



AmeriCorps Data Collection: Unduplicated Count of Students Served

CSF Research and Evaluation Department
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Overview:

In order for the College Success Foundation (CSF) to report on the number of unduplicated students served by school and school district to its funders and other stakeholders, AmeriCorps members must update the Unduplicated Count of Students Served Form throughout the academic year.

AmeriCorps Member Responsibilities:

Every time an AmeriCorps member enters a *new* classroom to deliver curriculum or to deliver a presentation, he or she will access their school's tab in the Unduplicated Count of Students Served Excel workbook in Microsoft 365 and enter the following information:

- **Teacher Name**
- **Class Period**
- **Grade Level**
- **Total Number of Students in Class Period** (i.e., Ask the teacher for the total number of students enrolled in his or her class period to enter the grand total. This is NOT the number of students present on a given day.)
- **Start Date** (e.g., 9/30/14; to be entered on the first day that you deliver curriculum in this class)
- **End Date** (e.g., 6/4/15; to be entered on the last day that you deliver curriculum in this class; this can be completed at a later date when you know when your last day will be)
- **Teacher Signature** (Once you have finished your last session for the year, print out the Unduplicated Count of Students Excel workbook from Microsoft 365. Ask each teacher to sign as confirmation of the number of students. Please return all signed hard copies to CSF's Research and Evaluation team.)

This information should only be entered once for each classroom you serve!

EXAMPLE SCENARIO:

- In September, I am able to start delivering curriculum to four different eighth grade classrooms. I ask the teacher for the total number of students in each classroom and include the count of students, teacher information and first session date in my Office 365 spreadsheet. I leave the Last Session Date blank.

Teacher Name	Class Period	Grade Level	Total Number of Students in Class Period (<i>ask Teacher for roster total</i>)	First Session Date	Last Session Date
Robinson	2 nd	8 th	28	9/10/15	
Smith	3 rd	8 th	25	9/11/15	
Mitchell	1 st	8 th	27	9/14/15	
Mitchell	2 nd	8 th	24	9/14/15	
Unduplicated Count of Students Served			104		

- In the meantime, I started working with two new classrooms in October. I ask the teacher for the total number of students in these two new classrooms. I add this information underneath my four original classrooms in my Office 365 spreadsheet. I leave the Last Session Date blank.

Teacher Name	Class Period	Grade Level	Total Number of Students in Class Period (ask Teacher for roster total)	First Session Date	Last Session Date
Robinson	2 nd	8 th	28	9/10/15	
Smith	3 rd	8 th	25	9/11/15	
Mitchell	1 st	8 th	27	9/14/15	
Mitchell	2 nd	8 th	24	9/14/15	
Lopez	3 rd	8 th	25	10/7/15	
Gardner	1 st	8 th	23	10/8/15	
Unduplicated Count of Students Served			152		

- I continued working with the first four classrooms through December and the last two classrooms through January. I enter the date of my last session for each classroom in my Office 365 spreadsheet.

Teacher Name	Class Period	Grade Level	Total Number of Students in Class Period (ask Teacher for roster total)	First Session Date	Last Session Date
Robinson	2 nd	8 th	28	9/10/15	12/17/15
Smith	3 rd	8 th	25	9/11/15	12/15/15
Mitchell	1 st	8 th	27	9/14/15	12/13/15
Mitchell	2 nd	8 th	24	9/14/15	12/13/15
Lopez	3 rd	8 th	25	10/7/15	1/25/15
Gardner	1 st	8 th	23	10/8/15	1/26/15
Unduplicated Count of Students Served			152		

- For the remainder of the school year, I was able to give one-day or two-day presentations to six additional 6th and 7th grade classrooms. For one-day presentations, the First Session Date and Last Session Date are the same (e.g., Adams example below). For two-day presentations, the First Session Date is the first presentation date and the Last Session Date is the second presentation date.

Teacher Name	Class Period	Grade Level	Total Number of Students in Class Period (ask Teacher for roster total)	First Session Date	Last Session Date
Robinson	2 nd	8 th	28	9/10/15	12/17/15
Smith	3 rd	8 th	25	9/11/15	12/15/15
Mitchell	1 st	8 th	27	9/14/15	12/13/15
Mitchell	2 nd	8 th	24	9/14/15	12/13/15
Lopez	3 rd	8 th	25	10/7/15	1/25/15
Gardner	1 st	8 th	23	10/8/15	1/26/15
Adams	2 nd	6 th	24	2/15/15	2/15/15
Adams	3 rd	6 th	25	2/15/15	2/15/15
Price	1 st	7 th	25	2/17/15	3/15/15
Price	2 nd	7 th	24	2/17/15	3/15/15
Price	3 rd	7 th	23	2/17/15	3/15/15
Johnson	6 th	6 th	25	4/15/15	4/15/15
Unduplicated Count of Students Served			298		

Frequently Asked Questions:

1. ***Why can't we just use the number of pre and post assessments as the number of students served?***

Since not all students will be present on the first day when you administer the pre assessment or the last day when you administer the post assessment, the number of assessments undercounts the number of students served. Therefore, the Unduplicated Count of Students Served Form is a critical resource for CSF to be able to report to funders the total number of students served.

2. ***What should I do if a student is in more than one class where I am delivering curriculum?***

If a student is in more than one class where you are delivering curriculum, subtract 1 from the second class so that the school grand total does not duplicate this student. If this issue affects more than a handful of students, please contact the CSF Research and Evaluation team so that we can find a solution that will yield the most accurate count possible without over-burdening your time.

3. ***Why is it necessary to get a teacher to sign the Unduplicated Count of Students Served sheet?***

The teacher's signature helps confirm that the number we have is accurate. For example, when entering data, you could make a transposition error and note 23 instead of 32. Asking for the teacher's signature allows another set of eyes to review the data thereby ensuring that the data is error-free.

Questions?

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