



State of Arizona
Department of Education
Office of Diane M. Douglas
Arizona Superintendent of Public Instruction



February 7, 2018

Dear Superintendents and 21st CCLC Site Principals,

This letter is to inform you that changes are coming to the way you submit student-level data to ADE for your 21st CCLC programs.

Starting in the 2018-19 school year, your Student Information System (SIS) will be set up to allow you to enter daily attendance for your 21st CCLC programs at each site. Each program will be required to submit daily student attendance into their own SIS for 21st CCLC student activities.

Why the change?

- Student level data is important to keep protected and secure and this is the most secure way to transfer this information to ADE.
- We are the last Title program to move to method of data delivery, so we are taking the step to join the rest in using 21st century technology.
- Uploading data this way will remove heavy reporting burdens on the LEA and site, replacing the Student Attendance Report and the student data section on the Participation section of the United States Department of Education's Annual Performance Report (APR).
 - o ADE will take over this component of the APR, relieving the site of having to tediously comb through student level data for the various configurations required by the federal report.

What does this mean for you?

- We have worked hard with our ADE IT departments to ensure that SIS vendors have all the information they need to make this change.
 - o Each SIS vendor will work to create changes in the system to meet these needs and LEAs will work with their own vendors throughout the process for any necessary training or support.
- You will be required to enter daily attendance information for your 21st CCLC student activities into your SIS. This will look different in every SIS, but can be as simple as just a list of the students from all the sessions that day.
 - o You will have optional abilities to create more comprehensive class structures, as you may wish for this to replace your current class attendance data collection systems, but entering each class independently is not required.
- Your LEAs and sites will now have access to 21st CCLC real time 21st CCLC data within your own SIS. This visibility will help bring home to all viewers of SIS data the role your 21st CCLC program plays in supporting the school day.
 - o At a glance, stakeholders will be able to identify students flagged as 21st CCLC and to reflect on how to best utilize 21st CCLC out-of-school interventions to further school-day goals.

Next steps?

- Your SIS vendor was informed in January of the changes and directed to the documentation at the following link for more details about the changes they need to make:
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<http://www.azed.gov/aelas/2018/02/02/azeds-api-4-0-sandbox-available-for-vendors-as-of-1312018/>

- Your SIS vendor will begin working on implementing changes to roll out in July of this year. It may be advantageous to make sure this is on the radar of your IT Director and/or LEA SIS manager so they are working with the same information as the SIS vendor.
 - It will be beneficial to review what the 21st CCLC attendance data entry interface will look like within your system, as each SIS vendor has their own unique system.
 - o You will also want to be sure that any permissions and training for the people designated to enter 21st CCLC attendance are set up with your SIS vendors so these staff can enter attendance data without delays.
 - In **July 2018**, you will be able to use this new feature within your SIS and will be able to back enter Summer 2018 attendance data at that time.
 - Starting in the **Fall 2018** semester, all 21st CCLC attendance will be entered into the site's SIS. If the Summer 2018 attendance data has not yet been entered, it should be entered as soon as possible in the Fall 2018 semester.
 - With the 21st CCLC attendance entered into your own SIS during the **2018-19 program year**, ADE will take over two significant portions of the required reporting for the 21st CCLC grant program:
 - o the participant components of federal required APR reporting and
 - o the Student Attendance Report
- Both of these will be eliminated from the plates of 21st CCLC site/district staff.

Questions?

- Please send any questions or concerns to the 21st CCLC Inbox at 21stCCLCInbox@azed.gov.
- We will collect these and release responses as FAQs on our reporting page located at <http://www.azed.gov/21stcclc/required-reporting/>, which will be updated every Friday.
- If you do not find your answer there, please send your question to the Inbox, as we know that many grantees will have the same questions.

Thank you for the continued support you provide your students in afterschool.

Sincerely,

Mike Mannelly
Associate Superintendent
Highly Effective Schools



Catherine Land Evilsizor
21st CCLC State Director



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21st CCLC Evaluation Specialist- Arizona
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