

TN-ELAP Database Reports Cheatsheet | March 2020

ELAP Report	Use to...
Attendee Grades	Check grades are complete by the data entry deadline; 21st CCLC grantees can use to prepare Annual Performance Reports.
SpEd ESL Lunch	Check demographic information is complete by the data entry deadline; 21st CCLC grantees can use to prepare Annual Performance Reports.
Base Participation by Date Range/ by Single Date	Investigate unusual data patterns in a date range or on a specific date for possible data entry errors. These two reports can pull detailed participation data for a single student, or any selection of students.
Irregular Attendees	Check accuracy of morning program attendance data: sites with morning programs will often have students with participation averaging less than 60 minutes per day. Daily average time is displayed in minutes.
	Scan daily average times for rounded-off participation time. ❶
Monthly Participation Summary	Check accuracy of program attendance in relation to days the site was scheduled to be open. Scan for unusually high or low number of attendees, and compare to operating schedule and documented staff time. For sites open both before and after school, use average time to spot if either only morning time or only afternoon time was entered.
	Scan total times for rounded-off participation time. ❶
	Look at total time per week to check if sites are operating the required minimum weekly hours (LEAPS 15h/week; CCLC 10h/week).
Participant List	See all students' first date of participation at a given site, regardless of grant year. Scan accuracy of student IDs.
Regular Attendees	Review all attendees grouped into days attended (1-29, 30-59, & 60+) to identify students nearing Regular Attendee criteria. Daily average time is displayed in hours and minutes.
	Scan total times for rounded-off participation time. ❶
Edit Grades Button	Check absences & ISS/OSS days: select students and click the "Edit Grades" button beneath the attendees list.

❶ Exact time is required by both 21st CCLC and LEAPS grants. If total or average times are mostly in whole and quarter-hour increments, sites may be rounding off participation time. Follow best practices for collecting and entering exact student participation times.