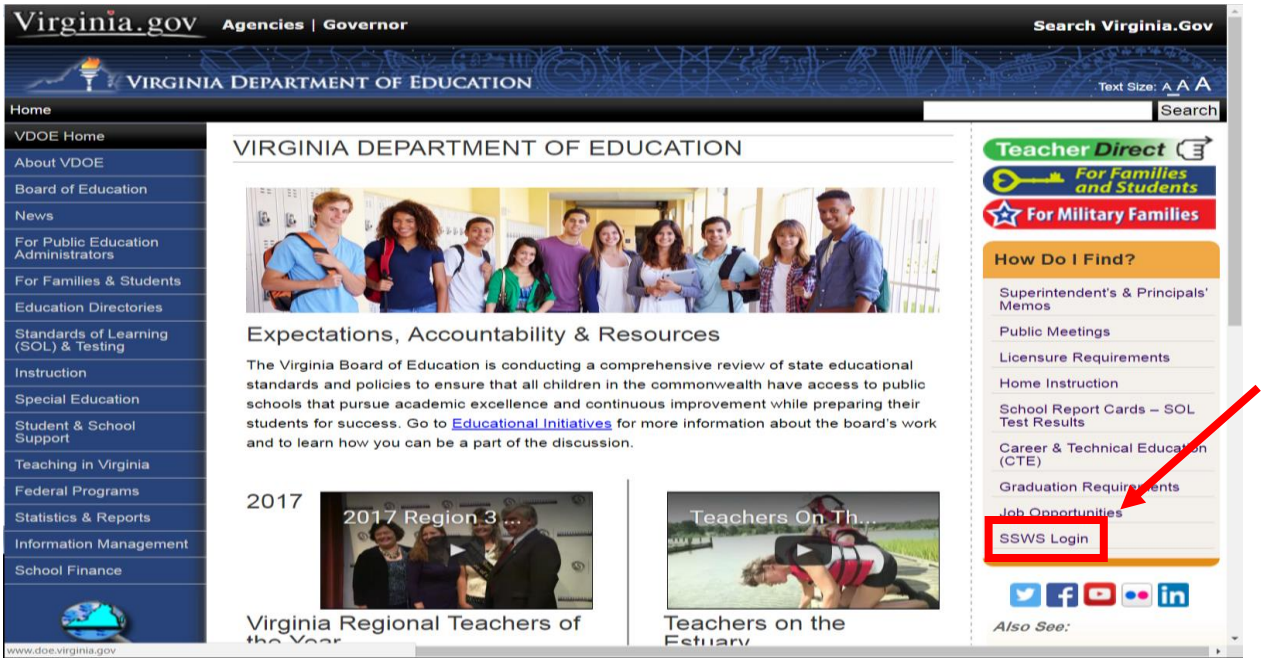
Instructions to Complete the *21st CCLC Student Attendance Survey*
Virginia Department of Education
Single Sign-on for Web Systems (SSWS)
(It is advisable to print these instructions in hard copy to use as a guide as data are entered.)

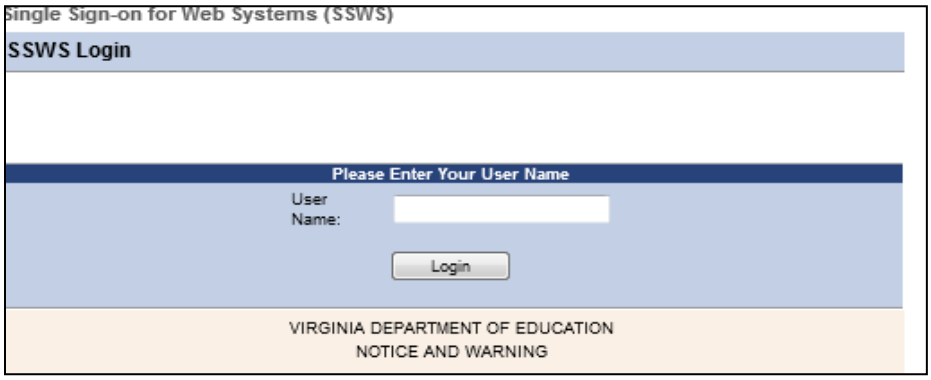
- This survey is completed by 21st CCLC grantees who participated in an awarded project during the 2016-2017 school year, including summer 2016, in cohorts 13, 14, and 15. **Data for students in grades PreK-2 will not need to be entered, as they do not have SOL scores.**
- Coordinators should contact the SSWS account manager/administrator in the grantee school division to obtain data entry access to the 21st CCLC Survey application in SSWS.
- Data entry users should work with the school division SSWS account manager/administrator to ensure access to the "21st Century Community Learning Centers Survey (21st CCLC Survey)" through SSWS before the collection window opens on Monday, October 16, 2017.
    - A list of SSWS contacts can be found at the following link: https://p1pe.doe.virginia.gov/ssws/contactlist.do
    - **ONLY** the division SSWS account manager/administrator can obtain access for a user to enter data on the SSWS system.
- Non-school division grantees must work with the partnering school division contact to obtain access and work with the division's 21st CCLC contact to enter the data within the data collection window.
- All data entry users must **work with school division technology personnel to resolve technical problems** when entering data, downloading files from the survey, or uploading files into the survey. *Only these individuals can resolve local technical issues.*
- **Virginia Department of Education (VDOE) staff is unable to solve local technical issues.**

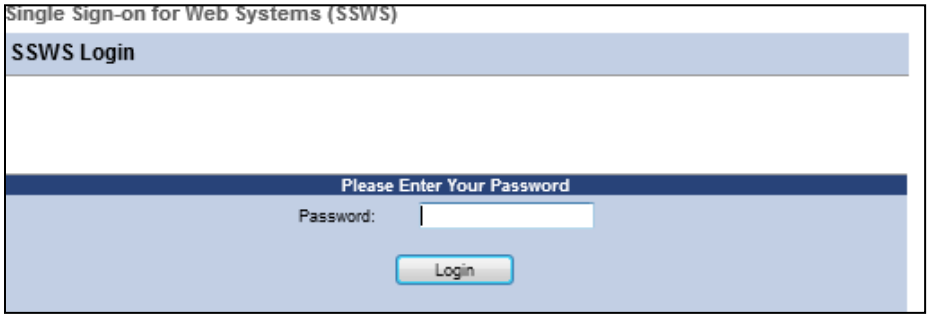
Directions to access SSWS at the VDOE Web site follow below:

1. Choose a data entry user (21st CCLC grant coordinator, staff member, or school division designee).
2. Open the VDOE Web site at http://www.doe.virginia.gov/.
3. Locate the link for SSWS Login in the green field on the right side of the VDOE Web page.
4. Click "SSWS Login" to open the SSWS Web page.

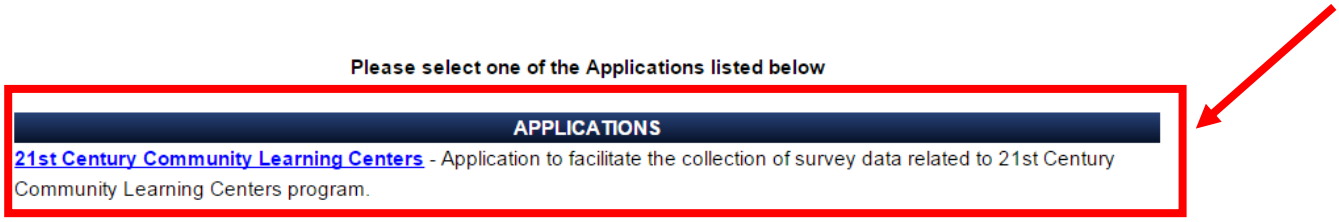


1. When the SSWS Web page opens, enter the username and password provided by the SSWS administrator, and click the "Login" button for access to the "21st Century Community Learning Centers application.



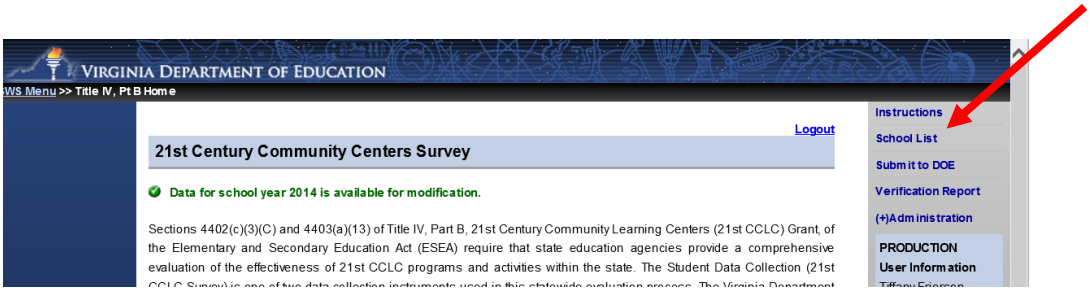


2. After successful login to SSWS, locate the link to the application entitled "21st Century Community Learning Centers.

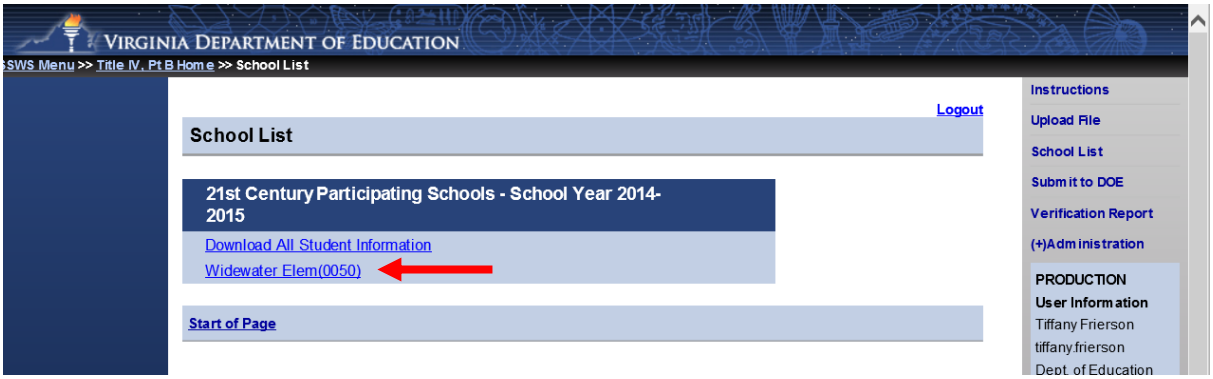


3. The 21st CCLC survey home page will open. The instructions are on the right hand menu. Print a copy and become familiar with these before completing the survey.

4. Select School List.



5. A screen similar to the one below will appear with the list of schools from your school division.
6. Choose a school to begin data entry.



TO BEGIN: Data Entry Designee

1) **Download a File**
   a) After you have selected your school, then select "download file." The file will be an Excel worksheet.
   b) At the prompt, "do you want to open or save this file," select "Save."
   c) Save the file as an **Excel file** in an appropriate location on your network or hard drive to enter your data.
   d) Open the file.
   e) Enter the number of days, but otherwise **<u>do not alter, add, or delete records</u>** in the file download from the survey. (See the steps below.)

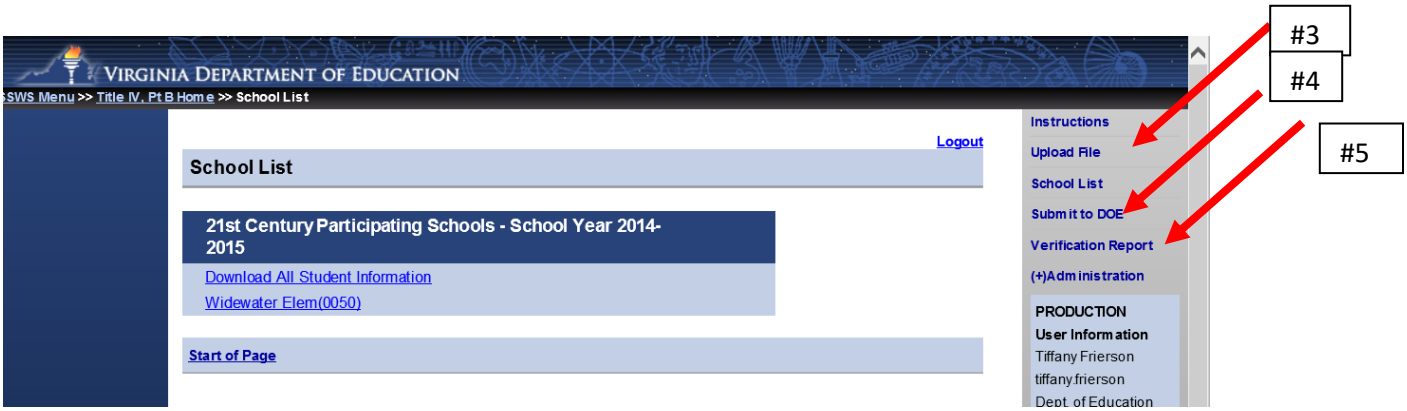
2) **Enter the Requested Data**
   a) The file should display a list of students' names from a particular school, in alphabetical order, served by a 21st CCLC program during the 2016-2017 school year who have participated in Standards of Learning (SOL) assessments in spring 2017.
      i) Beside the name of each student, in the column "Number of Days Participated," enter the number of days that individual students have participated, including high school students, in the 21st CCLC program, including the number of days attended during the summer of 2016.
      ii) Students may have attended a 21st CCLC program in a school building or other location in the community.
      iii) Only students for whom the VDOE has 2017 SOL assessment data will appear on the provided list.
         (1) If a student's name does not appear, then the VDOE does not have assessment data for that student for spring 2017 or the student is coded to another school.
         (2) If it is suspected that the student is coded to another school, find the name of the school and contact Dawn Dill at Dawn.Dill@doe.virginia.gov or 804-786-9935 to have the school added to the survey so that data can be included.
      iv) DO NOT add a student's name if it does not appear on the list.
      v) ONLY enter the number of days that each individual student participated in the program.
   b) DO NOT sort the records in the downloaded Excel worksheet.
   c) DO NOT add spaces between cells; use the tab function.
   d) **DELETE the header line** at the top of the original file and all blank lines before uploading the file.
   e) You may choose to add a "0" in this column for students who have not participated in the program.
      i) However, it is not necessary as "0" will be the default when this space is left blank for any student.

f) Save your work periodically.
g) Save the file one final time before saving it as a tab delimited file. This will allow you to manipulate the file again if it does not upload it correctly.

3) **Upload the tab delimited (.txt) file (after all data has been entered and checked for accuracy)**
   a) Once the data have been entered, SAVE the completed file as **tab delimited (.txt) file**.
   b) Upload the completed file in SSWS, using the upload data option.
   c) Altered files will not upload into the SSWS system for submission to the VDOE.
   d) Delete the header line at the top of the original file and all blank lines before uploading the file.
   e) Do not add spaces in the downloaded file; use the tab function.

4) **Submit Data**
   a) A final review of the data for accuracy is encouraged.
   b) In SSWS, click on "Submit to DOE" on the right side of the screen to submit your final data.
   c) Once the "Submit to DOE" button has been clicked, the data will be submitted and become read-only.
   d) In order to edit submitted data, you will need to contact Dawn Dill at Dawn.Dill@doe.virginia.gov or (804) 786-9935.

5) **Complete and Submit Verification Report**
   a) Click on "Verification Report" on the right side of the screen. (Only someone with division level rights will be able to access the Verification Report.)
      i) A page will be displayed that shows the number of students and the number of days attended for each school in your division that has students participating in 21st CCLC programs.
      ii) Review this aggregate data to make sure that all participating schools from your division have submitted data, and that the number of students and days appear "reasonable."
      iii) This report is to be submitted as verification that the 21st CCLC data submitted by your division are accurate.
   b) If there are no corrections necessary, print a copy of the form.
   c) The form must be signed by the superintendent or authorized designee from your division.
   d) **By Friday, <u>November 17, 2017</u>**, submit the signed form either electronically *or* by fax.
      i) Electronic forms with the scanned signature should be sent to Janet Farber (21st CCLC administrative assistant) janet.farber@doe.virginia.gov.
      ii) Forms sent by fax should be sent to Janet Farber at (804) 530-4518 (fax).
   e) **The submission of information in the 21st CCLC survey is not complete until the signed "Verification Report" is received by VDOE.**


VIRGINIA DEPARTMENT OF EDUCATION
SWS Menu >> Title IV, Pt B Home >> School List
Logout
School List
21st Century Participating Schools - School Year 2014-2015
Download All Student Information
Widewater Elem(0050)
Start of Page
Instructions
Upload File
School List
Submit to DOE
Verification Report
(+)Administration
PRODUCTION
User Information
Tiffany Frierson
tiffany.frierson
Dept. of Education
#3
#4
#5