

Transition Checklist for Outgoing 21st CCLC Site Leaders

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

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