

# Statewide Evaluation Instructions

Instructions on how to report student outcome data for after school programs.

Field	Required Action
Agency Name	Report the agency name.
ASES Grant ID Number	Report the identification number assigned by the California Department of Education to the ASES grant application. Use current (July 2009) ASES grant ID numbers.
21st Century Grant ID Number	Report the identification number assigned by the California Department of Education to the 21st Century grant application. If this agency has more than one grant ID number, e-mail a list of all 21st Century grant ID numbers when submitting the spread sheet.
School name	Report the school name.
County-District-School (CDS) code	Report the school's 14-digit CDS code (XX-XXXXX-XXXXXXX).
Statewide Student Identifier (SSID)	Report the student's 10-digit numeric SSID (XXXXXXXXXX). SSIDs are now required for all students.
Date of program intake	Report the date (MM/DD/YY) on which the student entered the after school program. If the day of the month is unknown, use the first day of the month (01).
Grade in school	Enter the grade level of the student during 2008-09. For those attending only summer or intersession, indicate the grade level following the session. Use the numeric code "0" for kindergarten.
Performance level California Standards Test—English/ language arts	Report the results of the California Standards Test in English/language arts in terms of California's adopted performance levels. Use the numeric code on the evaluation spreadsheet to report performance level for both baseline and 2008-09.
Performance level California Standards Test— Mathematics	Report the results of the California Standards Test in mathematics in terms of California's adopted performance levels. Use the numeric code on the evaluation spreadsheet to report performance level for both baseline and 2008-09.
English learner	Indicate whether the student is an English learner (under Title III called limited English proficient): 0=No and 1=Yes. Report the student's English learner status for both baseline and 2008-09.
Days enrolled at your school during the school year	Report how many days the student was enrolled at your school during the school year for both baseline and 2008-09.
Days absent during the school year	Report how many days the student was absent from the regular day school for both baseline and 2008-09.
Days attended after school programs during the school year	Report how many days the student attended the after school program during the 2008-09 school year.
Days attended the supplemental program	Report how many days the student attended summer or intersession after school programs.