



21st Century Community Learning Centers

Database Manual

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I. Introduction – The 21st Century Community Learning Centers is an exciting program funded by the Office of the Superintendent of Public Instruction (OSPI). The program funds resources to offer after school programs for students at after school sites. The 21st Century Schools Program is a partnership program including community organizations and school districts.

In order to ensure the effective delivery and evaluation of services, various types of data will need to be collected and reported throughout the duration of the grant. Specifically, two types of data will need to be reported for the purpose of, 1) Managing the Program, and 2) Reporting Evaluation Data to the Office of the Superintendent of Public Instruction and the U.S. Department of Education for continued funding.

The **Management Data** will consist of narrative reports uploaded to the database for review by the 21st Century Schools Director. This will be in addition to attending regular staff meetings to report on program updates, to discuss problems encountered and to find solutions.

The **Evaluation Data** will consist of completing forms for tracking program objectives, student and parent participation levels, student academic progress, activities offered to students and parents, and community collaborations. This includes using an online database. These data will be used to evaluate the performance of the program.

The 21st Century Program staffing team includes a Director, a Site Supervisor/Coordinator, teachers, assistants and other instructors as needed. All staff should work as a team to ensure the success of students and the overall program.

This 21st Century Reporting Guide provides a framework and instructions for the type of forms and information that will be required to be reported by the Site Supervisors/Coordinators.

Reporting Forms

In order to better manage the after school program and to document, collect and submit required data to OSPI, several forms and an online database have been developed to be used by the Site Supervisors/Coordinators. This information will also be used by the 21st Century Schools Director to review student attendance and academic achievement. These forms include:

Registration Form – To be used for all students attending a 21st Century Program activity such as after school, weekend, summer school or other activities. All the information on the registration forms is required for reporting to OSPI. These forms are in English and Spanish. The original forms should be maintained by the Site Supervisors/Coordinators at the center. This information will be used for entering student information into the online database. This form also includes parent emergency contact information.

Monthly Attendance – Attendance for each center should be maintained locally by the Site Supervisor/Coordinator and hardcopies of attendance records should be kept for the duration of the grant. This can be accomplished by using the sample "Monthly Attendance" form included in this guide and by using the online database. The online database can maintain daily attendance records or monthly attendance records for each student that attends the program. This will be explained in the database instructions section of the guide.



21st Century Database – This database maintains all the student demographic information required by OSPI. Most of the information is obtained from the Student Registration Form. The database also has the capacity to maintain Adult Classes/Activities Report, Community Collaborations, Attendance, Monthly Site Supervisor/Coordinator Reports and Achievement Data.

Site Supervisor Monthly Report – Each Site Supervisor/Coordinator should upload a monthly narrative report to the online database. This report should be brief and highlight program operation days/times, description of the instructional components, parent trainings occurring, number and grade levels of students attending, significant events/ activities and any major collaborations with other programs. Site Supervisors/Coordinators should answer all the listed questions in the reporting form. This report is due at the end of each month. Included is a blank and sample completed report for your reference.

Adult Classes/Activities Report – when providing adult classes and training, an attendance sheet shall also be kept at the center by the Site Supervisor/Coordinator. Adult classes should be reported for each session. For example, if you offered an ESL course for 6 weeks twice a week, this would be reported as one entry on the database. Then the number of parents should be totaled and reported on the database. Adult Classes/Activities Reports should be submitted as the activities occur. For example, if an adult ESL class operates for four weeks, the report should be submitted at the end of the four weeks. Included is a blank and sample completed report for your reference.

Community Collaborations – to be used to identify community organizations collaborating with the 21st Century Schools. These data should be reported at the end of each month to the database.

End of Year Reports (May-June 2013)

Section I – Descriptive Data – This section includes operation information requested by OSPI. This information is to be completed for each 21st Century Community Learning Center by the Site Supervisor/Coordinator. The reporting period shall include all school year activity from September 2012 to the end of the school year in June 2013. All this information is due by May 10, 2013. In addition, any program that conducted a summer 2012 session is required to report this information regarding summer activities. Summer information is due by October 1, 2012.

Activity Forms – These forms collect information about activities provided in the after school program. The forms should include all activities offered from September 2012 to the end of the school year in June 2013. These forms should be updated and maintained ongoing throughout the school year. The first submission for review will be in December 2012 (before Winter Break) and the final due date for completed forms is June 14, 2013. In addition, any program that conducted a summer 2012 program is required to report their activities provided as well. Summer Activity Forms are due by October 1, 2012. Activities for students and parents/ families should be reported.

Activities Individual Form – A single form should be completed for each different activity or
program component offered during the after school program and a brief description of the
activities should also be reported. These forms should be updated and maintained on an
ongoing basis throughout the school year in order to capture accurate data. These forms will
be required to be submitted for review. The first submission for review will be in December
2012 (before Winter Break) and the final due date for completed forms is June 14, 2013.



Adult Family Members Form – A single form should be completed for each different
activity or program component offered to parents and families during the school year and a
brief description of the activities should also be reported. These forms should be updated
and maintained on an ongoing basis throughout the school year in order to capture accurate
data. The first submission for review will be in December 2012 (before Winter Break). The
final due date for completed forms is June 14, 2013.

Teacher Surveys – Teacher Surveys are to be completed for those students attending the 21st Century After School Program for 30 days or more. The survey is designed to collect information about changes in a particular student's behavior during the school year. These are to be completed in the Spring of 2013.

Academic Achievement – Academic achievement will need to be reported for each student attending the after school program for 30 days or more. This is further described on page 22 (database instructions).

Reports submitted to 21st Century Schools Director

Due Dates	Reports	
October 1, 2012	Summer 2012 Program Reporting	
Beginning of Program Year	Registration Forms	
End of each month	Site Supervisor's Monthly Reports	
End of each month	Community Collaborations	
At the end of each session/ activity	Adult Classes/Activities Report	
Ongoing	Student Database	
Ongoing	Student Attendance	
December 2012 (before Winter Break) June 15, 2012	Activities FormsActivities Individual FormsAdult Family Members Forms	
May 10, 2013	Section I – Descriptive Data	
June 14, 2013	Teacher Surveys	
June 14, 2013	Academic Achievement	

All these forms can be found and downloaded from the rgi corporation website listed below:

www.rgicorporation.com/21stcenturyforms.html



II. Online Database – This section was developed for the School District 21st Century Site Supervisors/Coordinators to provide instructions on how to use the 21st Century database. The database was developed and is maintained by RGI Corporation. RGI Corporation serves as the independent evaluator for the 21st Century Schools Program. The database is accessed from the main RGI Corporation website found at www.rgicorporation.com.

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Home Page - Opening Screen

This is the first screen to appear as you enter the 21st Century database. This screen serves two purposes. The first is an option to open or download this "**Database Guide**." The guide provides instructions on how to use this database and is the same document you are now reading. It is posted online for easy access and future reference.

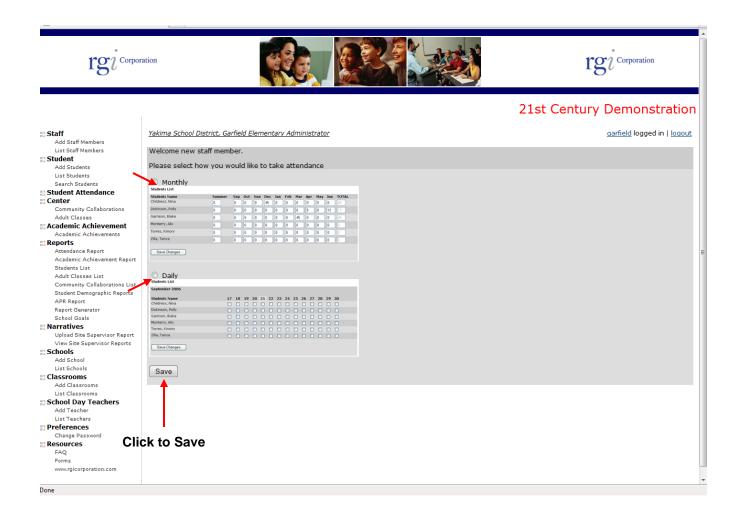
The second option is to "login" or "sign in" to the database to enter students or run the reports. Initial usernames and passwords will be assigned by RGI Corporation. After entering your username and password, click on the "**sign in**" button. The next screen will appear.

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I. Attendance Selection Option

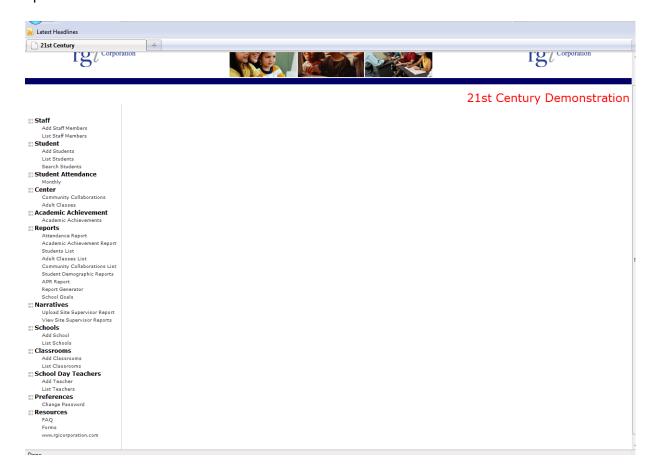
The first time you log on to the database, you will be asked to select "how you would like to take attendance;" monthly or daily. The following screen will appear.



On this screen, you will need to select Monthly or Daily by clicking on the appropriate option. You will then need to click on "Save."



Once you have selected the method for entering student attendance the following screen will appear. This screen provides a set of menus or options on the left side of the screen. These options will be used to access all functions of the database.



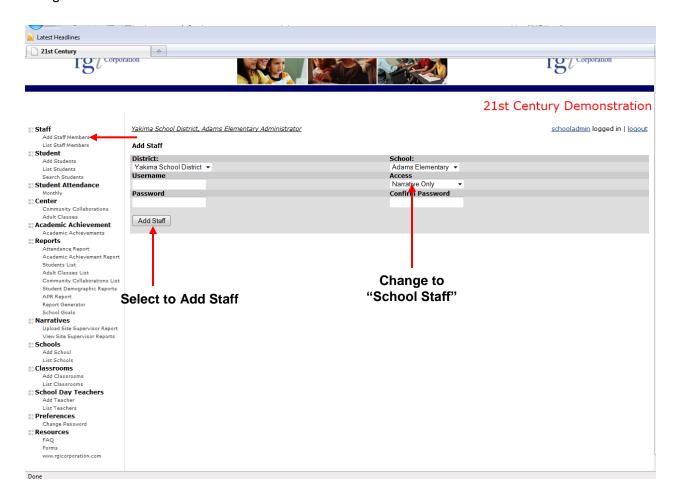


II. Staff

This section of the database allows you to add staff or a school teacher who can enter students or attendance.

Add Staff Member <menu option>

This screen allows you to enter staff/ school members and their passwords. It also allows them to assign levels of access to the database.



Username: Enter the user name. The length of the username must be at least 4 characters.

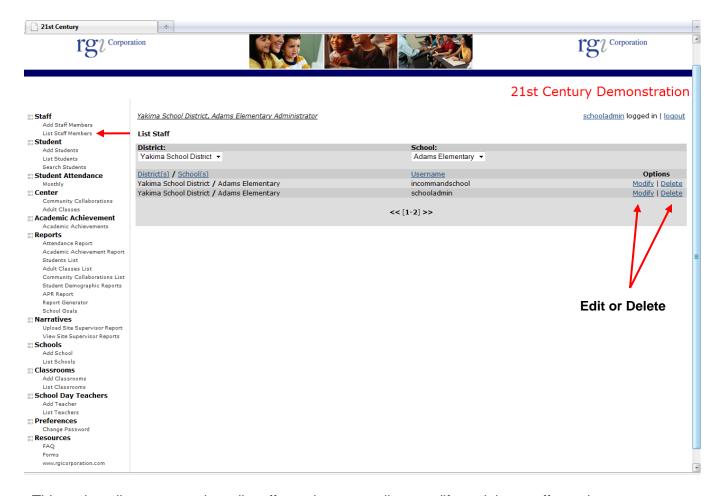
Password: Enter the password. The password must be at least 8 characters.

Access: In most instances, you will select "School Staff" to give them access to most of the database. If you only want them to access "Narrative Only" for reports, select this option.

The last step to add the staff to the database is to click on the "**Add Staff**" button in the bottom of the screen.



List Staff Members < menu option>



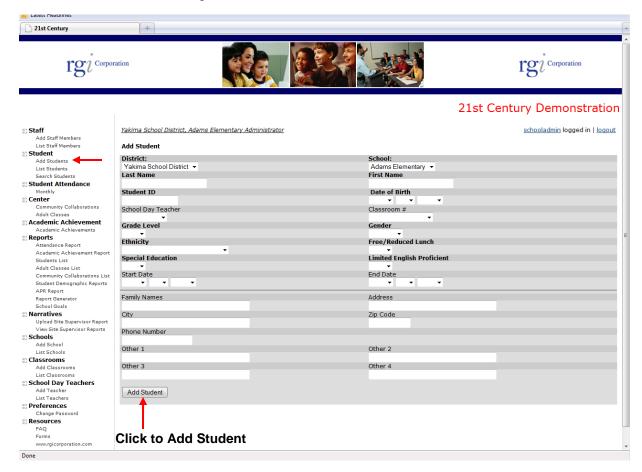
This option allows you to view all staff members as well as modify or delete staff members.



III. Student

This menu option is the "Student" Section. First, we will add a student to the database. Using your mouse, select and click "Add Student" and the following screen will appear.

Add Students <menu option>



This screen is where you enter new students into the database. A screen with blank fields will appear for you to enter a new student. The name of your district and a school name are selected. If you serve more than one school, you will need to select the appropriate school name from the pull down menu. The definition for each data field is as follows:

Last Name: Student's last name.

First Name: Student's first name.

Student ID: This is the student's state identification number. This is a 10-digit identification number.

Date of Birth: Input the student's date of birth.



School Day Teacher: If you plan to sort your students by school day teacher, you can use the pull-down menu to select the teacher name. Please remember that you will need to enter School Day Teacher names first before they appear in the drop-down menu.

Classroom #: If you plan to enter attendance by classrooms for students, you can use the pull-down menu to select an assigned class for the student. Please remember that you will need to enter classrooms first before they appear in the drop-down menu.

Grade Level: Select student's grade from the pull-down menu.

Gender: Indicate if the student is male or female from the pull-down menu.

Ethnicity: Select ethnicity from the pull-down menu. The options are -

American Indian or Alaska Native – A person having origins in any of the original peoples of North American, and who maintains cultural identification through tribal affiliations or community recognition.

Asian or Other Pacific Islander – A person having origins in any of the original peoples of the Far East, Southeast Asia and the India subcontinent. This area includes, for example, China, India, Japan, Korea and the Philippine Islands. Or a person having origins in any of the original peoples of Hawaii or other pacific islands such as Samoa and Guam.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race.

White – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Free/Reduced Lunch: Indicate "Yes" or "No" if the student is eligible for free/reduced lunch.

Special Education: Indicate "Yes" or "No" if the student has an Individualized Education Program (IEP) as required by the Individuals with Disabilities in Education Act Amendment of 1997 (IDEA).

Limited English Proficient: Indicate "Yes" or "No" if the student has "Limited English Proficient" abilities. For the purposes of this field, Limited English Proficiency means a person whose native language is other than English and who has sufficient difficulty speaking, reading, writing or understanding the English language to deny that individual the opportunity to learn successfully in classrooms in which English is the language of instruction.

Start Date: Enter the date the student began attending the after school program.

End Date: Enter the last date the student attended the after school program.

Please note that all required fields are in "**bold**." You will not be able to save the record or "Add Student" until all bold fields are completed.



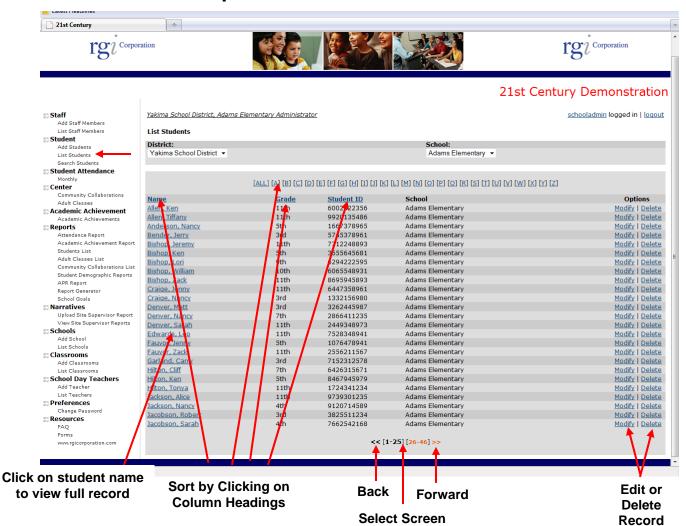
The following fields are optional if you wish to have the database maintain this information.

- Family Names
- Address
- City
- Zip Code
- Phone Number
- Other 1 This is a field to track any additional information that may be important.
- Other 2 This is a field to track any additional information that may be important.
- Other 3 This is a field to track any additional information that may be important.
- Other 4 This is a field to track any additional information that may be important.

The last step to add the student to the database is to click on the "Add Student" button in the bottom of the screen.

The next option we will illustrate is the "List Student" menu selection. This option provides a listing of students in the school building. The screen presents the first 15 students on one screen at a time.

List Students < menu option>



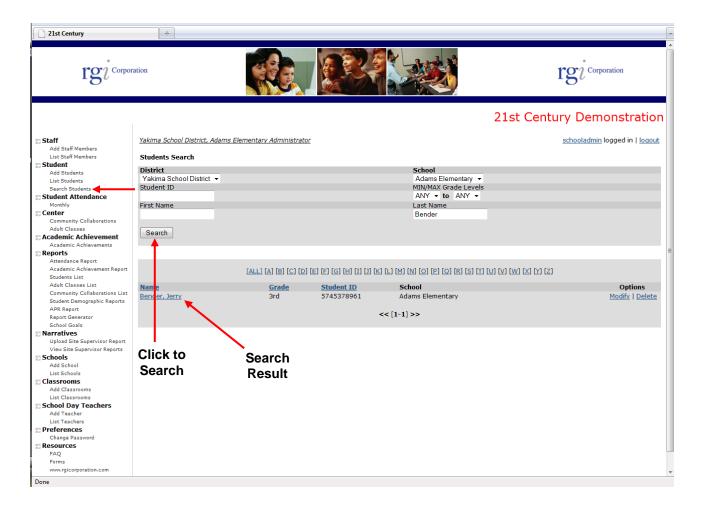


Sorting: The listing of students can be sorted or listed by name, grade or student ID. If you click on the column heading, the listing will be sorted by these fields. You can also click on any of the Alphabetic Letters at the top of the screen. If you click on any of these letters, a listing of students whose last name begins with this letter will be listed.

Options: This option allows you to modify or delete a record.

Paging: You can move to the next screen by using the ">>" at the bottom of the screen or selecting a page "number" of next screens. To move back to the previous screen, use the "<<" option.

Search Students <menu option>



This option allows you to search for a student and view or modify/change information. The following screen will appear when you select the "Search Student" menu option. The result of your search will appear at the bottom of your screen. In the following screen, we searched for "Amy Bender" and the result appeared at the bottom of the screen. Once you find the student, you can modify or delete the student. You can also use an * (asterisk) or wildcard as done in most database searches.

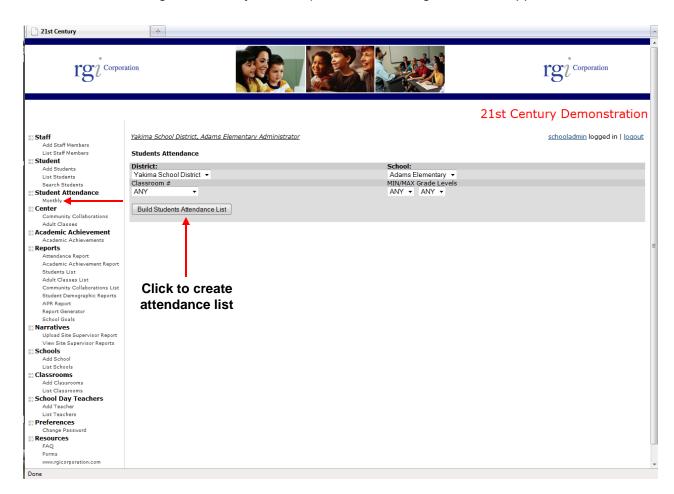


IV. Student Attendance

This section of the database allows you to enter students' attendance in the after school program on a monthly or daily basis. Maintaining attendance is required by OSPI.

Monthly <menu option>

This screen allows you to enter monthly attendance by each student. If you use this option, local attendance reports should be kept on file and at the end of each month, the total should be entered here. When selecting the "Monthly" menu option, the following screen will appear.



This screen allows you to build the students' attendance list by classroom or a range of grade levels. The default option is "all" or "any."

Classroom #: Select a classroom if you wish to enter attendance by pre-assigned classes. Classes must be entered before and students must be assigned to classes in the student record.

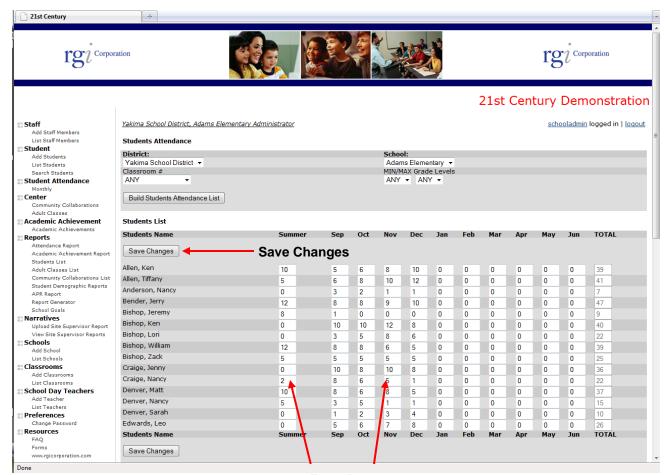
Min/Max Grade Levels: Select a specific grade or range of grades to update attendance.

Select "Build Student Attendance List" to create input screen.



Input Screen

The following screen will appear based on your selections. Enter the students' attendance for each month. After entering the total days, make sure to "Save Changes." Attendance will not be saved if this option is not selected. Also, please note that the database totals the number of days after saving changes.

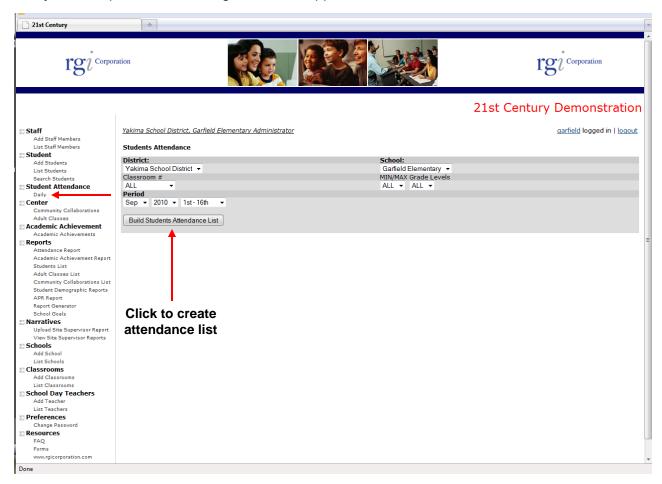


Enter Days



Daily <menu option>

This screen allows you to enter daily attendance by each student. If you have entered classrooms and assigned students accordingly, you can take attendance by classrooms. When selecting the "daily" menu option, the following screen will appear.



This screen allows you to build the students' attendance list by classroom or a range of grade levels. The default option is "All" or "Any."

Period: You will also need to select the month and the first $(1^{st} - 16^{th})$ or the second $(17^{th} - 31^{st})$ of the month.

Classroom #: Select a classroom if you wish to enter attendance by pre-assigned classes. Classes must be entered before and students assigned to classes in the student record.

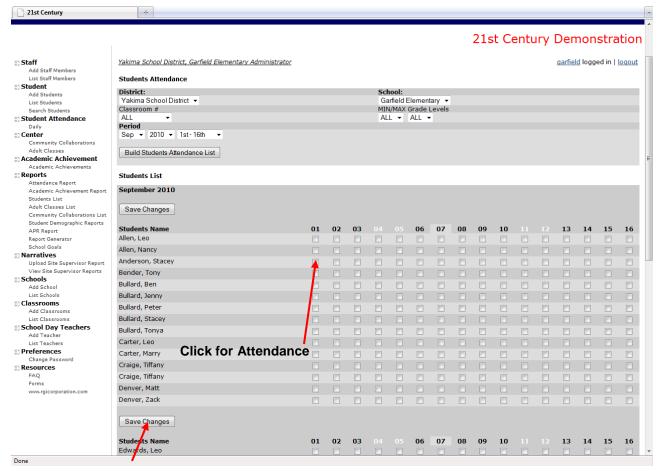
Min/Max Grade Levels: Select a specific grade or range of grades to update attendance.

Select "Build Student Attendance List" to create input screen.



Input Form

The following screen will appear based on your selections. Select each day by clicking on the appropriate boxes. After checking boxes make sure to "Save Changes." Attendance will not be saved if this option is not selected.



Save Changes

V. Center

This section of the database allows you to report your community collaborations and adult classes/ activities on a monthly basis. These are required to be reported by OSPI.

Community Collaborations – to be used to identify community organizations collaborating with the 21st Century Schools. These data should be reported at the end of each month to the database along with the Site Supervisor Monthly Report. Included is a blank and sample form for your reference.

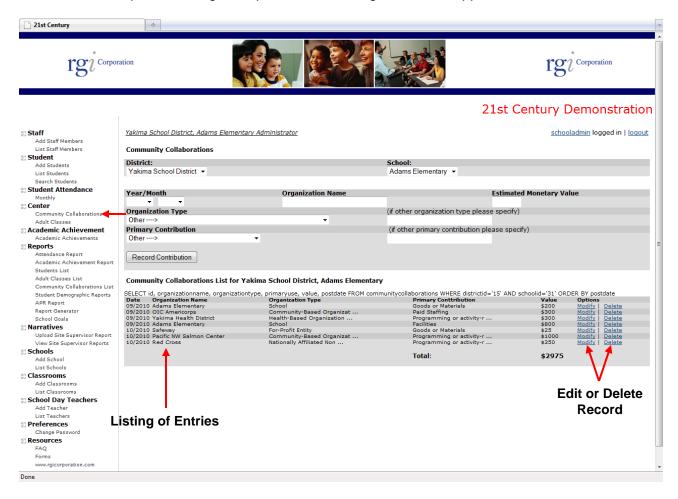
Adult Classes/Activities Report – when providing adult classes and training, an attendance sheet shall also be kept at the center by the Site Supervisor. Adult classes should be reported by each session. For example, if you offered an ESL course for 6 weeks twice a week, this would be reported as one entry on the form. Then the number of parents should be totaled and reported on this form. Adult Classes/Activities Reports should be submitted as the activities occur. For



example, if an adult ESL class operates for four weeks, the report should be submitted at the end of the four weeks. Included is a blank and sample form for your reference.

Community Collaborations <menu option>

This screen allows you to report community collaborations and to view a listing of all your reported collaborations. Upon selecting this option, the following screen will appear.



Year/ Month: Select the appropriate month and year.

Organization Name: Enter the name of organization providing a product, service or cash towards the after school program.

Estimated Monetary Value: Enter the amount of the contribution.

Organization Type: The pull-down menu includes a list to select from for the types of organization providing a contribution. This list is:

- Boys & Girls Club
- Bureau of Indian Affairs
- Charter School
- College or University



- Community-Based Organization or other Non-Profit
- Faith-Based
- For-Profit Entity
- Health Based Organization (Hospital, Clinic, etc.)
- Library
- Museum
- Other Unit of City or County Government
- Other Nationally Affiliated Non-Profit
- Park/Recreation District
- Private School
- Regional/Intermediate Education Agency
- School
- YMCA/YWCA
- Other (please specify)

"Other": If "other" is selected as a type of organization, enter the type of organization.

Primary Contribution: The pull-down menu includes a list to select from for the type of primary contribution. This list is:

- Goods/Materials
- Paid Staffing
- Programming/Activity Related Services
- Provided Evaluation Services
- Raised Funds
- Volunteer Staffing
- Other (please specify)

If the organization provides more than one "primary contribution" service, make two separate entries allocating the appropriate amounts to each.

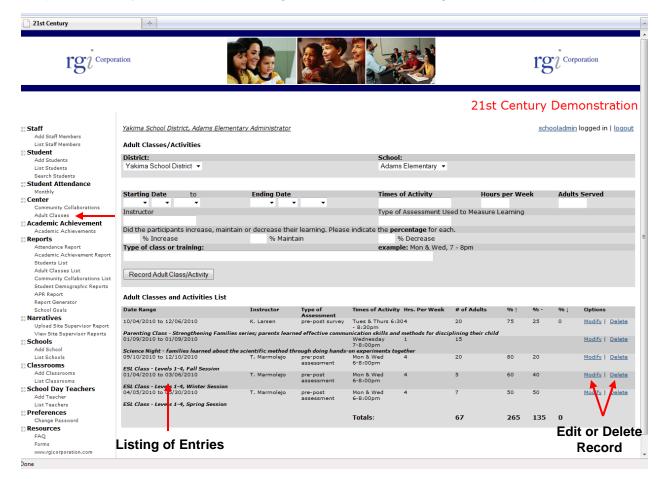
"Other": If "other" is selected as a primary contribution, enter the type of service provided.

Select "Record Contribution" to enter the record. The entry will be displayed at the bottom of the screen. If you make an error in the entry, you will need to delete the entry and enter a new record.



Adult Classes <menu option>

This screen allows you to report all adult classes/activities and view a listing of them. These should be reported as they occur. Upon selecting this option, the following screen will appear.



Start Date: Enter the start month, day and year of the classes/activity.

Ending Date: Enter the end month, day and year of the classes/activity.

Times of Activity: Enter the days and times of activity. Example – Monday and Wednesday from 6:00 pm to 8:00 pm.

Hours per Week: Enter the number of hours for the activity.

Adults Served: Enter the number of adults served during the reported class/activity.

Instructor: Enter the instructor name.

Type of Assessment Used: Enter the type of assessment used to measure learning, if applicable.

Did the participants increase, maintain or decrease their learning: When reporting ESL or Adult Basic Education classes, please report the <u>percentage</u> of parents that Increased, Maintained or Decreased their levels of learning.



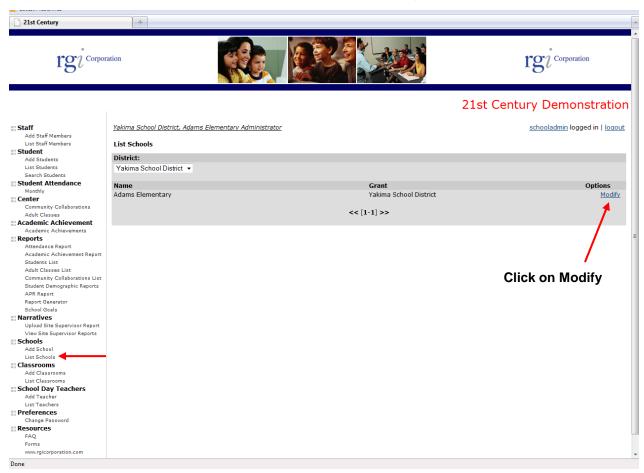
Type of Class or Training: Write in a description of the class/activity. Example – ESL Level I.

Select "Record Adult Class/Activity" to enter and save the record. The entry will be displayed at the bottom of the screen. If you make an error in the entry, you will need to delete the entry and enter a new record.

VI. Academic Achievement

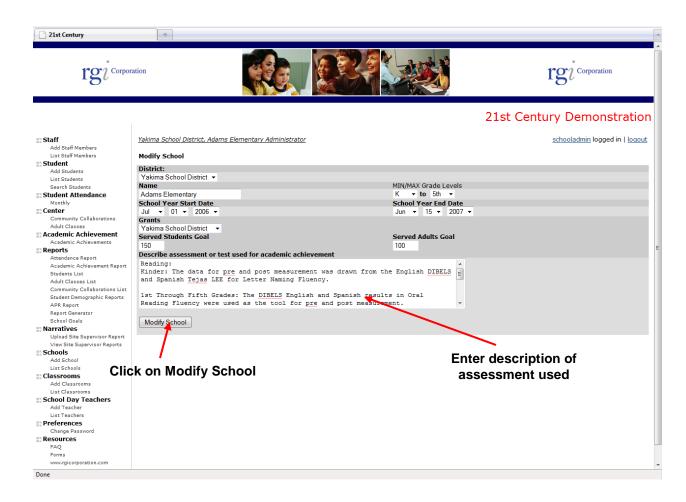
This section of the database allows you to enter academic achievement for each student. Each school center will select an assessment test or instrument used locally to measure Math and English/Language Arts student academic achievement. Preferably, there should be a pre and post assessment of the student to measure academic gains in the 21st Century After School Program. These could include the following tests or assessments: DIBELS, MAPS or grades.

The first step in completing the academic achievement section is to describe the assessment/ test used to determine student gains in Math and English/Language Arts. To report this, the Site Supervisor will need to select "**List Schools**" from the menu option.



From here, click on "Modify" and the following screen will appear.

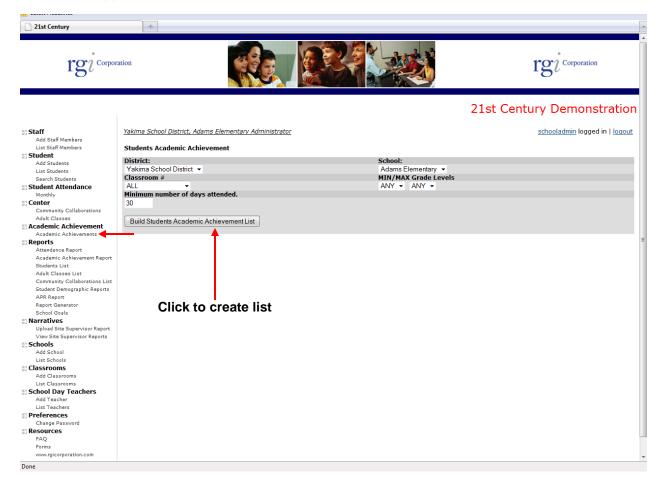




In the box titled "Describe assessment or test used for academic achievement" is where you will need to enter in the type of assessment/test used for student achievement. Once you have entered in the description, click on "Modify School" to save the description. You will then be ready to report academic achievement for individual students.



Select "Academic Achievement" from the menu option. An assessment should be done in Math and English/Language Arts. Then at the end of the school year, this information should be reported into the database. For each student you will need to report if they "increased," "decreased" or "maintained" their skills in Math or English/Language Arts. Upon selecting this option, the following screen will appear.



This screen will allow you to create a list of students to report based on classrooms and grade levels.

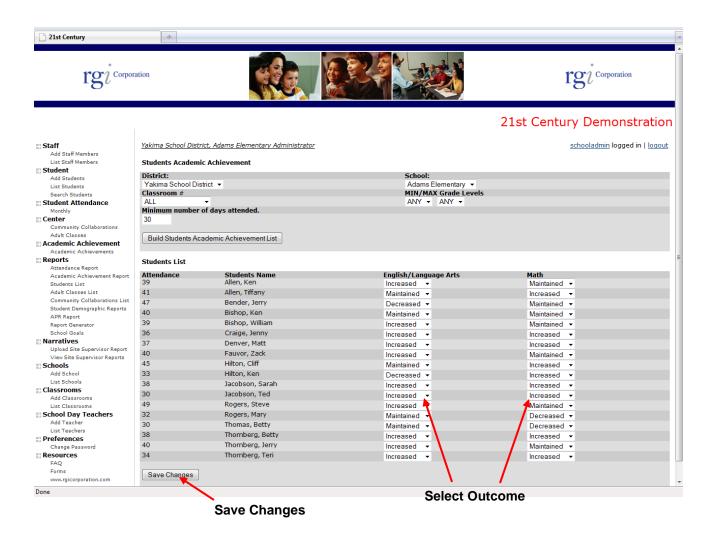
Classroom #: Select a classroom to list only those students assigned to that particular class.

Min/Max Grade Levels: Enter the grade or range of grades for the list of students.

Attended Minimum Days: The selection defaults to students attending 30 days or more. If you would like to report information on all students, enter 1.

Select "Build Students Academic Achievement List" to create the input screen.





Attendance: This lists the number of days the student attended.

Reading/English/Language Arts: From the pull-down menu, select if the student increased, decreased or maintained their skills in Reading/English or Language Arts based on the specified assessments.

Math: From the pull-down menu, select if the student increased, decreased or maintained their skills in Math based on the specified assessments.

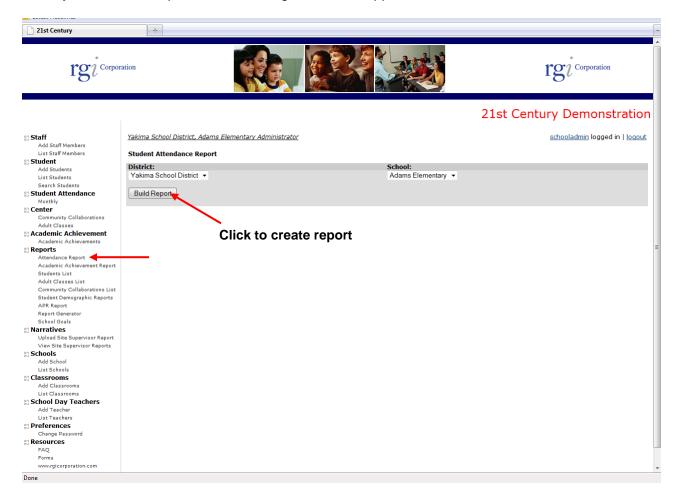
Save Changes: After selecting pull-down menus, be sure to "Save Changes."



VII. Reports <menu option>

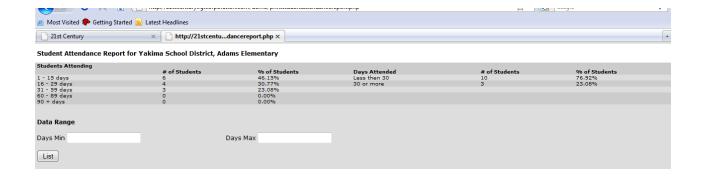
There are several types of reports that you are able to run and print.

A. Attendance Report: This report is a listing of all reported Attendance based on date ranges. When you select this option, the following screen will appear.



To run the report, select the "Build Report" button. The following screen will appear.



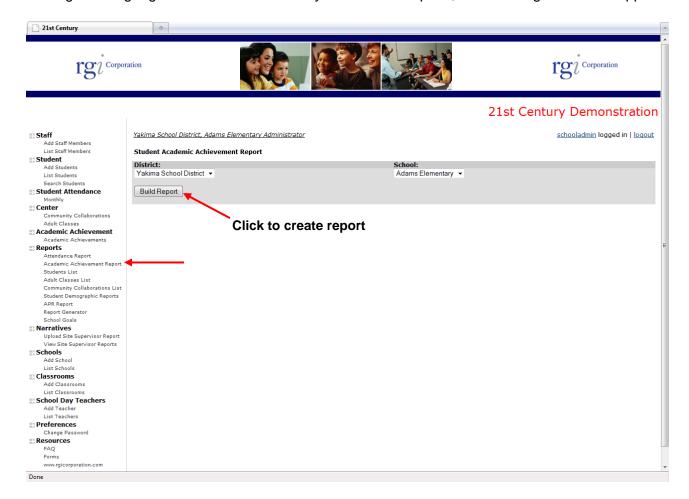


Select the "print" function from your computer to print the report.

Done

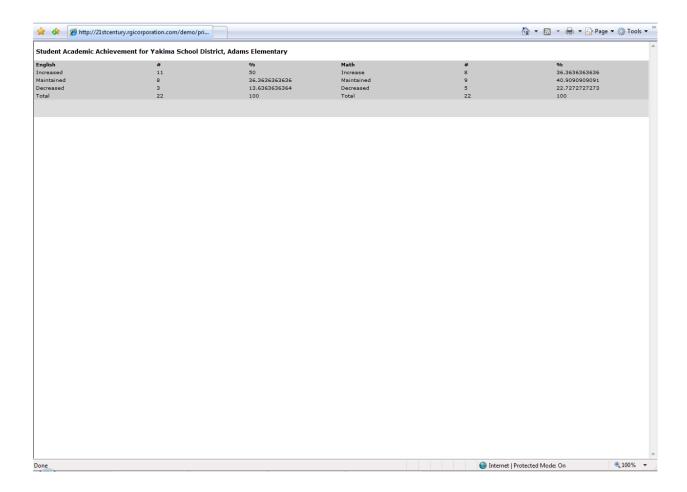


B. Academic Achievement Report: This report is a listing of all reported Academic Achievements for English/Language Arts and Math. When you select this option, the following screen will appear.



To run the report, select the "Build Report" button. The following screen will appear.

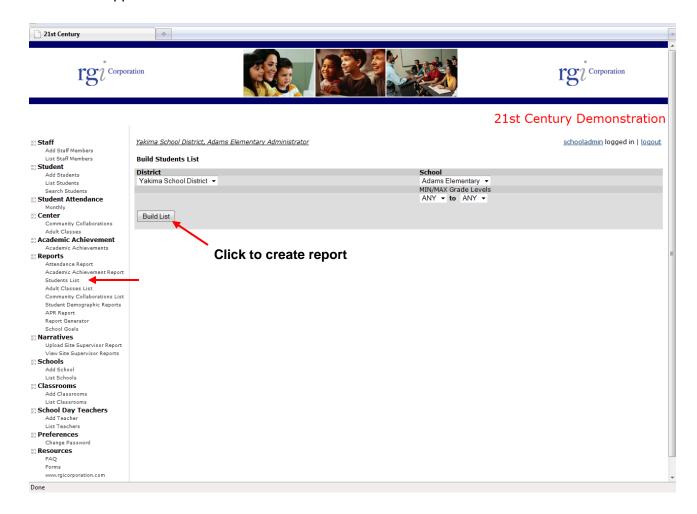




Select the "print" function from your computer to print the report.



C. Student List: This report is a listing of Student Identification Numbers, Student Names and Number of Days Attending the after school program. When you select this option, the following screen will appear.



Min/Max Grade Levels: If you want to list only one grade level or a range, use this option to select grades.

To run the report, select the "Build List" button. The following screen will appear.



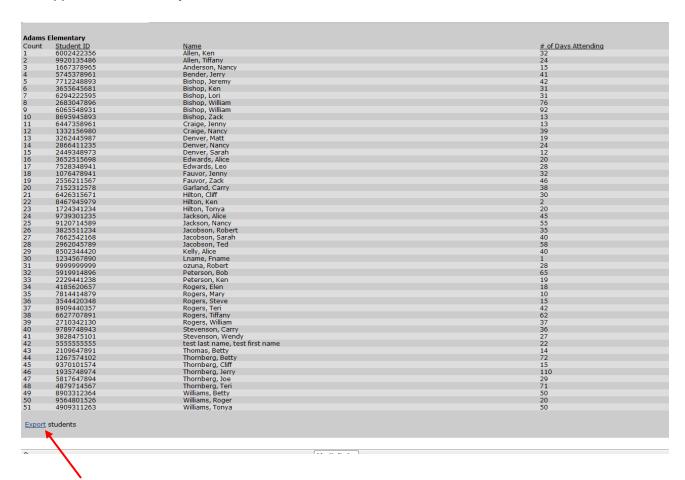
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6 1935748974	Thornberg, Cliff	15
	Thornberg, Jerry	110
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8 4879714567	Thornberg, Teri	71
9 8903312364	Williams, Betty	50
0903312304		
9564801526	Williams, Roger	20
1 4909311263	Williams, Tonya	50
Export students		
Aport students		

Select the "print" function from your computer to print a report.



D. Export Function: This function allows you to download a complete listing of students in the database along with all the fields included in the student record. This includes student ID numbers, grade levels, classroom and teacher information, demographic information and other contact information. The export function downloads data into an Excel spreadsheet. From the Excel spreadsheet, customized reports and lists can be generated based on an individual need.

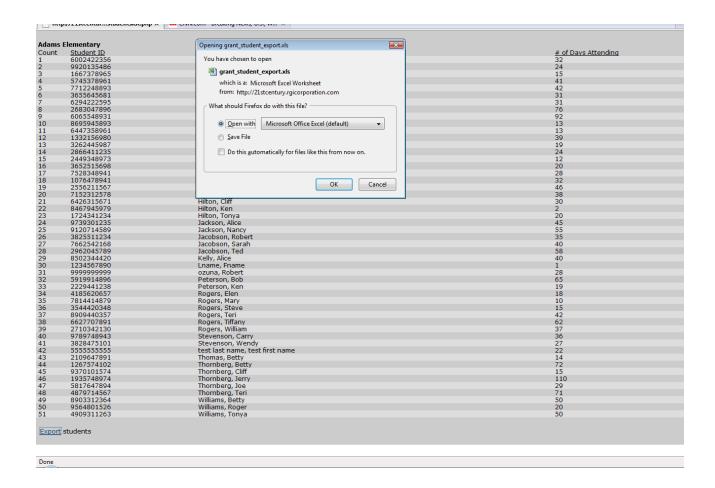
To access the Export Function, scroll to the bottom of the Student List Report and the following link will appear. Click on "Export students."



Export Students Link

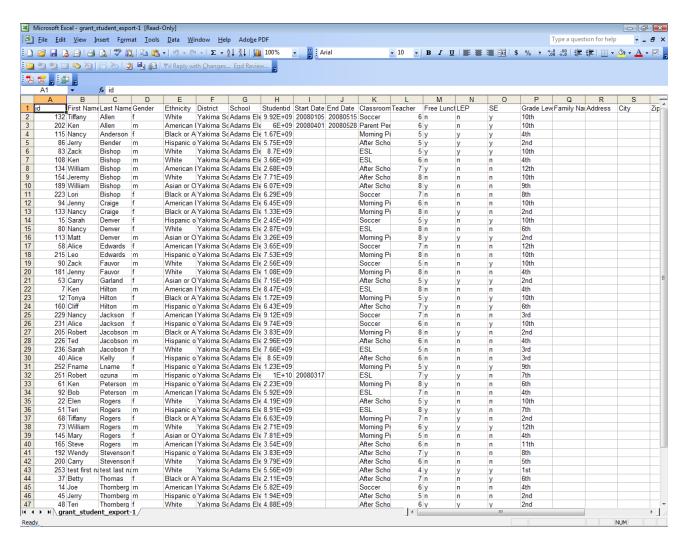


Upon clicking on the link, the following screen will appear asking if you want to open the file or save it to your computer. Depending upon your browser, the screens may vary.



Select "Open with" Microsoft Excel, and click Okay. The following Excel spreadsheet will open containing all student data.

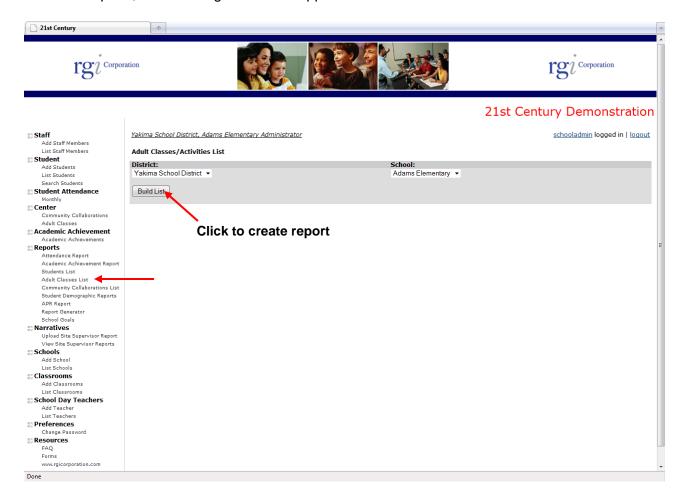




From here, the file can be saved to your computer and customized reports or listings can be generated.



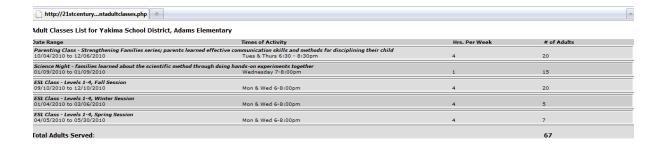
E. Adult Classes List: This report is a listing of all the reported Adult Classes/Activities. When you select this option, the following screen will appear.



To run the report, select the "Build List" button. The following screen will appear.

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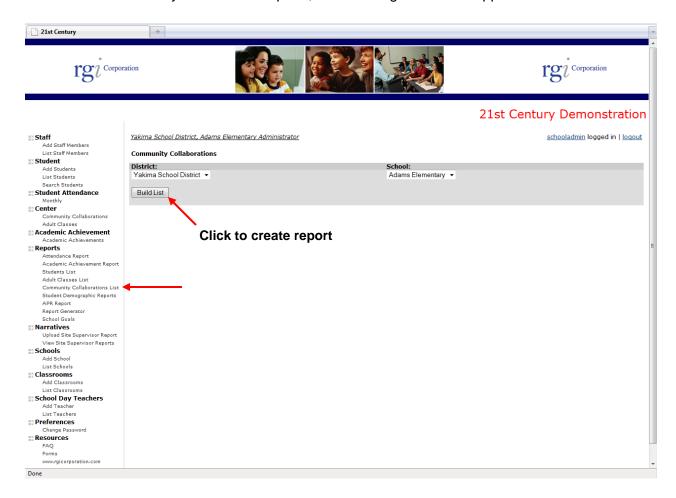


Done

Select the "print" function from your computer to print a report.



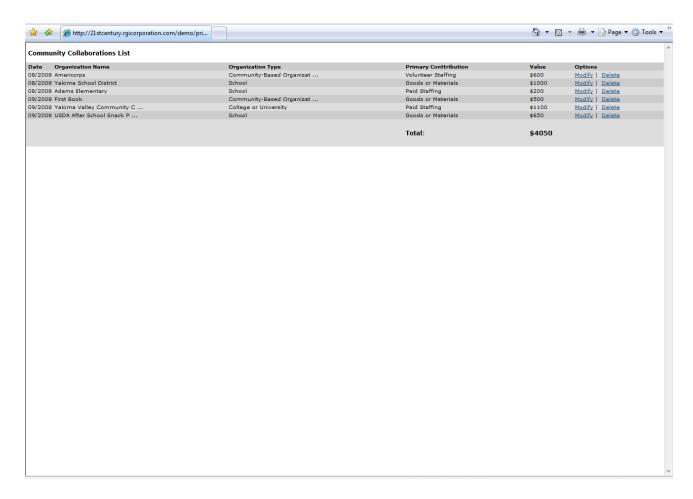
F. Community Collaborations List: This report is a listing of all the reported Community Collaborations. When you select this option, the following screen will appear.



To run the report, select the "Build List" button. The following screen will appear.

21st Century Reporting Guide

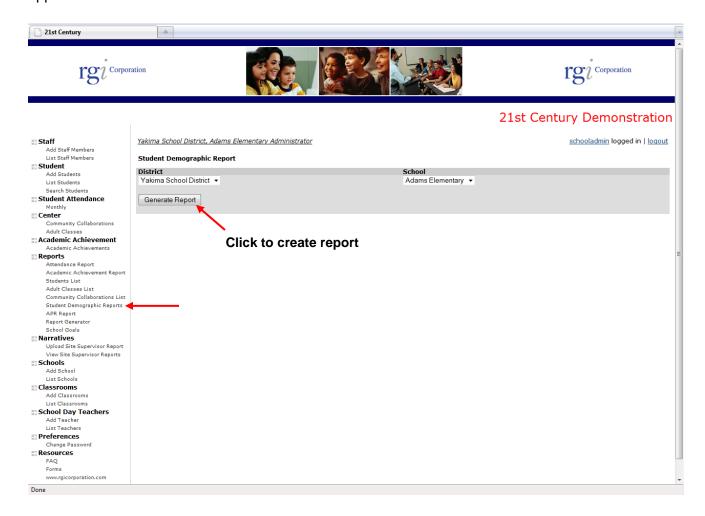




Select the "print" function from your computer to print the report.



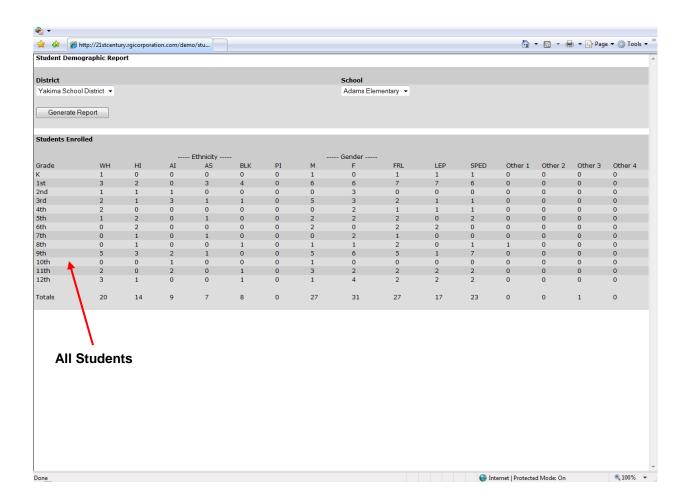
G. Student Demographic Report: This report counts and displays all the student demographics for all the students entered in the database. When you select this option, the following screen will appear.



If you have more than one school, you can select the school name here. To run the report, select the "Generate Report" button. The following report will appear.

21st Century Reporting Guide

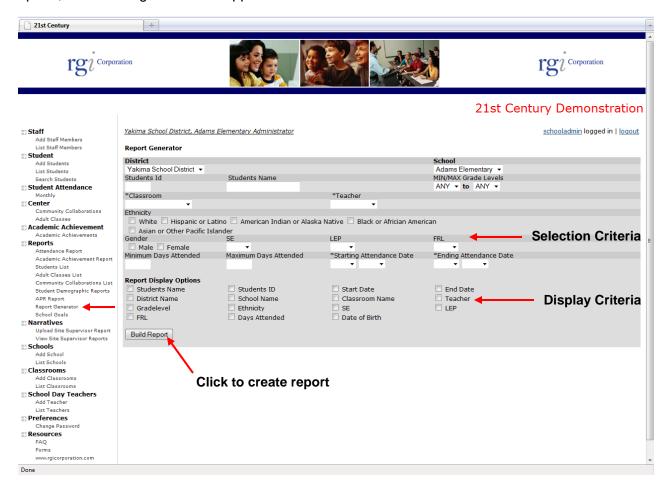




Select the "print" function from your computer to print the report.



H. Report Generator: This function allows you to create custom reports. When you select this option, the following screen will appear.



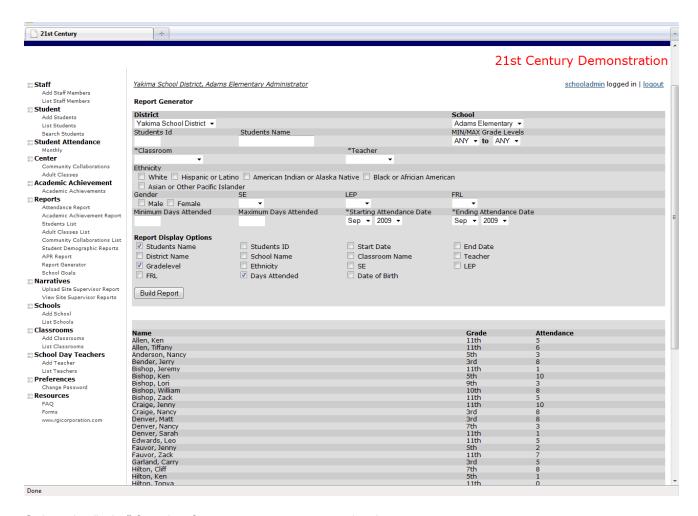
Selection Criteria – On the top portion of the screen, there are fields to select the criteria/data for which you want included on the report. The selection criteria includes: Student ID, Students Name, Grade Levels, Classroom, Teacher, Ethnicity, Gender, Special Education (abbreviated SE), Limited English Proficient (LEP), Free/Reduced Lunch (FRL), a minimum number of days and a maximum number of days and Attendance Month/Year. You can select any or all of these to generate customized reports.

Report Display Options – On the bottom portion of the screen there are fields to select for displaying the report. You must select the applicable fields in order to have them displayed on the report. These options are: Students Name, Students ID, Start Date, End Date, District Name, School Name, Classroom Name, Teacher, Grade Level, Ethnicity, Special Education, Limited English Proficient, Free/Reduced Lunch, Days Attended and Date of Birth.

For example, if you wanted to run an attendance report for all students that attended during the month of September 2009 select these criteria first. On the report display, you would want to make sure you list the students name, grade level (if of interest) and days attended. To do this click on Student's Name, Grade Level and Days Attended.



Once you have selected the options, to run the report, select the "Build Report" button. The following screen will appear.



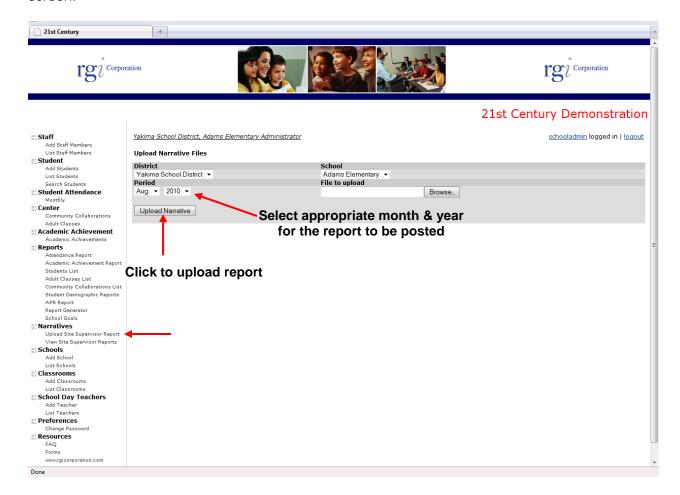
Select the "print" function from your computer to print the report.



VIII. Narratives

This section allows you to upload the monthly narrative Site Supervisor Reports to the database. These reports should be uploaded at the end of each month. The reports can then be viewed by you, the 21st Century Director and RGI Corporation personnel with the appropriate passwords.

Upon selecting the "**Upload Narratives**" menu option, you will be presented with the following screen.



Period: Select the month and year for the report.

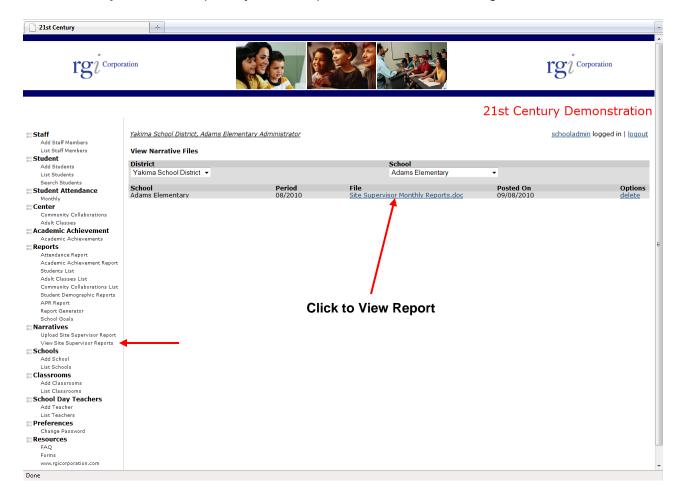
File to Upload: This option allows you to find your file on your local computer to upload. Select the "browse" button to find and select your file. Once selected, your file name will appear in the text box.

Upload Narrative: Use the function to upload and post your report on the database.



View Narrative Reports <menu option>

This option allows you to view your reports you have uploaded. Upon selecting the "View Narrative Reports" menu option, you will be presented with the following screen.



To view reports, you will need to select and click on the report name to open the report in Microsoft Word.

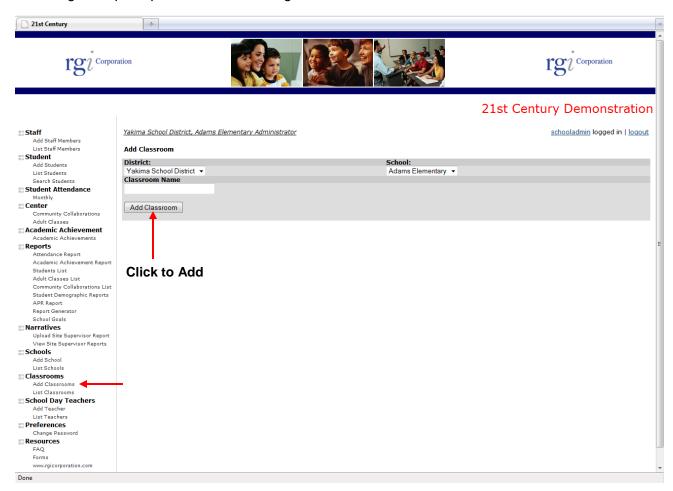


IX. Classrooms

This selection allows the school administrators to enter classrooms. These are required if attendance will be entered by classrooms.

Add Classrooms <menu option>

Selecting this option presents the following screen.

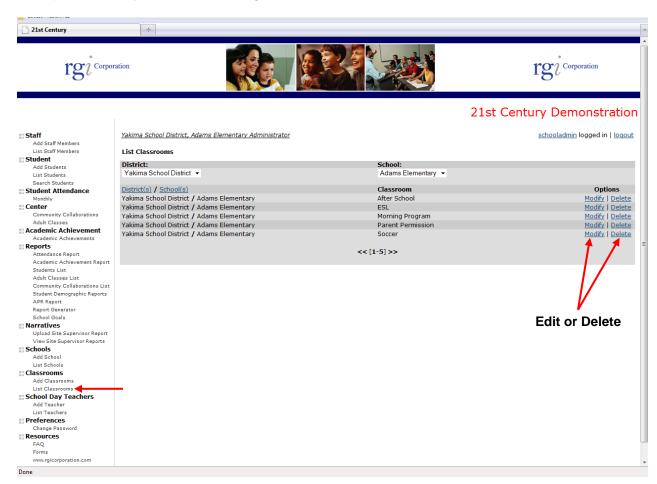


Classroom Name: Enter classroom name and click on the "Add Classroom" button.



List Classrooms < menu option>

This option allows you to view a listing of all added classrooms.



This option allows you to view all classrooms as well as modify or delete classrooms.

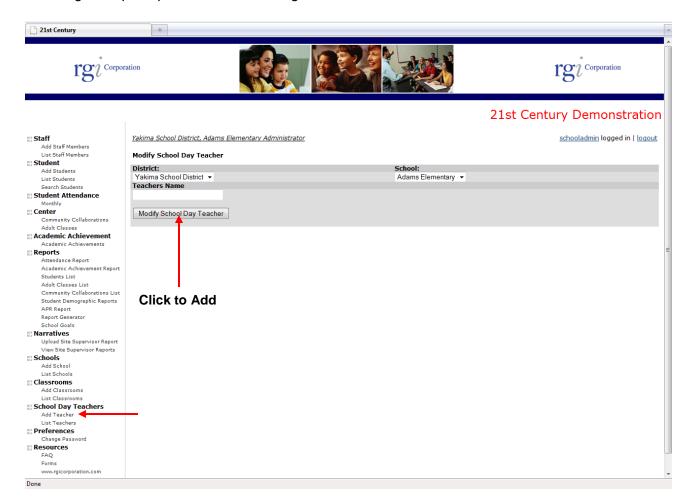


X. School Day Teachers

This selection allows the school administrators to enter school day teacher names. These are required if student data will be sorted by school day teacher.

Add Teacher <menu option>

Selecting this option presents the following screen.

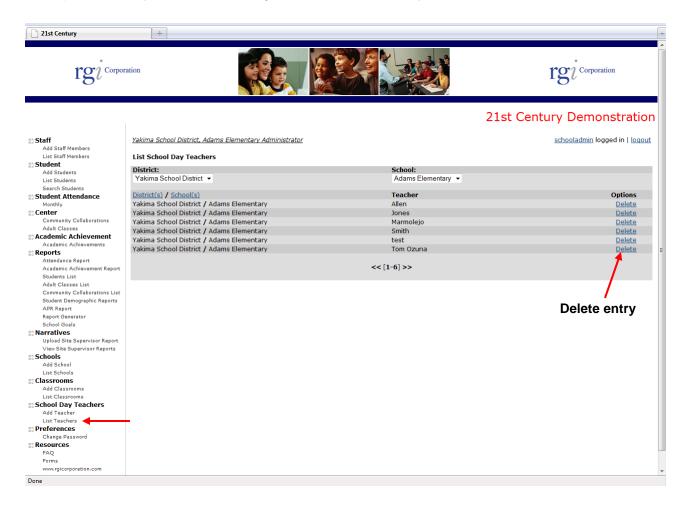


Teachers Name: Enter teacher's name and click on the "Modify School Day Teacher" button to add the name to the database.



List Teachers < menu option>

This option allows you to view a listing of all added school day teachers.

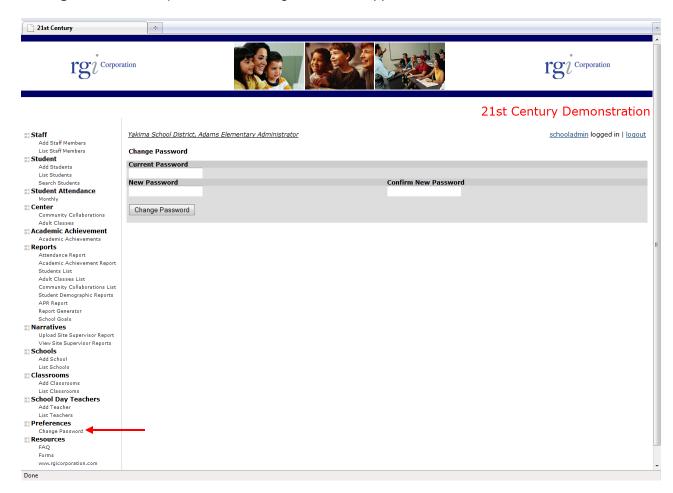


This option allows you to view all teachers as well as delete teachers.



XI. Preferences <menu option>

This section of the database allows users to change their passwords. When you select the "**Change Password**" option, the following screen will appear.



As a current user, this allows you to change your password. The password must be at least 8 characters. If you lose you password, RGI can issue you a new temporary password which you can use to get on the system and then change the password.

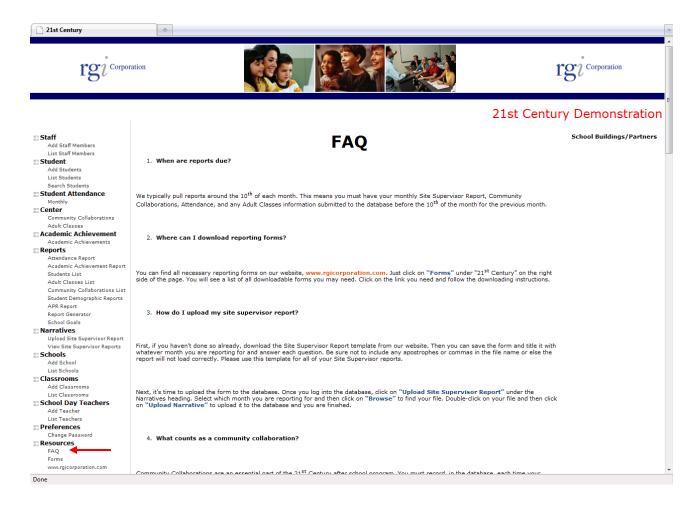


XII. Resources

This section of the database was created as a resource to database users. The menu options under this section provide links to a Frequently Asked Questions sheet and reporting forms.

Frequently Asked Questions (FAQ) <menu option>

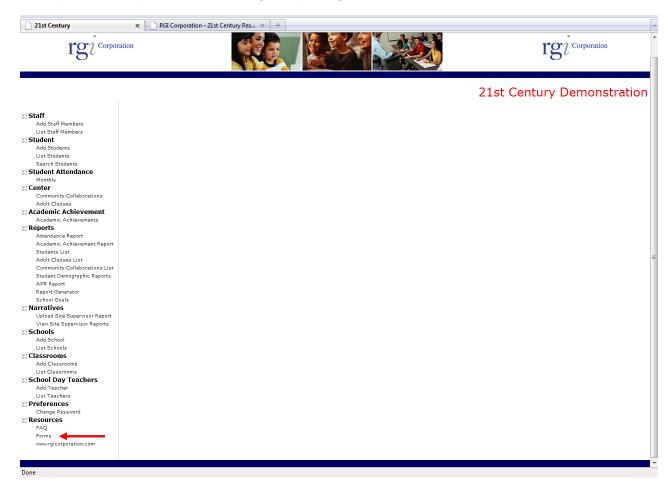
This option allows you to view a listing of some of the most frequently asked questions.





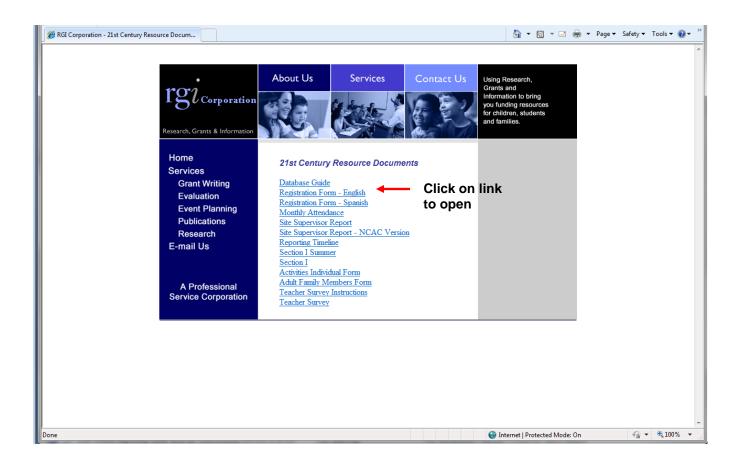
Forms <menu option>

This option allows you to view a listing of reporting forms available for download.



By clicking on the "**Forms**" link, your internet browser will open up another window and take you to our website that has the forms. (<u>www.rgicorporation.com/21stcenturyforms.html</u>)





Click on any of the links to open up the reporting forms in Microsoft Word. You will be prompted to either open up a document or save it to your computer.



III. Reporting Checklist And Forms

21st Century Schools **Reporting Checklist**

Summer 2012 Reports – Due 10/1/2012	March 31, 2013
 □ Input Student Attendance □ Site Supervisor Report □ Community Collaborations □ Adult Classes/Activities* □ Section I – Descriptive Data 	 □ Input Student Attendance □ Site Supervisor Report □ Community Collaborations □ Adult Classes/Activities*
☐ Activity Reports	April 30, 2013
September 30, 2012 ☐ Input Student Data ☐ Input Student Attendance ☐ Site Supervisor Report ☐ Community Collaborations ☐ Adult Classes/Activities*	☐ Input Student Attendance ☐ Site Supervisor Report ☐ Community Collaborations ☐ Adult Classes/Activities* May 10, 2013
October 31, 2012	Section I – Descriptive DataAll Community Collaborations
 □ Input Student Attendance □ Site Supervisor Report □ Community Collaborations □ Adult Classes/Activities* 	May 31, 2012 ☐ Input Student Attendance ☐ Site Supervisor Report
November 30, 2012	□ Adult Classes/Activities*
□ Input Student Attendance □ Site Supervisor Report □ Community Collaborations □ Adult Classes/Activities* December 31, 2012 □ Input Student Attendance □ Site Supervisor Report □ Community Collaborations	June 14, 2013 Complete Student Attendance Site Supervisor Report Adult Classes/Activities* Teacher Surveys Academic Achievement Activity Forms – Final Submission Activities Individual Form Adult Family Members Form
Adult Classes/Activities*First Review of Activity Forms	July/August 2013
January 31, 2013 ☐ Input Student Attendance ☐ Site Supervisor Report ☐ Community Collaborations ☐ Adult Classes/Activities*	 □ Input Student Attendance □ Site Supervisor Report □ Community Collaborations □ Adult Classes/Activities* □ Section I – Descriptive Data
February 28, 2013	*Note: Adult Classes/Activities should be submitted at the end of each session/ activi
Input Student AttendanceSite Supervisor ReportCommunity Collaborations	

■ Adult Classes/Activities*

ity.

Afterschool Program

Registration Form



21st Century Community Learning Center

Student Information

Participant Name	e:		Student	ID #:		
Address:		City:		Zip:		
Mailing:		City:		Zip:		
Grade:	Age:	Birth date:		Gender:	☐ Male	☐ Female
Ethnicity:	☐ Hispanic/ Latino☐ African American	☐ Caucasian (White)☐ Asian American	☐ Native America☐ Pacific Islander			
Is the participant Is the participant		n Individualized Education Plan (oficient/ Is primary language Spar		□ No □ No □ No □ No		
Student Day Sch	ool:	Te	eacher names:			
Parent Info	rmation					
Parent/ Guardian	1:					
Thome phone:		Work phone:		Cell:		
Emergency	Information					
Emergency conta Names:	acts (other than parents):	Phones				
Persons allowed	to pick up child:					
Persons NOT all	lowed to pick up child:					
Student Hea	alth Information					
Medical condition	ons, special needs, physical limit	tations, or allergies:				
Prescriptions:						
Hospital:						
Family Doctor: _			Telephone: _			
Dentist:			Telephone: _			
Permission	Form					
I give permission	n for my child's picture to be take	xen for the purpose of presentation	ns, websites, & public	gatherings.		
Signature: _				Date:		
I give permission	n for the 21st Century staff to acc	cess my child's grades, attendanc	e, test scores, and beh	avior referrals for e	valuation _l	purposes.
Signature: _				Date:		
I give permission	n for my child to have access to	the internet during the 21st Centu	ry program under staf	f supervision.		
Signature: _				Date:		



Programa para despues De la Escuela

Forma de Inscripcion



Siglo 21 Centro de Aprendizaje para la Comunidad

Informacion del Estudiante

Nombre del Par	ticipante:	I	dentificació	n del estudiante:		
Domicilio:		Cuidad:	go:			
Correo:		Cuidad:		Codi	go:	
Grado:	edad:	Fecha de Nacimiento:		Genero:	☐ Masculino	☐ Femenino
Etnicidad:	☐ Hispano/Latino☐ Africano Americano		Nativo Ame sleno del Pa	ricano acifico/Nativo de	Hawaii	
El particpante e Sabe hablar un j	cipante para recibir comida gratis s parte de una educacion especia poco de ingles el particpante o ha ticpante al districto escolar este	l o tiene un plan de educacion individual abla solo espanol?	□ Y □ Y □ Y □ Y	es □ No es □ No		
Nombre de Escu	uela:	Maestr	o/a:			
Informacio	n de los padres					
Padre/Madre/G	uardian:					
☎ Tel. Del Hog	gar:	Tel. Del trabajo:		Celular:		
Informacio	n de Emergencia					
Contactos de Er Nombres:	nergencia (aparte de los padres/g	guardian) Numero de Te	lefono:			
Personas autoriz	zadas de recojer a su hijo/a:					
Personas sin aut	orizacion de recojer a su hijo/a:					
Informacio	n de Salud del Estudia	nte				
Condiciones me	dicas, necesidades especiales, lin	mitacion physicas y alergias:				
Medecinas:						
Hospital:						
Nombre de su D	Ooctor:		Tele	efono:		
Dentista:			Tele	efono:		
Forma de P	ermiso					
Yo doy permiso	a que tomen fotografias de mi h	ijo/a para el proposito de presentaciones	y sitio web	(computatoras)	y otras juntas p	oublicas.
Firma:				Fecha:		
Yo doy permiso referencias de c	a los trabajadores del programa omportamiento para propositos c	para que tengan acceso a la calificacion de evaluacion.	es de mi hij	o/a y asistencia ş	grados de las pr	ruebas y
Firma				Fecha:		
Yo doy permiso	a mi hijo/a de tener acceso al in	ternet durante el programa Siglo 21 bajo	direccion d	lel trabajador.		
Firma:				Fecha:		

21st Century Community Learning Center MONTHLY ATTENDANCE



Center:	Month/Year:
	1.10.11.11.1

LAST, FIRST NAME	1	2	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	Т#



21st Century Site Supervisor Monthly Report

Site Supervisor	Site	Month/Year

Instructions – when completing the monthly narrative reports, we found that information addressing the following points is helpful in presenting a concise and including the key elements of your after school program. Please answer the following questions:

- 1) What was the number of days your program was offered during the month? (include dates)
- 2) What were the start and end times of the program and number of hours per week?
- 3) Describe your math, reading or other core educational components for the month.
- 4) What other enrichment and support activities did your offer? Describe any of the following: nutrition, health, art, music, entrepreneurial education, telecommunications, technology, tutoring, mentoring, drug and violence prevention, character education, service learning or recreation.
- 5) What parent training activities occurred for the month and how many parents did your serve?
- 6) What was the number of students served in the month and their overall grade levels?
- 7) Did you have any collaboration with other organizations and programs in your after school program this month?

Activities Individual Form

Please complete this form for each activity that was provided in the 21st CCLC After School Program during the reporting period.

If you have questions about what level of detail is appropriate when reporting activities information, please refer to the following example: a given center has a standing activity on its calendar called Sports that runs from 4:00 to 5:00 every Tuesday and Thursday for 21 weeks and during this 21-week period 7 weeks are spent on Baseball, 7 weeks are spent on Soccer and 7 weeks are spent on Basketball, a single activity called Sports would be filled out using this form.

Now, however, let's say that during a 9 week period Baseball ran on Monday and Wednesday from 3:00 to 4:00 and during a 12 week period Soccer ran on Tuesday and Thursday from 4:00 to 5:00. These should be entered as different activities using this form given that they were scheduled differently during the course of the week and ran for different lengths during the reporting period.

Activity Name:
School/Site Name:
Dates offered:
Grade levels:
Activity Categories
Identify the <u>primary category</u> in which the activity can be classified as falling from the list below. <u>Choose only one category</u> .
Academic enrichment learning program Tutoring Homework help Mentoring Recreational activity Career or job training for youth Drug and violence prevention, counseling or character education Expanded library service hours Supplemental education services Community service or service learning Activity to promote youth leadership
If the activity <u>intentionally</u> was designed to incorporate other elements beyond the primary category indentified above, please select <u>one secondary category</u> from the following list:
 ☐ Academic enrichment learning program ☐ Tutoring ☐ Homework help

Mentoring Recreational activity Career or job training for youth Drug and violence prevention, counseling or character education Expanded library service hours Supplemental education services Community service or service learning Activity to promote youth leadership Other:
Student Populations Targeted by the Activity
Indicate whether the activity specifically was designed to exclusively provide services to one or more of the following target populations. <u>If the activity was open to all students, select "None of the above."</u> Check all that apply.
 Students who are not performing at grade level, are failing, or otherwise are performing below average Limited English proficient students Students who have been truant, suspended or expelled Students with special needs or disabilities Other: None of the above
Activity Subject Areas
Identify whether an academic subject area was addressed during the provision of the activity. Check all that apply.
Reading or literacy Mathematics Science Arts and music Entrepreneurial education Technology or telecommunications Cultural activities or social studies Health or nutrition Other: None of the above

Amount of Time Provided

Describe the total number of weeks, the typical number of days per week, and the typical numbe of hours per day this activity was provided.
Total number of weeks provided Typical number of days provided per week Typical number of hours provided per day
It's also common for a given activity to be offered in multiple sessions concurrently or at multiple times to different groups of participants during the course of a week. If either of these circumstances were true for this activity, please check the appropriate option below.
The activity was offered in multiple sessions that occurred concurrently on the same day serving different groups of students (e.g., there were two sessions of the activity that met from 4:00 to 5:00 p.m. on Tuesdays, with one session for students in grade 4 and a second session for students in grade 5).
The activity was offered multiple times during the course of the typical week but to different groups of students on a given day (e.g., the activity was offered on Tuesdays to students in grade 4 and Thursdays to students in grade 5).
Was the activity typically offered less frequently than weekly during the period it was offered (for example, was the activity provided every other Saturday or one Saturday a month)?
Yes, this activity typically was offered 1-3 times a month. Yes, this activity typically was offered less than once a month. No, this activity typically was offered every week during the period it was offered.
Number of Participants
Indicate the typical number of participants (students) served by this activity per day. Do not include instructors, volunteer tutors and other staff. Only those being served should be included.
Total number of students per day
Activity Description
Please include a brief description of the activity.

Adult Family Members Form

Please complete this form for activities that were provided to adult family members of 21st CCLC participants. It is important to note that activities Targeting Adult Family Members must require ongoing and sustained participation by the adult family member in order to achieve the acquisition of knowledge or a skill that is meant to be imparted through participation in the service or activity. Examples of activities that conform to these requirements would include GED classes, classes on how to develop a resume, or a programming series on effective parenting strategies. Episodic, nonrecurring, or special events are likely not to conform to these requirements. For example, an open house night for the parents of children attending the center that involves a meal and social activities would not conform to these requirements.

Activity Name:
School/Site Name:
Date(s) of event:
Activity Categories
Identify the primary category in which the activity can be classified as falling from the list below. Choose only one category.
 □ Promotion of parental involvement □ Promotion of family literacy □ Career or job training for adults
If the activity <u>intentionally</u> was designed to incorporate other elements beyond the primary category indentified above, please select <u>one secondary category</u> from the following list:
Promotion of parental involvement Promotion of family literacy Career or job training for adults Other:
Amount of Time Provided
Describe the total number of weeks, the typical number of days per week, and the typical number of hours per day this activity was provided.
Total number of weeks provided Typical number of days provided per week Typical number of hours provided per day

It's also common for a given activity to be offered in multiple sessions concurrently or at multiple times to different groups of participants during the course of a week. If either of these circumstances were true for this activity, please check the appropriate option below.
The activity was offered in multiple sessions that occurred concurrently on the same day serving different groups of adult family members (e.g., there were two sessions of the activity that met from 4:00 to 5:00 p.m. on Tuesdays, with one session for adult family members of students in grade 4 and a second session for adult family members of students in grade 5).
The activity was offered multiple times during the course of the typical week but to different groups of adult family members on a given day (e.g., the activity was offered on Tuesdays to adult family members of students in grade 4 and Thursdays to adult family members of students in grade 5).
Was the activity typically offered less frequently than weekly during the period it was offered (for example, was the activity provided every other Saturday or one Saturday a month)?
Yes, this activity typically was offered 1-3 times a month. Yes, this activity typically was offered less than once a month. No, this activity typically was offered every week during the period it was offered.
Number of Participants
Indicate the typical number of participants (adult family members) served by this activity per day. Do not include instructors, volunteer tutors and other staff. Only those being served should be included.
Total number of adult family members per day
Activity Description
Please include a brief description of the activity.

Section I

Descriptive Data 2012-13

Center Name: _		
Site Superviso	'i	

Due Date: May 10, 2013

Contact Information

Kelly Larsen – kelly@rgicorporation.com

Ph (509) 839-2700

www.rgicorporation.com

Section I – Descriptive Data 2012-2013

Center/School Building: S	te Supervisor:			
A. Center Data – For each 21 st Century Community Learning Ce	enter, please complete the center descriptions.			
Center Descriptions:				
1. What was the total <u>number of weeks</u> the center was open 2. What was the typical <u>number of days per week</u> the center				
School Year Typical Hours Per Week				
Before School				
After School				
Weekends				
TOTAL				
Other (please specify):				
Center Staffing: How many staff members work with students at the center?	School Year Paid Unpaid			
School-day teachers (include former & substitute teachers)	T alu Onpalu			
Center administrators and coordinators	 			
Youth development workers or other nonschool-day staff				
with a college degree or higher				
Other non-teaching school staff (e.g., librarians, guidance	 			
counselors, aides)				
Parents				
College students				
High school students				
Other community members (e.g., business mentors, senior				
citizens, clergy)				
Other non-school-day staff with some or no college				
Other (please specify):				
TOTAL	S			
The number of paid staff regularly staffing the center during directly by the 21 st CCLC grant:	the reporting period that were not funded			

The number of paid staff that regularly staffed the center during the reporting period who left the program

and were replaced during the reporting period with a new staff person:

21st CCLC Annual Performance Report (APR) Teacher Survey Instruction Guide

A. What is the purpose of the teacher survey?

The reporting of teacher survey results constitutes one section of the 21st CCLC Annual Performance Report (APR), which all grantees are required to complete once a year in accordance with federal reporting requirements. The purpose of the teacher survey is to ask school-day teachers to report on the extent to which certain behaviors exhibited by a center's regular attendees improved or did not improve during the APR reporting period. This information is being collected in order to allow for the calculation of the percentage of students meeting the definition of a *regular attendee* who demonstrated teacher reported improvements in student behavior.

B. Who completes the teacher surveys, and which students are included?

For every student identified as a **regular attendee** (one who has attended a given center 30 days or more during the school year including summer), one of his or her regular school-day teachers should be selected to complete the teacher survey. For elementary school students, the teacher should be the regular classroom teacher. For middle and high school students, a mathematics or English teacher should be surveyed. Although it is permissible to survey teachers who also are serving as 21st CCLC program staff, it is preferable to survey teachers who are **not** serving the program in this capacity.

The reporting period for the Annual Performance Report coincides with the school year and includes the summer prior to the school year. A teacher survey should be completed for each student participant (1) who attended a given center 30 days or more during a given reporting period and (2) who attended the center at some point during the school year.

C. Are the items found on the teacher survey relevant to all students?

It is possible that some items found on the teacher survey may not be relevant to all regular attendees served by a given center during the reporting period. For example, questions related to changes in homework completion may not be relevant for younger students served by a given center. In the survey directions, teachers are instructed not to complete a given section of the survey if they believe the type of change being described is not applicable to the student in question.

D. When should I administer the teacher survey?

The survey should be administered to teachers at or near the end of a given school year.

Teacher Survey									
21 st Century After School	Program								
This survey is designed to collect questions asked in the table below student had already obtained an a Functioning Not Demonstrated on the behavior being described. behavior during the course of the below. If you believe the behavior your classroom because of the ag	w. Please note that acceptable level of Early in School \(\) If the student warm school year by independent a given a given as the scribed in a given and	at survey response functioning and reference of the fear - Improvemented improvemented improvemented improvemented improvemented in the provented in the proven	e options are divided improvement went Warranted, went on a given behonstrated Signiful applicable for the	ded into two prima as needed during hich suggest that avior, please indi- icant Improveme e student for who	ry groups: (1) Dic the course of the the student was cate the extent to ent, Moderate Im	d Not Need to Imp eschool year; and not functioning at which the student provement, or on	orove, which sugg (2) Acceptable L a desirable level of did or did not imple of the other level	gests that the Level of of performance prove on that els listed	
Name of student:					_				
Grade/School Building:									
Subject taught (if middle or hig	h school):				_				
To what extent has your student changed their behavior in terms of:	Did Not Need	Acceptable Level of Functioning Not Demonstrated Early in School Year— Improvement Warranted							
	to Improve	Significant Improvement	Moderate Improvement	Slight Improvement	No Change	Slight Decline	Moderate Decline	Significant Decline	
Turning in homework on time									
Completing homework to your satisfaction									
Participating in class									
Volunteering (e.g., extra credit, more responsibilities)									
Attending class regularly									
Being attentive in class									
Behaving well in class									
Performing academically									
Coming to school motivated to learn									
Getting along well with other students									

When complete, submit to _______by ______.