21st CCLC State Level Programmatic Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

Summary of Classes (SOC I - January) Report
Task Supplemental Guide
EMAC LEA User (District Level)
FY23

Summary of Classes (SOC I - January) Report

Arizona 21st CCLC grantees must submit a Summary of Classes Report twice a year to their ADE 21st CCLC education program specialist. This Report provides a snapshot of recent 21st CCLC classes and activities are being offered and the number of students that are being served. It enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance.

EMAC LEA Users can: 1) enter and submit evidence on behalf of the site, 2) review information entered by site staff and upon final approval request the School User to submit the Data Collection Task, and/or 3) review information entered by site staff and submit the Data Collection Task on behalf of the site.

This guide is meant to supplement the 21st CCLC EMAC LEA User Guide. This guide will provide you with information regarding the 21st CCLC Summary of Classes (SOC I- January) Report Data Collection Task. Please refer to the 21st CCLC EMAC LEA User Guide for information on how to locate or submit Data Collection Tasks and other EMAC information.

You will be able to view the 21st CCLC Summary of Classes Report Data Collection Task once a district EMAC Administrator has assigned you to the ***21st CCLC State Level Programmatic Reporting Monitoring Program***. This may have already been done if you submitted the 21st CCLC Program At-A-Glance Reporting EMAC back in September.

Utilize the School Search feature to locate the ***21st CCLC State Level Programmatic Reporting Monitoring Program***.

21st CCLC Summary of Classes (SOC I - January) Report Data Collection Task

The 21st CCLC Summary of Classes Report I (January) Data Collection Task will be available beginning 10/24/21. It is to be submitted on or before 1/20/23.

The 21st CCLC Summary of Classes (SOC II-June) Report is a seperate Data Collection Task and it will be available in the Spring of 2023.

Below is a sample of the "21st CCLC Summary of Classes (SOC I - January) Report" Data Collection Task
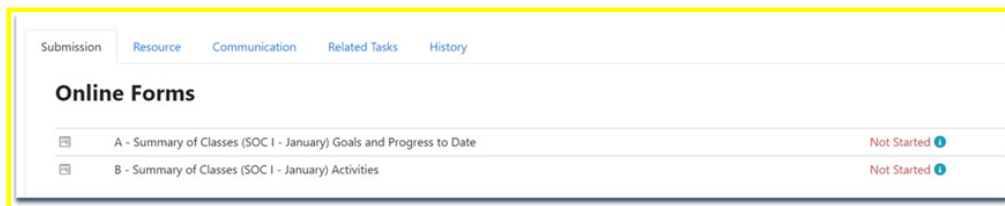
In order to submit the 21st CCLC Summary of Classes (SOC I - January) Report Data Collection Task, two Online Forms will need to be completed.

- 21st CCLC Summary of Classes (SOC I - January) Report Goals and Progress to Date
- 21st CCLC Summary of Classes (SOC I - January) Report Activities
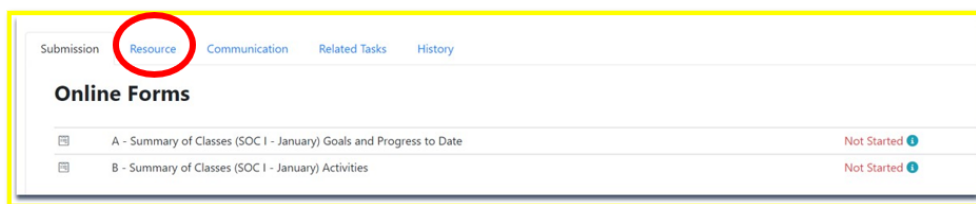
Completing an Online Form in EMAC

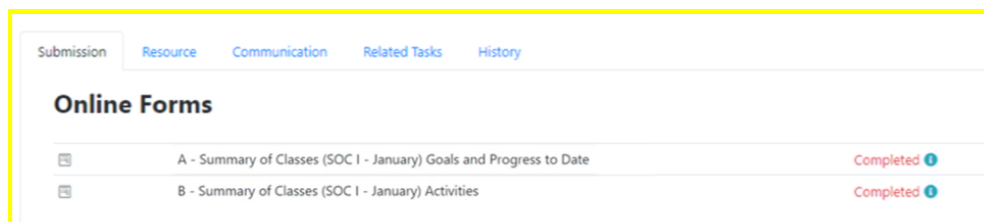1) Click on **Not Started** located to the right of the Online Form to be completed.

For detailed directions on how to complete the required Online Forms, see the ***21st CCLC Summary of Classes Report Guidance (FY23) for EMAC Users*** document here. It can also be found in the Data Collection Task Resource Tab (see image below, for the location of the Resource Tab, which has been circled).
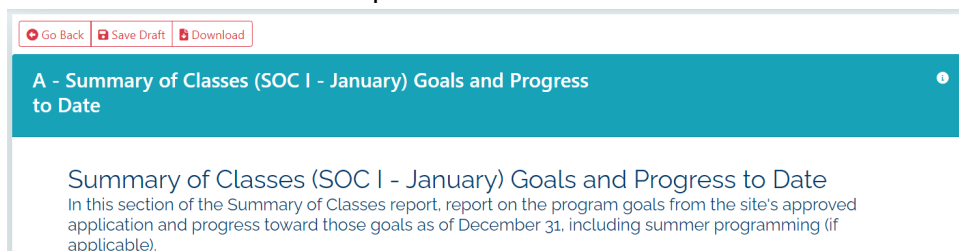

2) Once you enter the requested information, click the blue **Complete** button.

Reviewing an Online Form Completed by Site Staff

1) Click on **Complete** located to the right of the completed form.
2) Click the "Go Back" button on the top left of the form to return to the Data Collection Task.

Once both Online Forms have been completed, an LEA User or School User can submit the Data Collection Task by clicking the blue **Submit for Review** button located at the bottom of the Data Collection Task.

Submit for Review