

Annual Performance Report (APR)

All 21st CCLC grantees are required to complete annual reporting online in the 21APR federal data collection system for the US Education Department (ED).

APR Completion Pointers

The program year for annual reporting includes the current academic year just completed and the summer **before** the academic year. See the illustration below:

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

1) ARIZONA-SPECIFIC APR COMPLETION INFORMATION

Arizona's APR Reporting Terms are as follows:

Summer: June 1-July 31

Fall: Aug 1-Dec 31

Spring: Jan 1-May 31

Arizona's due dates for each APR Reporting Term are listed in the Required Reporting Due Dates table at this link: <http://www.azed.gov/century-learning-centers/reports/>

Arizona APR Outcomes reporting: Arizona reports on APR Outcomes data only in the Spring APR Reporting Term. Arizona's grantees report on Grades and Teacher Survey Outcome data only on the APR; Arizona *does not* report on State Assessment data in the APR.

Arizona APR Center Services reporting: Arizona does not provide Extended Learning Time (ELT) 21st CCLC services, and this should NOT be selected when reporting on Center services. ELT funding is intended to extend school day hours for ALL students at the school as a school wide intervention, whereas Arizona 21st CCLC sites are expected to provide targeted services in their programs, serving primarily the students who need this intervention the most.

2) LOGGING INTO THE 21APR SYSTEM

The federal 21st CCLC APR is entered in the 21APR system at this link: <https://21apr.ed.gov>

CAUTION: Deadlines for completion of Arizona APR Reporting Terms are earlier than the final deadline listed in the 21APR system (see Arizona's due dates above).

21APR Passwords:

Arizona's grantees will receive a password to enter the system (one per district).

Tip: If you get a notice in the system that you don't have access, it's usually because your password has expired. Just go ahead and set up a new one.

If you forget your password, or need to reset your password, go to this link:

<https://21apr.thetactilegoup.com/forgot>

Please make sure your password follows the requirements: - At least 12 characters (letters or numbers) - At least 1 uppercase letter - At least 1 special character (!,@,#,\$) (No %)

Please also review the attached "Getting Started" guide below for information regarding passwords/logging in to the 21APR system.

3) APR COMPLETION QUICK GUIDES

Click on any of the following links to view the appropriate documents:

[21APR Quick Guide 1 – Getting Started](#)

[21APR Quick Guide 2 – Navigation Basics](#)

[21APR Quick Guide 5 – Manage Centers](#) Link needed to this doc (attached)

[21APR Quick Guide 6 – Activities](#)

[21APR Quick Guide 7 – Staffing](#)

[21APR Quick Guide 8 – Participation](#)

[21APR Quick Guide 10 – Outcomes – Teacher Surveys](#)

[21APR Quick Guide 11 – Outcomes – Grades](#)

[21APR Data Guide](#) Link needed to this doc (attached)

[21APR System Tutorial](#) Delete this link- this is outdated information

4) DATA COLLECTION METHODS

21st CCLC grantees can collect data needed to complete the Annual Performance Report (APR) on the spreadsheet found at this link:

[APR Data Collection Worksheet](#) Link needed to this doc (attached)

Guidance on completing the APR Data Collection Spreadsheet

1. **Columns A-F** enable grantees to keep track of which student's data is entered on each line.
2. **Remaining Columns** collect required data in the federal APR.
3. Note: Other columns may be added to collect additional program information as desired, such as student attendance by class, or student transportation information.

5) TEACHER SURVEYS

There are three Yes/No questions for the Teacher Survey:

- 1) Did the student's homework completion improve?

- 2) Did the student's class participation improve?
- 3) Did the student's behavior improve?

This is the only survey that is required for reporting purposes on the federal Annual Performance Report (APR). You may also opt to survey staff in other ways for the evaluation purposes mentioned in your proposal, but this is the only survey that is **required** to complete the APR.

TIP: Since grantees will be compiling data from a large number of Teacher Surveys, some program sites save time by creating a survey asking the questions above in an online system such as google docs which has the capability of collecting responses into a spreadsheet for easy tallying of responses.

Teacher surveys must be administered toward the end of the school year **or once the student withdraws from the program or school.**

TIP: For students who withdraw during the school year, it is a good idea to have a teacher of theirs complete the survey right away, while they student is still fresh in their minds. If you wait until the end of the year for students who withdrew a long time prior, teachers may have a difficult time completing the surveys.

Teacher Selection: For every student you have identified as a regular attendee (participated 30 days or more), select one of his or her regular school day teachers to complete the teacher survey.

- For elementary school students, the teacher should be the regular classroom teacher.
- For middle and high school students, a Mathematics or English/Language Arts teacher should be surveyed.

Although you may include in your sample teachers who are also serving as 21st CCLC program staff, it is preferable to survey teachers who are not also program staff.

There should be one teacher survey filled out for **every** 21st CCLC student identified as a regular (30 days+) attendee of the program.

6) ADDITIONAL POINTERS

- ✓ A **regular attendee** is a student who has attended the 21st CCLC program at the site for a total of 30 days or more during the entire program year.
- ✓ First year grantees will **not** have summer data to report.
- ✓ Each class or activity should be classified under the primary intention of its purpose. However, if it also contributes to College & Career Readiness, this category should also be selected. See the 21APR Data Guide link in section 3 above for additional information on classifying activities and on completing each section of the data requested in the APR.
- ✓ The 21APR help team is available at 21apr@thetactilegroup.com and 888-282-4589.