



21st CCLC State Level Programmatic Reporting in EMAC

(Educational Monitoring, Assistance & Compliance)

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



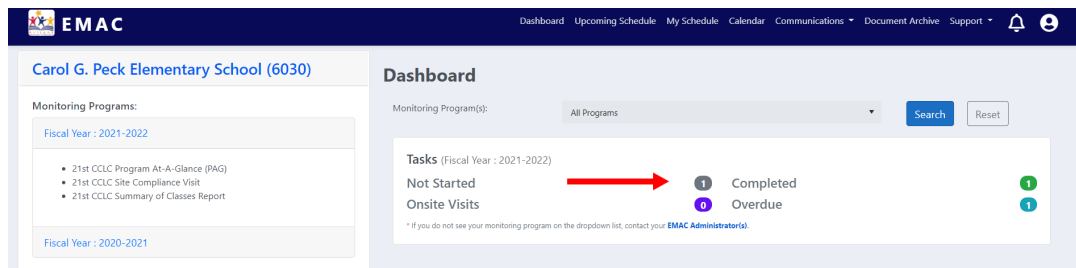
Summary of Classes (SOC I - January) Report

Arizona 21st CCLC grantees must submit a Summary of Classes Report twice a year to their ADE 21st CCLC 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.

This guide is meant to supplement the **21st CCLC EMAC School 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 School 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 from your dashboard 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.

Sample School User Dashboard




21st CCLC Summary of Classes Report Data Collection Task



EMAC School Users can click on the number text to the Task Status "Not Started" to begin working on the data collection task. See visual above.


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 separate 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

 **EMAC**

[Program Area](#) ▾ [Monitoring Program](#) [Schedule Manager](#) ▾ [Communications](#) ▾ [Schedule Views](#) ▾ [Document Archive](#) ▾ [Reports](#) ▾  

Canyon De Chelly Elementary School (4733) 

Not Started 

21st CCLC Summary of Classes (SOC I- January) Report #2786

Program Area 21st CCLC	Monitoring Program 2022-2023 21st CCLC State Level Programmatic Reporting	Cycle FY23	Fiscal Year 2023	Task Type Data Collection
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Assigned On: 10/19/2022	Last Modified On: 10/19/2022 9:43:59 AM	Staff Assigned:
IsOnsite Visit: ☹	Original Start Date: 7/1/2022	21st CCLC Specialist Primary
Data Collection Method: Desktop Review	Current Start Date: 7/1/2022	
	Original End Date: 7/31/2022	
	Current End Date: 7/31/2022	

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 

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.

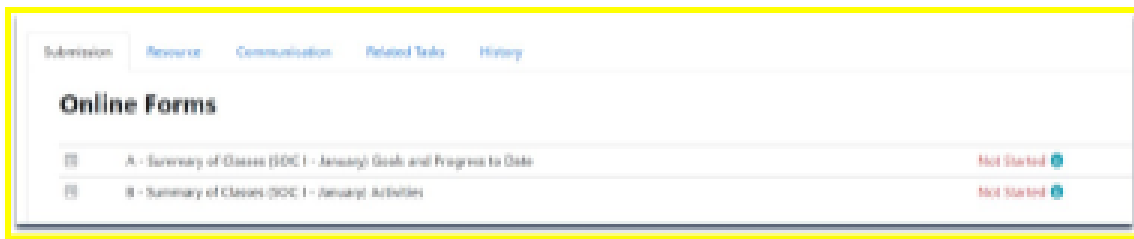
Upload

Submit for Review

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.

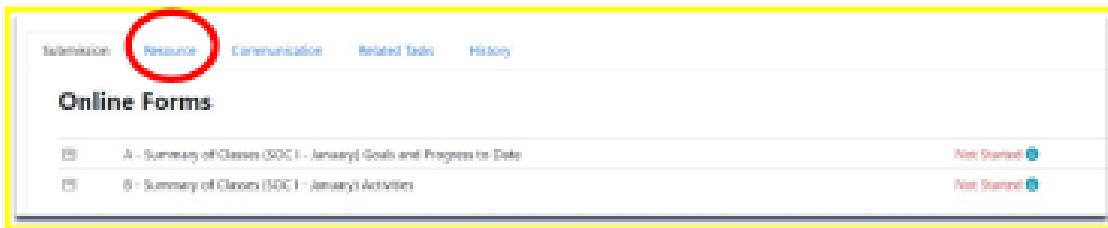
- 21st CCLC Summary of Classes (SOC I - January) Report Goals and Progress to Date
- 21st CCLC Summary of Classes (SOC I - January) Report Activities

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.

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.

