

# PILOT v2: Afterschool Student Attendance Survey

Attendance matters: Attendance in afterschool and in school make a difference in children's lives. Yet we don't always pay careful attention to reinforcing good attendance, or to tracking and improving it. The purpose of this survey is to better understand how afterschool programs currently pay attention to attendance.

We would be grateful for your help! Your State's Afterschool Network will use the results to strengthen its efforts to expand the capacity of providers to improve program and in-school attendance. By completing this survey, conducted in partnership with the national Attendance Works (formerly Attendance Counts) initiative, you will contribute to shaping that effort and making it work.

This survey should be completed by the Director or senior manager overseeing operations at a program site. If you do not know the answers, please indicate. Or, you may save the survey, find the answer, and return to it.

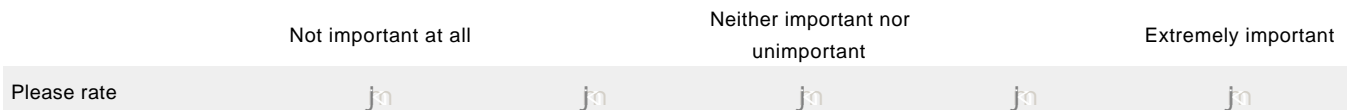
We estimate the survey will take about 20 minutes.

Thank you for your help.

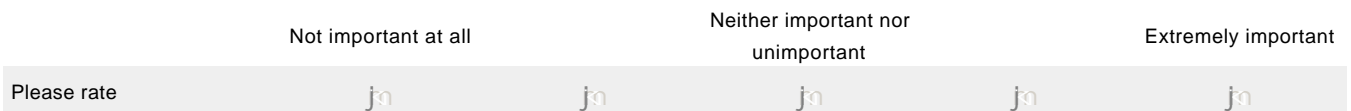
## 1. What is your position?

- Site Director (Lead responsibility at a program site)
- Site Coordinator(Lead responsibility at a program site)
- Program Director
- Lead Staff
- Senior Administrator
- Other (please specify)

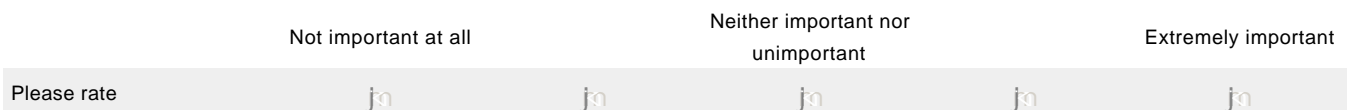
## 2. How important do you think it is that children attend the program every day?



## 3. How important is it that the program and staff pay deliberate attention to strengthening attendance in your afterschool program?



## 4. How important do you think it is that afterschool programs actively encourage school-day attendance?



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## 5. Do you have evidence of how your program affects school day attendance?

Yes

No

No, but we're developing a system to track impact

Other (please specify)

## 6. If yes, what and how do you know?

## 7. Do you have a numerical target or goal for attendance in your program?

no

yes

don't know

If yes (please describe)

## 8. Is attendance typically taken every day in the program?

Yes

No

Don't Know

Other (explain if you take attendance but not daily)

## 9. How is attendance counted? (Check all that apply)

- Total number of children present, NOT showing individual child's attendance
- Each individual's attendance each day for the program
- Each individual's attendance for the program, and in parts of the program (e.g., clubs, tutoring)
- Don't know

Other (please specify)

## 10. Is attendance taken manually on paper or electronically (such as swipe cards, biometrics)?

- Paper
- Paper first, then transferred to electronic
- Electronically

Other (please specify)

## 11. If attendance is taken manually on paper, is it taken by

- Staff
- Student sign in
- Both
- Other (please specify)

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## 12. If attendance is taken manually, what happens to the data? (Check all that apply.)

- Paper forms are filed on site
- Total daily attendance (not by individual student) is entered into an electronic data form (Excel or similar)
- Attendance by individual student is entered into an electronic file (Excel or similar)
- Different processes for different data (please explain)
- Don't know
- Other (please specify)

## 13. If attendance is taken electronically, is it taken by

- Staff directly recording into a computer or device
- Students using swipecard, biometrics, or similar
- Other method or multiple methods (please describe)
- Other (please specify)

## 14. If collected electronically, what happens to the data?

- Kept on site in program's files
- Submitted to school DISTRICT level central data base Submitted to the SCHOOL where the program is located
- Submitted to a PROGRAM office, for multi-site programs
- Submitted to several schools
- OTHER (please specify)
- Other (please specify)

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## 15. Do you submit attendance data to PPICS, as part of the 21st CCLC funding reporting?

Yes

Yes, in addition to submitting elsewhere

No, we do not receive 21 CCLC funding

We don't submit it directly, it is done at the program office (for multi-site programs)

Don't know

Other

Other (please specify)

## 16. Does your program use a software program to track other information about program participants, in addition to attendance (such as participation in particular program activities)?

Yes

No

Don't Know

Other (please specify)

## 17. If yes, which software program is used?

Don't know

Name of software program:

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**18. Are attendance data used to produce any of the following reports? Please check all that apply.**

- Days attended and absent for individual students
- Average number of students showing up each day per afterschool class
- Number or percent of students with problematic attendance
- Number or percent of students attending more than a certain number of days
- Don't know
- Other (please explain)

**19. Do you receive reports generated from a central data source or office, such as a program office (for multi-site programs), a school or school district, a county or city office?**

- Yes
- No
- Don't know

**20. If yes, what reports do you receive?**

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## 21. How do you use attendance reports? Please check all that apply.

- To talk with parents
- As a basis for dropping students from the program
- To identify students in need of extra support
- To identify afterschool leaders who may need extra professional development/support
- To evaluate the quality and effectiveness of our overall programming
- To meet funding requirements
- Other (please specify)

## 22. Can the information on each student's attendance in afterschool be downloaded or linked to their grades, test scores, school attendance, etc., through the school or district student information system?

- Yes
- No
- Don't know

## 23. Collecting and submitting attendance data is

	easy	somewhat easy	manageable	somewhat burdensome	extremely burdensome
please rate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 24. Is your program funding based upon student attendance?

- Yes
- No
- Don't know

## 25. If yes, attendance data is required by (Please check all that apply)

- Public funding (such as 21st CCLC, city, or county)
- Grant requirements
- Other (please specify)

## 26. Which of the following, if any, are typical ways you use attendance information at your site? (Check all that apply.)

- Reach out to students and their parents if we notice poor attendance.
- Try to identify attendance barriers
- Partner with school personnel or teachers of students with poor attendance to address student needs.
- Provide attendance incentives (e.g. certificates, rewards, special privileges for students who attend regularly and/or for classes with the best overall attendance )
- Recruit students with poor in-school attendance so they receive extra supports.
- Educate students and parents about the importance of regular attendance in the afterschool program.
- Remove students from the program due to poor attendance.
- Home visits to families of poorly attending students.
- Explain attendance expectations to parents/families.
- Use poor attendance to identify problems with program quality.
- Other practices or interventions (please specify):



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## 27. Does your afterschool program receive, or can you obtain, information about the in-school attendance of participants?

- Yes, we receive it
- We do not receive it, but can obtain it
- We can obtain it, but it is difficult to access
- We cannot obtain it
- No

Comments or Other

## 28. If yes, how often do you examine in-school attendance of program participants?

- Daily
- Weekly
- Monthly
- End of semester
- On an as-needed basis
- Other (please specify)

## 29. If yes, how do you access reports? (Check all that apply.)

- We receive regular attendance reports from the school on the attendance of each of our students
- We receive reports from the school district on the attendance of each of our students.
- We can look up individual students on the district student information system and obtain their attendance data.
- We regularly receive a list of students who are experiencing poor attendance in school so we can target them for program recruitment.
- Other (please specify)

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## 30. If yes, from where do you receive reports? (Check all that apply.)

- School attendance office or administration
- School teachers
- District offices

Other (please explain)

## 31. Does your afterschool program have an agreement in place with the school(s) served by your program to share attendance data on individual students?

- Yes
- No
- Don't know
- Comment / Other (please explain)

## 32. Are confidentiality waivers in place to obtain parent permission to allow school and afterschool staff to share information about students, including attendance and academic progress?

- Yes
- No
- Don't know
- Unnecessary because we are district employees
- Other (please explain)

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**33. Do school administrators/teachers know which students are enrolled in your afterschool program each year?**

Yes

No

Don't know

Comment

**34. If yes, do the school administrators/teachers receive afterschool attendance information about those students?**

Yes

No

Comment

**35. If yes, how?**

We provide the school with a regular attendance report.

School staff can look up a student on our electronic data base and see their afterschool attendance records

We share a list of the students with problematic attendance in our afterschool program with their teachers or key administrators

Several ways (please describe below)

Other (please explain)

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**36. If no, would you like to provide reports to school/administrators/teachers?**

Yes

No

Comment

**37. Are afterschool staff expected to help school staff reach out to frequently absent students and their families?**

Yes

No

Don't know

**38. Do the school(s) served by your program have an attendance team that regularly reviews attendance data?**

Yes

No

Don't know

**39. If yes, is someone from your afterschool program a member of the attendance team?**

Yes

No, but we would like to be on the team

No, but we do not think it important to be on the team

Don't know

**40. Does your school, district or program have a policy that students must attend school in order to participate in the afterschool program?**

yes

no

don't know

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**41. Do you use high levels of student absenteeism as a factor in creating new afterschool programs or classes?**

- Yes, always
- Yes, sometimes
- No
- No, but are considering for the future

**42. If yes, where do you obtain that data? (Please check all that apply)**

- It is available on the school or state department of education website
- The school district provides regular reports on overall levels absenteeism to community agencies
- Our program requests and receives, as needed, reports on levels of student absenteeism in schools
- Other (please specify)

**43. How many days a week does your program operate?**

- 1 day per week
- 2 days per week
- 3 days per week
- 4 days per week
- 5 days per week
- 6 days per week
- 7 days per week

**44. How do you treat drop-in participants?**

- all participants attend on drop-in basis
- occasionally accept drop-in students
- do not allow drop-in participation

Other (please specify)

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**45. What are the grades of the children served by your afterschool program? (please check all that apply)**

- |                            |                            |                             |
|----------------------------|----------------------------|-----------------------------|
| <input type="checkbox"/> K | <input type="checkbox"/> 5 | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 1 | <input type="checkbox"/> 6 | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 2 | <input type="checkbox"/> 7 | <input type="checkbox"/> 12 |
| <input type="checkbox"/> 3 | <input type="checkbox"/> 8 |                             |
| <input type="checkbox"/> 4 | <input type="checkbox"/> 9 |                             |

**46. Where is your program site located?**

- In a school
- In community location
- In a city /county recreation center
- Other (please specify)

**47. What type of community or communities are the students in your program from? (Please check all that apply)**

- urban
- rural
- suburban

Other (please specify)

**48. What is the nature of the entity operating this program?**

- school or district run program
- city agency run program
- county agency run program
- private non-profit provider
- private for-profit provider
- religious institution

Other (please specify)

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**49. Approximately how many children participate each year at your site?**



**50. How many children are assigned to each class room or lead staff person?**



**51. What is the socio-economic background of the students and families served by your program?**

- Less than 25% on free and reduced price lunch
- Between 25%- 50% on free and reduced price lunch\_
- Between 50% - 75% on free and reduced price lunch \_
- Between 75% - 100% on free and reduced price lunch
- Don't know

**52. What is the ethnicity of students served by your program overall?**

	0%	Less than 25%	25%-50%	50-75%	75%-100%
Latino	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
White	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Asian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
African American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Native American	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### 53. What are the major sources of funding for your program? (Check all that apply)

- 21st Century
- Title I
- State afterschool funding
- Grants from foundations
- Dedicated funding from foundations
- Businesses
- Parent Fees
- Federal/state child development funds
- Municipal, county, or local government funding
- Other (please specify)

### 54. What percentage of participants in your program are students in special education (as defined by having an IEP in place)?

- Less than 5%
- 5-10%
- 11-25%
- 26-50%
- 51-75%
- 76%-100%

### 55. How long has your program been in operation?

- Less than 1 year
- 2-5 years
- 6- 10 years
- 10-20 years
- 21 plus years



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**56. May we contact you if we have follow-up questions about any promising practices you mentioned, or if we have questions about any of your answers?**

Name:

Company:

Email Address:

Phone Number:

**57. Is your program independent or part of a multi-site program?**

single site program

part of multi-site program

Other (please specify)

If you are the site Director (or Site Coordinator, leader) of a site that is part of a larger program that operates at multiple sites, we would be grateful if you would answer the following few questions.

**58. How many sites total (including yours) are part of your afterschool program?**

1 site

2-4 sites

5-10 sites

Greater than 10 sites

**59. Are you part of a program that sets at least some operating or programming policies or practices for the sites?**

Yes

No (you may stop here)

Other (please specify)

**60. Do you receive information or guidance about attendance policies, expectations, or practices?**

Yes

No

Other (please specify)

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**61. What kinds of information or guidance around attendance do you receive? Please check all that apply, and add others in the comment box, below.**

- Software for collecting and submitting attendance data
- Paper forms for collecting attendance
- Rules for taking attendance
- Procedures for submitting data
- Attendance policies and rules (e.g., minimum required attendance)
- Attendance targets
- Training to provide staff on attendance-taking and submitting
- Guidance on how to handle poorly attending students
- Parent guides on attendance goals and policies
- Parent guides in multiple languages on attendance goals and policies
- Materials, guidance on how to promote good attendance
- Training for staff on how to promote good attendance
- Guidance on obtaining, reading, and/or using school attendance data

Other (please specify)

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Thank you very much for completing this survey. Your responses will be extremely helpful for informing the work of your state's afterschool network and Attendance Works ([www.attendanceworks.org](http://www.attendanceworks.org))