Transition Checklist for Incoming 21st CCLC Site Leaders

Purpose: When principals and site coordinators are new to their 21st Century Community Learning Centers (21st CCLC) grant position, this checklist will help ensure they have the basic information and access needed to begin leading and managing their 21st CCLC work effectively.

There are 2 parts to this checklist:

PART 1: The Basic Tools
PART 2: Planning Startup of Your Own Site's 21st CCLC Program

PART 1: The Basic Tools 21st CCLC Site Leaders Need

☐ If this is not the first year of the 21st Century Community Learning Centers grant program at the site, review the previous site leader's *Transition Checklist for Outgoing 21st CCLC Site Leaders.*
  o Locate all documentation and program supplies on the list.
  o Obtain any passwords/other access needed to review electronic documents.
  o **Read** the documentation to gain an understanding of the goals and requirements of the grant at your site.

☐ Review the Arizona Department of Education (ADE) 21st CCLC website http://www.azed.gov/21stcclc/ , particularly the ***21sr CCLC Program Resources*** and ***Required Reporting*** sections for current deadlines, guidance and reporting templates.

☐ Learn how data is collected at your site/district for completing required 21st CCLC state and federal reporting. If this site has never had the grant, consult with your ADE program specialist.

At a minimum, the following data must be collected on each student:

State Student ID	Special Ed
Gender	ELL
Grade	Grades - Math and Reading/Language Arts
Race/Ethnicity	APR Teacher Survey
Data needed to report on the site's own 21st CCLC grant objectives	
Free/Reduced Lunch - percentage of 21st CCLC students qualified for F/R (usually obtained from food services department)	
Attendance must be collected daily for each student and family engagement class/activity	

Note: This data is found in your site's Student Information System.

Transition Checklist for Incoming 21st CCLC Site Leaders

☐ Read the *21st CCLC Fiscal and Program Accountability Guidance Handbook*. The latest version of this Handbook is available electronically on the ADE 21st CCLC website.

☐ All principals and site coordinators new to managing the 21st CCLC grant at their sites will be required to attend the ADE 21st CCLC New Grantee Orientation in the FALL.

☐ Obtain contact information for your district 21st CCLC director (if your district has one), other site 21st CCLC leadership positions, principal.

☐ Notify your ADE 21st CCLC program specialist and district leader (coordinator/director) whenever a change is made in grant leadership positions.
- o Send the new names and contact information to your ADE specialist and your district leaders (coordinator/director).

PART 2: Planning Startup of Your Own Site's 21st CCLC Program

Your own awarded grant application sets the expectations and requirements for the program at your site. Read and understand what it says about such things as: target population to be served, services to be provided, what is in the approved budget, etc.

☐ Obtain an overview of daily program management duties for each leadership position associated with the grant as it works in your district.

☐ Know the student selection of targeted students process: **Principal and coordinators**

☐ Obtain program schedule developed based on student needs and according to promised dosage in the grant application; copy to front office: **Principal and coordinators**

☐ Obtain staffing and facilities use plan, including storage of 21st CCLC program supplies: **Principal and coordinators**

☐ Post positions per district Human Resources guidelines

☐ Recruit staff: **Primarily principal**

☐ Prepare a student registration packet (invitation letter, registration form)

☐ Arrange Bus transportation: **Principal**

☐ Arrange Afterschool snacks through Food Services: **Principal**

Transition Checklist for Incoming 21st CCLC Site Leaders

- [ ] Comprehensive student list: **Coordinator**
  - o Recommendation: Begin with a spreadsheet pulled from the school site attendance clerk's database of all students enrolled in the school (such as PowerSchool) that includes all of the data that will be needed for reporting listed in Part I above. This way, all student names will be spelled correctly and much data entry time is eliminated.

- [ ] Develop Class rosters: **Coordinator**

- [ ] Review of safety, emergency procedures, scheduling of afterschool fire safety drills: **Principal and coordinators**

- [ ] Develop afterschool hours contact plan for parents (front office walk up and phone contact)

- [ ] Develop a Confirmation letter

- [ ] Conduct Staff orientation and training