

Transition Checklist for Incoming 21st CCLC Site Leaders

- Comprehensive student list: **Coordinator**
 - Recommendation: Begin with a spreadsheet pulled from the school site attendance clerk's database of all students enrolled in the school (such as PowerSchool) that includes all of the data that will be needed for reporting listed in Part I above. This way, all student names will be spelled correctly and much data entry time is eliminated.

- Develop Class rosters: **Coordinator**

- Review of safety, emergency procedures, scheduling of afterschool fire safety drills: **Principal and coordinators**

- Develop afterschool hours contact plan for parents (front office walk up and phone contact)

- Develop a Confirmation letter

- Conduct Staff orientation and training

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

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