



2020-21 Due Dates 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>Attendance Entry</p> <p>At a minimum, SAC grantees must record attendance in one activity reflecting the total attendance in the program that day.</p> <p>Attendance must be entered beginning with date of award (November 30, 2020) or approved first day of programming through June 30, 2021.</p>
2/28	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
3/31	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)
Requirement removed for the 2020-21 school year only	Completed:____	Annually	<ul style="list-style-type: none"> • Time 1 DESSA Assessment by Afterschool Staff (window 10/1-11/15)
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:____	Semester Annually	<ul style="list-style-type: none"> • Resources (cash/in-kind contributions throughout school year)