



21st CCLC Summary of Classes Reporting Guidance FY21



All Arizona 21st CCLC grantees must submit **Summary of Classes Reports** twice a year to the Arizona Department of Education using the report template and guidance provided below.

Reporting Timeline:



What are the reporting periods for the Summary of Classes Report?

First (January) Summary of Classes Report Period

For the January report, 21st CCLC sites are submitting program information for summer (usually starting in June or late May) through December.

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Second (June) Summary of Classes Report Period

For the second report due in June, 21st CCLC sites will simply update the January report by adding the second semester classes to encompass the whole program year.

Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Getting Started:

- 1) Download the report template from the link on the Reports page of the 21st CCLC website.
- 2) Complete one Summary of Classes report *document* for each Cycle (original grant award year) of the grant in your district. If your district has multiple award Cycle years of funding, **please submit the reports for each grant Cycle in a separate Summary of Classes document.**

Name each Summary of Classes report using the following steps:

Name the report with the appropriate abbreviation for the term, the Fiscal Year, and your own LEA (district) name. Also include the Cycle year of the sites in that report, if your district has more than one grant Cycle of awards. In FY21, Arizona has the following 21st CCLC grant Cycles that will be reporting:

- a. Cycle XIII (in Year 5C)
- b. Cycle XIV (in Year 5)
- c. Cycle XV (in Year 2)
- d. Cycle XVI (in Year 1)

Click “File” then “Save As”

1. For report due in January: SOC1.FY21.(LEA,Cy _)
2. For report due in June: SOC2.FY21.(LEA,Cy _)

- 3) Provide information for each 21st CCLC school site on a separate tab. Within each Summary of Classes report document, there are enough tabs for 10 separate site reports. Tabs are located at the bottom of the spreadsheet. **Again, remember to group sites based on grant Cycles in separate Summary of Classes documents.**

28				
29				
30				
31				
32				
33				

Site 1 (Enter Site Name) Site 2 (Site Name) Site 3 (Site Name) Site 4 (Site Name) ... etc. →

Rename the tabs at the bottom of the sheet with the School Name by right clicking on the tab.



4) Fill out all fields in the Summary of Classes report.

To start, type in the OFFICIAL District/Organization Name and the School Site Name.

To find your official District/LEA and School Site Name, go to the ADE website <https://azreportcards.azed.gov/>

Use the search bar to find your school and confirm the school and district name match.

Why does it matter?

- Arizona has multiple schools that share the same or a similar name and ensuring the full and accurate name allows for all records to align accurately.

Summary of Classes data fields and key

Below is a screenshot of the Summary of Classes template. For information about how to fill in each section, see the corresponding icon in the data field key on the next pages.

21st CCLC Summary of Classes Report										
Summer & Fall Summary due in January // Summer & Fall <i>plus</i> Spring Summary due in June										
For current DUE DATES : See the Required Reporting Due Dates at http://www.azed.gov/21stcclc/required-reporting/										
District/ Organization:		School Site:		Term Report Submitted:						
Regular Attendees Goal In Grant:		Number of Days Open Projected in Grant:								
Number of Regular Attendees To Date:		Number of Days Open To Date:								
Adult Family Members Goal In Grant:		Student Service Hours per Week Projected in Grant:			Student Service Days per Week Projected in Grant:					
Number of Family Members To Date:		Student Service Hours per Week this Program Year:			Student Service Days per Week this Program Year:					
S-Student, F-Family	Class Name/Activity	Measurable Objective(s) the activity aligns with	Funding Source	Instructor Name(s) and status:	Dates Class was Offered & total # of weeks to date	Number of hours each session was offered per day	Days of the Week that Class was Offered	Average Daily Class Attendance		
	<small>Note: Classes listed should address at least one of the grant objectives. (List objectives in the next column.)</small>	<small>Note: Each of the site's academic, youth development & family engagement objectives should be addressed by at least one class.</small>	<small>Note: Indicate the source(s) of funding for class listed. (Most will be 21st CCLC funded, some will have multiple sources). 21st= 21st CCLC I=Internal E= External</small>	<small>AD- Administrator (including Site Coordinator) COLL-College Student CM-Community Member HSS- High School Student P- Parent SDT- School Day Teacher ONT-Other Non-Teaching School Staff SSS- Subcontracted Staff O- Other</small>	<small>(e.g. 8/21/19-12/15/19 = 16 weeks)</small>					
S	Student Council	2.1	I, E	ONT- Mr. Do Good	10/16/19-12/4/19 (9 wks)	1	W	11		
S	Math Targeted Intervention, gr 3	1.2	21st	SDT- Mrs. Wampler	9/16/19-12/13/19 (12 wks)	1	M, T, Th, F	10		
S	Lego Robotics	1.2, 2.1	21st	CM- Mr. Nunez	9/16/19-12/13/19 (12 wks)	1	T, Th	15		
S	Reading Intervention (State Tutor), gr 4	1.1	I	SDT- Mr. Linguistic	9/16/19-12/13/19 (12 wks)	0.75	M, T, Th	4		
F	Academic Family Engagement	3.1	21st, I, E	SDT Romero, SDT Keene, CM Basurto	10/15/19 & 12/14/19 (2 wks)	2	W	8		
List classes offered to date below- First Summer, then Fall in the January Report. Add Spring data to the end for the June Summary Report.										

EXAMPLE



Summary of Classes Data Field Key:



Select the Term from the drop down for the report you are submitting- SOC1 or SOC2.



Enter the Projected Goal of Regular Attendees from the site's original approved 21st CCLC application and the Regular Number of Attendees *to date* for the reporting period (i.e.- Fall report will include regular attendees with attendance from summer plus fall, through December 31, Spring report will be Summer + Fall + Spring).



Enter the Projected Number of Program days approved in the site's original 21st CCLC application and the Number of Program days *to date* for the reporting period (i.e.- Fall report will include the number of program days from summer plus fall, through December 31, Spring report will be Summer + Fall + Spring).



Enter the Adult Family Member Goal from the site's original approved 21st CCLC application and the number of Adult Family Members *to date* for the reporting period (i.e.- Fall report will include Adult Family Members from summer plus fall, through December 31, Spring report will be Summer + Fall + Spring).



Enter the Student Service *Hours* per week approved in the site's original 21st CCLC application and the typical number of hours per week the center was open for Student Services for the academic terms in the reporting period (Fall or Spring- summer is an anomaly).



Enter the Student Service *Days* per week approved in the site's original 21st CCLC application and the typical number of *days* per week the center was open for Student Services for the academic terms in the reporting period (Fall or Spring- summer is an anomaly)..

For the next fields of the report (below the example):

Report each term separately!

Indicate a new term is being reported by listing all classes/activities for one term grouped together, followed by the next term grouped together, or by leaving a blank row in the sheet and then starting the next term below.



Why report them separately?

Each term has unique classes and rosters of students and ADE wants to see what took place over that timeframe. Additionally, this will allow the Summary of Classes to be a tool to help complete the Annual Performance Report, a federal report submitted by term three times each year- summer, fall, and spring (see the Required Reports page of our website for more guidance).



Indicate whether the activity was focused on Student Services (S) or Family Services (F). Family can include activities with Adult Family Members served *only* or activities where both students and Adult Family Members were both served.



List each class/activity in the 21st CCLC umbrella of services (whose hours and attendance you're counting towards the requirements of the 21st CCLC grant) separately.

If you are offering more than one class with the same name, please include the teacher's name or some other identifier (ex. 3rd Grade Reading- Ms. Morrison, 3rd Grade Reading-Mr. Ishiguro).



Include the measurable grant objective number(s) to indicate how the class/activity is aligned to your 21st CCLC grant objective(s). Some classes may have only one and some may be tied to multiple objectives.



Enter the funding source of the class/activity. Most activities will be funded through the 21st CCLC grant, but sites often strategically combine with other funding sources. This indicator allows us to see your partnerships in action and helps if we have questions about class size, instructors, etc.

The options are "21st" for 21st CCLC funding, "I" for Internal funding (including from M&O, Title I, State Tutoring, Migrant Funding, etc- any funds managed by the LEA), and "E" for External funding (including any funding that is managed outside of the LEA). Each class/activity can have multiple funding sources.



Enter the name of the Instructor and the abbreviation for their status. If more than one Instructor for that class (a tutor and an assistant because of the larger class size, etc.), enter both names and both of their statuses.



Why the status abbreviation?

Each of these statuses align to those asked for in the federally required Annual Performance Report in the Staffing section (see the Required Reports page of our website for more guidance).

This way, your Summary of Classes report becomes even *more* helpful in completing the federally required reporting.

Status options are:

- AD- Administrator (**Site Coordinator**, Principal, District Level staff, etc.)
- COLL-College Student
- CM-Community Member
- HSS- High School Student
- P- Parent
- SDT- School Day Teacher
- ONT-Other Non-Teaching School Staff (Librarian, teacher's assistant, attendance clerk, etc.)
- SSS- Subcontracted Staff
- O- Other (someone who does not fit into any of the above categories)





Enter the dates and number of weeks a class/activity was offered. Most classes will have the same begin/end dates and weeks, but there are various reasons a class/activity might have different dates and weeks. Pay special attention to classes start ended early or started late- this demonstrates continuous improvement or adapting to the needs of the site!



Enter the number of hours each class/activity was offered PER DAY. Ex: If a class/activity was offered 4 days a week for 1 hour each day, enter "1" here.
Tip- this will allow for easy translation into the Annual Performance Report, as this language aligns to what's requested in that report in the Activities section.



Enter the abbreviation for the days of the week the class/activity was offered.



Enter the Average Daily Attendance for the class- how many students are present in the class each day, on average?
This will tell ADE if you have an allowable class size for the 21st CCLC grant funding. It will also help you complete the Annual Performance Report, as the same question is asked in the Activities section of the report.



Support with reporting for FY21 with COVID-19 related programming:

COVID programming might look a little different so we will use this report to paint a picture of the reality of programming in the field this year.

- To give us an accurate idea of progress towards your regular attendee goal, add in the box of how many regular attendees 👣 also how many students you have with less than 30 days of attendance. (ex: 31 + 152 non-reg)
- If the class was distance learning, virtual, hybrid, or in person *and* the distinction is important to telling your data story (for example because one modality had more or less students or the offerings were more focused on SEL, etc.), indicate the modality by adding the appropriate term to the end of the class name ⚡ (ex: 3rd Gr Reading Distance, 3rd Gr Reading in-person, etc.)
- If your school signed and returned the 4201(b)(1) waiver to your assigned program specialist, any classes and activities offered under the 4201(b)(1) waiver should include a note for student services *provided during the instructional day* with the addition of "W" (for waiver) in the title of the class ⚡ (ex: 3rd Gr Reading W)
- If your program switched modalities mid-term (ex: started Distance Learning in fall but moved to hybrid in October) *and* the switch changed the class offered drastically, list the classes as separate rows. If the only thing different was the location, it can stay the same line and can include the modalities distinction if indicated (ex: 3rd Gr Reading Virtual, Hybrid).

Remember, ADE uses this report in part to understand what took place during the 21st CCLC program so include any distinctions that might paint a better picture if it's important to understanding the program.



5) Email your Summary of Classes Report as an attachment to your ADE 21st CCLC Program Specialist.

Find due dates on the Required Reporting button on the 21st CCLC website (<http://www.azed.gov/21stcclc/required-reporting/>).

Remember: Reporting due dates are requirements and can determine a site's substantial compliance! Early submissions of reports are always welcome.

Thank you!

