Annual Verification Checklist for 21st Century Community Learning Centers (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.

Site Name: _____ ADE Specialist: _____

Documentation	Where To Access
1) Hard copy of Year 1 final original **approved 21st CCLC Application** 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 21st CCLC site compliance visit(s)	
5) Summer, Fall and Spring schedules for the 21st 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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10) Files (paper &/or electronic) maintained in case of audit: • Timesheets (plus Time & Effort & Class Attendance attached to each Timesheet) • Registration forms • Fixed Assets Log	
11) Required Reporting - Archived copies of submitted reports: • **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.

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The 21st Century Community Learning Centers 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/