

Montana 21st CCLC 2010 – 2011 Year-end Checklist

Final Reporting To Be Completed by July 1, 2011

(For all page numbers, refer to the Creating Change User Manual)

Teacher Survey

1. **School Day Teacher:** *Should be completed by April 29th, 2011*
 - Add/edit all school day teachers for each school having students at the site/center
 - Use Progress Monitor (p. 9 of Year-End Reporting instructions) to find students with **30+ days** attendance, their assigned **teachers**, and their current **lunch type**.
 - Click on student's name to update student's lunch type and/or assigned teacher if necessary
2. **Launch Teacher Survey:** *Week of May 4-8. No later than May 8th*
 - **School Day Teacher information must be completed first.** *Information must be accurate.*
 - Launch the Teacher Survey (p. 10 of Year-End Reporting instructions)
3. **Check Survey Results**
 - p. 11 of Year-End Reporting instructions

Social Data Collection: *By May 15, 2010*

- pgs 5-8 of Year-End Reporting instructions

Close out Courses: *This can be done now, but no later than July 1 (Report Deadline)*

- Enter all courses for all centers (both school year and summer of 2010).
- Complete all attendance (both school year and summer of 2010)
- Add all special events (both school year and summer of 2010)
- Complete attendance for all special events
 - Click on red (**Course End Data**) link for each course
 - Enter average daily attendance for each course (p. 11)

Center:

- **Add-Edit Staffing:** *No later than July 1 (Report Deadline)*
 - (p. 1 of Year-End Reporting instructions)
 - Enter all paid/volunteer staff, including paid/Volunteer High School Students, paid/volunteer community members, teachers, paraprofessionals (Summer 2010 & School Year 2010-2011)
- **Final Update to Typical Operations**
 - **End date for School Year program matches the end date of last course in View Courses**
 - **Summer Typical Operations matches dates in Courses in View Courses.**

Site: *No later than July 1 (Report Deadline)*

- Update **Status** and **close out 09-10 Objectives** (p. 3)
- Enter **2011-2012 Objectives** (p. 2)
- **Roll-Over Partners** for to 11-12 (p. 3)
- Complete **Review Questions** for Year End 2011 (p. 4)

(NOTE: Sites with Multiple Centers: Site Directors need to coordinate with all Centers in your grant consortium to ensure that every center has input in to the Objectives, Partners, and Review Questions).