21st CCLC Summary of Classes Reporting Guidance and FAQs FY22 for EMAC Users

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 underline update the January report by adding the second semester classes to encompass the whole program year.

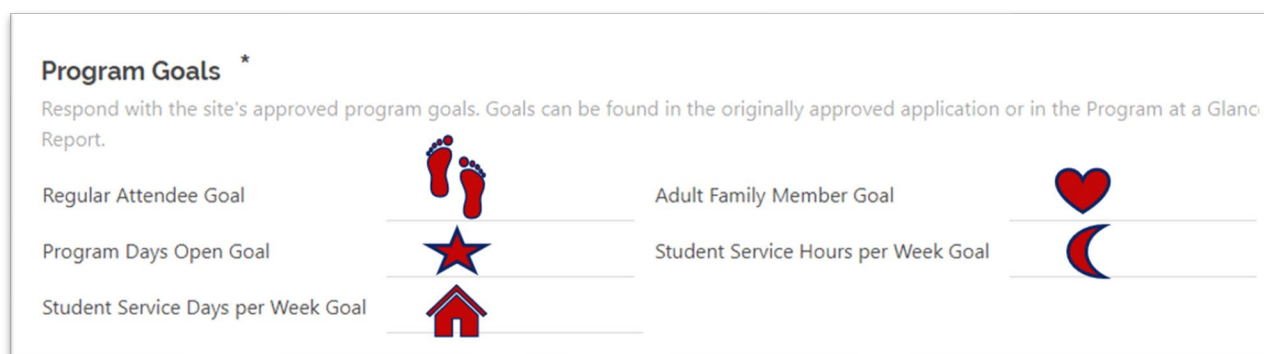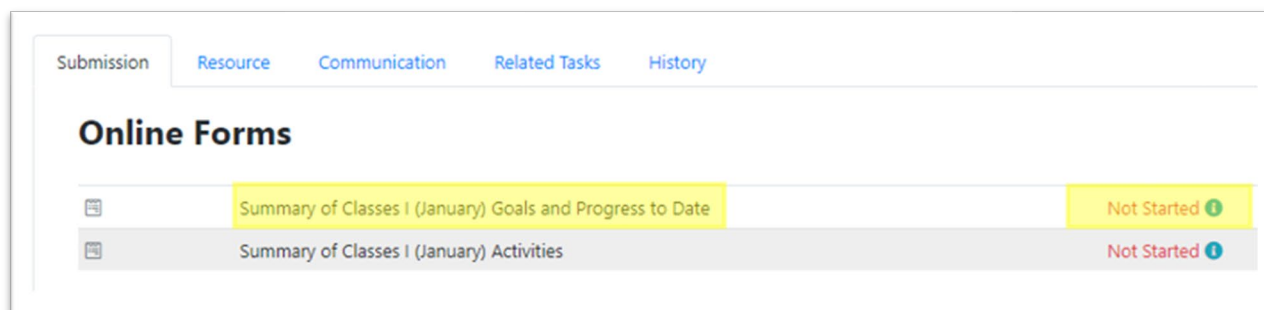| Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May

Getting Started:

The Summary of Classes I (January) reporting must be completed in EMAC for all Year 1 (Cycle 17) sites in the 2021-2022 program year. For additional guidance on accessing and assigning the Summary of Classes Report Monitoring Program in EMAC, see the EMAC section of our website, located here under EMAC Resources.

Completing the Summary of Classes I (January) Report

Below are screenshots of the Summary of Classes online forms in EMAC. For details and defintions for each sections' data fields, see the corresponding icon in the data field key on the next pages.

Online Form 1- Summary of Classes I (January) Goals and Progress to Date:

Summary of Classes- Program Goals Data Field Key:

Enter the Projected Goal of Regular Attendees from the site's original approved 21st CCLC application.

Enter the Projected Number of Program days approved in the site's original 21st CCLC application.

Enter the Adult Family Member Goal from the site's original approved 21st CCLC application.

Enter the Student Service *Hours* per week approved in the site's original 21st CCLC application.

Enter the Student Service *Days* per week approved in the site's original 21st CCLC application.

Summary of Classes- Program to Date Data Field Key:

Enter 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 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 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 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 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)..

Once all information has been completed, click the "Complete" button to close Form 1 and move into Form 2.

Online Form 2- Summary of Classes II (January) Activities:

Submission Resource Communication Related Tasks History

Online Forms

🗓	Summary of Classes I (January) Goals and Progress to Date	Not Started ⓘ
🗓	Summary of Classes I (January) Activities	Not Started ⓘ

Summary of Classes I (January) Activities

Summary of Classes I (January) Activities
In this section of the Summary of Classes, report on each activity/class that was offered during the term. Include any classes the site is counting under the 21st CCLC out-of-school time umbrella. Page 1 is Summer, page 2 is Fall.

In the Activities section of the report,
We report each term separately!

Each term of the January Summary of Classes is listed on a separate page of the form. Page 1 is the Summer term reporting and page 2 is for Fall term activities.
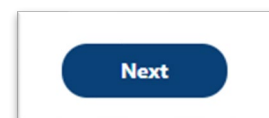
Why report them separately?
Each term has unique classes and rosters of students and ADE wants to see what took place over that timeframe. Additionally, this will allow the Summary of Classes to be a tool to help complete the Annual Performance Report, a federal report submitted by term two times each year- summer, fall, and spring (see the Required Reports page of our website for more guidance).

To move between the pages, use the bottom navigation buttons.

On page 1, click "Next" to move to Fall Activities reporting:

Next

On page 2, use "Previous" to move back to the Summer Activities reporting:

Previous   **Complete**

➊ Go Back 🖫 Save Draft

Class Name

List the activity/class name, including any details needed to distinguish between other classes.

Student/Family

Was this activity student or family focused?

Choose... ⌄

Funding Source

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

Objectives

Objective(s) the activity aligns with. Each of the site's academic, youth development, & family engagement objectives should be addressed by at least one class/activity.

☐ 1.1   ☐ 1.2   ☐ 1.3   ☐ 2.1   ☐ 2.2

☐ 3.1

Summary of Classes- Activities Data Field Key:

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.

Summary of Classes- Activities Data Field Key (cont.):

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. Add additional instructors as necessary.

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:
- o AD- Administrator (**Site Coordinator**, Principal, District Level staff, etc.)
- o SDT- School Day Teacher

- ONT-Other Non-Teaching School Staff (Librarian, teacher's assistant, attendance clerk, etc.)
- SSS- Subcontracted Staff
- P- Parent
- COLL-College Student
- CM-Community Member
- HSS- High School Student
- O- Other (someone who does not fit into any of the above categories)

Enter the begin and end 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 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.

Click this button to add each additional Activity section.

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 activities. If the only thing different was the location, it can stay the same activity section and can include the modalities distinction if indicated (ex: 3rd Gr Reading Virtual, Hybrid).

<u>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.</u>

<u>Submitting the Summary of Classes:</u>

Once both form 1 and form 2 are completed, the final step in submitting the Summary of Classes is to click the blue "Submit for Review" button, shown below:

updated 11-9-21

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!

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.

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 activity section. 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.
        ▪ Afterschool 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.

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