

## Preparation Checklist for Wisconsin Department of Public Instruction 21<sup>st</sup> Century Community Learning Center On-site Monitoring Visits

It is recommended that the following steps be completed in preparation for a scheduled on-site monitoring visit by Wisconsin Department of Public Instruction (DPI) staff to a 21<sup>st</sup> Century Community Learning Center (CLC) program. Please note that this checklist is for the convenience and benefit of local CLC coordinators and staff. It does not need to be submitted to DPI.

- Secure meeting room for DPI monitoring team, district/agency, school, and CLC program staff members to use during entrance and exit interviews.
- Schedule entrance and exit interviews. Invite key district/agency, school, and program staff to be present during both interviews. (District and site program coordinators, as well as the building principal, are required to attend these meetings. Key program partners, key line staff, and the district administrator are optional, but welcome to attend.)
- Complete agenda template with meeting times and locations, names of meeting attendees, and list of activities to be observed.
- Assemble stakeholders to help complete the Monitoring Survey Tool and identify documentation that can be used as evidence that supports the rating given to each of the elements on the survey.
- Send completed Monitoring Survey Tool and agenda to DPI at least two weeks in advance of scheduled visit.
- Send required key documents to DPI at least two weeks in advance of scheduled visit, including:
  - Copy of program registration form
  - Copy of a recent weekly program schedule reflecting all program offerings, as well as activity start and end times
  - Staff roster (include CLC job titles and responsibilities)
  - List of program partners (include agency/organization names and contributions)
  - Attendance report listing the total number of students currently enrolled in the program, the average daily attendance (ADA) for the program, and the numbers, by grade levels, of those who have achieved “regular attendee” status (30 or more individual days of attendance). Additionally, please provide the number of daily attendees, by grade level, for a recent week (provide dates). Remove student names and other identifying information from all attendance reports.
  - Copy of local evaluation report from previous year

- ❑ Gather data that provides evidence of compliance with requirements listed on Monitoring Survey Tool. This evidence should be compiled in a binder and given to DPI staff on the day of the site visit.