General Instructions

This workbook contains five worksheets, including this instruction page. The following four sheets must be completed by filling in the requested information in the yellow cells.

Specific instructions are included on each of the following worksheets.

Please do NOT print this workbook and send it to your ERES. It must be emailed to your ERES no later than February 1, 2016.

Please include the name of your subgrantee and date of completion in the file name when it is saved.

Student Attendance

Directions: Please list each of the program's official, approved 21st CCLC sites. Please place a 'N/A' in any column that does not apply (e.g., the site does not operate before school). The number of students enrolled is the total number of students who have registered for the program. Please use data from the first day of operation during the 2015-2016 program year to the last date data was available at the time this report was completed.

2015-2016 Program Year							
Site Name	Date of First Day of 2015- 2016 Operation	Last Date Included in this Report	Total Days of Operation	Total Number of Students Registered	Attendance	Average Daily Attendance Before School	Average Daily Attendance Weekends/ Holidays/Other
Rabun County Primary School	8/31/2015	1/8/2016	73	132	99	N/A	N/A
Rabun County Elementary School	8/31/2015	1/8/2016	73	165	111	N/A	N/A
Rabun County Middle School	8/31/2015	1/8/2016	73	49	23	N/A	N/A

Program Operation

Directions: Please list the operational times for each site in the spaces below. If you have two or more sites that have the same exact hours of operation, please just use one box for those sites and list each of those sites in the 'Site Name(s)' cell. Please place a 'N/A' in the cells that do not apply (e.g., if a site does not operate before school). Please be sure to scroll down on this page to see the 'Description of Activities' section. Please contact the program's assigned Education Research and Evaluation Specialist if additional space is needed to complete this sheet

Activities' se	action Pleas	se contact the	nrogram's	assigned Ed	
Site Name(s) hary School, Rabun County Elementary School and Rabun Co					
Before Scho	ol Hours of	Operation			
Monday	Tuesday	Wednesday	Thursday	Friday	
N/A	N/A	N/A	N/A	N/A	
N/A	N/A	N/A	N/A	N/A	
After School Hours of Operation					
Monday	Tuesday	Wednesday	Thursday	Friday	
3:15 PM	3:15 PM	3:15 PM	3:15 PM	3:15 PM	
5:40 PM	5:40 PM	5:40 PM	5:40 PM	5:40 PM	
Weekends/Holidays/Other					
Weekend	Holiday	Other			
N/A	N/A	N/A			
N/A	N/A	N/A			
	hary School, Before School N/A N/A After Schoo Monday 3:15 PM 5:40 PM Weekend	hary School, Rabun Cou Sefore School Hours of Monday Tuesday N/A N/A N/A N/A After School Hours of C Monday Tuesday 3:15 PM 3:15 PM 5:40 PM 5:40 PM Weekends/Holidays Weekend Holiday	Mary School, Rabun County Elemental Sefore School Hours of Operation Monday Tuesday Wednesday N/A N/A N/A N/A N/A N/A N/A N/A Monday Tuesday Vednesday N/A After School Hours of Operation Monday Tuesday 3:15 PM 3:15 PM 5:40 PM 5:40 PM Weekends/Holidays/Other Weekend Holiday	Before School Hours of Operation Monday Tuesday Wednesday Thursday N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A After School Hours of Operation Monday Tuesday Wednesday Thursday 3:15 PM 3:15 PM 3:15 PM 3:15 PM 3:15 PM 5:40 PM 5:40 PM 5:40 PM 5:40 PM Weekends/Holidays/Other Weekend Holiday Other	

nal snace is	s needed to	complete this	sheet		
efore Scho	ol Hours of	Operation			
Monday	Tuesday	Wednesday	Thursday	Friday	
After School Hours of Operation					
Monday	Tuesday	Wednesday	Thursday	Friday	
Weekends/Holidays/Other					
Weekend	Holiday	Other			
	efore Scho Monday After Schoo Monday Weekend	efore School Hours of Monday Tuesday Inter School Hours of O Monday Tuesday	efore School Hours of Operation Monday Tuesday Wednesday Inter School Hours of Operation Monday Tuesday Wednesday Weekends/Holidays/Other	Monday Tuesday Wednesday Thursday Image: State of the state of t	

Site Name(s)					
	Before Scho	ol Hours of	Operation		
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)					
End Time (e.g., 8:00AM)					
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)					
End Time (e.g., 6:00PM)					
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g, 8:00AM)					
End Time (e.g., 4:00PM					

Site Name(s)					
	Before School Hours of Operation				
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 7:00AM)					
End Time (e.g., 8:00AM)					
After School Hours of Operation					
	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time (e.g., 3:00PM)					
End Time (e.g., 6:00PM)					
Weekends/Holidays/Other					
	Weekend	Holiday	Other		
Start Time (e.g, 8:00AM)					
End Time (e.g., 4:00PM					

Description of Activities

Please provide a brief description of the activities and services offered by your program. This can include academic, personal enrichment and parent/guardian activities, field trips, outstanding one time activities,

etc.

Objective Status

Directions: Place each of your program's approved, official 21st CCLC objectives in Column A. Please write the objectives exactly as written in the original, approved application or approved program amendment. In column B, please select the appropriate status of each objective from the dropdown menu. In Column C, please identify why you selected that specific option in Column B (i.e., review of report card grades indicates improvement in reading/math, attendance records of adult family member events indicate a high number of attendees, etc).

Objective	Status	Reason for Status
1.1) 75% of Pre-K-8 regularly participating students (attending at least 30 or more operational days) in the after school program will improve their reading/language arts classroom grades.	2. Did not meet but progressed toward the stated objective	Based on the academic comparison report, we are at 63.53% from Q1 to Q2 for Reading/Language Arts classroom grades.
	0	
1.2) 80% of grades 3-8 regularly participating students (attending at least 30 or more operational days) in the after school program will show growth in reading/language arts on the CRCT by the Student Growth Percentile (SGP).	the stated objective	CRCT no longer exists, now Georgia Milestones
	0	
1.3) 75% of Pre-K-8 regularly participating students (attending at least 30 or more operational days) in the after school program will improve their math classroom grades.	2. Did not meet but progressed toward the stated objective	Based on the academic comparison report, we are at 54.13% from Q1 to Q2 for math classroom grades.
	0	
1.4) 80% of grades 3-8 regularly participating students (attending at least 30 or more operational days) in the after school program will show growth in math on the CRCT as evidenced by the Student Growth Percentile (SGP).	the stated objective	CRCT no longer exists, now Georgia Milestones
2.1) 75% of regularly participating students (attending at least 30 or more	0	Homework completion and classwork
operational days) in the after school program will show improvement in homework completion and classwork participation.		participation monitoring is ongoing and we should meet this goal by year end.
	0	0 11
2.2) 75% of regularly participating students (attending at least 30 or more operational days) in the after school program will show improvement in behavior.		Behavior monitoring and recording is ongoing and we should meet this goal by year end.
	0	
3.1) 250 parents or guardians will participate in annual family-centered activities.	1. Met the stated objective	We have surpassed our 250 goal for parents and guardians to participate in annual family- centered activities.
	0	
 3.2) 100 parents or guardians will participate in annual adult education activities. 	4. Unable to measure progress on the stated objective	We will have our Parent Extravaganza in February 2016. We should be able to meet this goal.
	0	
	0	
	0	
	0	
	0	
	0	

Program Recommendations

<u>Directions</u>: Please provide program recommendations based upon the results of the program's formative assessment in column A. These recommendations can come from within the program, the external evaluator, or other program stakeholders. In column B, please describe specific steps for implementation the program will take to ensure the recommended actions occur.

recommended actions occur.						
Recommendations	Steps for Implementation					
Example: The evaluator observed many students sitting	Example: The program will develop and utilize agendas or					
idle during the designated homework time because they	homework logs to ensure the students' homework from the					
had either finished their homework or said they did not	school day is documented. In addition, the program will have					
have any homework from the school day. The program	additional activities available for the students in the event					
should develop alternative activities for students who	they have completed their assigned homework early.					
have completed their homework and develop strategies						
to ensure afterschool staff is informed of all assigned						
bomework						
Increase program communication with day school	Revisit ongoing communications with program participants'					
teachers.	day school teachers to find opportunities for more specifically					
	targeted after school activities. For example, with math					
	practice programs, target specific needs.					
Increase middle school program attendance.	Continue to communicate to teachers that opportunity for					
	extra student support is available in the program.					
Keep working towards adult education activity goals.	Continue communciation with parents, spotlighting positives					
	of the opportunity.					