



## 2018-19 Due Dates Worksheet

### for Kids Care Center Data Entry and DESSA



DATE	COMPLETED	PERIOD	TASK	GRANT
Every month by the 15th of each month for the preceding month (e.g., November attendance must be entered by December 15th)		Monthly	<b>Attendance Entry</b>  At a minimum, SAC grantees must record attendance in one activity reflecting the total attendance in the program that day. 21CCLC must record attendance for all reading and math activities. We encourage recording attendance in as many activities as possible.	21CCLC/SAC
8/15	Completed:___	Semester	<b>Certify Summer Semester APR Data (Electronic Signature)</b> (only if you operated a summer program)	21CCLC
9/30	Completed:___ Completed:___ Completed:___ Completed:___	Annually	<ul style="list-style-type: none"> <li>• Program Set-up</li> <li>• Create Activities</li> <li>• Enroll Students</li> <li>• <b>Enter attendance at least once for all students currently attending</b></li> </ul>	21CCLC/SAC 21CCLC/SAC 21CCLC/SAC 21CCLC/SAC
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)</li> <li>• <b>DESE Demographics (Free/Reduced Lunch, Special Need, LEP, Title I)</b></li> <li>• <b>Feeder School Data</b></li> </ul>	21CCLC/SAC  21CCLC/SAC 21CCLC  21CCLC
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>	21CCLC/SAC
1/31	Completed:___  Completed:___	Semester	<ul style="list-style-type: none"> <li>• <b>1st Semester (Aug-Dec 31) Pre and Post Grades (students 30+ days)</b></li> <li>• <b>Certify Fall Semester APR Data (Electronic Signature)</b></li> </ul>	21CCLC  21CCLC
2/28 – NEW due to delay in test results	Completed:___	Annually	MAP Data Entry (students 30+ days from 2017-18)	21CCLC
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>	21CCLC/SAC  21CCLC/SAC
6/15	Completed:___  Completed:___  Completed:___	Semester   Annually	<ul style="list-style-type: none"> <li>• <b>2nd Semester (Jan 1-May 31) Pre and Post Grades (students 30+ days)</b></li> <li>• <b>Certify Spring Semester APR (Electronic Signature)</b></li> <li>• Resources (cash/in-kind contributions throughout school year)</li> </ul>	21CCLC  21CCLC  21CCLC/SAC