

## Sample Instrument

### IMPROVED SCHOOL ATTENDANCE

#### Education Focus Area

**Outcome:** Number of students who have improved their school attendance over the course of the CNCS-supported program's involvement with the student (ED6).

#### Sample Instrument

##### *Student Tracking Log*

This log collects outcome data on youth that completed a CNCS-supported education or mentoring program tracked under the national output performance measure ED2 or ED4A. The "Student Tracking Log" provides columns for you to calculate the percent attendance of individual students during the school year prior to the CNCS-supported program and then again during the school year when students participate in your CNCS-supported education program or mentoring program.

The "Student Tracking Log" will also document how much of an increase occurred in the students' rates of attendance. You will need to establish a benchmark percentage for increased attendance and enter this information in the column heading marked: "Enter '1' if % attendance is \_\_\_% or greater." This percentage will indicate how much of an increase you are looking for in order to count the students as having increased their attendance.

## Student Tracking Log

### Instructions

What is the purpose?	To determine how many students improved their school attendance during their participation in the CNCS-supported program.
Who should complete this instrument?	Project director, designee, or other trained staff should complete the instrument.
When should we complete this instrument?	Enter data as students complete the education or mentoring program (see national performance measures ED2 and ED4A). You will need both the start and completion dates for individual students to determine the time period for when they were involved with the program; data should be collected for that time period.
What should we do to prepare?	Add columns for additional student identifiers if necessary. Recommended: If you are tracking students for both ED2 (students that completed a tutoring/academic support program) and ED4A (students that completed a mentoring program), use separate "Student Tracking Logs." This allows you to compare results for each program more easily and make decisions about where improvement could occur.
What should we do afterwards?	Keep a copy of the "Student Tracking Logs" in a safe place; <b>these are your data</b> . You will aggregate this data later to determine if you met your outcome targets. Optional: Calculate the percent increase or decrease in attendance for each student to gauge how much improvement has occurred.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated students that improved attendance. For example, you may want to add columns to track additional information, such as the student's school or activities the student was involved in at your program. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcomes.

## Student Tracking Log

Education Program: \_\_\_\_\_ School Year: \_\_\_\_\_

Students listed here received this service (check one):  Tutoring/Academic Support (ED2)  Mentoring Support (ED4A)

Person completing this Log: \_\_\_\_\_

**Instructions:** List the students that completed your program (i.e. those counted under ED2 or ED4A), including the dates they entered and exited the program. Calculate the percent of days of school attended in the prior school year (pre), then again during the time the student was with the program (post). Enter a "1" if the percent attendance is \_\_\_\_\_% or greater.

STUDENT				ATTENDANCE (ED6)							
				A. Calculate Percent Attendance (3)						B. Attendance Increase	
Last Name	First Name	Date of entry into AC program (1)	Date of exit from AC program (2)	PRE*			POST**			Percent increase or decrease	Enter "1" if % increase is _____% or greater.
				# Days attended school	# Total possible days	Percent days attended	# Days attended school	# Total possible days	Percent days attended		
<i>Example: Smith</i>	<i>Jim</i>	<i>10/5/09</i>	<i>5/7/10</i>	<i>141</i>	<i>180</i>	<i>78%</i>	<i>122</i>	<i>130</i>	<i>94%</i>	<i>+16%</i>	<i>1</i>
1.											
2.											
3.											
4.											
5.											
6. <i>add rows</i>											

Unduplicated students that increased school attendance during their time in CNCS-supported program:

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**Notes**

\*PRE: Over the previous school year

\*\*POST: Between date of entry and date of exit in the CNCS-supported program.

- (1) Enter the date the student began participating in your education and/or mentoring program.
- (2) Enter the date the student completed your education or mentoring program, or the end date of the contract year, whichever came first.
- (3) Calculate the percent attendance by dividing the actual number of days the student attended into the total possible school days for the time period. Multiply by 100. (Example: (PRE) Jim Smith attended school 141 of 180 possible school days last school year.  $141/180 = .78 \times 100 = 78\%$  attendance. (POST) Jim attended the program from 10/5/09 – 5/7/10. Of the 130 school days during that time, Jim attended school 110 days.  $122/130 = .94 \times 100 = 94\%$  attendance).