

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>June</b>	<b>1-30</b> Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				
	<b>July</b>	<b>1-31</b> Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				
	<b>August</b>	<b>1-31</b> Enter each Center's Summer Term data into appropriate Workbooks (Activities, Attendance, Staffing)				

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
 from 21st CCLC & JEM Staff → →  
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**Registration forms need to be updated annually**

1. Activities and Staffing will be sent to each Center through Google Sheets (via an online link). You will receive detailed directions on how to access (including signing up for access if necessary) and how to enter data in late June. These have been updated for the 2018-19 reporting year.  
**NOTE: You do not down-load or submit this report to the OPI. The OPI can see the entered data on-line.**

2. Attendance workbooks (Excel file) will be sent to each Grantee. Grantee Directors must send workbooks to each of their Center Coordinators to complete, or enter the data for all centers themselves. Enter student information based on their status in the upcoming school year (2018-2019 School Year); enter the student's grade level for the 2018-19 school year. for example, if student "A" will be in the 4th grade at the beginning of the 2018-2019 school year, then enter their Summer, Fall, and Spring Term grade-level as "4th grade". Completed workbooks must be sent to the OPI (per due dates) through the ePass system in order to protect student confidentiality. Each Center must use only ONE Attendance workbook for the entire 2018-2019 program year (do not track summer and school year attendance separately).

**NOTE: The Activities & Staffing Google Workbook and the Attendance Excel Workbook must include all data from the three program year's terms (2018 Summer, 2018 Fall, 2019 Spring).**

Mary Ellen Earnhardt 1-406-444-3519 [mearnhardt@mt.gov](mailto:mearnhardt@mt.gov) Amanda Domino 1-406-444-1964 [adomino@mt.gov](mailto:adomino@mt.gov),  
 Miriam Resendez, Evaluator, 1-928-941-7006 [miriam@jemrllc.com](mailto:miriam@jemrllc.com) Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 <b>9/3 – 9/30</b> <b>Local Evaluation Subcontract for 2017-18 Grant Year Reporting</b>	3 Enter each Center's Fall Term data into appropriate workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	4 Register All Students	5	6	7	8
9	10	11	12 2018 Summer Term Program Data Reports Due (Attendance Excel Workbook, Activities & Staffing Google Sheet)	13	14	15
16	17	18	19	20	21	22
23  30	24	25	26	27	28	29

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →  
→

**6/1/2018-5/31/2019**

Registration forms need to be updated annually.

**9/1/2018-12/31/2018**

1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Fall Term data.
2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2018 Fall Term data.

**9/3-9/30/2018**

Local evaluator for the 2017-18 Evaluation must be identified by 10/30. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 9/30/2018. An online link will be provided on 9/3/2018 if you are interested in subcontracting with JEM & R.

**9/12/18**

Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the e-pass system.

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Miriam Resendez, Evaluator, 1-928-941-7006 [miriam@jemrllc.com](mailto:miriam@jemrllc.com) Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>Enter each Center's Fall Term data into appropriate workbooks (Attendance Excel Workbook, Activities &amp; Staffing Google Sheet)</b>	2 <b>Register All Students</b>	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<p style="font-size: 24px; color: #800000; text-align: center;"><b>Instructions</b> →</p> <p style="color: #800000; text-align: center;"><b>WATCH FOR E-MAIL UPDATES</b> from 21st CCLC &amp; JEM Staff → → →</p>	<p><b>6/1/2018-5/31/2019</b> Registration forms need to be updated annually.</p> <p><b>9/1/2018-12/31/2018</b> 1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Fall Term data. 2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2018 Fall Term data.</p> <p><b>10/30/18</b> Local evaluator for the 2017-18 Evaluation must be identified by 10/30. If you are subcontracting with the State evaluator (JEM &amp; R), a subcontract must be completed by <u>9/30/2018</u>.</p> <hr/> <p>Mary Ellen Earnhardt 1-406-444-3519 <a href="mailto:mearnhardt@mt.gov">mearnhardt@mt.gov</a> Amanda Domino 1-406-444-1964 <a href="mailto:adomino@mt.gov">adomino@mt.gov</a>,</p>
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Enter each Center's Fall Term data into appropriate workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	2 Register All Students	3
4	5	6	7	8	9	10
11	12	13	14	Nov. 15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## Instructions



**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → → →

### 6/1/2018-5/31/2019

Registration forms need to be updated annually.

### 9/1/2018-12/31/2018

1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Fall Term data.
2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2018 Fall Term data.

### 11/15/2018

If you have subcontracted with JEM & R, they will send out Preliminary Draft of the Local Evaluation Report to Grantees. Similar to the 2016-17 Report, grantees will be asked to complete narrative and any additional local data *if needed*.

Mary Ellen Earnhardt 1-406-444-3519 [mearnhardt@mt.gov](mailto:mearnhardt@mt.gov) Amanda Domino 1-406-444-1964 [adomino@mt.gov](mailto:adomino@mt.gov),  
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Enter each Center's Fall Term data into appropriate workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	4 Register All Students	5	6	7	8
9	10	11	12	13	14 2017-18 Local Evaluation Reports due to State Evaluator	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## Instructions →

**WATCH FOR  
E-MAIL UPDATES  
from 21st CCLC & JEM Staff → →**

### 6/1/2018-5/31/2019

Registration forms need to be updated annually.

### 12/15/2018

Email completed reports (in Word) to State Evaluator, Miriam Resendez at [miriam@jemrllc.com](mailto:miriam@jemrllc.com).

### 9/1/2018-12/31/2018

1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Fall Term data.
2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2018 Fall Term data

Mary Ellen Earnhardt 1-406-444-3519 [mearnhardt@mt.gov](mailto:mearnhardt@mt.gov) Amanda Domino 1-406-444-1964 [adomino@mt.gov](mailto:adomino@mt.gov),  
Miriam Resendez, Evaluator, 1-928-941-7006 [miriam@jemrllc.com](mailto:miriam@jemrllc.com) Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	2 Register All Students	3 Self-Reflection Open	4	5
6	7	8	9	10	11 2018 Fall Term Program Data Reports Due. (attendance Excel Workbook, Activities & Staffing Google Sheet)	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Self-Reflection Closed		

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →

### 6/1/2018-5/31/2019

Registration forms need to be updated annually.

### 1/11/2019

Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.

### 1/3/-1/31/2019

The 21<sup>st</sup> CCLC Program Self-Reflection will be completed online. A link will be provided January 3<sup>rd</sup> along with detailed instructions.

### 1/1/19-5/31/19

1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.
2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Register All Students	2
3	4 E-Grants Competitive Application Opens	5 Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	6	7	8	9
10	11 Survey Administration Guide will be sent to programs by the State Evaluator in Feb.	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

## Instructions →

### 6/1/2018-5/31/2019

Registration forms need to be updated annually.

### 1/1/19-5/31/19

- 1.UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.
- 2.UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.

### 2/4/2019

**Tentative.** Watch for email from Mary Ellen Earnhardt for opening date.

### February

Survey Administration Guide will be sent to programs by the State Evaluator in February.

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**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →  
→

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Register All Students	2
3	4 Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	5 3/1-3/15/2019 FINAL Grantee's 2017-18 Local Evaluation Report and Evaluation Brief released (optional)	6	7	8	9
10	11	12	13	14 3/15 – 4/30/2019 Teacher and Student Survey Administration Window	15 2017-2018 State Evaluation Report Released to OPI	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →  
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**6/1/2018-5/31/2019**  
Registration forms need to be updated annually.

**3/1-3/15/2019 (Tentative, final date TBD)**  
**Tentative:** If you have subcontracted with JEM & R., they will send out the FINAL Local Evaluation Report to Grantees. This FINAL report will contain missing indicator data based on data from the State (e.g., academic & attendance data missing from the Preliminary Report.)

**3/15/2019**  
Evaluator (JEM&R) will send 2017-2018 State Evaluation Report to the OPI.

**3/15/2019-4/30/2019**  
Survey Administration Guide will be sent to programs by the State Evaluator in February.

**1/1/19-5/31/19**  
1. UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.  
2. UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.

Mary Ellen Earnhardt 1-406-444-3519 [mearnhardt@mt.gov](mailto:mearnhardt@mt.gov) Amanda Domino 1-406-444-1964 [adomino@mt.gov](mailto:adomino@mt.gov),  
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Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Register All Students	2 Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	3 <b>3/15 – 4/30/2019</b> Teacher and Student Survey Administration Window	4	5	6
7	8	9	10	11	12 E-Grants Competitive Application Closes	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 Teacher and student Survey Admin. Window Closed				

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →  
→

**6/1/2018-5/31/2019**  
Registration forms need to be updated annually.

**3/12/2019**  
Tentative: Due by 11:59 PM (midnight)

**3/15/2019-4/30/2019**  
Survey Administration Guide will be sent to programs by the State Evaluator in February.

**1/1/19-5/31/19**  
1.UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.  
2.UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.

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Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Parent, School Administrator, and Program Administration & Staff Survey Administration Window Open	2 Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	3 <b>Register All Students</b>	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## Instructions →

**WATCH FOR E-MAIL UPDATES**  
from 21st CCLC & JEM Staff → →  
→

### 6/1/2018-5/31/2019

Registration forms need to be updated annually.

### 3/15 - 4/30/2019

Survey Administration Guide will be sent to programs by the State Evaluator in February.

### 1/1/19-5/31/19

- 1.UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.
- 2.UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.

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Theresa Bravo Evaluator, 1-928-941-7006 [theresa@jemrllc.com](mailto:theresa@jemrllc.com)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Parent, School Administrator, and Program Administration & Staff Survey Administration Window Closed
2	3	4	5	6	7	8
9	10	11	12	13	14 2019 Spring Term Data Reports Due (Attendance Excel Workbook, Activities & Staffing Google Sheet, Teacher Survey Distribution Counts)	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## Instructions →

**5/1/2018 – 6/1/2018**

NOTE: Review all data entered for accuracy. Review the appropriate Term/s reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.

**6/14/2019**

NOTE: Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.

**WATCH FOR E-MAIL UPDATES**  
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**Montana Office of Public Instruction  
21st Century Community Learning Centers  
Final 2018-2019 Reporting Timeline**

Below is a timeline for completing the 2018-2019 program year's reporting elements.

Due Date	Reporting Task	Instructions
6/1/2018-5/31/2019	Register All Students	Registration forms need to be updated annually.
6/1/2018-8/31/2018	Enter each Center's Summer Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	<p>1. <b>Activities and Staffing</b> will be sent to each Center through <b>Google Sheets (via an online link)</b>. You will receive detailed directions on how to access (including signing up for access if necessary) and how to enter data in late June. These have been updated for the 2018-19 reporting year. NOTE: You <b>do not</b> down-load or submit this report to the OPI. The OPI can see the entered data on-line.</p> <p>2. <b>Attendance workbooks (Excel file)</b> will be sent to each Grantee. Grantee Directors must send workbooks to each of their Center Coordinators to complete, or enter the data for all centers themselves. Enter student information based on their status in the upcoming school year (2018-2019 School Year); enter the student's grade level for the 2018-19 school year. for example, if student "A" will be in the 4th grade at the beginning of the 2018-2019 school year, then enter their Summer, Fall, and Spring Term grade-level as "4th grade". Completed workbooks must be sent to the OPI (per due dates) through the ePass system in order to protect student confidentiality. Each Center must use only ONE Attendance workbook for the entire 2018-2019 program year (do not track summer and school year attendance separately).</p> <p><b>NOTE:</b> The Activities &amp; Staffing Google Workbook and the Attendance Excel Workbook must include all data from the three program year's terms (2018 Summer, 2018 Fall, 2019 Spring).</p>
9/12/2018	2018 Summer Term Program Data Reports Due (Attendance Excel Workbook, Activities & Staffing Google Sheet)	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
9/1/2018-12/31/2018	Enter each Center's Fall Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	<ol style="list-style-type: none"> <li>UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2018 Fall Term data.</li> <li>UPDATE the 2018-2019 ATTENDANCE workbook with the 2018 Fall Term data.</li> </ol>
9/3/2018- 9/30/2018 (date subject to change)	Local Evaluation Subcontract for 2017-18 Grant Year Reporting	Local evaluator for the 2017-18 Evaluation must be identified by 10/30. If you are subcontracting with the State evaluator (JEM & R), a subcontract must be completed by 9/30/2018. An online link will be provided on 9/3/2018 if you are interested in subcontracting with JEM & R.
11/15/2018 (Tentative, final date TBD)	PRELIMINARY Grantee's 2017-18 Local Evaluation Report released (optional)	Tentative. If you have subcontracted with JEM & R, they will send out Preliminary Draft of the Local Evaluation Report to Grantees. Similar to the 2016-17 Report, grantees will be asked to complete narrative and any additional local data <i>if needed</i> .
12/15/2018	2017-18 Local Evaluation Reports due to State Evaluator	Email completed reports (in Word) to State Evaluator, Miriam Resendez at miriam@jemrllc.com.
1/3/2019	Self-Reflection Opens	The 21st CCLC Program Self-Reflection will be completed online. A link will be provided January 3rd along with detailed instructions.
1/11/2019	2018 Fall Term Program Data Reports Due (Attendance Excel Workbook, Activities & Staffing Google Sheet)	Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.
1/1/2019-5/31/2019	Enter each Center's Spring Term data into appropriate Workbooks (Attendance Excel Workbook, Activities & Staffing Google Sheet)	<ol style="list-style-type: none"> <li>UPDATE the 2018 -2019 ACTIVITIES AND STAFFING sheet in Google Sheets with the 2019 Spring Term data.</li> <li>UPDATE the 2018-2019 ATTENDANCE workbook with the 2019 Spring Term data.</li> </ol>
2/4/2019	E-Grants Competitive Application Opens	Tentative. Watch for email from Mary Ellen Earnhardt for opening date.
3/1-3/15/2019 (Tentative, final date TBD)	FINAL Grantee's 2017-18 Local Evaluation Report and Evaluation Brief released (optional)	Tentative. If you have subcontracted with JEM & R, they will send out the FINAL Local Evaluation Report to Grantees. This FINAL report will contain missing indicator data based on data from the State (e.g., academic & attendance data missing from the Preliminary Report).
3/15/2019	2017-2018 State Evaluation Report Released to OPI	Evaluator (JEM&R) will send 2017-2018 State Evaluation Report to the OPI.
3/15/2019-4/30/2019	Teacher and Student Survey Administration Window	Survey Administration Guide will be sent to programs by the State Evaluator in February.
4/12/2019	E-Grants Competitive Application Closes	Tentative: Due by 11:59 PM (midnight).
5/1/2019-6/1/2019	Parent, School Administrator, and Program Administration & Staff Survey Administration Window	Survey Administration Guide will be sent to programs by the State Evaluator in February.
6/14/2019	2019 Spring Term Data Reports Due (Attendance Excel Workbook, Activities & Staffing Google Sheet, Teacher Survey Distribution Counts)	<b>NOTE:</b> Review all data entered for accuracy. Review the appropriate Term's reports and make corrections as necessary. Submit Attendance Workbook through the ePass system.

Questions? For Activities, Staffing, and Attendance, contact the 21st CCLC staff: Amanda Domino 1-406-444-1964 adomino@mt.gov  
 For Program Self-Reflection reporting, contact Mary Ellen Earnhardt 1-406-444-3519 mearnhardt@mt.gov  
 for Local Evaluation reporting, contact Miriam Resendez, Evaluator, 1-928-941-7006 miriam@jemrllc.com