



Annual Verification Checklist for 21st Century Community Learning Center (21st CCLC) Site Leaders

Purpose: To ensure that all required 21st CCLC components/necessary documents are at hand should transition of positions at 21st CCLC Sites occur.

This checklist will:

- help site leaders leaving a 21st CCLC grant position to make sure they are leaving behind everything necessary for the people who follow them;
- help people supervising these outgoing leaders to perform an exit interview, so all the 21st CCLC program items can be checked... BEFORE the person is gone;
- be submitted to assigned 21st CCLC Arizona Department of Education (ADE) Specialist; and
- be completed at the end of each program year, before the academic year concludes.
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Site Name: _____ **ADE Specialist:** _____

Documentation	Where To Access
1) Hard copy of Year 1 final <u>original approved 21st CCLC Application</u> for the site	
2) Hard copy of final approved Continuing Applications for Years 2, 3, 4, 5 (1x/year)	
3) Hard copy of Program-At-A-Glance for the site (updated with any changes since the original application was awarded and date changes were approved by the ADE specialist)	
4) Site Summary Report(s) from ADE 21 st CCLC site compliance visit(s)	
5) Summer, Fall and Spring schedules for the 21 st CCLC program for current year	
6) Tracking systems for Attendance (SIS Access & Hard Copies if applicable), Purchasing, Hiring, and Expenditures	
7) Contact list of people critical to the program and their role(s)	
8) Supplies Inventory - Attach list	
9) List of files (paper &/or electronic) of raw data collected (Ex. Teacher Surveys, Student Surveys, etc.) for reporting and their locations - Attach list	



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<p>10) Files (paper &/or electronic) maintained in case of audit:</p> <ul style="list-style-type: none"> • Timesheets (plus Time & Effort & Class Attendance attached to each Timesheet) • Registration forms • Fixed Assets Log 	
<p>11) Required Reporting - Archived copies of submitted reports:</p> <ul style="list-style-type: none"> • Summary of Classes (SOC) - (2x/year) • Annual Performance Report (APR) - (3x/year) • Student Attendance Report (1x/year) • Summary Site Evaluation Report (1x/year) 	

I verify that to the best of my knowledge that all the information on this form is correct. I also confirm that I am know where and how to access the above listed components/documents which are necessary for ADE - 21st CCLC Program compliance.

By signing the statement below, you are acknowledging your confirmation of the above statement.

Signature 21st CCLC Site Administrator or District Administrator

Printed Name

Date

Date Submitted to ADE Specialist: _____

Please note any changes anticipated at this time in 21st CCLC leadership in the space below.

The 21st Century Community Learning Center afterschool program is funded by a federal grant from the U.S. Department of Education and administered by the Arizona Department of Education. For more information visit: <http://www.azed.gov/21stcclc/>

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