



ARIZONA DEPARTMENT OF
EDUCATION



APR Training- Part II:
Activities & Student Data
21st CCLC APR Data Reporting System
Training Series
April 10th or 11th 2024



APR System Training



Welcome!

**Please Enter
your Name,
Role (will you
be entering
data into the
APR system?),
and District in
the Chat box**

Agenda

- Quick Recap
- Activities
- Student Data- Purpose
- Student Data- How Reported
- Outcome Narratives
- Review of Timeline
- System Demo
- Q&A
- Wrap up





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Recap



Annual Performance Report

- Federally required reporting, data submitted into 21st CCLC APR system via ADEConnect hub
- Already completed reporting about Center Info, Partnerships, Staffing, Family Engagement, & Participation
- What's left?
 - **Activities**
 - **Student Data** ←
 - (Teacher Survey due is SIS by May 25th)
 - **Outcome Narratives** ←

Outcomes Reporting (due September 11th, 2024)





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Activities



How to Calculate Activities Data

**Total participants =
unique student IDs for all
classes under the activity
category**

**Total hours = total of all
hours on your calendar
offered for all classes
under the activity
category**

Summer		
Activity Type	How many participants attended this Activity during the term (Summer)?	How many total hours of this Activity did you offer during the term (Summer)?
Literacy Education	<input type="text" value="0"/>	<input type="text" value="0"/>
Science, Technology, Engineering, and Mathematics, including Computer Science	<input type="text" value="0"/>	<input type="text" value="0"/>
Academic Enrichment	<input type="text"/>	<input type="text"/>

Ex: 4 classes x 1 hr each per day x 1 day per week x 16 weeks = 64 hours

Ex: 4 classes x 1 hr each per day x 4 days per week x 16 weeks = 256 hours

ADE Will Provide Activities Calculations

APR System will provide values in each of these cells where applicable

→ Based off Attendance Data in AzEDS- Activity Category Descriptor selected

Summer		
Activity Type	How many participants attended this Activity during the term (Summer)?	How many total hours of this Activity did you offer during the term (Summer)?
Literacy Education	<input type="text" value="0"/>	<input type="text" value="0"/>
Science, Technology, Engineering, and Mathematics, including Computer Science	<input type="text" value="0"/>	<input type="text" value="0"/>
Academic Enrichment	<input type="text"/>	<input type="text"/>

ADE Will Provide Activities Calculations

Each value can be updated if your calculation is different
→ If the count looks off, you can manually calculate to update

We anticipate under counting in some of our counts, especially with **summer data** and with **Literacy Education and STEM**


Summer		
Activity Type	How many participants attended this Activity during the term (Summer)?	How many total hours of this Activity did you offer during the term (Summer)?
Literacy Education	<input type="text" value="0"/>	<input type="text" value="0"/>
Science, Technology, Engineering, and Mathematics, including Computer Science	<input type="text" value="0"/>	<input type="text" value="0"/>
Academic Enrichment	<input type="text"/>	<input type="text"/>




Activities: Change History

Summer

Activity Type

Literacy Education 

Science, Technology, Engineering, and Mathematics, including Computer Science



- Each cell editable
- Once an edit is made, a History icon will appear
- Should not update Activities until all attendance is complete

Updated by	How many participants attended this Activity during the academic term? Reported by AzEDS	How many participants attended this Activity during the academic term? Most recent revised value	Updated Date
Mr.Rogers@school.com	20	25	2023-04-05 1:22:32 PM
MaryPoppins@school.com	20	20	2023-04-12 3:23:15 PM
Mrs.DoubtFire@school.com	20	15	2023-04-20 4:05:02 PM

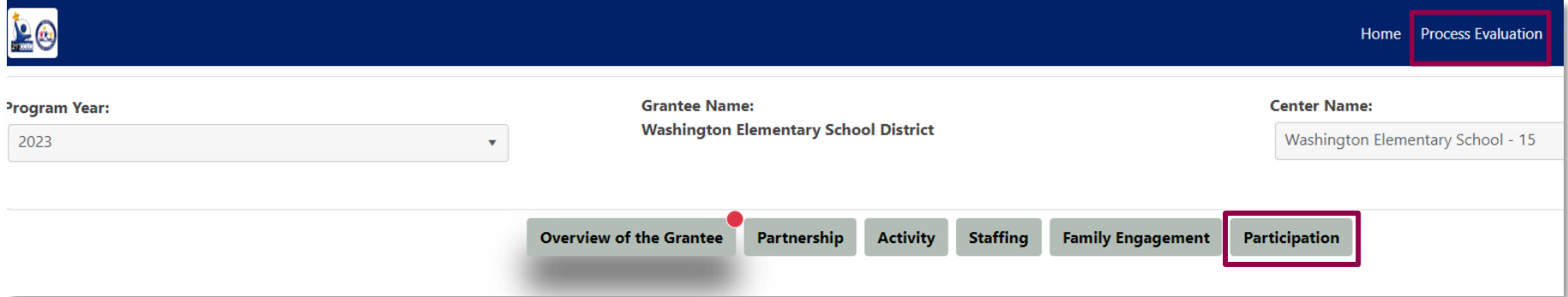


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Participation



Participation



The screenshot shows a web interface for the AP System Training Series. At the top right, there are navigation links for "Home" and "Process Evaluation", with "Process Evaluation" highlighted by a red box. Below this, there are three input fields: "Program Year:" with a dropdown menu showing "2023", "Grantee Name:" with the text "Washington Elementary School District", and "Center Name:" with the text "Washington Elementary School - 15". At the bottom, there is a horizontal menu of tabs: "Overview of the Grantee", "Partnership", "Activity", "Staffing", "Family Engagement", and "Participation". The "Participation" tab is highlighted with a red box and a red dot above it.

Participation data comes from Student Attendance

→ Student Data list = Same Students as Participation, minus PreK and K

Participation: What Does this Look Like?

Grade Level	Less than 15 hours	15-44 hours	45-89 hours	90-179 hours	180-269 hours	270 hours or more	Hours Not Provided	Total
Pre-Kindergarten	3	7	4	4	0	0	0	18 X
Kindergarten	0	0	0	0	0	0	0	0 X
1st Grade	1	5	6	4	0	0	1	17
2nd Grade	8	6	0	4	0	0	1	19
3rd Grade	7	3	3	3	0	0	2	18
4th Grade	6	2	4	5	0	0	3	20
5th Grade	7	4	6	6	0	0	2	25
6th Grade	9	15	7	4	0	0	0	35
7th Grade	8	15	5	2	0	0	3	33
8th Grade	11	10	2	2	0	0	2	27
9th Grade	0	0	0	0	0	0	0	0
10th Grade	0	0	0	0	0	0	0	0
11th Grade	0	0	0	0	0	0	0	0
12th Grade	0	0	0	0	0	0	0	0
Total	60	67	37	34	0	0	14	212





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Student Data- Purpose



Purpose of Student Data

- **To collect data for Outcomes reporting → Federally mandated 21st CCLC grant reporting**
- **Completed for each 21st CCLC program, down to the center/site level**
- **Student Data is “what was the impact” level of reporting**
- **For more details, see the Annual Performance Report tab of our Required Reporting website →**
[Required Reporting | Arizona Department of Education \(azed.gov\)](https://www.azed.gov/required-reporting)



Student Data- How Reported to USED

Student Data collected in system is at **student level**

Reported to USED in aggregate, at **center level**

Reported for each outcome by **dosage band**

→ Totals that “**needed to improve**” and totals that “**did improve**” for each **GPRA Outcome**



Reminder: What's Reported in System?

	What Reported	Who Reports	Reported by terms (Summer + Academic) or whole year?
Student Data to report Outcomes below:	Student level Outcome reporting, broken down by grade level	ADE populates student list into System from attendance	Whole Year- Student Level
<i>Outcomes- State Assessment</i>	State test- growth data for grades 4-8 for reading and math	ADE	Whole Year- Student Level
<i>Outcomes- GPA</i>	Student GPA last year and this year, grades 7-8, 10-12	Site in APR System	Whole Year- Student Level
<i>Outcomes- School Day Attendance</i>	Student school day attendance rates last year and this year, grades 1-12	ADE	Whole Year- Student Level
<i>Outcomes- In-School Suspension</i>	Student In-School Suspension data last year and this year, grades 1-12	Site in APR System	Whole Year- Student Level
<i>Outcomes- Teacher Survey (moved to SIS)</i>	Student engagement in learning via School Day Teacher Survey, grades 1-5	Site in SIS	Whole Year- Student Level





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Student Data- How to Submit



How to Submit Student Data

- Submitted into 21st CCLC APR Data Reporting System

The screenshot displays the 'Student Data' interface. At the top, there is a 'Student Data' label with a red notification dot. Below it are buttons for '+ Upload', 'Download', and 'Submit'. A navigation bar shows 'All Student Data', 'Successful', and 'Errors'. The main content is a table with the following data:

State Student ID	Student First Name	Student Last Name	Grade Level Description	Hours Summer	Hours Academic Year
3694267451	Cathy	Grimes	1	35	25
2015789051	Mason	Hardy	1	0	12
9048293051	Mark	Hasen	1	27	200
9871231251	Izzy	Rodriguez	1	48	301

How to Submit Student Data

Steps to completing the Student Data Submission

1. Answer ISS question
2. Download student spreadsheet
3. Enter GPRA data into spreadsheet
4. Upload back into system
5. Attach file
6. Check for errors

The screenshot shows a web interface for submitting student data. It includes a question, radio buttons for 'Yes' and 'No', a '+ Browse' button, a 'Download' button, a link for 'Student Data ? Instructions', and a status bar with 'All Student Data', 'Successful', and 'Errors' tabs. Numbered stars (1-6) are overlaid on the interface to correspond with the steps listed on the left.

1. Is "In School Suspension" utilized at your school?

Yes

No

4. + Browse

2. Download

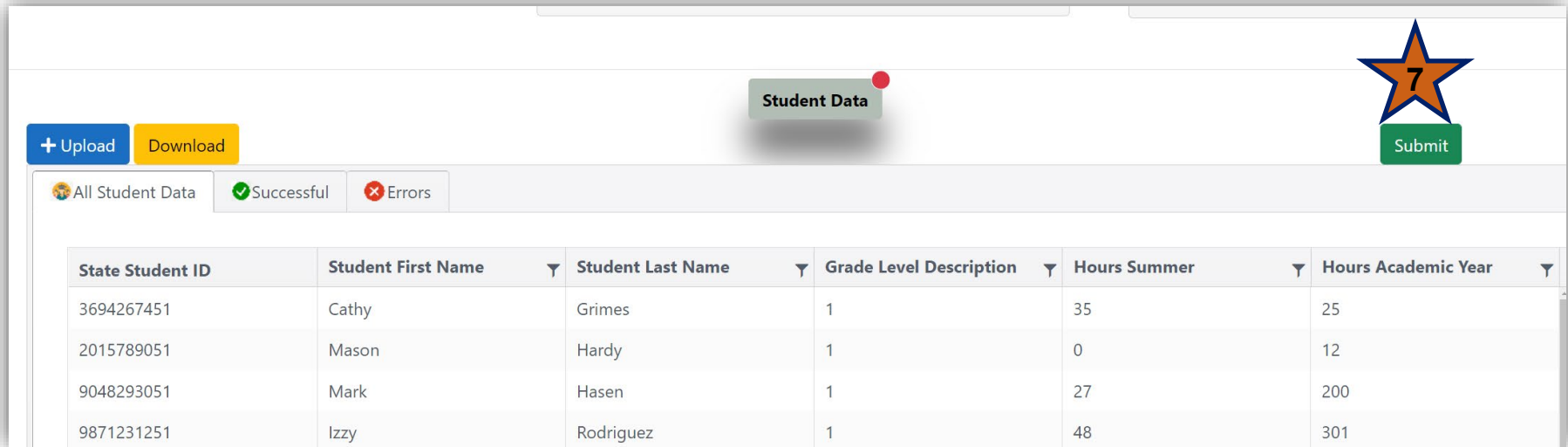
6. Student Data [? Instructions](#)

All Student Data Successful Errors

How to Submit Student Data

Steps to completing the Student Data Submission

7. When complete and no errors, click “Submit”

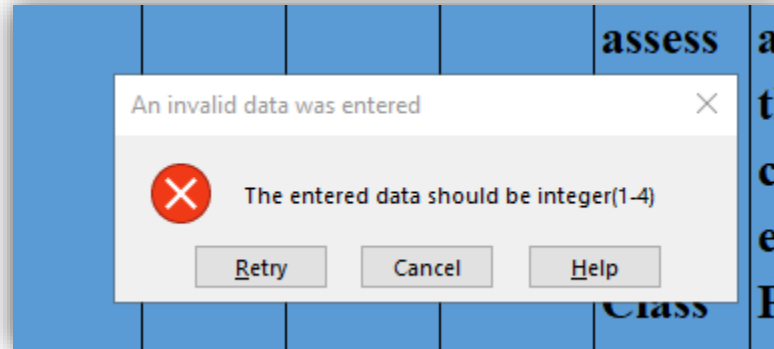


The screenshot shows a web interface for submitting student data. At the top right, a green star with the number 7 is positioned above a green 'Submit' button. Below this, a 'Student Data' tab is active, indicated by a red dot. The interface includes '+ Upload' and 'Download' buttons. Below these are tabs for 'All Student Data', 'Successful', and 'Errors'. The main area contains a table with the following data:

State Student ID	Student First Name	Student Last Name	Grade Level Description	Hours Summer	Hours Academic Year
3694267451	Cathy	Grimes	1	35	25
2015789051	Mason	Hardy	1	0	12
9048293051	Mark	Hasen	1	27	200
9871231251	Izzy	Rodriguez	1	48	301

Completing Student Data Entry

Spreadsheet has some built in validations, system will validate the rest after upload



Student Data Tips

GPA- number up to 2 decimals

- “NA” if no data to provide

In-School Suspension- possible very few across whole school- that’s ok! Zeros are expected

- “NA” if no data to provide



Student Data Tips

Teacher Survey- numbers only, corresponding to each answer choice option, **complete all 3 survey responses for each student**

- **Enter Teacher Survey data through your respective SIS**
- **Numerical values for each answer to depend on SIS.**
 - **Answers include:**
 1. **Did not need to improve**
 2. **Improved**
 3. **Remained the same**
 4. **Decreased**



Entering Data into the Spreadsheet

Spreadsheet Column	Data Reported	Acceptable Values	Example
Column G	<i>Previous year (2022-2023)</i> GPA, Grades 7-8, 10-12	Number up to 2 decimals → NA if no data to provide	3.25
Column H	<i>Current year (2023-2024)</i> GPA, Grades 7-8, 10-12	Number up to 2 decimals → NA if no data to provide	3.25
Column I	<i>Previous year(2022-2023)</i> In-School Suspensions, Grades 1-12	Whole numbers → NA if no data to provide	0
Column J	<i>Current year (2023-2024)</i> In-School Suspensions, Grades 1-12	Whole numbers → NA if no data to provide	0



Entering Data into the Spreadsheet

Student ID(State	First Name	Last Name	Grade	Hours Summer	Hours Academic Year/Accumulativ	Unwe ighte d GPA/ Last year	Unwe ighte d GPA/ This year	How many in- school suspe nsions last year?	How many in- school suspe nsions this year?	While this studen t was in your regula r school day class, assess their chang e in Class Partic ipatio n.	While this studen t was in your regula r school day class, assess their chang e in Positi ve Classr oom Behav ior.	While this studen t was in your regula r school day class, assess their chang e in Positiv e Peer Relati onship s.
2228793451	Padma	Badani	9	55	295	NA	NA			NA	NA	NA
1963084151	Berry	Baxter	3	45	315	NA	NA					
5123897951	Carter	Beachum	6	48	108	NA	NA			NA	NA	NA
2974903451	Ella	Belle	9	0	1	NA	NA			NA	NA	NA



Additional Tips

- **Share student list** with other departments if getting data from them
- **Student list derived using program dates**
 - **Dates of attendance are by Funding Cycle**
- **If you complete data collection prior to transferring into the APR System's spreadsheet**
 - **Sort your spreadsheet in the same order = Check for student alignment- missing/extra students**





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Outcomes Narratives



Outcomes Narratives

Outcome Narrative [Instructions](#)

Not Started

State Assessment

For State Assessment data, provide narrative if there are students whose data are unavailable in reporting on this GPRA measure. Report on any factors that may have impacted your ability to report this data.

Required Text Field

- **Same question but for each of the 5 GPRA Outcomes.**





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Review of APR Timeline



APR Timeline for Reporting 2023-2024 Data

APR System Open Date

Wednesday, April 17th, 2024

Teacher Survey Data Due Date

Due by Saturday, May 25th, 2024

APR Due Date- Process Evaluation tabs

Due by Wednesday June 19th, 2024

APR Due Date- Data Outcomes Section

Due by Wednesday September 11th, 2024



Check-In

Where does ADE get the list of students to report outcomes for?

- a. From CCLC20 Report**
- b. From AzEDS Data Submission**
- c. Both A & B**
- d. I need help with this question**





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Student Data- System Demo



Check-In

If I have trouble with my upload for my student data, I can get support by ...

- a. sending an email to the Data Inbox:
21stCCLC.DataInbox@azed.gov
- b. calling/emailing Chandler or Rhonda for 1:1 support
- c. watching this training again
- d. all of the above





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Q&A



Wrap Up

➤ All materials mentioned can be found in our website:

[Required Reporting | Arizona Department of Education \(azed.gov\)](https://www.azed.gov)



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Select Language

Parents Educators & Administrators Programs About ADE Data & Systems ADEConnect

Home / 21st CCLC - Afterschool Programs / Required Reporting

Arizona Department of Education
Nita M Lowey 21st Century Community Learning Centers
(21st CCLC), Title IV, Part B

Required Reporting

21st CCLC Required Reporting Calendar

UPDATED! [21st CCLC Required Reporting Calendar 2023-2024 PDF](#)
LEAs and the appropriately assigned departments shall prepare and submit all reports required by the Arizona Department of Education in a timely and accurate manner.

All required documentation (including reports and continuing application) must be submitted on or before due dates to maintain substantial compliance. Due dates may be found on the Reporting Calendar. Failure to submit by the due dates will move your grant to "Out of Compliance" status which may impact continued funding.

21st CCLC Reporting Resources

- [21st CCLC Systems Cheat Sheet](#)
- [21st CCLC Calendar Checklist WORD](#)
- [21st CCLC Calendar Checklist PDF](#)
- [End of Grant Year Tips & Reminders - Spring 2024 Guidance - PDF](#)
- ▶ Annual Performance Report**
- ▶ EMAC - Educational Monitoring, Assistance & Compliance
- ▶ Other Programmatic Reporting
- ▶ Fiscal Reporting

What is 21st CCLC?
Program Calendars
Federal & State Regulations
Required Reporting
Program Resources
21st CCLC Summer Learning
Professional Development
Grant Application Competition Information
FAQs
Title IV-A & B Symposium

Contact
21st CCLC Main Line
(520) 638-4294
21stCCLCinbox@azed.gov

Wrap Up

- **Contact the Data Inbox for additional 1:1 support**
- **See the Required Reporting calendar for due dates**
- **Continue to read APR related emails**
- **Recorded trainings are available at our APR website**

Contact us with questions/feedback

21stCCLC.DataInbox@azed.gov





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Thanks!

