TEXAS EDUCATION AGENCY

21st Century Community Learning Centers

# Fall Term Checklist

## Key Dates

**Monday, October 26, 2009** - system opened.

**Friday, February 5, 2010** - system closed.

**The checklist below provides steps needed to prepare and submit your term data correctly.**

### Grantee Staff

- **Enter/confirm the current NOGA ID/Amount on the Grantee Profile page.**
- **Roll over or enter new Grantee Contact(s). Primary Contact involved in day-to-day functions.**
- **Roll over or enter new Partners, and complete for the Fall ONLY.**
- **Roll over active Center(s).**

### Center Staff

- **Review and Save Center Profile (make changes, if necessary).**
- **Is the center active for the term?**
- **Roll over or enter new Center Contact(s).**
- **Review Operational tab: Enter/Rollover Adjunct Sites, Hours of Operation, Operations, & Staffing.**
- **Grade Levels Served has been entered by TEA already.**
- **Roll over Feeder School (only if it is active for the term)**
- **Preload NEW schools if you have their campus number.**
- **Update Intended Activities**
- **Enter the new Activities using > Setup**
- **Rollover applicable Activities**
- **See ALL Grantee Activities ever entered in Setup by checking Grantee, unchecking Active, and then clicking Filter.**
- Update **Activity using > Tracking**

NEW Objectives features for Cycle 6 Grantees!

***Tip 1:* Ensure that Activity Name is not too broad and that it targets the correct audience (i.e. Student vs. Adults).**

***Tip 2:* Ensure that Frequency and Number of Weeks match data entered in Operations.**

***Tip 3:* Ensure that Sessions per Day and Hours per Session align with data entered in Operations; please add a comment if rotating sessions are used.**

- **Enter Students**
- **GRADES ARE** REQUIRED**!!!**
- **Complete Teacher Surveys (if applicable) > Certification**
- **RUN ALL EXCEPTION REPORTS BEFORE YOU APPROVE YOUR DATA!!! > Miscellaneous**
- **Approve (Grantee Approver Only)**

**Data NOT submitted accurately and timely could result in financial hold!**

Got data questions? Call Liza Lorenzi at (512) 463-9762 or e-mail at: liza.lorenzi@tea.state.tx.us