Deliverables Calendar for 21st Century Community Learning Centers
Academic Year 2017 - 2018 (FY18) FALL SEMESTER

September 2017				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2017				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2017					
M	TU	W	TH	F	S
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
20	21	22	23	24	25
27	28	29	30		

December 2017				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Item	Timeline	Additional details
EZReports Set-Up	Three weeks after program start date	Subgrantee and learning center FY18 information entered into EZReports • Use the EZReports Set-Up Checklist to ensure completion
Attendance	2nd and 4th Friday (monthly)	All attendance should be up to date in EZReports
Quality Management Consultant (QMC) Call	Monthly	Program Director check-in with QMC to discuss program quality (safety, attendance, instructional strategies, grades/assessments, action steps, etc.)
State Webinar	September 5, 2017 3:30 PM	• Welcome back! • FY17 Results and FY18 Action Steps • QMC Break-Out Calls
Program Launch Documents	September 29, 2017 by 5:00 PM	Program Launch documents should be completed and uploaded to EZReports 1. Program Assurance Forms 2. Family Handbook(s) and rubric(s) 3. 21st CCLC Team Member Handbook(s) and rubric(s)
State Webinar	October 3, 2017 3:30 PM	• Strategies for STEM Engagement (students, families and school community partners) • Fall Surveys, Q1 Academic Data
SHEI Conference	October 24 – 25, 2017	School Health Education Institute (SHEI) in Farmington at the Marriott (4200 Sierra Vista Drive). Subgrantees within a three hour drive are invited to attend.
State Webinar	November 7, 2017 3:30 PM	• Fall Semester Wrap-Up Documentation • Program Leader Break-Out Calls
Fall Surveys Open	November 13, 2017 (by 1 PM)	Fall survey links opened
Federal Data	November 28, 2017 5:00 PM	Federal data reported: Attendance & Q1 grades or first assessment score
Fall into Place Conference	November 17 - 18, 2017	Fall into Place Conference in Albuquerque at the Hyatt Regency (downtown) (Required attendance Program Director +1 additional team member, a finance session will take place in the afternoon, facilitated by PED-Fiscal)
Fall Semester Wrap-Up Documentation	December 15, 2017 5:00 PM	In EZReports, upload the following items using the "Communication Documentation" file: 1. 21st CCLC **newsletter** that was distributed during the fall semester and fall newsletter rubric 2. Private school communication documentation
Site Visits	Fall Semester by December 20, 2017 5:00 PM	Program Director (not Learning Center Coordinator) attends at least one site visit with the assigned QMC
	Fall Semester by December 20, 2017 5:00 PM	Program Director (not Learning Center Coordinator) conducts AT LEAST one site visit during the fall semester at each learning center supported by her/his district/organization
	Fall Semester by December 20, 2017 5:00 PM	Program Director (not Learning Center Coordinator) completes observations for each site visit using the PED-approved observation form. (Three activities observed at each center. One of the three activities should be academic support.)
Fall Survey Links Close	December 22, 2017 5:00 PM	Fall survey links close (all survey data should be recorded)

Deliverables Calendar for 21st Century Community Learning Centers
Academic Year 2017 - 2018 (FY18) SPRING SEMESTER

January 2018				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2018				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28		

March 2018				
M	TU	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

April 2018				
M	TU	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

May 2018				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

June 2018				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Item	Timeline	Additional details
Attendance	2nd and 4th Friday (monthly)	All attendance should be up to date in EZReports
Quality Management Consultant (QMC) Call	Monthly	Program Director check-in with QMC to discuss program quality (safety, attendance, instructional strategies, grades/assessments, action steps, etc.)
Federal Data	February 2, 2018	Federal data reported: Attendance & Q2 grades or second assessment score
Webinar	February 6, 2018 3:30 PM	• State of the State: 21st CCLC Fall Data Share Back • Spring Start-Up Documents
Spring Start-Up Documents	February 16, 2018	Documents should be completed and uploaded to EZReports 1. Spring Action Plan (part of the Semiannual Report, continued from Academic Year 2016 - 2017) 2. Sustainability Plan (continued from Academic Year 2016 - 2017) 3. Program partnership documentation (all partners should be listed in EZReports)
Spring Surveys Open	March 26, 2018 by 1:00 PM	Spring survey links opened
Webinar	April 3, 2018 3:30 PM	• Year III Continuation Report (to continue 21st CCLC services in Academic Year 2018-2019 (FY19))
Federal Data	April 6, 2018	Federal data reported: Attendance & Q3 grades or third assessment score
AY18-19 (FY19) Budget	April 20, 2018 by 5:00 PM	Draft of FY19 21st CCLC budget should be emailed to 21st CCLC Program Coordinator so FY19 contracts can be drafted (for Academic Year 18-19)
Site Visits	Spring Semester by May 2, 2018 5:00 PM	Program Director (not Learning Center Coordinator) attends at least one site visit with the assigned QMC
	Spring Semester by May 2, 2018 5:00 PM	Program Director (not Learning Center Coordinator) conducts AT LEAST one site visit during the spring semester at each learning center supported by her/his district/organization
	Spring Semester by May 2, 2018 5:00 PM	Program Director (not Learning Center Coordinator) completes observations for each site visit using the PED-approved observation form. (Three activities observed at each center. One of the three activities should be academic support.)
Spring Survey Links Close	May 3, 2018	Spring survey links close (all survey data should be recorded)
EZReports Data Transfer	May 4, 2018	The summer database opens and all academic year data is transferred to the upcoming academic year's database. All data MUST be CLEAN PRIOR TO transfer.
Spring Semester Wrap-Up Documentation	May 18, 2018 5:00 PM	In EZReports, upload the following items: 1. Year III Continuation Report (part of the "Semiannual Report" file) 2. 21st CCLC **newsletter** that was distributed during the spring semester and rubric (use the "Communication Documentation" file)
Federal Data	June 1, 2018 5:00 PM	Federal data reported: Attendance & Q4 grades or fourth assessment score