

# Early Learn Attendance Application (ELAA)

## Frequently Asked Questions

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### Questions

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### *What is the EarlyLearn Attendance Application (ELAA)?*

ELAA is a temporary data platform DECE has designed so that programs can access live rosters and record daily attendance for both in-person and remote learning for every child. Once launched, programs will be expected to use ELAA through the end of the school year.

### *Why are we launching ELAA?*

In the current public health climate, it is critical that programs have a system for recording and reporting to DECE the presence or absence of every child on a daily basis, regardless of whether the child is learning remotely or in-person.

ELAA will also help program leaders plan and prepare for the state-mandated time-in/time-out recording system that all Child Care programs with Extended Day/Year seats will be required to use starting in July. Please note that programs will not be required to use the time-in/time-out recording system for children enrolled in Head Start seats.

### *Which programs must use ELAA?*

All center-based programs with Extended Day/Year Child Care and/or Head Start seats must use ELAA.

### *Who will be able to use ELAA?*

Access to ELAA has been created for all contacts that have been identified in the [DECE Student and Family Information Access Form](#). We will create access to ELAA **for any contact entered in the access form on or before January 22, 2021**. Once access is created, users must log in to ELAA using their DOE account credentials (i.e. the @doeexternal.nyc account used to access Google Classroom and DOE Zoom).

Please note that ELAA does not allow a user to access the rosters of multiple programs. For contractors with multiple programs, a separate ELAA user must be identified in the access form for each of the contract's programs.

In order to submit a request through the [DECE Student and Family Information Access Form](#) to access ELAA, users will need a DOE account (i.e. the @doeexternal.nyc account used to access Google Classroom and DOE Zoom). If the users you would like to add do not have a DOE account, they will need to request a Protraxx account first at [this link](#). Please allow a few business days after filling the Protraxx request to have your DOE account setup and submit a request through the access form. Please contact [decepl@schools.nyc.gov](mailto:decepl@schools.nyc.gov) for assistance with the creation of your DOE account.

### *Which students will appear in the ELAA roster?*

All students marked as active in WES-ACCIS will appear in the ELAA rosters. Changes in WES-ACCIS will be reflected in ELAA on a weekly basis. If you are missing students in ACCIS, please verify that they appear in your WES-ACCIS rosters.

### *What defines attendance for children in remote or blended learning models?*

Programs should refer to guidance we shared in the November 12 [Bulletin](#) ( section "What Defines Attendance for Children in 3-K and Pre-K" ). Programs should also refer to the Division of Early Childhood Education's [Birth-to-Five Blended Learning Implementation Guidance](#) for examples and details of synchronous and asynchronous engagements/interactions. For additional questions, programs can contact [earlychildhoodpolicy@schools.nyc.gov](mailto:earlychildhoodpolicy@schools.nyc.gov).

### *How often should programs enter attendance in ELAA?*

Programs should be entering attendance in ELAA on a weekly basis, i.e. by end of day Monday for attendance during the preceding week. Programs with late or missed attendance entries will receive email reminders to complete their attendance entries.

*When should programs start entering attendance in ELAA?*

Programs should start entering attendance in ELAA on the week starting Monday, January 11, 2021.

*Are programs still required to use paper attendance trackers?*

Yes, programs should continue to use a paper attendance tracker to record time in and time out attendance per state and local regulations. Programs will not be asked to input time in and time out attendance in ELAA.

*Are programs still required to enter attendance in WES for their Extended Day/Year Child Care or Head Start seats?*

Yes. There will be no changes this school year to how programs use WES. We have included a monthly report in ELAA to make that process as streamlined as possible. This report will count the total number of days and weeks attended in-person during the month for every enrolled child, based on the daily attendance entries. Programs are still required to report in-person monthly attendance in WES.

*Should Family Child Care Networks (FCCNs) use ELAA?*

FCCNs will not be using ELAA for the time being. FCCNs should continue to report monthly attendance in WES and track daily attendance for in-person and remote learning.

*Should NYCEECs with School Day/Year seats use ELAA?*

NYCEECs that use PreKIDS to enter daily attendance for children enrolled in School Day/Year seats must continue using PreKIDS to enter daily attendance for those children and should not use ELAA.

NYCEECs that use WES to enter monthly attendance for children enrolled in School Day/Year seats must use ELAA to enter daily attendance for those children and must keep using WES to enter monthly attendance for those children.