



TX21st Checklist & Calendar

Daily Student Tracking

Updated
7/29/2011

PD = Project Director **SC= Site Coordinator**

August 2011

22 TX21st Opened for Fall term ONLY.

- Update Grantee > Profile screen (PD).
- Enter all sources of funding for 21st CCLC program on Grantee > Funding screen (PD).
- Roll Over/Add new Grantee Contacts. *Primary Contact is involved in the day-to-day functions* (PD).
- Roll Over/Add new Partners (PD).
- Meet with PEIMS clerk, principals, & staff about fall due dates (SC).
- Update Center > Profile screen (SC).
- Roll Over/Add new Center Contacts (SC).
- Operational - Review Grade Levels Served (SC).
*Must serve all students in NOGA.
- Roll Over/Add new Feeder Schools only if it is active for the fall term (SC).
- Activities > Intended > Update (for those Centers that were not active in the summer term) (PD & SC).
- Review ALL Grantee Activities by using the Setup Filter bar; check All Centers, uncheck Active only (PD & SC).
- Roll Over applicable Activities (SC).
- Add new Activities using > Setup (SC).
- Schedule all activities (SC).

September 2011

6 All programs start.

- Roll Over/Add Participants to TX21st using Participants menu tab (SC). *New Students can be imported.
- Enroll Participants in activities (SC).
- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

October 2011

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

November 2011

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

December 2011

- Operational - Enter Staffing (SC).
- Record Attendance on a daily or weekly basis (SC).
- TAC conducts monthly data analysis & reports issues to TEA.
- Collect PEIMS data (i.e. school day attendance & behavior) (SC).
- Run all Exception reports & make corrections (PD & SC).

13 Fall Term Approvals Due; TX21st closed.

January 2012

3 TX21st Opened for Spring term ONLY.

- Roll Over/Add new Grantee Contacts (PD).
- Meet with PEIMS clerk, principals, & staff about spring due dates (SC).
- Roll Over/Add new Partners (SC).
- Review Center Profile (SC).
- Roll Over/Add new Center Contacts (SC).
- Roll Over/Add new Feeder Schools only if it is active for the spring term (SC).
- Review ALL Grantee Activities by using the Setup Filter bar; check All Centers, uncheck Active only (PD & SC).
- Roll Over applicable Activities (SC).
- Add new Activities using > Setup (SC).
- Schedule all activities (SC). Add Participants to TX21st using the Participants menu tab (SC). *New Students can be imported.
- Enroll Participants in activities (SC).

February 2012

1-14 Final Fall Semester Grades Due (IMPORT ONLY).

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

March 2012

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

April 2012

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

May 2012

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

June 2012 (Spring Term Closeout)

11-15 Final Spring Semester Grades Due (SC).

- Enter all sources of funding for 21st CCLC program on Grantee > Funding screen (PD).
- Operational - Enter Staffing (SC).
- Record Attendance on a daily or weekly basis (SC).
- TAC conducts monthly data analysis & reports issues to TEA.
- Collect PEIMS data (i.e. school day attendance, behavior & Spring Semester Grades) (SC).
- Run all Exception reports & make corrections (PD & SC).

4 Spring Term Approvals Due; TX21st closed.

June 2012 (Summer Term Opening)

18 TX21st Opened for Summer term ONLY.

- Roll Over/Add new Grantee Contacts (PD).
- Roll Over all centers that will be active during the year (PD).
- Meet with PEIMS clerk, principals, & staff about summer due dates (SC).
- Roll Over/Add new Partners (SC).
- Review Center Profile (SC).
- Roll Over/Add new Center Contacts (SC).
- Roll Over/Add new Feeder Schools only if it is active for the summer term (SC).
- Add Intended Activities Ratings for the upcoming grant year (PD & SC).
- Review ALL Grantee Activities by using the Setup Filter bar; check All Centers, uncheck Active only (PD & SC).
- Roll Over applicable Activities (SC).
- Add new Activities using > Setup (SC).
- Schedule all activities (SC).
- Add Participants to TX21st using the Participants menu tab (SC). *New Students can be imported.
- Enroll Participants in activities (SC).

July 2012

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.

August 2012

- Record Attendance on a daily or weekly basis (SC).
- Review data, run Exception reports & make corrections. (PD).
- TAC conducts monthly data analysis & reports issues to TEA.
- Run all Exception reports & make corrections (PD & SC).

6 Summer Term Approvals Due; TX21st closed.

20 TX21st Opened for Fall term ONLY.

✿ Daily Attendance is recommended, weekly attendance is required.

✿ Anticipated Operations are used to gauge term based progress, so that final year numbers are met.

✿ Tutorials require both Pre & Post Tests each term.