

5 H T X L U H G 5 H S R U W L Q J in EM/
(G X F D W I R P Q L W R U V L Q V W D R P F S H O L D Q F
(O \$ & 6 F K R R O 8 V H U 6 / L W H I O
) <



V W & & / & 6 L W H (5 Y H S R X U D W W
O R Q L W R U L Q J 3 U R J U D P 6 X S S O H P H Q W D O

6 L W H D O X D W L R Q 5 H S R U W O R Q L W R U L Q J 3 U R J U D P

\$ O O \$ U L J R Q D V W & & / & J U D Q W H H V P X V W V X E P L W D Q D Q Q X D O
F R P S O L D Q F H Z L W K J U D Q W U H T X L U H P H Q W V D Q G W K H V W U H Q J W K
R E M H F W L Y H V 5 H V X O W V V K R X O G E H P D G H L D Y D X D Q H E O L H W R I D W K V H V
W K H V W & & / & (O \$ & 6 F K R R O 8 V H U * X L G H 7 K L V J X L G H Z L O O S U P
& R O O H F W L R Q 7 D V N V V S H E M H F (W D O H S R X U D W W O R Q L W R U L Q J O 3 U R J U D P H U D P H I H U V
V W & & / & (O \$ & 6 F K R R O 8 V H U * X L G H I R U L ' D I V U D P D R V L Q R O F R V Q R K O R Z
R W K H U (O \$ & L Q I R U P D W L R Q

2 Q F H D G L V W U L F W (O \$ & \$ G P L Q L V W U D W O R Q L W R U L Q J D V V L J Q H G \ R
(Y D O X D W L R Q O R Q L W R U L Q J 3 U R J U D P L W Z L O O E H G L V S O D \ H G R O
6 D P S O H 6 F K R R O 8 V H U ' D V K E R D U G

V W & & / & L W H (Y D O H X S R X U D W W O O H F D V L N R Q

7 K H V W & & / & 6 X P P D U \ O R Q L W R U L Q J 3 U R J U D P D W D & R O O H F W L R Q
7 D V N D V V R F L D W H G Z L W K L W

v V W & & / & 6 L W H (5 Y H S R X U D W W O R Q L W R U L Q J 3 U R J U D P

7 K H V W & & / & 6 L W H (5 Y H S R X U D W W O R Q L W R U L Q J 3 U R J U D P H U D P H I H U V
D Q G ' L V W U L F W V W D I I Z K R Z L O O E H U H V S R O V L E O H I R U V X E P L W
O R Q L W R U L Q J 3 U R J U D P L Q (O \$ & Z L O O Q H H G W R E H D V V L J Q H G I
V W & & / & 6 L W H (Y D O X D W L R Q 1 5 H S R X U D W W O R Q L W R U L Q J 3 U R J U D P H U D P H I H U V

A sample of the "21st CCLC Site Evaluation Report" Data Collection Task

Not Started 🔖

21st CCLC Summary of Classes Report I (January) #29175

Program Area 21st CCLC	Monitoring Program 21st CCLC Summary of Classes Report	Cycle FY22	Fiscal Year 2022	Task Type Data Collection
Assigned On: 11/17/2021	Last Modified On: 11/17/2021 9:09:03 AM		Staff Assigned:	
Is Onsite Visit: ☺	Original Start Date: 11/30/2021		Primary	
Data Collection Method: Desktop Review	Current Start Date: 11/30/2021			
	Original End Date: 1/21/2022			
		Current End Date: 1/21/2022		

Purpose

Completing the Summary of Classes report will provide your Program Specialist with information on how you are progressing towards your program goals. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance instead of waiting to receive data at the end of year and in the Annual Performance Report.

The First Summary of Classes Report should include programming offered between June 1, 2021 to December 31, 2021 (Summer 2021 and Fall 2021 Terms).

To Do:

1. Complete Online Form **21st CCLC Summary of Classes Report I (January) Goals and Progress to Date:**

- Enter the Regular Attendees Goal from the approved 21st CCLC FY22 Program-at-a-Glance
- Enter the Regular Number of Attendees to date
- Enter the number of days the program was open Summer 2021 + Fall 2021
- Enter the total days of programming proposed in the FY22 Program-at-a-Glance
- Enter the average number of hours the center was open each week during the Fall 2021 term.
- Enter the average number of hours the center was proposed to be open in the FY22 Program-at-a-Glance.

2. Complete Online Form **21st CCLC Summary of Classes Report I (January) Activities:**

Page 1 -This includes classes offered to students and family engagement offerings like classes and events for Summer 2021.

Page 2 -This includes classes offered to students and family engagement offerings like classes and events for Fall 2021.

Submission **Resource** Communication Related Tasks History

Online Forms

<input type="checkbox"/>	Summary of Classes I (January) Goals and Progress to Date	Not Started
<input type="checkbox"/>	Summary of Classes I (January) Activities	Not Started

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

To complete the 21st CCLC Site Evaluation Report Data Collection Task, two Online Forms will need to be completed.

- 21st CCLC Program Site Evaluation - Self-Assessment Compliance Worksheet
- 21st CCLC Program Site Evaluation - Objectives & Continuous Improvement Worksheet

Completing an Online Form in EMAC

- 1) Click on **Not Started** located to the right of the Online Form to be completed.
- 2) Once you enter the requested information, click the blue **Complete** button.

For detailed directions on how to complete the required Online Forms, see the **21st CCLC Site Evaluation Report Guidance (FY22) for EMAC Users** document [here](#). It can also be found in the Data Collection Task Resource Tab.



Once you have completed both Online Forms, submit the Data Collection Task by clicking the blue **Submit for Review** button located at the bottom of the Data Collection Task.

