Transition Checklist for Outgoing 21st CCLC Site Leaders

Purpose: When the **P**erson **W**ho **K**nows the **J**ob leaves their 21st Century Community Learning Centers (21st CCLC) grant position, this checklist will

* help leaders leaving a 21st CCLC grant position to make sure they are leaving behind everything necessary for the people who follow them and
* help people supervising these outgoing leaders to perform an exit interview, so all the items can be checked... BEFORE the person is gone.

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| **Documentation** | **Location** | **Reviewed with –** |
| Name(s) | Date |
| 1) Complete LEA Exit Interview Checklist (to return keys, etc.) |  |  |  |
| 2) Complete copy of Year 1 final original approved 21st CCLC application for the site |  |  |  |
| 3) Complete copy of final approved Continuing Applications for Years 2, 3, 4, 5 (1x/year) |  |  |  |
| 4) Program-At-A-Glance for the site (updated with any changes approved by the Arizona Department of Education (ADE) since the original application was approved) |  |  |  |
| 5) ADE Site Compliance Visit Monitoring reports |  |  |  |
| 6) Summer, fall and spring schedules for the 21st CCLC program  |  |  |  |
| 7) Tracking systems for Attendance, Purchasing, Hiring, Expenditures |  |  |  |
| 8) Contact list of people critical to the program and their role(s). |  |  |  |
| 9) Supplies Inventory: Attach list. |  |  |  |
| 10) List of files (paper & electronic) of raw data collected for reporting and their locations: Attach list.  |  |  |  |
| 11) Files (paper &/or electronic) maintained in case of audit:• 1) & 2) above• Timesheets (plus Time & Effort & Attendance attached to each Timesheet)• Registration forms• Fixed assets log |  |  |  |

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| **12) Required Reporting-** Archived copies of submitted reports: | Location | Reviewed with – Name(s) |
| Summary of Classes (2x/year) |  |  |  |
| Annual Performance Report (3x/year) |  |  |  |
| Student Attendance Report (1x/year) |  |  |  |
| Site Evaluation Report (1x/year) |  |  |  |

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