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Memo

To: Texas 21st CCLC Grantees
From: Candace M. Ferguson, 21st CCLC State Coordinator
Date: 12/22/2011
Re: TEASE Access to TX21st Student Reporting & Tracking System

To Whom It May Concern:

On June 14, 2010, the Texas 21st CCLC program launched a new enhancement to the current TX21st data system, known as the Daily Tracker. This enhancement will allow grantees to enter “real-time” data into the system on a regular basis. The requirement is that data be entered into the Daily Tracker on a weekly basis, however daily entry is recommended. Therefore, the Site Coordinators for each center will require TEASE access to the TX21st Application as it would become too cumbersome for one person to be responsible for entering data for multiple centers/ sites.

The Cycle 5 & 6 Request for Application, Part 2: Program Guidelines require a full-time Site Coordinator for each campus (unless only one center is submitted for funding in the application) and specific duties of the Site Coordinator position as stated in the Cycle 6 RFA, p. 17 [Requirement #4 (b)] include:

- Must gather student and program-level data (ensuring the safety and confidentiality of student information) to include grades, attendance, behavior referrals, student program participation, staffing, partners, etc,
- Must ensure data is entered into the 21st CCLC tracking system (TX21st) within specified timelines throughout the grant period

While language in the Cycle 5 RFA differs slightly from that stated above, the intent is the same. The exact requirements can be located in the Cycle 5 RFA, Part 2: Program Guidelines, p. 15 (Requirement #9 (o) (p) and Requirement #10 (b, g, l)).

Please ensure all Site Coordinators/ staff responsible for data entry receives the appropriate TEASE access to TX21st to ensure timeliness and accuracy of required data reporting.