21st CCLC- Collecting the Right Data Checklist

What data should you keep track of throughout the year at your site?

- ✓ Timeline of activities

- ✓ Site Specific Objective Data

- ✓ Classes/activities offered

- ✓ Staffing

- ✓ Partners

- ✓ Student information

- ☐ Timeline:
  – Begin dates/end dates of each class
  – Program year starts with summer *prior* to academic year
    • Eg.- Summer '18 + Fall '18 + Spring '19 = Program year

- ☐ Site Specific Objective Data
  – Know your data sources for Academic, youth development, and family engagement objectives
  – Keep track of all year long, not just at the end of the year

- ☐ Classes/Activities offered
  – Title of class, when occurs (dates, days of the week, how long?)
  – How does it tie to your objectives?

- ☐ Staffing
  – Who are you counting as 21st CCLC staff?
    • Can be paid through grant or not
  – Certified/Classified/Community/Volunteer
  – Staff meetings held? When?

- ☐ Partners
  – Who supported 21st CCLC
  – What did they do?
  – Approximate $ value?

- ☐ Student Information
  – Name and State Student ID
  – Attendance
  – Teacher Surveys for APR (Fall + Spring for all regular attendees)
  – Academic Achievement (via Grades or Benchmarks) for APR