



21st CCLC Summary of Classes Reporting Guidance and FAQs FY22



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 14 (in Year 5C)
- b. Cycle 15 (in Year 3)
- c. Cycle 16 (in Year 2)
- d. Cycle 17 (in Year 1)

Click “File” then “Save As”

1. For report due in January: **SOC1.FY22.(LEA,Cy _)**
2. For report due in June: **SOC2.FY22.(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)

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 <small>Note: Classes listed should address at least one of the grant objectives. (List objectives in the next column.)</small>	Measurable Objective(s) the activity aligns with <small>Note: Each of the site's academic, youth development & family engagement objectives should be addressed by at least one class.</small>	Funding Source <small>Note: Indicate the source(s) of funding for class listed. (Most will be 21st CCLC funded, some will have multiple sources).</small> 21st= 21st CCLC I=Internal E= External	Instructor Name(s) and status: 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	Dates Class was Offered & total # of weeks to date (e.g. 8/21/19-12/15/19 = 16 weeks)	Number of hours each Class session was offered per day	Days of the Week that Class was Offered	Average Daily Class Attendance	
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- Ms. 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. Nue	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 FY22 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.

- 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 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.



Summary of Classes FAQs:

A. What are you reporting in the first Summary of Classes due on January 21, 2022? What about the second Summary of Classes due on June 3, 2022?

The first Summary of Classes Report Period will include 21st CCLC classes offered between June 1, 2021 to December 31st, 2021 (Summer 2021 and Fall 2021 Terms).

- This includes classes offered to students and family engagement offerings like classes and events.
- Reminder: Group all Summer 2021 classes together first and then enter all Fall 2021 classes below the Summer classes.

The second Summary of Classes Report is a continuation of the first, with Spring 2022 classes added to the bottom of the Summer 2021+Fall 2021 reported programming.

- When submitting this second report, be sure to update the top sections to reflect the progress towards program goals to date (in the second report, this will mean the cumulative totals for the whole program year, Summer + Fall + Spring).
 - These will be numbers your specialist checks against your program goals to determine compliance in these areas.

B. Which classes do I count?

Count all out-of-school time classes you consider part of your 21st CCLC program and who you gather attendance from.

- List each class in a separate row. If you are offering more than one class with the same name, please include the teacher's name or some identifier.
 - o Ex: 3rd Grade Reading - Ms. Angelou and 3rd Grade Reading - Mr. Pinkney
- This includes classes that are paid for through another funding source but are geared towards your 21st CCLC objectives.
 - o Example scenario: Your Student Council meets after school, but the teacher gets paid through M&O. The focus of Student Council ties directly into your 21st CCLC Youth Development objective and you collect attendance for this class every Tuesday.
 - Student Council should appear on your Summary of Classes!



C. How do I record Family Engagement on the Summary of Classes Report?

Enter these offerings the same as you would a student class- address the objective it aligned to, who the Instructor or leader was, the date(s), and how many people were present.

Example scenario: Your school partnered this year with the local Community College for a virtual Astronomy Night. You have a STEM objective for your 21st CCLC program so you ensure adult family members of 21st CCLC students are indicated in the virtual sign in sheet. You end up with 46 adult family members of 21st CCLC students participating.

- This event should show up on your Summary of Classes!

D. What if my District has multiple 21st CCLC sites?

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.

- Provide information for each 21st CCLC school site on a separate tab. Within each Summary of Classes report, there are enough tabs for 10 separate site reports. Tabs are located at the bottom of the spreadsheet.

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!

