



21st CCLC Summary of Classes Reporting Guidance and FAQs FY23 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 late May or early June) 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:

The Summary of Classes I (January) reporting must be completed in EMAC for all Year 1 (Cycle 17) sites in the 2022-2023 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](#).

Completing the Summary of Classes I (January) Report

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

Online Form 1: A - Summary of Classes (SOC 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.




Program to Date (as of Dec 31) *

Respond with site's progress towards goals to date (as of Dec 31), including summer program progress (if applicable). For the hours and days per week, respond with the typical week in the fall semester.


Regular Attendee as of Dec 31




Program Days Open as of Dec 31




Student Service Days per Week as of Dec 31



Adult Family Member as of Dec 31



Student Service Hours per Week as of Dec 31



Go Back

Save Draft

Complete

Summary of Classes- Program to Date Data Field Key:



Enter the Regular Number of Attendees *to date* for the reporting period (i.e.- SOC I report will include regular attendees with attendance from Summer + Fall, through December 31, SOC II report will be Summer + Fall + Spring).



Enter the Number of Program days *to date* for the reporting period (i.e.- SOC I report will include the number of program days from Summer + Fall, through December 31, SOC II report will be Summer + Fall + Spring).



Enter the number of Adult Family Members *to date* for the reporting period (i.e.- SOC I report will include Adult Family Members from Summer + Fall, through December 31, SOC II 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: B - Summary of Classes (SOC I - January) Activities:

[Submission](#) [Resource](#) [Communication](#) [Related Tasks](#) [History](#)

Online Forms

	A - Summary of Classes (SOC I - January) Goals and Progress to Date	Not Started
	B - Summary of Classes (SOC I - January) Activities	Not Started

B - Summary of Classes (SOC I - January) Activities

Summary of Classes (SOC 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 of 2

1. Did your program have a 21st CCLC Summer 2022 program? *

☒ Yes ☐ No

Since schools who are in year 1 of their grant in 2022-2023 (Cycle 18 grantees) were *not* required to have a summer program immediately upon award (which would look like July 2022 summer programming), the first page of this form asks each site to select whether they have summer data to report- "Did your program have a 21st CCLC Summer 2022 program?"

*ALL SITES EXCEPT THOSE IN YEAR 1 (awarded funding July 1, 2022) WILL HAVE DATA TO REPORT and should select "Yes."



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. The first activities page is the Summer term reporting and the second 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).

Form Navigation

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

To move between Summer and Fall Activities reporting (if applicable), click “Next”:

Next

To move back, use “Previous” to move back to the Summer Activities reporting (if applicable):

Previous

Complete

Go Back Save Draft



Completing the Activities Section

<p>Class Name *</p> <p>List the activity/class name, including any details needed to distinguish between other classes.</p> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px;"></div>	<p>Student/Family *</p> <p>Was this activity student or family focused?</p> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 10px; position: relative;"> Choose... </div>	<p>Funding Source *</p> <p>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</p> <div style="margin-top: 10px;"> <input type="checkbox"/> 21st CCLC </div> <div style="margin-top: 5px;"> <input type="checkbox"/> External </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Internal </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Other (describe) </div>
<p>Objectives *</p> <p>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.</p> <div style="display: flex; flex-wrap: wrap; margin-top: 10px;"> <div style="width: 20%;"><input type="checkbox"/> 1.1</div> <div style="width: 20%;"><input type="checkbox"/> 1.2</div> <div style="width: 20%;"><input type="checkbox"/> 1.3</div> <div style="width: 20%;"><input type="checkbox"/> 2.1</div> <div style="width: 20%;"><input type="checkbox"/> 2.2</div> <div style="width: 20%;"><input type="checkbox"/> 3.1</div> </div>		

Summary of Classes- Activities Data Field Key:



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).



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.



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. If you have a funding source that does not fit into these categories, please select "other" and a space will appear where you can describe the source.





Instructor Name and Status
List the instructor(s) for the activity and what role they play in the school day (these categories align to the Annual Performance Report). Definitions can be found in the Summary of Classes guidance.


Instructor Name	Instructor Status	
	Choose...	
	Choose...	




Class Start Date  mm/dd/yyyy

Class End Date  mm/dd/yyyy




No. of Wks Offered
Number of weeks class was offered in term 

No. of Hrs per Day
Number of hours each class session was offered per day 

Days of Wk Class Offered

☐ M ☐ T ☐ W ☐ Th ☐ F
☐ Sat ☐ Sun 

Average Daily Attendance of Class

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:

- AD- Administrator (**Site Coordinator**, Principal, District Level staff, etc.)
- 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.

Submitting the Summary of Classes:

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:

The screenshot shows a web interface with a top navigation bar containing 'Submission', 'Resource', 'Communication', 'Related Tasks', and 'History'. The 'Submission' tab is active. Below the navigation bar, there are two main sections: 'Online Forms' and 'Evidence Documents'. The 'Online Forms' section contains a table with two rows, both marked as 'Completed' with a green checkmark icon. The 'Evidence Documents' section shows 'Not Available'. Below this, there is a section for 'Evidence Documents Uploaded' which also shows 'Not Available'. At the bottom, there is a 'Select files...' button, a note about supported file formats (PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG) and a maximum file size of 10MB, an 'Upload' button, and a prominent blue 'Submit for Review' button.

Online Forms	
A - Summary of Classes (SOC I - January) Goals and Progress to Date	Completed
B - Summary of Classes (SOC I - January) Activities	Completed

Evidence Documents

Not Available

Evidence Documents Uploaded

Not Available

Select files...

You can only upload PDF, Microsoft Word, Microsoft Excel, PPT, GIF, JPG, PNG files. Maximum allowed file size is 10MB

Upload

Submit for Review

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 20, 2023? What about the second Summary of Classes due on June 2, 2023?

The first Summary of Classes Report Period will include 21st CCLC classes offered between May 23, 2022 to December 31st, 2022 (Summer 2022 and Fall 2022 Terms).

- This includes classes offered to students and family engagement offerings like classes and events.
- Reminder: Group all Summer 2022 classes together first and then enter all Fall 2022 classes on the Fall classes page.

The second Summary of Classes Report is a culmination of the year, with Spring 2022 classes added and cumulative totals for the Goals and Progress form.

B. Which classes do I count?

Count all out-of-school time classes that you consider part of your 21st CCLC program and that 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.
 - 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.
 - 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. Can I report Summer all as one class/activity?

In the same way we want to know about each class or activity that was offered in other terms, we want to know what types of activities were offered over summer. This detailed reporting gives a full picture of what took place over summer, which is something Arizona has been increasing the focus on as part of our commitment to high quality summer opportunities. This also gives anyone viewing the report an idea of what took place.

- Many 21st CCLC summer programs use a structure where students stay with the same cohort throughout the day and rotate through different centers or activities.
- This can still be reported by acknowledging the different timeframes typically assigned to each subject.
 - For example, if all of the grade levels follow the same structure of 2 hours literacy, 1 hour math, 1 hour enrichment (that rotates throughout the week), this could be reported as follows, using 2nd grade as an example and then duplicated for each grade as appropriate:
 - *Class Name: 2nd grade summer **literacy**, student, 21st funded, obj 1.1, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, **2** hours per day, **MTWTH***



- Class Name: 2nd grade summer **math**, student, 21st funded, obj **1.2**, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, 1 hour per day, **MTWTH**
- Class Name: 2nd grade summer **Soccer**, student, 21st funded, obj **2.1**, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, 1 hour per day, **M**
- Class Name: 2nd grade summer **Art**, student, 21st funded, obj **2.1**, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, 1 hour per day, **T**
- Class Name: 2nd grade summer **Robotics**, student, 21st funded, obj **2.1**, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, 1 hour per day, **W**
- Class Name: 2nd grade summer **Science**, student, 21st funded, obj **2.1**, instructor Mr. Jones- School Day Teacher, 5-31-22 to 6-24-22, 4 weeks, 1 hour per day, **Th**

There may be additional variations or considerations when determining how to complete the Summary of Classes for summer but keep in mind that it benefits everyone to have a full picture of what classes or activities took place.

D. 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!

