



# Montana 21<sup>st</sup> Century Community Learning Centers (CCLC) Data Entry Guidance



## Reporting Deadlines

All 21<sup>st</sup> CCLC programs are required to have attendance, staffing, and activities entered in the Cayen Afterschool 21 (AS21) system by the first Thursday of every month.

## Required Data

Data points required for submission include:

- **Program Information**
  - District Administration Notes
  - District Information
  - Success Stories
- **Site Information**
  - Partner Information
  - Site Staff Information
  - General Information
- **Activities & Sessions-** Activities are general programming and services accessible within a site STEM, Homework Help and Snack are examples of activities. Sessions are specific offerings of those activities. New sessions should be established for different groups of participants being served on different dates or times.
  - *Example:*
    - Activity: Homework help
      - Session: 3<sup>rd</sup> grade M/W/F; 4<sup>th</sup> grade T/TH
    - Start and end times for each session must be entered
- **Registration**
  - Participant Information: *The following information must match the Local Education Agency's (LEAs) Student Information System (SIS)*
    - Date of Birth
    - Lunch status- Free or reduced lunch
    - Ethnicity: Hispanic/Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or other Pacific Islander, White, Two or more races.
    - Grade: PreK-12
    - Academic-School Day Teacher
    - English Language Learners: Limited English Proficiency Status
    - Education Program: Special Education status or 504 Program
- **Attendance**
  - Attendance is reported by hours of participation. To record student's participation hours, attendance must be taken for each session. *Note:* Activity start and end times determine the number of hours attended.
  - Daily attendance is recorded when a student attends at least 30 minutes of a session.
  - Students participation will be reported to the Federal Government once a student has attended a minimum of 5 hours in the program.

- APR Warnings: Every day/session that is scheduled for your program should have attendance recorded. If there is no attendance recorded for certain days, you will receive an APR Warning.
- **Outcomes Data-** There are five required Government Performance and Reporting Act (GPRA) measures that are reported to the United States Department of Education (US DoE).
  - The MT OPI will collect and import outcome data into the AS21 system for the following three GPRAs:
    - **GPRA #1:** Percentage of students in grade 4-8 participating in 21CCLC programming during the school year and summer who demonstrate growth in reading and language arts and mathematics on State assessments.
    - **GPRA #3:** Percentage of students in grades 1-12 participating in 21CCLC during the school year who had a school day attendance rate at or below 90% in the prior school year and demonstrated an improved attendance rate in the current school year.
    - **GPRA #4:** Percentage of students in grades 1-12 attending 21CCLC programming during the school year and summer who experienced a decrease in in-school suspensions compared to the previous school year.
  - Montana 21<sup>st</sup> CCLC grantees must collect outcome data from their LEA and enter it into the AS21 System for the following two GPRAs:
    - **GPRA #2:** Percentage of students in grades 7-8 and 10-12 attending 21CCLC programming during the school year and summer with a prior-year unweighted Grade Point Average (GPA) of less than 3.0 who demonstrated an improved GPA.
    - **GPRA #5:** Percentage of students in grades 1-5 participating in 21CCLC programming in the school year and summer who demonstrated an improvement in teacher reported engagement in learning.