

TransAct Data Collection



Quality In = Quality Out

- [TransAct AfterSchool21](#) (AS21) is the primary attendance and enrollment reporting system for 21CCLC activities
- **AS21 Data entry should only reflect the sign-in sheets**
- Work with your evaluator and program manager to regularly review and analyze data quality
- Ensure that student OSIS numbers and grades are accurate
- Ensure accurate student records by preventing duplicate student entries
- **Include the Vendor or CBO name in the session title to easily identify the session facilitator**
- Enrollment should reflect actual participation in the specific activity or session, not total school enrollment. must be based on sign-in sheets



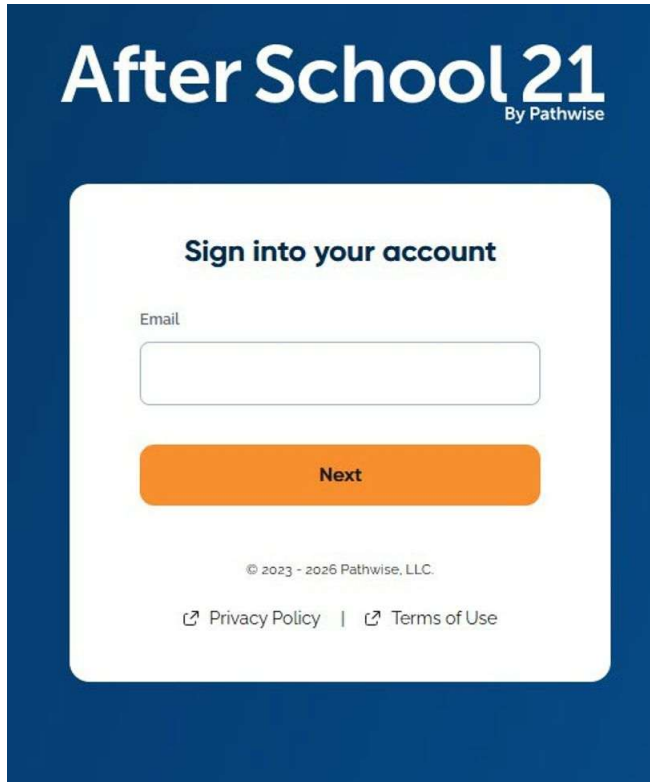
Important:

Vendors must not access or pull information directly from TransAct.

TransAct reports provided to a vendor must have all student personal data removed, except for the student's name.

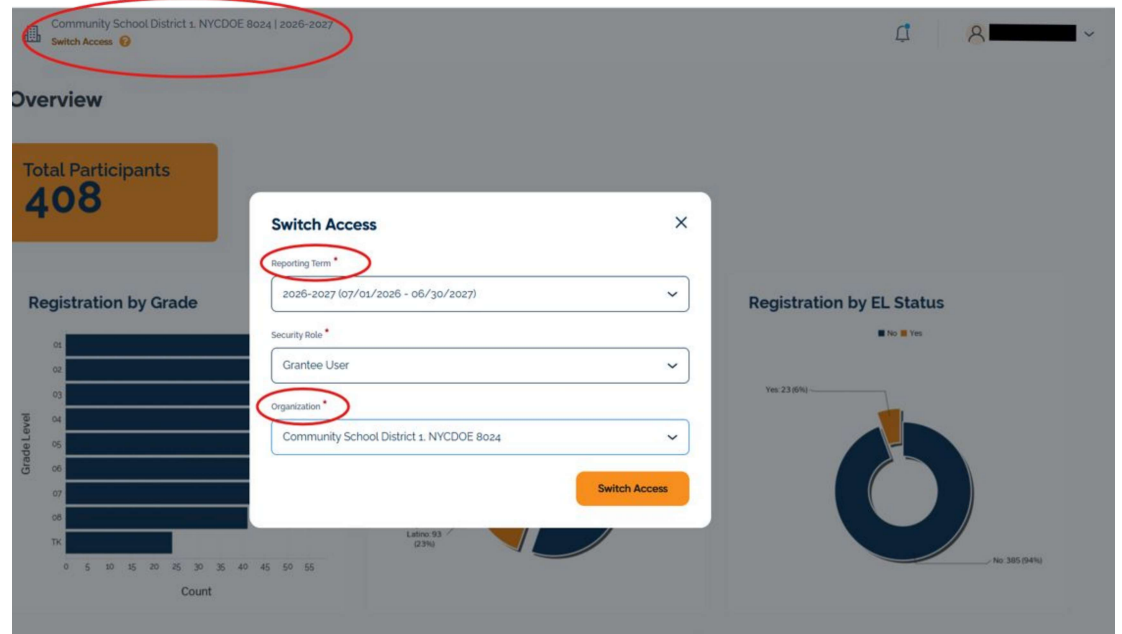
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1. Log in to TransAct Account:



The login screen for After School 21 by Pathwise. It features a blue header with the logo. Below the header is a white box with the text "Sign into your account". There is an email input field and an orange "Next" button. At the bottom, there is a copyright notice "© 2023 - 2026 Pathwise, LLC." and links for "Privacy Policy" and "Terms of Use".

2. Select correct fiscal year (FY27: 2026-2027) & District/DBN if applicable:



The TransAct dashboard for Community School District 1, NYCDOE 8024, for the fiscal year 2026-2027. The dashboard shows an overview with a total of 408 participants. A "Switch Access" modal is open, allowing users to switch between different reporting terms, security roles, and organizations. The modal has fields for "Reporting Term" (2026-2027), "Security Role" (Grantee User), and "Organization" (Community School District 1, NYCDOE 8024). The background shows a bar chart for "Registration by Grade" and a donut chart for "Registration by EL Status".

Important:

Preferred AS21 Reports: Daily Activity Participation or Daily Activity Attendance

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3. On the left-hand side select:

Reports → *Participation* → “Daily Activity Participation” or “Daily Activity Attendance”

The screenshot displays the Pathwise web application interface. On the left is a dark blue sidebar with a navigation menu. The 'Reports' menu item, which includes a document icon, is circled in green. The main content area is titled 'Reports' and features a 'Report Builder' button in the top right. Below the title, there are two sections: 'Favorite Reports' and 'All Reports'. The 'Favorite Reports' section contains two items: 'Daily Activity Attendance' and 'Daily Activity Participation', each with a star icon. The 'All Reports' section is divided into three categories: 'Participation' (20 reports), 'People' (25 reports), and 'Organizations' (8 reports). The 'Participation' category is circled in green. Within the 'Participation' category, the 'Daily Activity Attendance' and 'Daily Activity Participation' reports are circled in purple. The 'Daily Activity Attendance' report is also marked with a star icon.

Note: This example uses FY26 data as FY27 data is not yet available.

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Depending on report selected you will be able to see similar screens and fields that indicate participants enrollment, if they were present or had an unexcused absence.

Daily Activity Participation

Attendance Status

Filters

Date: Between 04/01/2026 - 06/30/2026

Site: In List

Activity: In List

Session: In List

Adult: Equal to -- All -- Yes

Last Name	First Name	Participant Id	Grade Level	04/29/2026	04/30/2026	05/01/2026	05/04/2026	05/05/2026	05/06/2026	05/07/2026	05/08/2026	05/09/2026	05/11/2026	05/12/2026	05/13/2026
			06			Present	Present				Enrolled		Present		
			08			Present	Present				Enrolled		Present		
			08			Present	Present				Enrolled		Present		
			08			Enrolled	Enrolled				Enrolled		Enrolled		
			06			Enrolled	Present				Present		Present		
			06			Present	Present				Present		Present		
			06			Enrolled	Present				Present		Present		
			08			Enrolled	Enrolled				Enrolled		Enrolled		
			07			Present	Enrolled				Present		Present		
			07			Enrolled	Enrolled				Enrolled		Enrolled		
			08			Enrolled	Enrolled				Enrolled		Enrolled		
			06					Enrolled						Present	
			06					Present							
			06												

4. Filter the *Date* to view desired time period.

Daily Activity Participation

Filters

Date: Between 07/13/2026 - 08/12/2026

Activity: In List

Session: In List

Adult: Equal to -- All -- Yes

Calendar view showing February 2026 and March 2026. The date 07/31/2026 is selected.

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Report will populate and then you will be able to download as XLSX version:

