



# Transition Checklist for Outgoing 21st CCLC Site Leaders



**Purpose:** When the **Person Who Knows the Job** leaves their Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) grant position, this checklist will

- help leaders leaving a 21st CCLC grant position to make sure they are leaving behind everything necessary for the people who follow them and
- help people supervising these outgoing leaders to perform an exit interview, so all the items can be checked... BEFORE the person is gone.

Documentation	Location	Reviewed with:	
		Name(s)	Date
1. Complete <b>21<sup>st</sup> CCLC Annual Verification Checklist</b> and LEA Exit Interview Checklist (to return keys, etc.)			
2. Complete copy of Year 1 final original approved 21st CCLC application for the site			
3. Complete copy of final approved Continuing Applications for Years 2, 3, 4, 5 (1x/year)			
4. Program At-A-Glance for the site (updated with any changes approved by the Arizona Department of Education (ADE) since the original application was approved)			
5. ADE Site Compliance Visit Monitoring reports			
6. Summer, fall and spring schedules for the 21 <sup>st</sup> CCLC program			
7. Tracking systems for Attendance, Purchasing, Hiring & Expenditures			
8. Contact list of people critical to the program and their role(s).			
9. Supplies Inventory: Attach list.			
10. List of files (paper & electronic) of raw data collected for reporting and their locations: Attach list.			
11. Files (paper &/or electronic) maintained in case of audit: <ul style="list-style-type: none"> <li>• 1 &amp; 2 above</li> </ul>			



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<ul style="list-style-type: none"><li>• Timesheets (plus Time &amp; Effort &amp; Attendance attached to each Timesheet)</li><li>• Registration forms</li><li>• Fixed assets log</li></ul>			
<b>12. Required Reporting</b> - Archived copies of submitted reports:			
<ul style="list-style-type: none"><li>• Summary of Classes (2x/year)</li></ul>			
<ul style="list-style-type: none"><li>• Annual Performance Report (3x/year)</li></ul>			
<ul style="list-style-type: none"><li>• Student Attendance Report (1x/year)</li></ul>			
<ul style="list-style-type: none"><li>• Site Evaluation Report (1x/year)</li></ul>			

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