



# *Transition Checklist for Outgoing 21st CCLC Site Leaders*

**Purpose:** When the **Person Who Knows the Job** leaves their 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) grant position, this checklist will

- help leaders leaving a 21st CCLC grant position to make sure they are leaving behind everything necessary for the people who follow them and
- help people supervising these outgoing leaders to perform an exit interview, so all the items can be checked... BEFORE the person is gone.

<b>Documentation</b>	<b>Location</b>	<b>Reviewed with:</b>	
		Name(s)	Date
<b>1.</b> Complete <i>21<sup>st</sup> CCLC Annual Verification Checklist</i> and LEA Exit Interview Checklist (to return keys, etc.)			
<b>2.</b> Complete copy of Year 1 final original approved 21st CCLC application for the site			
<b>3.</b> Complete copy of final approved Continuing Applications for Years 2, 3, 4, 5 (1x/year)			
<b>4.</b> Program At-A-Glance for the site (updated with any changes approved by the Arizona Department of Education (ADE) since the original application was approved)			
<b>5.</b> ADE Site Compliance Visit Monitoring reports			
<b>6.</b> Summer, fall and spring schedules for the 21 <sup>st</sup> CCLC program			
<b>7.</b> Tracking systems for Attendance, Purchasing, Hiring & Expenditures			
<b>8.</b> Contact list of people critical to the program and their role(s).			
<b>9.</b> Supplies Inventory: Attach list.			
<b>10.</b> List of files (paper & electronic) of raw data collected for reporting and their locations: Attach list.			
<b>11.</b> Files (paper &/or electronic) maintained in case of audit: <ul style="list-style-type: none"> <li>• 1 &amp; 2 above</li> </ul>			



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<ul style="list-style-type: none"> <li>• Timesheets (plus Time &amp; Effort &amp; Attendance attached to each Timesheet)</li> <li>• Registration forms</li> <li>• Fixed assets log</li> </ul>			
<b>12. Required Reporting</b> - Archived copies of submitted reports:			
<ul style="list-style-type: none"> <li>• Summary of Classes (2x/year)</li> </ul>			
<ul style="list-style-type: none"> <li>• Annual Performance Report (3x/year)</li> </ul>			
<ul style="list-style-type: none"> <li>• Student Attendance Report (1x/year)</li> </ul>			
<ul style="list-style-type: none"> <li>• Site Evaluation Report (1x/year)</li> </ul>			

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