



WELCOME

21st Century Community Learning Centers

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What Staff Should Know About the 21st CCLC Program

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Agenda

The importance of

- Good recordkeeping
- Caring for Your Stakeholders

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Recordkeeping

Large amounts of data must be kept on students for purposes of transmission to the Benchmarking Tool and any monitoring efforts.

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Recordkeeping

This data should include

- Attendance
 - Both being present and hours per week
 - On-site as well as on field trips
- Grades
 - Obtained through the proper channels and not from students

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Recordkeeping

Attendance should be recorded by the number of hours students attend programming.



Recordkeeping

Attendance

- Should be recorded whenever students are present for programming
 - During academic programming
 - During enrichment
 - On field trips
- These records are used for the Benchmarking Tool and monitoring purposes.

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Recordkeeping

Grades

- Should be obtained through the proper channels
 - From administrators/teachers
 - Data warehousing systems
 - Not students

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Recordkeeping

Grades

- These records are needed for:
 - The Benchmarking Tool
 - Potential monitoring of the program by ISBE
 - Data sharing with the staff for program analysis, reflection, and/or improvement

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Recordkeeping

Recordkeeping is not only attendance and grades. Other data may be requested by ISBE that will need to be reported to the US Department of Education.

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Recordkeeping

Have a designated location, either hard copy or electronic, for all records.

Have designated personnel to file and pull records.

- Update records periodically.
- Review records for validity and need.
- Remember certain records are to be kept for three years after the program ends.

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Recordkeeping

Timeliness

- It is important to submit data on time.
- Multiple notifications are sent with dates for submission.
- Due dates are also available on IQA website.
 - Check there first for due dates
 - Email your principal consultant if you cannot find reminder emails

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Caring for your Stakeholders

The key to caring for your stakeholders is building great and lasting relationships.

That means you have to put in work.



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Caring for Your Stakeholders

Who are your stakeholders?

- Students
- Families
- Contractors
- Schools/Districts
- Businesses
- Anyone who would have a stake in your program

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Caring for Your Stakeholders

Why should you care?

- Without them, especially the students and staff, there will not be a program.
- It supports the purpose of your program.
 - Parent programming
 - Programs that are student focused
 - Community service projects
 - College readiness programs

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Caring for Your Stakeholders

Should only the project directors care for the stakeholders?

- No way!
- Often frontline staff are from the community.
- It may be easier for them to be a go-between for various stakeholders like families and the program.
- They may have an “ear to the street” about how the program can benefit the community or vice versa.

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Caring for Your Stakeholders

Stakeholders can care for the program too!

By...

- Providing data on students to help better the program or validate program decisions.
- Promoting the program in the community.
- Being financial backers.

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Any Questions?

