



21<sup>st</sup> Century Community Learning Centers

## Spring Term Checklist

### Key Dates

**Thursday, April 9, 2009** - system opened.

**Friday, July 3, 2009** - system closed.

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

### Grantee Staff

- Review and Save Grantee Profile (make corrections, if necessary)
- Update Grantee Contact Information and Roll over or enter Grantee Contact. **Please make sure this contact information is correct!**
- Complete Objectives
  - Maintain
  - Rate
- Complete Partners
- Roll over Center(s)

### Center Staff

- Review and Save Center Profile
  - Is the center active for the term?
- Roll over or enter Center Contact
- Enter Staffing
- Roll over Feeder School
  - Is it active?
  - Enter Total Students Enrolled and Instructional School Days)
- Enter Activities
  - Enter Activities – Maintain and Tracking
- Enter Students
  - Are grades entered?
- Enter Certification Statement
- Complete Miscellaneous
  - Grade Levels Served
  - Hours of Operation
  - Operation
- Run Exception Reports before approving
- Approve (Grantee Approver Only)
  - Staffing; Certification Statement; Students; Centers; Activity Tracking; Operations; Partners and Subcontractors; Objectives

[www.Texas21AfterSchool.org](http://www.Texas21AfterSchool.org)

**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](mailto:liza.lorenzi@tea.state.tx.us)