



**Kids
Care
Center**

2020-21 Due Dates Kids Care Center Data Entry and DESSA

21st Century Community Learning Center (21st CCLC)



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	Attendance Entry 21CCLC must record attendance for all reading and math activities. We encourage recording attendance in as many activities as possible.
8/15	Completed:___	Semester	Certify Summer Semester APR Data (Electronic Signature) (only if you operated a summer program)
9/30	Completed:___ Completed:___ Completed:___ Completed:___	Annually	<ul style="list-style-type: none"> • Program Set-up • Create Activities • Enroll Students • Enter attendance at least once for all students currently attending
10/31	Completed:___ Completed:___ Completed:___ Completed:___	Annually	<ul style="list-style-type: none"> • Complete Staff Information Sheets (roll-over for existing staff; new sheets for new staff) • Partners (enter/roll-over from previous year) • DESE Demographics (Free/Reduced Lunch, Special Need, LEP, Title I) • Feeder School Data
11/15	Completed:___	Annually	<ul style="list-style-type: none"> • Time 1 DESSA Assessment by Afterschool Staff (window 10/1-11/15)
1/31	Completed:___ Completed:___ Completed:___	Annually Semester	<ul style="list-style-type: none"> • MAP Data Entry (students 30+ days from 2018-19) • 1st Semester (Aug-Dec 31) Pre and Post Grades (students 30+ days) • Certify Fall Semester APR Data (Electronic Signature)
4/30	Completed:___ Completed:___	Annually	<ul style="list-style-type: none"> • Teacher Survey DESSA Assessment (window 4/1 – 4/30) • Time 2 DESSA Assessment by Afterschool Staff (window 4/1-4/30) – waived, can continue as optional staff activity
6/15	Completed:___ Completed:___ Completed:___	Semester Annually	<ul style="list-style-type: none"> • 2nd Semester (Jan 1-May 31) Pre and Post Grades (students 30+ days) • Certify Spring Semester APR (Electronic Signature) • Resources (cash/in-kind contributions throughout school year)