 

Wisconsin 21st Century Community Learning Centers

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| Local Evaluation Report Guidelines  |
| 21st Century Community Learning Center (CLC) sites in Wisconsin are required to engage in local evaluation efforts annually, with the intent that local evaluative services contribute to continuous program improvement. Local evaluative services should measure progress towards site-identified goals and may include data collected in the AS21 Cayen System (or appropriate alternative). Whenever possible, cross-year comparisons are encouraged. That is, the program should continue to examine similar data elements over time to help identify programmatic strengths and areas for improvement. Federal requirements for CLC programs include the creation of a local evaluation report that is made publically available. This report can be written or created by internal CLC personnel or an external evaluator. Each grantee should create one evaluation report *per site*. If a grantee has multiple sites, a single report may address all of those sites as long as evaluation results are differentiated by site. This document provides general guidelines for creating a local evaluation report, with suggested sections to include. Sites should choose data elements most relevant to their site and consider a format that tells the story of their program or data. Unless marked as “required,” data elements described below are ideas and suggestions, and sites can decide to measure and report on additional or different elements altogether. The format of the report might be a PDF written report, a PowerPoint presentation, a data-focused newsletter, or other format. Regardless of format, the annual evaluation report should be publically shared with key stakeholders (through electronic or printed dissemination, or a presentation with school faculty, the school board, parents and guardians, or community partners). As you are writing the report, think about how you may use it in your outreach and advocacy locally with different stakeholders, such as parents and guardians, the school board, or local businesses. Along with meeting grant requirements, this report should be a tool for your program’s internal improvement efforts and external outreach efforts.  |
| Cover Page and Title  |
| Make sure the name of your project or site, the name of the grantee organization, and your contact information is on the title page. If possible, include your organization’s logo/branding in addition to the CLC logo.  |
| Introduction and Program Description  |
| Include a brief overview of the program, with specific information on the program’s target population, goals of the program, and typical program schedule. Also include information on the methodology of the evaluation (i.e., who collected and analyzed the data).  |
| Evaluation Findings  |
| Students Served (Optional)  |
| The data in this section include student enrollment over the year(s) of your program. Include information on the total number of students served before- and after-school, the number of students who attend 1-29 days, 30-59 days, 60-89 days, and 90+ days. Provide the Average Daily Attendance (ADA) for before and after school. Hint: Use the Cayen *Self-Check* and *Hours of Operation reports*.  |

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| Student Demographics (Optional)  |
| This section contains information on the characteristics of students served by the program over the year(s) of the program. Include information on the number or percentage of students served by grade level, gender, race/ethnicity, Special Education status, Limited English Proficiency (ELL), and Free/Reduced Lunch status. Differentiate between all students served by the program and those served regularly (30+ days) or frequently (90+ days). Hint: Use the Cayen *Export Attendance and Demographics Information report.* |
| Program Operation (Optional)  |
| Provide trend data for each year of your program on hours of operation in summer and during the school year. Include the total number of weeks open, average number of days per week, and average number of hours per week. Include sample types of activities. Hint: Use the Cayen *Self-Check*, *Attendance Summary*, and *Weekly Timetable Attendance* reports.  |
| Staffing (Optional)  |
| Describe your overall staffing structure: How many full and part time staff support your program? What is the ratio of staff to students? Does your staff include teachers, paraprofessionals, volunteers? Has there been staff turnover in the past year? How many staff, and in what positions? Hint: Use the *Site Staff* card in the *Site Information* menu in Cayen.  |
| Progress Toward Objectives (Required; At least one outcome reported for each of the four statewide goals)  |
| Using the goals and expected outcomes in your grant application for funding, report on progress toward goals. This may include reporting assessment scores (e.g., STAR, PALs, ACT, Forward, etc.), reporting survey results (e.g., student, parent and guardian, teacher, etc.), reporting on family participation and attendance at family events, and so on. At least one outcome for each statewide goal (safe, supportive environment; challenge youth as learners; support development of other skills for success; and engage families in support of student learning) must be reported.  |
| Conclusions and Recommendations  |
| In this final section, provide a high-level summary of the successes and lessons of the program based on your evaluation findings. You may want to communicate how the evaluation findings can or will be used (in terms of changes planned, etc.). You should also make a list of key recommendations (which can be used to advocate to key stakeholders for additional resources needed by the program!).  |