Montana Office of Public Instruction
21st Century Community Learning Centers (21st CCLC)
2016 - 2017 Reporting Timeline
Below is a timeline for completing the 2016-2017 program year's reporting elements.

Due Date	Reporting Task	Instructions
Throughout the year	**Register Students**	**Registration forms need to be updated annually.** Use the example Student Registration form (optional).
Throughout the year	**Attendance/Activities/ Staffing**	Using the Excel Spreadsheets (provided by the OPI 21st CCLC staff), or an existing in-house database, record attendance for all students attending at least one day, activities being provided/and staffing. Data should be kept up to date daily. **IMPORTANT NOTE:** Student Demographic Information recorded on the Attendance spreadsheet should reflect the official data recorded at the School in which the student attends. For example, Race, Free/Reduced Meal Eligibility, Limited English Proficiency, and Special Needs/Disabilities. This information MUST BE updated each term (see below for instructions on gathering the information).
9/1/2016	**Summer Student Demographic Information Collection**	Bring a list of all registered 2016 Summer Term 21st CCLC program participants to your school's Student Information System's (SIS) Coordinator by the Due Date listed on the left. Ask them to create a report out of the Infiinte Campus Database (AIM) that provides each student's Race, Ethnicity, Gender, Limited English Proficiency (LEP), Free/Reduced Lunch Eligibility Status, Special Needs/Disabilities Status (including IEP or 504 Plan), and their Grade.
9/16/2016	**2016 Summer Term Program Reports Due**	**Update & Submit the following Excel Spreadsheets to adomino@mt.gov by midnight:** 1. Update Attendance Spreadsheet with all student Demographic Information from the school's AIM Report (see instructions 9/1/2016) 1. Submit Activities Spreadsheet: ONLY a copy of "Form C1 Agg SUMMER - Category" 2. Submit AttendanceSpreadsheet: Only a copy of "Form E - Attendance Summer" 3. Submit Staffing Spreadsheet: Only a copy of "Form B - Staffing by Period" **NOTE:** For instructions on how to submit **only** the aggregated spreadsheet, see "Data Collection Reporting Instructions".

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9/23/2016	**Fall Program Participation Student List Submittal**	Bring a list of all FALL TERM registered program participants to your school's Student Information System's (SIS) Coordinator by the Due Date listed on the left. Ask them to mark each student as a participant in the "21st Century" program for their "Fall Program Participation Collection" in their SIS. (This is the demographic information (October Snapshot) that will be used in January 2017 to report on the Fall Term Attendance spreadsheet). **NOTE:** Do not remove students who were marked as a participant for the summer term.
1/4/2017	**Request 21st Century Report from Achievement in Montana (AIM) System**	Ask the SIS Coordinator to create a 21st CCLC report out of the Infiinte Campus Database (AIM) that provides each student's Race, Ethnicity, Gender, Limited English Proficiency (LEP), Free/Reduced Lunch Eligibility Status, Special Needs/Disabilities Status (including IEP or 504 Plan), and their Grade. (This will pull the information from the October Snapshot). **IMPORTANT NOTE:** This report will only pull students who are marked as 21st CCLC participants in the AIM system. Any new students since 9/23/2016 will have to be marked as 21st participants prior to running this report to obtain their information.
1/17/2017	**2016 Fall Term Programs Reports Due**	**Update & Submit the following Excel Spreadsheets to adomino@mt.gov by midnight:** 1. Update Attendance Spreadsheet with all student Demographic Information from the AIM Report (see instructions 1/4/2017) 1. Submit Activities Spreadsheet: **ONLY** a copy of "Form C1 Agg FALL - Category" 2. Submit AttendanceSpreadsheet: **ONLY** a copy of "Form E - Attendance FALL" 3. Submit Staffing Spreadsheet: **ONLY** a copy of "Form B - Staffing by Period" **NOTE:** For instructions on how to submit only the aggregated spreadsheet (not the entire workbook), see "Data Collection Reporting Instructions".

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3/7/2017	**Spring Test Window Program Participation Student List Submittal**	Bring a list of all Spring TERM registered program participants to your school's Student Information System's (SIS) Coordinator by the Due Date listed on the left. Ask them to mark each student as a participant in the "21st Century" program for their "Spring Test Window Program Participation Collection" in their SIS. (This is the demographic information (Spring Test Window Snapshot) that will be used in June 2017 to report on the Spring Term Attendance spreadsheet). **NOTE:** Do not remove students who were marked as a participant for the Fall term.
4/29/2017	**Prepare and Distribute Teacher Survey**	See Teacher Survey Instructions pdf.
5/31/2017	**Request 21st Century Report from Achievement in Montana (AIM) System**	Ask the SIS Coordinator to create an 21st CCLC report out of the Infiinte Campus Database (AIM) that provides each student's Race, Ethnicity, Gender, Limited English Proficiency (LEP), Free/Reduced Lunch Eligibility Status, Special Needs/Disabilities Status (including IEP or 504 Plan), and their Grade. (This will pull the information from the Spring Test Window Snapshot). **IMPORTANT NOTE:** This report will only pull students who are marked as 21st CCLC participants in the AIM system. Any new students after 3/7/2017 will have to be marked as 21st participants prior to running this report to obtain their information.
6/14/2017	**2017Spring Term and Year-End Program Reports Due**	**Update & Submit the following Excel Spreadsheets to adomino@mt.gov by midnight:** 1. Update Attendance Spreadsheet with all student Demographic Information from the AIM Report (see instructions 5/31/2017) 1. Submit Activities Spreadsheets: **ONLY** copies of "Form C1 Agg SPRING - Category", and "Form C - TOTALS" 2. Submit AttendanceSpreadsheets: **ONLY** copies of "Form E - Attendance SPRING", "YearRound Totals", and "Fall-Spring Total". 3. Submit Staffing Spreadsheets: **ONLY** copies of "Form B - Staffing by Period", and "Form B - Staffing TOTALS" **NOTE:** For instructions on how to submit only the aggregated spreadsheets, see "Data Reporting Instructions". 5. Submit Teacher Survey Distribution Count: (See pdf table for more information)

Distributed by:
Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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