring attendance to EMS. If the issue persists after following those steps, submit an Attendance Support Request Form and select "Attendance not transferring to EMS." Be sure to provide detailed information on the transfers that did not occur, including specific dates, activities or students as applicable. Upload a screenshot of the report, activity or page you are working on & need support with. The ExCEL office will follow up with DCYF and Cityspan to troubleshoot the issue, and get back to you.
Students found, unlocking is needed.	To request attendance be unlocked in EMS, submit an Attendance Support Request Form and select "Students found, unlocking is needed." Be ready to provide the following information: For each student, please provide: • Their full name • Birthdate • Activity (if relevant) • School site. For a site that submits attendance in CMS, clarify the student(s) attendance is entered in CMS already Indicate the month(s) to be unlocked
Site did not enter attendance into EMS before it locked.	Please note - ExCEL will unlock EMS on a case by case basis, depending on CDE reporting deadlines. Be ready to provide the following information: • Month(s) we need to be unlocked: • Site's plan to ensure attendance compliance and submit attendance data before the lock date.
Other reasons to request EMS unlocking.	(For example, a reason could be that unlocking is needed to correct data already in EMS.) Be ready to provide the following information: • Describe the reason for the request to unlock attendance, and the month(s) requested for this unlocking. • Site's plan to ensure attendance compliance and submit attendance data before the lock date.

	See the ExCEL - EMS Attendance Deadlines FY 2026-2027.
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ExCEL Expanded Learning Programs Protocols for Tiered Technical Assistance

Level of TA	Description	Details	Timeline
Tier 1: Universal	Review Resources for Attendance Policies and Practices	Who: Agencies that are new to ExCEL or agencies that have high turnover and no one at the agency can train staff on attendance. How: Sign up for an online orientation of the ExCEL Attendance Protocols and resources How: Email Connie Wong (Wongk10@sfusd.edu) or Justin Paz (pazj@sfusd.edu) Additional support: If needed, ExCEL will schedule a one - on - one TA with you before the end of October.	Before Mile Marker # 1
Tier 1: Universal	Proactively Identify and Address Issues or Challenges	What: Evaluate the site's present attendance practices to see if improvement is needed. How: First, review the ExCEL Attendance Protocols and attendance resources that can be found on the ExCEL HUB, such as the ExCEL Quality Action Plan and Program Manual. If needed, brainstorm strategies to improve attendance procedures & practices. For ExCEL support: Email Karina Henriquez (henriquezk@sfusd.edu) or Lucy Hong (hongl1@sfusd.edu) Additional support: If necessary, a training will be scheduled with the appropriate site staff to refresh protocols and next steps before the end of October.	Before Mile Marker # 1
Tier 2: Targeted	ExCEL meeting with Agency/Site	What: Review Attendance Compliance in Mile Marker #1 ExCEL will: - Run and analyze the Attendance Compliance Report from EMS. - Contact Program Manager and Site Coordinator if this data indicates issues that need support to address. CBO will:	After Mile Marker # 1

		1. Provide current attendance procedures/systems 2. Strategize to develop potential solutions to address current findings	
Tier 3: Intensive	Develop an Attendance Improvement Plan.	What: Review Attendance Compliance in Mile Marker #2 ExCEL will review Mile Marker #2 data and determine if a site needs to be on an improvement plan. What does this mean? ☐ Meeting with CBO's Executive Director ☐ Weekly submission of internal agency audit report (on Monday for previous week)	After Mile Marker # 2