

21st CCLC Calendar- Checklist

Use this optional checklist resource to keep track of upcoming reporting deadlines and ongoing reporting work to have on your radar throughout the year. Add your own items to the list as needed and feel free to edit as necessary.

	What's happening this month?	To complete by the end of the month:
August	<ul style="list-style-type: none"> - Recruiting staff & students - Making schedule - Consulting with transportation, food service - Checking for any missing summer data 	<p>Checked AzEDS Portal for Summer 2022 attendance (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit "Participation tab" of APR for 2021-2022 yr Reviewed Original Grant (and any programmatic changes in Continuing Applications) Review previous year's data, including Site Evaluation (if applicable), especially for "Strategies for Improvement" in Continuous Improvement Worksheet <input type="checkbox"/> Documented summer symposium sessions Used data to ID students to recruit (per targeted population in original application) <input type="checkbox"/> _____ <input type="checkbox"/> _____
September	<ul style="list-style-type: none"> - Starting programs - Collecting pre-test data (if applicable) - Starting draft of Summary of Classes I (SOC I) in EMAC - Budget revisions (as necessary) 	<ul style="list-style-type: none"> <input type="checkbox"/> Program at a Glance due in EMAC this month Set up Fall attendance in SIS Confirmed Summer 2022 attendance is accurate in AzEDS Portal by due date (if applicable) <input type="checkbox"/> 21st CCLC Staff meeting documented <input type="checkbox"/> Aligned scheduled classes to 21st CCLC Objectives Started to document classes- start dates, staffing, funding (SOC I is open to start) Administered pre-tests (if applicable- check your objectives!) Assigned data tasks to team and requested access where needed Captured APR Teacher Survey for students <i>who left school after summer school (grades 1-5 only)</i> In September 2022, submitted "Student Data tab" of APR for 2021-2022 yr <input type="checkbox"/> _____ <input type="checkbox"/> _____

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October	<ul style="list-style-type: none"> - Ongoing program shifts (staffing, scheduling) - Budget revisions (as necessary) 	<p>Documented any class changes (new class start date/ phased out class end date) (SOC I)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tracked any back-to- school family engagement- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> Tracked any partnerships to date <p>Checked September attendance in AzEDS Portal- made any necessary corrections</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
November	<ul style="list-style-type: none"> - Ongoing program shifts (staffing, scheduling) - Preparing for any semesterly data collection needed (check your objectives) - Budget revisions (as necessary) 	<ul style="list-style-type: none"> <input type="checkbox"/> Tracked any partnerships to date <p>Checked October attendance in AzEDS Portal- made any necessary corrections</p> <p>Tracked any one-time family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____
December	<ul style="list-style-type: none"> - End of semester data collection (if applicable) - Preparing for spring semester - Budget revisions (as necessary) 	<ul style="list-style-type: none"> <input type="checkbox"/> Tracked any partnerships to date <p>Checked November attendance in AzEDS Portal- made any necessary corrections</p> <p>Tracked any additional semester-long family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students</p> <p>Filled in missing details for SOC in EMAC (average attendance, end dates, total days open Summer + Fall, total regular attendees)</p> <p>Documented fall term safety drill (if applicable)</p> <ul style="list-style-type: none"> <input type="checkbox"/> _____ <input type="checkbox"/> _____

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January	<ul style="list-style-type: none"> - Starting programs - Collecting pre-test data (if applicable) - Starting draft of Summary of Classes II (SOC II) in EMAC - Budget revisions (as necessary) 	<p>Used data to ID students to recruit (per targeted population in original application) Checked December attendance in AzEDS Portal- made any necessary corrections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Summary of Classes I due in EMAC this month Confirmed regular attendee number in SOC I aligned to AzEDS Portal count <input type="checkbox"/> Set up Fall attendance in SIS Captured pre-test data for any students new to the program this semester <input type="checkbox"/> Tracked any partnerships to date Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> _____ <input type="checkbox"/> _____
February	<ul style="list-style-type: none"> - Ongoing program shifts (staffing, scheduling) - Budget revisions (as necessary) 	<p>Checked January attendance in AzEDS Portal- made any necessary corrections Fall Attendance- due correct and accurate in AzEDS Portal this month</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tracked any partnerships to date Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> _____ <input type="checkbox"/> _____

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March	<ul style="list-style-type: none"> - Ongoing program shifts (staffing, scheduling) - Preparing for any semesterly data collection needed (check your objectives) - Budget revisions (as necessary), including summer - Looking at next year's Continuing Application 	<ul style="list-style-type: none"> <input type="checkbox"/> Checked February attendance in AzEDS Portal- made any necessary corrections <input type="checkbox"/> Tracked any partnerships to date Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students Confirmed access for all end of year reporting, including data points from objectives (school day grades, benchmark data, etc) <input type="checkbox"/> _____ <input type="checkbox"/> _____
April	<ul style="list-style-type: none"> - End of semester data collection (if applicable) - Setting up for summer term - Budget revisions (as necessary), including summer 	<ul style="list-style-type: none"> Checked March attendance in AzEDS Portal- made any necessary corrections <input type="checkbox"/> Tracked any partnerships to date Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> Documented spring term safety drill (if applicable) <input type="checkbox"/> Started collecting APR Teacher Surveys (if applicable) <input type="checkbox"/> Started entering APR data into system Met with staff to review Site Evaluation (Continuous Improvement Worksheet) <input type="checkbox"/> Started next year's Continuing Application budget <input type="checkbox"/> _____ <input type="checkbox"/> _____

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May	<ul style="list-style-type: none"> - End of semester data collection (if applicable) - Wrapping up 21st CCLC reports - Setting up for summer term 	<ul style="list-style-type: none"> <input type="checkbox"/> Checked attendance in AzEDS Portal- made any necessary corrections <input type="checkbox"/> Tracked any partnerships to date <input type="checkbox"/> Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> Continued Site Evaluation <input type="checkbox"/> Continued APR data entry Continued next year's Continuing Application budget, reviewing any programmatic changes with Education Program Specialist at ADE <input type="checkbox"/> Filled in missing details for SOC in EMAC (average attendance, end dates, total days open Summer + Fall + Spring, total regular attendees) <input type="checkbox"/> Finished collecting APR Teacher Surveys (if applicable) <input type="checkbox"/> Set up Summer attendance in SIS (where SIS allows) <input type="checkbox"/> _____ <input type="checkbox"/> _____
June	<ul style="list-style-type: none"> - Summer programming - Finalizing reports - Closing out if any staff transitioning 	<p>Checked May attendance in AzEDS Portal- made any necessary corrections</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tracked any partnerships to date Tracked any family engagement events- dates, attendance for adult family members of Actively participating 21st CCLC students <input type="checkbox"/> Continuing Application due in GME this month <input type="checkbox"/> Summary of Classes I due in EMAC this month Confirmed regular attendee number in SOC I aligned to AzEDS Portal count <input type="checkbox"/> Site Evaluation due in EMAC this month APR Process Evaluation data due in 21st CCLC APR system this month <input type="checkbox"/> Collected necessary APR data to complete Student Data entry <input type="checkbox"/> _____ <input type="checkbox"/> _____

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July		<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ _____