

2016-17 Youth Reengagement Application

Youth Reengagement Program Participation Data Template

The template is intended for use in collecting program information from contracted service providers for each occurrence of enrollment/participation in a Reengagement program by students enrolled in your district during the 2016-17 school year.

Instructions -

1. Populate the template with a list of all students enrolled in your district during the 2016-17 school year who participated in a Reengagement program
 - a. A list of students may be obtained from
 - i. The student list from within the Youth Reengagement application (copy and paste student data)
 - ii. For districts with students participating in a non-consortium Reengagement program, a list of students can be downloaded using the CEDARS Open Doors Youth Reengagement report, select Student Details
 - iii. Create an extract of students participating in Reengagement from your student information system (SIS)
 - b. A unique record must be created for each
 - i. enrollment occurrence
 - ii. program participation
2. Securely provide a copy of template containing a student list to each contracted service provider
 - a. Include only those students served by the provider
 - i. Data is to be collected for each unique enrollment/participation in the program during the 2016-17 school year
3. A descriptor, data type, size, and other formatting information for each label can be found in the Youth Reengagement data element descriptor document, attached. This document should be provided to your contracted service provider to ensure the data they provide will meet your data needs
4. When the data is returned from your service provider(s), incorporate the data into your master template

Data collected in this document may be used to either:

- Enter data for individual students in the 2016-17 Youth Reengagement application
- Upload data to the application for all students participating in a Reengagement program in your district in the 2016-17 school year.
 - A notice will be sent to the field when this feature is available for data upload
 - Important Note: To successfully upload and complete the required reporting for each student, by enrollment and program participation, in order for a student record to be considered finalized and be eligible to be marked as complete, all fields, **other than date and/or 'override' fields**, must contain a value or response.