



Annual Verification Checklist for 21st Century Community Learning Centers (21st CCLC) Site Leaders

<p>10) Files (paper &/or electronic) maintained in case of audit:</p> <ul style="list-style-type: none"> • Timesheets (plus Time & Effort & Class Attendance attached to each Timesheet) • Registration forms • Fixed Assets Log 	
<p>11) Required Reporting - Archived copies of submitted reports:</p> <ul style="list-style-type: none"> • Summary of Classes (SOC) - (2x/year) • Annual Performance Report (APR) - (3x/year) • Student Attendance Report (1x/year) • Summary Site Evaluation Report (1x/year) 	

I verify that to the best of my knowledge that all the information on this form is correct. I also confirm that I am know where and how to access the above listed components/documents which are necessary for ADE - 21st CCLC Program compliance.

By signing the statement below, you are acknowledging your confirmation of the above statement.

Signature 21st CCLC Site Administrator or District Administrator Printed Name Date

Date Submitted to ADE Specialist: _____

Please note any changes anticipated at this time in 21st CCLC leadership in the space below.
