

## Youth Reengagement Application

### Youth Reengagement Program Participation Data Template

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

Instructions -

1. Districts can either download a pre-populated student template data, created by clicking on the Download Students link in the Student List tab (*recommended method*) or opt to download a blank template to be populated with student information.
  - a. A pre-populated list of students may be obtained from
    - i. The student list from within the Youth Reengagement application (To download a file template prepopulated with students, click on the Download Students link located at the top of the Student List tab)
  - b. A blank template, downloaded from the Upload Student Data tab, may be populated with a list of all students enrolled in your district during the reporting school year who participated in a Reengagement program from
    - i. A list of students can be downloaded using the CEDARS>Reports>Attributes and Programs>Dynamic Attributes and Programs>40- Reengagement report, select Student Details
    - ii. Create an extract of students participating in Reengagement from your student information system (SIS)
  - c. A unique record must be submitted for each
    - i. enrollment occurrence
    - ii. program participation
2. Securely provide a copy of the template containing a student list to each contracted service provider
  - a. Include only those students served by the provider
    - i. Outcome data is to be collected for each unique enrollment/participation in the program during the reporting school year
3. A descriptor, data type, size, and other formatting information for each label can be found in the Youth Reengagement data element summary. This document should be provided to your contracted service provider to ensure the data they provide will meet your data needs

The Youth Reengagement Data Element Summary can be found on the [Open Doors Youth Reengagement Resources](#) page, under the annual Reporting Information Tab
4. When the data is returned from your service provider(s), incorporate the data into your master template

Once you have compiled program data for all students in your district participating in Reengagement during the reporting year you can either-

- Enter data for individual students listed in the Student List tab or,
- Upload data to the application for all students following the directions located in the Upload Student Data tab, Student Data File Upload Instructions