

Transition Checklist for Incoming 21st CCLC District Leaders

- Prepare for Revisions that will need to be made to your site's 21st CCLC grants:
 - Find out the Revisions process and deadlines in your district from your supervisor
 - Review ADE guidelines for Revisions, including webinars offered through ADE's Grants Management system.
 - Inform site coordinators of purchasing & budget revision procedures and your deadlines for them.

- Ensure that a *Transition Checklist* is completed for each outgoing 21st CCLC site leader before they leave their position. Use the completed checklist in an exit interview with each leader before they go so that you are positive that
 - necessary data that has been collected for reporting
 - records required for federal auditing are archived and accessible
 - valuable and necessary information gets passed on from the person leaving to the incoming person.

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<http://www.azed.gov/21stcclc/>

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