



21st Century Community Learning Centers Family Events and Field Trips



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The number of Family members served is reported federally for each reporting period (summer, fall, and spring). Family Events and Field Trips are created as Special Events within EZReports. Special Events are one-time events, and the attendance entry process differs from entering daily attendance. This guidance is for entering Special Event attendance which includes both Family Events and Field Trips.

- Website: www.ezreports.org/nm#### (Insert the academic year in the # placeholders, for example www.ezreports.org/nm1718/ or www.ezreports.org/nm1819/.)
- Username and Password: If you don't already have a username, please contact the New Mexico 21st CCLC Data Support and Evaluation Specialist, Dr. Colleen McGannon O'Malley at cmcgannon@gmail.com.



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Family Participation is Federally Required Data

Family Participation in programming is reported federally three times a year. In other words, once for each reporting term (summer, fall, and spring). The value reported is the total number of unduplicated adults that participated in a Family Event during each term.

This may sound confusing at first, but this guide is here to help!

To quote the Federal 21APR HelpDesk:

“...family members should be reported once per family member, for each term. If the same family member participates in three events, that is counted as one family member (unduplicated).

Do not report cumulatively (as you do for students). Likewise, if the same family member participates in both the fall and spring terms, report the family member as one in the fall, and also one in the spring.”

In short, the desired value is the tally of family members that participated each term, *not* how many times they came.



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Figure 1 displays a screenshot of the EZReports-generated federal data report for a learning center. This is the source of the data that is used at the state level to transfer information from EZReports into the 21APR Federal 21st Century Community Learning Centers (CCLC) Database. At this site, 50 family members participated in programming during this particular fall term. Once the fall term ends, and the spring term begins, family participation is a clean slate, starting at zero. Any family member that attends in the spring will be included in the spring tally, even if they were 1 of the 50 that came during fall term.

POPULATION SPECIFICS	
Students with limited English Language Proficiency	2
Students who are eligible for free or reduced price lunch	11
Student with special needs	5
Family members	50

Figure 1

The Special Event Activity designation within EZReports allows sites to record this information with ease.

Special Events Activity Designation Overview

Overview

Special Events differ from other programming sessions in that they are offered as a one day/one time session. The Special Event designation allows for unregistered adult attendance to be recorded using a fairly straight forward method. This process facilitates reporting, federally, how many unduplicated family members participated in program during each reporting period (summer, fall, and spring). Two Special Event Activities have been created in EZReports, one for Family Events, one for Field Trips. Sites create sessions for one-time events under either the Field Trip or Family Event Activity, and take attendance using a process that differs from recording daily attendance. This process is described in the subsequent sections of this guide.



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Both Family Events and Field Trips are Special Events. They are listed as separate Activities to keep each site organized.

- Each site is required to have one family event per semester, and two adult learning sessions per semester. Both family events and adult learning sessions should be recorded in the EZReports database as Special Events in the Family Events activity category.
- Field Trips are not a required program element, but are strongly encouraged. Field Trips should be recorded as a Special Event, under the Field Trips activity category.
 - Keeping Family Events distinct from Field Trips allows for any team member to quickly see how many Family Events have been scheduled at a site. Conversely, it creates a specific spot in the database to record one-time student-only events in the Field Trip category.

Creating a Family Event or Field Trip Session

Activities were created at the state level for all sites. Two Activities, Family Events and Field Trips, were designated as Special Events, or one-time events in which unregistered adult attendance can be easily recorded. These Activities are located at the bottom of the Activity list, and are labeled with an asterisk (*). Any session created under these two Activities are automatically designated as special events.

To locate the Family Event and Field Trip Activities, and to create sessions:

Path: Log in → Activity → Manage Activity

For this section, it assumed that the reader has experience in creating sessions for other routine programming elements. As such, the reader has proficiency in both language and process around creating sessions. (If the process to create sessions is not yet understood, please reference the [Setting-up Sessions](#) guide.) Simply put, creating a Special Event session differs only in that it is nested under either the Family Events or Field trips category, and the start and end dates are the same for each session.



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View <input type="text" value="200"/> Sessions per Page <input type="button" value="Go"/>								Page 1	
Activity					Staff /	Enrollment		Action	
Session	Schedule	Time	Grade Levels	Provider	Max	Cur			
ACADEMICS: HOMEWORK HELP +									
Project SEAL	08/01/17-05/31/18 [M,T,W,Th,F]	04:05-04:35PM	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Williams, Schwartz, Valley, Herrera, Archuleta	0	31			
ACADEMICS: LITERACY +									
ASL/ Reading	08/01/17-05/31/18 [M]	04:35-05:25PM	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Williams, Schwartz, Valley, Herrera, Archuleta	0	31			
ACADEMICS: STEM +									
No session found									
ENRICHMENT: ARTS & MUSIC +									
No session found									
ENRICHMENT: PHYSICAL ACTIVITY +									
CATCH	08/01/17-05/31/18 [M,T,W,Th,F]	03:30-04:00PM	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Williams, Schwartz, Valley, Herrera, Archuleta	0	31			
Yogis	09/14/17-05/31/18 [Th]	04:00-05:00PM	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	Covert	0				
FAMILY EVENTS + *									
Beginning of Year Orientation Family Night	09/18/17-09/18/17 [M]	04:00-06:00PM	K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, A	Williams, Schwartz, Valley, Herrera, Archuleta	0				
FIELD TRIPS + *									
No session found									

+ Program Director's Activity * Special Event ⓘ -Mandatory information is missing

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Figure 2



21st Century Community Learning Centers Family Events and Field Trips



Special Event Sign-In Procedure

Overview

This section will discuss how to facilitate the Special Event sign-in process, and is most applicable to Family Events in which adult attendance is expected.

Individual sign-in sheets for all attendees are still required.

Family Event attendees are required to sign in to the event using a sign-in sheet. In following the run-of-the-mill procedure of having each attendee sign their name on a sign-in sheet, the total number of people at the event is recorded. These sheets are saved, and used for requirements outside of the attendance entry process described in this manual. (Sign-in sheets are needed during the reimbursement process.) As such, it is necessary to continue this practice, even if your site chooses to use the Special Event Sign-In Sheet generated through EZReports as described in the next section.

EZReports-generated Special Event family member sign-in sheet can aid attendance entry.

Sessions created under either the Family Event or Field Trip Activities have the capability to record not only student attendance, but family and non-related attendee attendance as well. The non-student attendee totals are entered using numerical totals. For example, if three of Student One's family members attend, a literal "+3" is entered next to Student One's name. This is shown in the next section.

While it is possible, using the "standard" sign-in sheet (name and signature) to tease out family vs. non-family, and identify which attendee is related to which student, that sign in method could be a fairly time consuming choice when used to obtain federally required data. As such, EZReports has created a tool that aids in this process. The Special Event Sign-In Sheet is visually identical to the attendance entry window in the database. Sites can choose to print and use this sheet **in addition to the traditional sign-in sheet in which individual attendees sign in**. If the sites decide that the Special Event Sign-In Sheet is not useful, a different method of collecting this information best suited to their site-level needs is acceptable.

To View and Print the Sign-In Sheet:

Path: Log in at the Site level → [Roster](#) → [Special Event Sign-In Sheet](#)

	Student	Adult
Proposed	0	0
Registered	3	2
Active	3	2
Dropped	0	0
Regular	0	0

Figure 3

The following window (Figure 4) opens. Select the check box accordingly, click Generate Report

Select Session(s)

- Check All
- ▼ Family Events
 - Family Math Night
- Include Student ID

Generate Report Generate Excel Report

Figure 4

The Special Event Sign-In Sheet contains a list of Active Students, grade levels, and columns to record student attendance, total number of family members in attendance, and student signatures (student signatures are not necessary).

S. No.	Participant Name	Gr	Student Attended	Family Members	Student Signature
1	Number One, Student	5			
2	Number Two, Student	4			

I certify this is an accurate record of my attendance

SC Initials : _____ Date : _____

Figure 5

Ways to Use the Special Event Sign-In Sheet

There are several ways in which the Special Event Sign-In Sheet can be used to collect the attendance information. Based on site-specific conditions around the event including, but not limited to, the number of staff, the number of attendees, the type of event, and the venue etc., family member attendance can be collected in the manner best suited for the circumstances.

Place the EZReports-generated sign-in sheet on the check-in table. The front table at the event could facilitate both the “standard” sign-in sheet AND the Special Event Sign-in Sheet. After each attendee signs their name on the “standard” form, one person from each family would move to the Special Event Sign-in Sheet and write in the total number of their party in the Family Members column.



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Note: This approach does, in fact, lend itself to having all students' names displayed for all attendees to see. If student privacy in this area is of concern, sites may black out the first names of the students on the list using a permanent marker. Also, the odds that an attendee might look for a second sheet after individually signing in may be low.

One staff member records information on the Special Event Sign-in Sheet. To conceal student names, but to take attendance at the event, one staff member could be assigned the task of recording student/family member attendance. The staff member may choose to sit at the sign-in table using tally marks as each family member arrives, or to float around the event speaking with each attendee to gather the information. This also aids in taking the burden of navigating two distinct sign-in procedures off of the attendees.

Verbally ask the students how many family members attended. Whether at the event or in a given time period shortly thereafter, it might be easier to ask each student how many family members came to the event.

Entering Attendance

For this section, it is assumed that the reader has experience in recording attendance for other routine programming elements. As such, the reader has proficiency in both language and process around entering attendance. (If guidance is needed for taking regular program attendance, please reference the [Taking Attendance](#) guide.) Simply put, entering attendance for Family Events or Field Trips is straightforward. It differs only slightly in that the path taken to get to the attendance entry screen is unique, and adult attendance can be recorded.

To open the Special Event session attendance window:

Path: Log in at the Site level → [Roster](#) → [Special Event Attendance](#) → [Action Column: Enter Attendance](#)

Enter attendance details of students for each session. [Read More...](#)

Screen - Sort student list by: Last Name, First Name Grade Level

Activity	Date	Attendance			Action
		Students	Family Members	Non-related Attendees	
Family Events	Family Math Night	0	0	0	+

+ Enter Attendance
 📄 View Attendance
 ✗ Delete Attendance

Figure 6

After selecting the icon in the action column, a new window, as seen in Figure 7, opens:

Number of other attendees who are not related to any students:		50
Total Number of Attendees:		54

Site: Test1112555 Activity: Family Events 9/22/2017
 Session: Family Math Night - P,K,1,2,3,4,5,6,7,8,9,10,11,12,A

S.No.	Name	Grade	Check All	# of Additional Family Member
#Attendees:			1	3
1	Number One, Student	5	<input checked="" type="checkbox"/>	3
2	Number Two, Student	4	<input type="checkbox"/>	0
Total number of Attendees :			1	3

Figure 7

STUDENTS: To record student attendance, check the box next to his/her name. In this example, Student Number One attended the event.



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FAMILY MEMBERS: To record family member attendance, add the number of family attendees in the box next to the corresponding student's name. In this example, three of Student Number One's family members attended the event. **These attendees will be recorded in the federal report.**

NON-RELATED ATTENDEES: If a site chooses to do so, the number of non-related attendees can also be recorded. Enter the total number of non-related attendees in the shaded box in the upper-right hand corner (as seen in Figure 7). In this example, 50 non-related attendees attended the event. **These attendees will NOT be included in the federal report, as they are not family members.** As the federal report only includes student and family member participation, this exclusion from the federal report is acceptable.

After all information has been entered, click Save and Close (not pictured).

Field Trips

Like Family Events, Field Trips are also designated as Special Events. All Family Event procedures described above (around creating sessions and recording attendance) apply to Field Trips as well.

Caveats

EZReports errs on the side of underreporting unduplicated family members per term. What does this mean? Well, if Student Number One attends a fall term Family Event with his mom, a "+1" will be recorded in the adult attendance column. If Student Number One then attends a second fall term Family Event, and this time brings his uncle, a "+1" will be recorded in the adult attendance column. This is the proper way to use EZReports' Family Attendance feature.

The caveat lies within the fact that EZReports assumes that all "+1s" are the same person. Therefore, even though, during the fall term, Student Number One brought his mom to Event #1, and his aunt to Event #2, only one adult will be federally reported.



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Now, if both the mom and the aunt came to an event together, they would be recorded as a “+2.” EZReports can then recognize that they are two distinct people, and two adults will be included in the federal tally. They could each attend another fall event individually without being omitted as they are already under the “+2” umbrella.

Action: If, generally speaking, the same adults attend the Family Events, do not worry about this caveat. The bulk of the adults will be included, and it is not worth your time to try and sort-out how to record how the “+1” at Event #1 and Event #2 were two different people.

Action: If you feel that your site’s data will be heavily skewed due to this caveat, please contact the NM 21st CCLC Data Support and Evaluation Specialist using the contact information below. A work around can be done, but requires a sophisticated level of attention to detail when it comes to taking and recording attendance.

If you encounter any technical difficulties, contact the NM 21st CCLC Data Support and Evaluation Specialist, Dr. Colleen McGannon O’Malley (cmcgannon@gmail.com). Due to the technical nature of data entry, if possible, please include a screenshot visually showing the issue you’re encountering in EZReports (Ctrl + Print Screen to copy the image, then Ctrl + v to paste the screen shot into an email or Word document).