2016-2017 SUMMATIVE EVALUATION REPORT REQUIREMENTS:
GRANT YEARS 1, 3, & 4

REQUIREMENTS

The Summative Evaluation Report must be uploaded to the deliverables page of the 21ˢᵗ CCLC website **by August 15, 2017**. The Summative Evaluation Report must be consistent with the approved goals and objectives, measures, and data collection plan detailed in the grant application.

Reporting Period

The summative report should include data for the **Summer of 2016 and the 2016-2017 School Year**. DO NOT report data for Summer 2017 in this year's Summative Evaluation Report. Summer 2017 data will be included in next year's report.

Note: Subrecipients in their first year of programming (i.e. Cohort 15) would not have Summer 2016 data.

Data Elements and Reporting Guidelines

Each summative evaluation report must include the data elements (pieces of data) covered in the chart beginning on page 2. The last column of the chart, Report by Program/Center, indicates which data can be reported for your **program** as a whole and which must be reported separately for **each center**. The **required reporting template** for this deliverable begins on page 6.

General Notes

1. Summative evaluation reports are public documents and as such are available for public review. **Do not include any personal information** about students or families (e.g., names, social security numbers). Programs must secure and maintain appropriate authorization from all individuals or their parent/guardian whose picture is included within their report.
2. This document describes only the minimum reporting requirements for the summative evaluation report and **does not preclude additional reporting**. Programs are encouraged to add any information that highlights the program's operations and successes or guides program improvements or sustainability.

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
Student Characteristics (Enrollment, Attendance, Demographic Information): Provide detailed information about the students served, including demographics, enrollment, and daily attendance. **Note:** Subgroup totals should add to the total number of students enrolled or regularly participating (with the exception of Racial/Ethnic Group for which students may fall into multiple categories).	***Total Student Enrollment***: Report the unduplicated number of students enrolled in the program that have attended **AT LEAST ONE DAY** during the operation period for Summer 2016 and School Year 2016-2017. You will count each student only once.	**Each Center**
	Regularly Participating Student Enrollment: Report the unduplicated number of students enrolled in the program that have attended **AT LEAST 30 DAYS** during the operation period for Summer 2016 and 2016-2017 School Year (count each student only once). The number of "regularly participating" students will usually be lower than the total number of students enrolled.	**Each Center**
	Enrollment by Service: Report TOTAL student enrollment and REGULARLY PARTICIPATING student enrollment for the following service categories: • Students served ONLY in Summer 2016 • Students served ONLY in the 2016-2017 School Year • Students served BOTH in Summer 2016 and 2016-2017 School Year	**Each Center**
	Student Demographics: Separate both TOTAL and REGULARLY PARTICIPATING student enrollment into the following categories: • Gender (Male/Female) • Grade in School (Kindergarten – 12th Grade) • Age Range of Students Served • Racial/Ethnic Group • Limited English Proficient (LEP) Status • Disability Status) • Free or Reduced-Price Lunch Status Note: The sum of each category should equal the respective population being measured for that table (i.e. Total Participating or Regularly Participating).	
Program Operations: To ensure each center receives appropriate credit for the services rendered, provide	**Summer 2016 Operation** • Total number of **weeks** center was open during the summer • Total number of **days** center was open during the summer • Typical # of **days per week** center was open during the summer	**Each Center**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
information on the amount of time of program operations in terms of total and typical times of operation. **Typical:** 21st CCLC centers are characterized by defined hours of operation that are relatively consistent across the school year or summer. Special, non-recurring, or episodic events, field trips, or programming are **not** typical center operations and should not be included in reports of typical days or hours of operation.	• <u>Typical</u> # of **hours per week** center was open during summer on **Weekdays** • <u>Typical</u> # of **hours per week** center was open during the summer on **Weekends**	
	School Year 2016-2017 Operation • Total number of <u>**weeks**</u> center was open during the School Year • Total number of <u>**days**</u> center was open during the School Year • <u>Typical</u> # of **days per week** center was open during the School Year • <u>Typical</u> # of **hours per week** center was open on weekdays **Before** school • <u>Typical</u> # of **hours per week** center was open on Weekdays **During** School • <u>Typical</u> # of **hours per week** center was open on Weekdays **After** School • <u>Typical</u> # of **hours per week** center was open on **Weekends** • <u>TOTAL</u> # of **days** center operated on Weekdays **Before** School • <u>TOTAL</u> # of **days** center operated on Weekdays **During** School • <u>TOTAL</u> # of **days** center operated on Weekdays **After** School • <u>TOTAL</u> # of **days** center operated on **Weekends** during School Year	**Each Center**
Staff Characteristics: Measuring the composition of staff at each center provides information about the quality, diversity, and breadth of 21st CCLC programs.	**Staff Demographics**: Provide information for regular staff by **pay status** <u>**Regular staff member**</u> – Any individual who worked at the center (a) according to a defined schedule, (b) on an ongoing basis, and (c) with a defined function or role to perform. Those working only at special, non-recurring, or episodic events should not be included. Staff members funded by other means should be included only if they regularly staffed 21st CCLC activities (reported as "Other").	**Each Center**
	Student-to-Staff Ratio: Provide information about the student-to-staff ratio used during program activities. If different ratios were used for various activities, indicate that as appropriate. State whether the actual student-to-staff ratio was consistent with that proposed in the grant application and, if not, what the program will do to address the discrepancy in future operations.	**Each Center**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
	Staff Training: In order to enhance the quality of 21st CCLC programs, it is important for programs to provide training/professional development to staff working with program participants. Provide a description of training/professional development provided to 21st CCLC staff in order to enhance program quality. Indicate the topics covered and the training dosage (length) and the target audience for each activity.	**Each Center**
Objectives and Outcomes: Provide information **for each objective** approved by the FDOE in the grant application or as updated in program amendments. Programs are **NOT** permitted to change their objectives without specific written FDOE approval.	List each grant approved objective and associated objective assessments. For each objective assessment provide: • **Content Area:** Primary academic or enrichment area targeted. • **Benchmark:** Established percent of participants expected to meet the standard for success on the objective assessment. • **Measure:** Data collection tool or instrument. • **Standard of Success:** Standard for success on the objective assessment. • **Data Collection Timeframe:** Time points that data are collected for assessing progress toward and achievement of the objective across the grant year. • **Total Number of Participants Measured:** Total number of participants for which data are available at each of the time points measured for examining end-of-year performance on the objective assessment. • **Total Number of Participants Meeting Standard of Success:** Total number of participants measured at each of the time points used for determining end-of-year performance on the objective assessment who met/exceeded the standard of success by the end of the grant year. • **Percent of Participants Meeting Standard of Success:** Percentage of participants measured at each of the time points who met or exceeded the standard of success by the end of the grant year. • **Programmatic Changes and Rationale**: Describe and provide a rationale for any planned adjustments to 21st CCLC programming for the next grant year. • **Data Collection/Evaluation Changes and Rationale**: Describe and provide a rationale for any planned adjustments to the data collection or evaluation plan	**Program**

Topic Area/Report Section	Information and Data Elements	Report by Program/Center*
	for the next grant year. **Note:** The information presented must reflect the data reported on the End-of-Year Data Report.	
	Other Findings: Include a brief summary of **findings from the student, family member, and teacher end-of-year stakeholder surveys**. Include any other relevant findings pertaining to this 21st CCLC program.	**Program**
	Student Snapshot: Select a student that has demonstrated success on one or more of the program's objective assessments and create a brief narrative of the student's experiences with the 21st CCLC program, the student's progress and outcomes (based on data collected during the year and prior years if available) and how the 21st CCLC program may have played a role in the student's success. ***Be sure NOT to identify the student by name or through other student identifying information.***	**Program**
	Overall Findings: Report on the status of achieving each objective.	**Program**
Progress Toward Sustainability: Collaborations with partners helps to ensure the sustainability and quality of the program.	**Partners:** Indicate the number of partners working with this 21st CCLC program. Describe the number of partners in terms of the types of partnership categories established by the United States Department of Education.	**Program**
	Contributions: Describe how each partner contributed to the 21st CCLC program and the monetary value of the contributions.	**Program**
Lessons Learned and Recommendations	Provide an overall assessment of this 21st CCLC program including lessons learned and recommendations to enhance program quality. Recommendations should be detailed and specific to the program area or objective as applicable.	**Program**
Report by Program/Center: Indicates which data can be reported for your program as a whole (not necessary to report separately for each center) and which data must be reported separately for each center.		

2016-2017 SUMMATIVE EVALUATION REQUIRED REPORTING TEMPLATE
GRANT YEARS 1, 3, & 4

1.0 STUDENT ENROLLMENT AND ATTENDANCE

Report the data elements (pieces of data) outlined in the tables below and provide a brief narrative describing the data (bulleted summary is acceptable).

Table 1. Student Enrollment: Total and Regularly Participating Students for Summer 2016 and School Year 2016-2017.

Center Name	Total Enrolled Attending (at least one day)				Regularly Participating Enrollment (30 days or more)			
	Summer Only	School Year Only	Both Summer AND School Year	Total	Summer Only	School Year Only	Both Summer AND School Year	Total
Center Name 1								
Center Name 2								
Center Name 3								
Note. Unduplicated counts shown. Students attending/enrolled in both operation periods are only reported under Summer AND School Year. Only Summer + Only School Year + Summer AND School Year = Total.								

2.0 STUDENT AND FAMILY DEMOGRAPHICS

Provide a brief written narrative about the students served by your program, including demographics, enrollment, and daily attendance (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the tables below.

Table 2. Student Demographics for Total Participating Students (All Students Served) and Regularly Participating Students.

Center Name	Total Participating Students				Regularly Participating Students			
	Gender			Age Range	Gender			Age Range
	Male	Female	DK*		Male	Female	DK*	
Center Name 1								
Center Name 2								
Center Name 3								

Table 3. Students with Special Needs: Total Participating Students.

Center Name	Limited English Proficient			Identified with Disability		
	Yes	No	DK*	Yes	No	DK*
Center Name 1						
Center Name 2						
Center Name 3						

Table 4. Students with Special Needs: Regularly Participating Students.

Center Name	Limited English Proficient			Identified with Disability		
	Yes	No	DK*	Yes	No	DK*
Center Name 1						
Center Name 2						
Center Name 3						

*DK = Don't Know.

Table 5. Student Race and Ethnicity*: Total and Regularly Participating Students.

Center Name	Total Participating Students						Regularly Participating Students					
	American Indian/ Alaska Native	Asian/ Pacific Islander	Black or African American	Hispanic or Latino	White or Caucasian American	Unknown**	American Indian/ Alaska Native	Asian/ Pacific Islander	Black or African American	Hispanic or Latino	White or Caucasian American	Unknown
Center Name 1												
Center Name 2												
Center Name 3												

Ethnicity categories are non-exclusive; students can be identified under multiple ethnicities.
*** Unknown = Racial/ethnic group is unknown or cannot be verified.*

Table 6. Student Grade for Total Participating Students.

Center Name	Grade In School*													
	K	1	2	3	4	5	6	7	8	9	10	11	12	**Total**
Center Name 1														
Center Name 2														
Center Name 3														

* Grade levels are exclusive, as students can only be in one grade level. The total number of students where grade level is unknown are not indicated, but can be derived from this table.

Table 7. Student Grade for Regularly Participating Students.

Center Name	Grade In School*													
	K	1	2	3	4	5	6	7	8	9	10	11	12	**Total**
Center Name 1														
Center Name 2														
Center Name 3														

* Grade levels are exclusive, as students can only be in one grade level. The total number of students where grade level is unknown are not indicated, but can be derived from this table.

Table 8. Free/Reduced Lunch Status of Total Participating Students.

Center Name	Free or Reduced-Price Lunch		
	Yes	No	DK
Center Name 1			
Center Name 2			
Center Name 3			

Table 9. Free/Reduced Lunch Status of Regularly Participating Students.

Center Name	Free or Reduced-Price Lunch		
	Yes	No	DK
Center Name 1			
Center Name 2			
Center Name 3			

3.0 PROGRAM OPERATIONS

Provide a brief written narrative of the program's operation including the typical and total time of operation for various reporting timeframes (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the tables below.

Table 10. Summer 2016 Operation.

Center Name	Total number of __weeks__ THIS center was open:	__Typical__ number of **days per week** THIS center was open:	__Typical__ number of **hours per week** THIS center was open on:		
			WEEKDAYS	**WEEKDAY EVENINGS**	**WEEKENDS**
Center Name 1					
Center Name 2					
Center Name 3					

Table 11. School Year 2016-2017 Operation.

Center Name	Total # **weeks** THIS center was open	Total # **days** THIS center was open	__Typical__ # **days per week** THIS center was open	__Typical__ # **hours per week** THIS center was open				Total # **days** THIS center operated			
				Before School	During School	After School	Weekends / Holidays	Before School	During School	After School	Weekends/ Holidays
Center Name 1											
Center Name 2											
Center Name 3											

4.0 STAFF CHARACTERISTICS

Provide a brief written narrative about the composition of staff at each center including staff demographics, ratio of students to staff, staff quality (training and certifications), and turnover. (bulleted summary is acceptable).

4.1 Staff Demographics

Report the data elements (pieces of data) outlined in the table below and provide a brief narrative describing the data (bulleted summary is acceptable).

Note: These data must be reported for each center. Table 12 can be duplicated if your program has more than one center.

Table 12. Regular Staff by Paid and Volunteer Status.

Staff Type*	Summer of 2016		2016-2017 School Year	
	Paid[1]	Volunteer	Paid[1]	Volunteer
School Day Teachers (former and substitute)				
Center Administrators and Coordinators				
Other Non-teaching School Day Staff				
Parents				
College Students				
High School Students				
Community Members				
Sub-contracted Staff				
Other**				
[1]*For all staff categories <u>except</u> "Other", report only staff paid with 21st CCLC funds.* ** These categories represent the regular responsibilities of program staff during the regular school day.* *** Use this category if data do not fit in specific categories provided*				

4.2 Students-to-Staff Ratio

Provide data and information on the ratio of students to staff at each center.

4.3 Staff Training

Provide a description of the professional development and training provided to staff at each center.

5.0 OBJECTIVES AND OUTCOMES

5.1 Objective Assessment

Provide objective assessment information and data from the End-of-Year Data Report spreadsheet of the Objective Assessment Data Collection and Reporting Tool.

5.2 Other Findings

*Include a brief summary of **findings from the Teacher, Student, and Adult Family Member End-of-Year Surveys** (this summary does not need to be broken out by center). Within this sub-section, other relevant findings pertaining to this 21st CCLC program may also be included (e.g., statements from students, family members, and/or teachers; community impact).*

5.3 Student Success Snapshot

Select a student (one from the program) that has demonstrated success on one or more of your academic and/or personal enrichment objective assessments and describe the following in a brief narrative:

- *The 21st CCLC programming experienced by this student;*
- *The student's progress and outcomes based on data collected during the year (and prior years if available and applicable); and*
- *How the 21st CCLC program may have played a role in this student's success (draw on quantitative and qualitative data and the evaluation design to support your statements).*

Be sure not to identify the student by name or through other student identifying information.

5.4 Overall Findings for Each Objective

This section provides information on the program's progress toward and achievement of each objective (e.g., achieved the objective, made progress, and made little to no progress).

6.0 PROGRESS TOWARD SUSTAINABILITY

Provide a brief narrative on partner collaborations undertaken to ensure the sustainability of 21st CCLC program and to enhance the quality of the services offered (bulleted summary is acceptable).

Report the data elements (pieces of data) outlined in the table below.

Note that the federal system differentiates between a "partner" and a "subcontractor". A subcontractor receives compensation (to some extent) for their services; partners do not.

Table 14: Partnerships and Sub-Contracts

Agency Name	Type of Organization	Sub-Contractor (Yes/No)	Estimated Value ($) of Contributions	Estimated Value ($) of Sub-contract	Type of Service Provided
Agency Name 1					
Agency Name 2					
Note: Value of subcontract must be ZERO if the agency is listed as "No" in the subcontractor column. Likewise, the value of the subcontract must be greater than ZERO if the agency is listed as "Yes" in the subcontractor column.					

7.0 LESSONS LEARNED AND RECOMMENDATIONS

Provide an overall assessment of your 21st CCLC program impact and describe lessons learned and recommendations to enhance program quality for the following grant year. Provide recommendations specific to program areas and/or objectives as applicable. Discuss any recommended changes for data collection or other evaluation methods.