



21st CCLC Site Evaluation Report Instructions



Components of Annual Site Evaluation

- ✓ Compliance Worksheet
- ✓ Objectives Worksheet
- ✓ Continuous Improvement Worksheets

Due Date and Report Submission

Due Date:

Your site evaluation document must be submitted by the due date.

See the *Required Reporting Due Dates* at this link:
<http://www.azed.gov/21stccclc/required-reporting/>

Site Evaluation Report Submission:

Email completed reports to your ADE Program Specialist on or before the due date each year.

Site Evaluation Questions, Required Components, and Resources

Evaluation Question	Component	Resource
1. Was program implemented as approved in application?	Self-Assessment Compliance Worksheet	Original approved 21 st CCLC grant application
2. Were program objectives met?	Objectives Worksheet	Objectives from approved grant application, or Specialist approved revisions submitted in Continuing Application
3. What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives?	Continuous Improvement Worksheet	Compliance Worksheet Objectives Worksheet School Day & Program Staff Meetings Surveys
4. What will be done next year to ensure progress toward reaching program objectives?		

Compliance Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Self-Assessment Compliance Worksheet portion of the annual Site Evaluation Report is designed to collect your responses regarding the following areas of program implementation.

Select “Yes” if the site met the requirement during the program year and “No” if the site did not meet the requirement. *If you select “No” on any item of the Compliance Worksheet, please indicate the reason(s) in the comments section.*

1. Direct Student Services	6. Evaluation
2. Direct Family Services	7. Dissemination
3. Alignment to the School Day	8. Sustainability
4. Safe and Healthy Learning Environment	9. Fiscal Record Keeping
5. Equity and Access	10. Required Training
Program Management (Adequacy of Resources)	

Compliance Worksheet

Evaluation Question 1 - Was program implemented as approved in application?

The Self-Assessment Compliance Worksheet portion of the annual Site Evaluation Report also requires additional narrative for designated questions.

These questions are indicated with **blue font** and a **blue “Narrative required”** in the Comments box.

Narrative required: 

Objectives Worksheet

Evaluation Question 2 – Were program objectives met?

The Objectives Worksheet is designed to collect information regarding progress made toward meeting your own 21st CCLC grant program objectives.

From your approved application (or Program Specialist approved revisions in the Continuing Application), please report on **ALL** objectives in the following areas:

- ✓ Academic Objectives
- ✓ Youth Development Objectives
- ✓ Family Engagement Objectives

Report all information requested on the Objectives Worksheet for each objective and show your work in the Data Findings section.

Objectives Worksheet

Below is an example of how to fill out the Objectives Worksheet:

21st CCLC Program SAMPLE Objectives Worksheet				
Area	Measurable (SMART) Objective	Data Source	Data Findings	Met
Academics	1.1 Each year, 15% of students in grades 5-8 that regularly attend the 21st CCLC program will increase one level in Reading Proficiency as measured by "ABC" benchmark test.	"ABC" Benchmark Reading Test fall and spring results	Of the 55 regularly attending students in grade 5-8, 7, or 13%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was not met but the site made progress towards meeting it.	NO
	1.2 Each year, 15% of students in grades 2-4 that regularly attend the 21st CCLC program will increase one level in Math Proficiency as measured by "ABC" benchmark test.	"ABC" Benchmark Math Test fall and spring results	Of the 48 regularly attending students in grade 2-4, 22, or 46%, increased one proficiency level between the fall pre test and the spring post test on the "ABC" benchmark. This objective was met.	YES
Youth Development	2.1 At the end of each year, 75% of regular attendees will report that participation in the program helped them feel more connected to their peers, as measured by the Student Satisfaction Survey.	Student Satisfaction Survey	Of the 121 regular attendees, 98, or 81%, reported that they felt more connected to their peers since participating in the 21 st CCLC program. This objective was met.	YES
Family Engagement	3.1 Each year, 65% of 21 st CCLC regular-attendeo family members who attend three or more Saturday Workshops will indicate on the annual parent satisfaction survey that they feel more comfortable assisting with their child or children's homework activities.	Annual Parent Satisfaction Survey	48 regular-attendeo family members attended at least one Saturday Workshop. Of the 12 regular attendees family members who attended three or more Saturday Workshops, 6 family members, or 50%, indicated on the annual parent satisfaction survey that they felt more comfortable assisting with their child or children's homework activities. This fell short of the goal of 65%.	NO

Continuous Improvement Worksheet

The Continuous Improvement Worksheet is designed to collect your responses to site evaluation questions three and four:

Evaluation Question 3 - What are the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching the program objective?

Evaluation Question 4 - What will be done next year to ensure progress toward reaching the program objective?

One Continuous Improvement Worksheet must be completed for each grant objective.

Evaluation Question 3 - What are your Findings*, and the Strengths, Weaknesses, Opportunities, and Threats (SWOT) to reaching program objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:			
Findings*:			
Strengths	Weaknesses	Opportunities	Threats
Strategies for Improvement			

*Summary or conclusion reached after completion and examination of the Compliance and Objectives Worksheets or any other relevant resources that have been indentified.

Evaluation Question 4 - What will be done next year to ensure progress toward reaching program objectives? See area highlighted in pink below.

Academic Achievement Outcome Objective 1:

Findings*:

Strengths	Weaknesses	Opportunities	Threats

Strategies for Improvement

In this space, write your teams plans to ensure progress towards reaching this objective next year.

Site Evaluation Report Submission Process

Step 1) Name your Site Evaluation Report using the following naming convention:

EvalRpt(2021-22).YourDistrictName.YourSchoolName

Acceptable
abbreviations:

Acceptable
abbreviations:

Examples:

EvalRpt(2021-22). SantaCruzValleyUSD.MountainViewEl

EvalRpt(2021-22).AltarValleyED.AltarValleyMS

District Type

USD

UD

ED

School Type

El

MS

HS

K-8

We must be able to identify your LEA and school by looking at the name of the document.

Please use the official LEA and School names registered with ADE

Click on the following link to look up official names- <https://azreportcards.azed.gov/>



Site Evaluation Report Submission Process

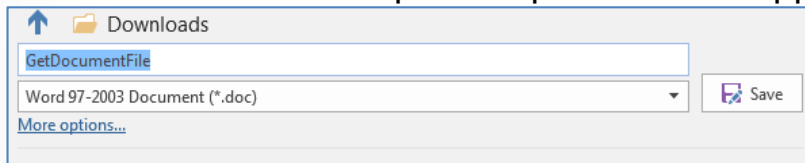


Not sure how to re-name your Site Evaluation Report document so that it follows the naming convention on the previous page? Follow the simple steps shown below.

- A. Click on “File” at the top left of the Word document, then “Save As” in the drop down menu.



- B. The Site Evaluation Report template title will appear highlighted in blue.



Delete the template file name and replace with naming components detailed on previous page:

EvalRpt(2020-21).YourDistrictName.YourSchoolName

Document Submission Process

Step 2) Email your Site Evaluation Report to **your 21st CCLC program specialist** by the due date each year.

Find the *Required Reporting Due Dates* at this link:

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



If you have questions, need clarification or other assistance please contact your 21st CCLC specialist.



Failure to comply with the annual site evaluation requirement WILL result in being placed in corrective action, and may result in the holding of all federal funds.

Thank you in advance for completing this and all of your 21st CCLC reports on time. Early submissions of reports are always encouraged.

