

Connecticut State Department of Education

21st Century Community Learning Center

Attendance Requirements



21st CCLC programs are responsible for entering and reviewing Monthly Attendance Reports in the Cayen database system on a consistent basis to remain in compliance with federal and state requirements.

Elementary and Middle Schools

Programs **MUST** maintain a **60% or greater average daily attendance** to be in compliance with funding requirements. Monthly Attendance Summary Reports are run on the 7th day of every month (for the previous month).

Compliance procedures will be enforced as follows:

- Programs that are below the attendance requirement for one month will receive written notification from CREC.
- Programs that are below the attendance requirement for two consecutive months must submit an action plan outlining how the problem will be addressed.
- Programs that are below the attendance requirement for three months will be placed in the Tier III- High Risk category that will trigger a monitoring review and ongoing intervention.

High Schools

75% of the target number of students **MUST** have a **minimum of 50 days of attendance** by the end of June to be in compliance with funding requirements. Quarterly benchmark reports will be run based on the yearly calendar of program days.

Compliance procedures will be enforced as follows:

- Programs that are below the attendance requirement for 1st benchmark will receive the attendance report with written notification.
- Programs that are below the attendance requirement for the 2nd benchmark must submit an action plan outlining how the problem will be addressed.
- Programs that are below the attendance requirement for the 3rd benchmark will be placed in the Tier III- High Risk category that will trigger a monitoring review and ongoing intervention.

Program management will be required to review and sign Monthly Attendance Reports each month. Signed reports must be readily available for state and federal monitoring. All attendance, student demographics, APR information, and teacher surveys must be entered into the Cayen database system by JUNE 30 annually.