

## CONTINUATION REPORT

The Oklahoma State Department of Education's (OSDE) 21<sup>st</sup> Century Community Learning Center (CCLC) program has developed an annual Continuation Report to review the progress toward successful implementation and goal attainment of our 21st CCLC programs. **The report will be used as a tool for all grantees to review their program's growth and for the OSDE to consider continued program funding.** Evidence and data provided here will help recognize successes and provide information necessary to identify and address program challenges. It is expected that grantees will be in different stages in the process based on the year of their grant, however all programs are expected to demonstrate progress.

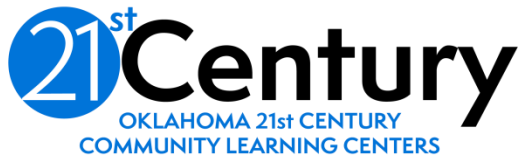
All program updates and changes must be included in the continuation report (Note: significant programmatic changes may only be made upon OSDE approval). Once the information has been received and reviewed, the grant award process for the following year can begin, contingent upon the receipt of federal funding from the United State Department of Education (USDE).

The purpose and results of the annual report will be used by 21<sup>st</sup> CCLC grantees and OSDE to identify:

- Current strengths of the program
- Current program operations
- Progress toward program goals, as identified in the grant application
- Areas for improvement
- Sustainability planning
- Needs for technical assistance

For program continuation, each grantee must complete the continuation report to be uploaded with your final closeout report in the Grants Management System (GMS). **Final close-out and this continuation report are due in the GMS no later than August 1, 2016.** Failure to complete and submit this report on the indicated due date may result in loss of the 21<sup>st</sup> CCLC funds. Questions regarding the report should be directed to:

***Sonia Johnson, Executive Director  
Parent & Community Engagement/21<sup>st</sup> CCLC***  
Oklahoma State Department of Education  
2500 North Lincoln Boulevard, Suite 414  
Oklahoma City, OK 73105  
405.522.6225



## Continuation Report

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Date:

District/Organization Name:

Address:

Phone:

Contact Person:

Title:

Individual Completing Report:

Email:

### SECTION 1: PROGRAM ATTENDANCE

- Projected number of students to be served annually, as identified in the grant application.
- Using your Weikart Center Data Management Spreadsheet, calculate the average daily attendance for the program for each month. The average daily attendance for the program is the aggregate day's attendance of the program divided by the number of days in session.

Example: After adding daily attendance sheet totals for May, the program found that the aggregate day's attendance for the month was 1725 and the program operated 16 days during the month. ( $1725/16 = 108$  average daily attendance for May).

August

February

September

March

October

April

November

May

December

June

January

July

- Does the average daily attendance meet the “projected number of students to be served” as outlined in your grant application?

YES

NO

If “NO”, discuss why and outline the strategies you will implement to recruit and retain participants.

## SECTION 2: PROGRAM ACTIVITIES

- Provide a brief description or highlights of the youth programming that took place during this year and any changes or modifications you are planning for the upcoming year.
- Provide a brief description or highlights of the family program activities that took place during this year and any changes or modifications you are planning for the upcoming year.
- Provide a brief description or highlights of your community partners and the contributions they made during this year and any changes or modifications you are planning for the upcoming year.
- Please attach your program calendar for the year. Did your program meet the number of weeks outlined in the grant application?

Yes

If no, please explain.

### SECTION 3: PROGRAM GOALS

Review the program objectives, activities, and outcomes submitted with the original grant application. Remember that federal law authorizing 21<sup>st</sup> CCLC clearly states that strategies employed should be research-based.

- Briefly describe how the program intentionally worked toward mastery of the program goals. Identify and list the goals that were met. How was it determined that the goals were met?
  
- Briefly describe how you plan to attain the goals that have not yet been met?
  
- Briefly describe any additional successes and challenges from this year and how you will incorporate lessons learned from these experiences into your plans for the coming year.

### SECTION 4: PROGRAM DOCUMENTATION

- Provide one sample document showing communication between the 21<sup>st</sup> CCLC program and each of the following groups.
  - Parents
  - Community
  - Regular school day personnel
  - Afterschool staff
  - Advisory committee members
  
- Provide evidence that the program is intentionally linking learning to the regular school day and embedding academics into enrichment activities.

## SECTION 5: PROGRAM ADVISORY COMMITTEE

Each grantee must have an active advisory committee structure in place to discuss program operations. Refer to the original grant application to determine when advisory committee meetings were to take place. Topics of the meetings may have included student attendance or recruitment, program goals, YPQA assessments, program opportunities/barriers, staffing, activities, or budgets.

- Briefly describe and document how the Advisory Committee was involved in the program this year. Attach sign-in sheets and meeting notes/minutes.
- Briefly describe and document the recommendations of the Advisory Committee and how these recommendations were implemented within the program.
- Briefly describe any changes or plans to involve the Advisory Committee in the upcoming year.

## SECTION 6: PROGRAM ADMINISTRATION

- Briefly describe the actions or steps you have taken this year to prepare for program sustainability after the life of the grant.
- Describe ALL non-21<sup>st</sup> CCLC funds that are being used to support the 21<sup>st</sup> CCLC program, including in-kind.
- Please indicate the date of your most recent audit and if there were findings related to the 21<sup>st</sup> CCLC program. Non-district grantees must upload their most recent audit and findings with this report.

## SECTION 7: PROGRAM SUPPORTS

- Describe how the 21<sup>st</sup> CCLC Team, coaches and staff, can better support your efforts toward offering quality, 21<sup>st</sup> CCLC services to the children, youth and families in your community.

## SECTION 8: PROGRAM CONTACT INFORMATION

Please update any contact information changes that the OSDE should be aware of for the upcoming year. Add lines as necessary and if summer contact information is different, please also indicate that on the table below.

Name	Position	Phone Number	Email Address
	Program Director		
	Site Coordinator		
	Financial Officer		
	School, CBO or FBO Administrator		
	Lead Teacher		