

## Instructions for Entering Data in Core Data (School Districts Only)

Schools should be entering data in Core Data under Exhibit 29 (screens 18 and 20). Fields in this exhibit include:

- **Position Code:** Staff who are employed for other assignments during the school day should be reported using the same position code for SAC/A (School Age Community/Afterschool). An educator who supervises SAC/A staff is reported as a 'supervisor' position code 30. (If part of this time is actually working with students, a separate assignment should be reported using appropriate codes.) Certificated staff may be reported with position code 60. Non-certified staff with position code 80.
- **Course Number:** 880020 School Age Community/Afterschool (SAC/A)
- **Program Code** (referred to as PR, not PC) of either: 25=CCDF/SAC or 26=21<sup>st</sup> CCLC
- **Enrollment:** indicates the number of students served by the SAC/A staff member.
- **Delivery System (DS):** choose from:
  - o BE – Before school/Every day
  - o BS – Before school/Some days
  - o AE – After school/Every day
  - o AS – After school/Some days
- **School:** SAC/A staff are reported in the building where they have duties or in building 1000
- **Grade level:** reported as for regular school day.
- **Minutes per week:** may be estimated and reported for all assignments.
- **Salary:** reported as regular term salary (even if outside the regular school day) unless the total FTE would exceed 1.00. The salary for the portion of time exceeding the 1.00FTE should be reported as extra duty pay and an entry should be made in 'comments' to explain. Salary may be estimated if necessary.