FY24 21st CCLC APR 101 Training FAQ Document

1. **If a family member has both a Prek-5th grade student and a 6th-12th grade student, is this family member counted twice in the family engagement tab?**
   A. Yes, if an adult family member has a Pre-K-5th child and a 6th-12th grade student at a 21st CCLC site, that adult family member should be counted in the Pre-K-5th grade column and the 6th-12th grade column for the site that has the 21st CCLC grant.

2. **Does in-school suspension data need to be reported for grades 1-12?**
   A. Yes, all student ISS data is reported in the 21st CCLC APR system at ADEConnect. School personnel should also enter discipline data into their SIS. The site/center is responsible for ensuring ISS data is being entered for all students. Check with your site/center regarding the staff who are responsible for entering the ISS data and check with your SIS vendor about the process of entering the ISS data. See GPRA 4- In-School Suspension (ISS) on page 26 in the APR Guide.

3. **How is the teacher survey data collected?**
   A. The Teacher Survey Data will auto-generate into the Student Data Spreadsheet within the APR system through the program site/center's SIS. Your site/center's SIS vendor will be the contact to identify how that will work or may appear in the program site/center's SIS. Once the Teacher Survey Data is populated in APR, you will see the Teacher Survey results in the student data spreadsheet in APR. See example of this report under Student Data on page 29 in the APR Guide.

4. **How will the Teacher survey data look in the SIS systems?**
   A. Each SIS vendor was given information about the Teacher Survey at the beginning of the program year. Depending on how your SIS implements the update, the teacher survey data will be entered differently. We recommend you stay in contact with your SIS vendor to get updates on how the teacher survey is to be entered into the SIS and when the teacher survey data entry is to be open.

5. **Are there any helpful guides/documents/training material we can utilize in order to aid us throughout the APR data entering process?**
    A. On the Required Reporting portion of our website (you can find the website here at [Required Reporting](#)) you will see a menu below labeled "Annual Performance Report." Within this menu, we have multiple guides, documents, and training materials to help guide you through the APR system. If you have any questions about the APR System and you cannot find the answer through our guides or materials, you can also reach out to us at our email address: [21stCCLC.DataInbox@azed.gov.](mailto:21stCCLC.DataInbox@azed.gov)

6. **Is entering the teacher survey data through the SIS a new implementation?**
    A. The Teacher Survey (TS) administered through the SIS is NEW in 2024. 21st CCLC leaders were notified in the "FY24 AzEDS attendance guidance" which was sent to all 21st CCLC leaders on or around September 28th, 2023. SIS vendors have attended meetings with ADE (beginning in November 2022) to ensure the roll out of this implementation. Contact your program site/center's SIS vendor with questions specific to the Teacher Survey within in the SIS. Any additional questions about the reporting of data, please email [21stCCLC.DataInbox@azed.gov.](mailto:21stCCLC.DataInbox@azed.gov)

7. **Is the data we fill in the APR the same data we have already filled in our Summary of Classes?**
    A. No, the data collected in the two reports is different data used for different purposes.
        -   Summary of Classes report provides ADE program staff with a snapshot of the status of program goals and activities being offered to students and families. The report enables ADE staff to provide technical assistance throughout the year to grantees that may need additional guidance.
        -   Annual Performance Report (APR) was developed by The Arizona Department of Education (ADE) to fulfill the U.S. Department of Education's (ED) requirement for the 21st CCLC annual reporting of data. The APR is submitted annually by 21st CCLC programs. The ED compiles and shares data from the APR with U.S. Congress, providing them insight to the impact of the funds authorized for 21st CCLC Title IV-B programs.

8. **When do the SIS's plan to release the teacher survey data portion?**
   A. The release of the teacher survey data portion will depend on your SIS. We recommend you reach out to your SIS vendor to get updates on when your vendor is to release the teacher survey.

9. **What portions of the student data need to be filled in the SIS? What portions need to be filled out through the APR?**
   A. Some of the Student Outcomes data will be populated into the APR through the program site/center's SIS, and some of the data will be entered directly into the APR by the program site/center. To summarize:
      i. GPRA 1: State Assessment, grades 4-8 is reported to APR by ADE.
      ii. GPRA 2: GPA, grades 7-8 and 10-12 , program sites/centers enter data into the APR Student Data excel spreadsheet are reported directly in APR by Program Sites/Centers,.
      iii. GPRA 3: School Day Attendance, grades 1-12, program site's/center's SIS shares attendance data to ADE APR.
      iv. GPRA 4: In-School Suspension, grades 1-12, program sites/centers enter data into the APR Student Data excel spreadsheet.
      v. GPRA 5: (Engagement) Teacher Survey will be administered through the program site/center SIS and the data will transfer into the ADE APR system.

   A chart outlining the five GPRA's for reporting Student Outcomes and who is responsible for reporting is located on page 22 in the APR Guide for Reporting v3.0. Refer to the 2023-2024 Required Reporting Calendar. Please email data related questions to 21stCCLC.DataInbox@azed.gov.