

2007-2008 Timeline/Task List for 21st CCLC Evaluation-General

| August 2007 | | |
|--|--|---|
| August 16, 17 | Fall Kickoff – MDE – Lansing | Program directors, site coordinators, local evaluators |
| Throughout August | 2006-2007 raw data sent to local evaluators for local use | Local evaluators, Program Directors |
| September 2007 | | |
| September 1 (tentative) | On-Line Annual Report Form becomes available | Program Directors, Site Coordinators, Local Evaluators |
| September 10 | Attendance for August 2007 is due | EZreports users |
| October 2007 | | |
| October 1 (tentative—1 month after website opens) | On-line Annual Report Form due | Program Directors, Site Coordinators, Local Evaluators |
| October 10 | Attendance for September 2007 is due | EZreports users |
| October 31 | Password changes for EZreports | EZreports users |
| November 2007 | | |
| November 10 | Attendance for October 2007 is due | EZreports users |
| December 2007 | | |
| December 10 | Attendance for November 2007 is due | EZreports users |
| January 2008 | | |
| January 10 | Attendance for December 2007 is due | EZreports users |
| Throughout January | MSU will be contacting all Grantees about survey administration processes | Program director |
| February 2008 | | |
| February 10 | Attendance for January 2008 is due | EZreports users |
| February 15 | Staff and supervisor surveys go out (online) | Staff, Site Coordinators, Program Directors |
| March 2008 | | |

| | | |
|-------------------|--|---|
| March 10 | Attendance for February 2008 due | EZreports users |
| March 15 | Staff and supervisor surveys due | Staff, Site Coordinators, Program Directors |
| March 16 | Begin Year End Clean-up in EZreports | EZreports users |
| March 26 | Self Assessment Data due – YPQA | High/Scope Email files to Tom Akiva: toma@highscope.org |
| March 31 | Password changes for EZreports | EZreports users |
| April 2008 | | |
| April 10 | Attendance for March 2008 is due | EZreports users |
| Throughout April | Student, parent, and teacher surveys sent out | Site Coordinator, Program Director, Local Evaluators |
| May 2007 | | |
| May 10 | Attendance for April 2008 is due | EZreports users |
| May 15 | Finish Year End Closing in EZreports and notify EZhelp so they can check the data | EZreports users |
| May 30 | School outcomes template sent out to sites | EZreports users |
| Throughout May | Return student, parent, and teacher surveys to MSU | Site Coordinators, Program Directors, Local Evaluators |
| May 31 | Staff survey raw data returned to sites for local use | Local Evaluators, Program Directors |
| May 31 | No more data entry into 2007-07 EZreports database (attendance only allowed) | EZreports users |
| June 2007 | | |
| June 1 | 2008-09 EZreports database opens | EZreports users |
| June 10 | Attendance for May 2008 is due in 2007-08 EZreports database | EZreports users |
| June 15 | All surveys must be returned to MSU (Program Improvement and Teacher surveys) | Site Coordinator, Program Director |
| June 30 | School outcomes template due back to MSU | EZreports users |
| June 30 | 2007-08 EZreports database closes with all attendance completed for year. You will not have access to this system after this date. | EZreports users |