



## 2022-23 Due Dates for Kids Care Center Data Entry and DESSA School Age Community (SAC)



DATE	COMPLETED	PERIOD	TASK
Every month by the 15th of each month for the preceding month (e.g., November attendance must be entered by December 15th)		Monthly	<p><b>Attendance Entry</b></p> <p>SAC must record attendance for all reading and math activities. We encourage recording attendance in as many activities as possible.</p>
9/30	Completed:____ Completed:____ Completed:____ Completed:____	Annually	<ul style="list-style-type: none"> <li>• Program Set-up</li> <li>• Activity Set-up (minimum math, reading/LA, science)</li> <li>• Enroll Students (data will be required for ALL students)</li> <li>• Site Profile (only if changes/updates needed)</li> </ul>
10/31	Completed:____ Completed:____ Completed:____ Completed:____	Annually	<ul style="list-style-type: none"> <li>• Complete Staff Information Sheets (roll-over for existing staff; new sheets for new staff)</li> <li>• Partners (enter/roll-over from previous year) exactly as in grant. Includes entering resources.</li> <li>• DESE Demographics (English learners, economically disadvantaged [Free/Reduced Lunch], students with disabilities, family members of students)</li> <li>• Feeder School Data</li> </ul>
11/15	Completed:____	Annually	<ul style="list-style-type: none"> <li>• Time 1 DESSA Assessment by Afterschool Staff (window 10/1-11/15) *</li> </ul>
4/30	Completed:____ Completed:____	Annually	<ul style="list-style-type: none"> <li>• Teacher Survey DESSA Assessment (window 4/1 – 4/30)</li> <li>• Time 2 DESSA Assessment by Afterschool Staff (window 4/1-4/30) *</li> </ul>
6/15	Completed:____	Annually	<ul style="list-style-type: none"> <li>• Resources (cash/in-kind contributions throughout school year)</li> </ul>

\* Devereux Student Strengths Assessment (DESSA) is the teacher survey tool used for required social-emotional data reporting.

For KCC Assistance, please contact: Jason Patrie at [patriej@missouri.edu](mailto:patriej@missouri.edu), Alicia Pierro at [pierroa@missouri.edu](mailto:pierroa@missouri.edu) or visit the MASN YouTube page at: <https://youtube.com/user/MOASN1> for additional KCC resources.