

21st CCLC Summary of Classes Reporting Guidance

All Arizona 21st CCLC grantees must submit **Summary of Classes Reports** twice a year to the Arizona Department of Education using the report template and guidance provided below.



What are the reporting periods for the Summary of Classes Report?

First (January) Summary of Classes Report Period

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Second (June) Summary of Classes Report Period

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

For the second report in June, 21st CCLC sites will simply update the January report with the year-end classes to encompass the whole program year.

1) Download the report template from the link on the Reports page of the 21st CCLC website.

2) Complete one Summary of Classes report document for each Cycle (original grant award year) of the grant in your district. If your district has multiple award Cycle years of funding, please submit the reports for each grant Cycle in a separate Summary of Classes document.

3) Name each Summary of Classes report using the following steps:

1. Click "File" then "Save As"
 - a. Summary of Classes (LEA, Cy _), Jan (year)
 - b. Summary of Classes (LEA, Cy _), June (year)
2. Name the report with your own LEA (district) name and with the month and year the report was submitted. Also include the Cycle year of the sites in that report, if your district has more than one grant Cycle of awards. In FY16, Arizona has the following 21st CCLC grant Cycles that will be reporting:
 - a. Cycle X (in Year 5 of the grant)
 - b. Cycle XI (in Year 4)
 - c. Cycle XII (in Year 3)
 - d. Cycle XIII (in Year 2)
 - e. Cycle XIV (in Year 1)

Enter the Projected Number of Regular Attendees from the original approved 21st CCLC application and the Regular Number of Attendees to date at the top right of the page for each school site.

Enter the date the Report was submitted below the district name.

List each class separately. If you are offering more than one class with the same name, please include the teacher's name or some identifier (ex. 3rd Grade Reading- Ms. Seitzinger, 3rd Grade Reading-Mr. Yazzie).

Include the measurable grant objective number(s) after each class name/activity to show which of your own 21st CCLC grant objective(s) each class is designed to support.

Make sure you save frequently so that you do not lose any information.

6) Email your Summary of Classes Report as an attachment to your ADE 21st CCLC Program Specialist.

Thank you in advance for completing this and all of your 21st CCLC reports on time. Early submissions of reports are always welcome.