

2009-2010 Timeline/Task List for 21st CCLC Evaluation

Please note that all dates are tentative and are subject to change. If changes are made you will be notified via e-mail.

August 2009

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| August 14, 15 | Fall Kickoff – MDE – Lansing | Program directors, site coordinators, local evaluators |
| Throughout August | 2008-2009 raw data sent to local evaluators for local use | Local evaluators, Program Directors |

September 2009

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| September 1 (tentative) | On-Line Annual Report Form becomes available for non-linking file grantees | Program Directors, Site Coordinators, Local Evaluators |
| September 10 | Attendance for August 2009 is due | EZreports users |

October 2009

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| October 1 | On-line Annual Report Form due for non-linking file grantees | Program Directors, Site Coordinators, Local Evaluators |
| October 1 | On-Line Annual Report Form becomes available linking file grantees | Program Directors, Site Coordinators, Local Evaluators |
| October 10 | Attendance for September 2009 is due | EZreports users |

November 2009

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| November | On-line Annual Report Form due for linking file grantees | Program Directors, Site Coordinators, Local Evaluators |
| November 10 | Attendance for October 2009 is due | EZreports users |

December 2009

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| December 10 | Attendance for November 2009 is due | EZreports users |
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January 2010

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| January 10 | Attendance for December 2009 is due | EZreports users |
| Throughout January | MSU will be contacting all Grantees about survey administration processes | Program director |

February 2010

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| February 10 | Attendance for January 2010 is due | EZreports users |
| February 15 | Staff and supervisor surveys go out (online) | Staff, Site Coordinators, Program Directors |

March 2010

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| March 10 | Attendance for February 2010 due | EZreports users |
| March 15 | Staff and supervisor surveys due | Staff, Site Coordinators, Program Directors |
| March 16 | Begin Year End Clean-up in EZreports | Program Directors, Site Coordinators |

April 2010

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| April 10 | Attendance for March 2010 is due | EZreports users |
| Throughout April | Student, parent, and teacher surveys sent out | Site Coordinator, Program Director, Local Evaluators |

May 2010

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| May 10 | Attendance for April 2010 is due | EZreports users |
| May 15 | Finish Year End Closing in EZreports and notify EZhelp so they can check the data | Program Directors, Site Coordinators |
| May 15 | School outcomes template sent out to sites | Site Coordinators, Program Directors, Local Evaluators |
| 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 2009-10 EZreports database (attendance only allowed) | EZreports users |

June 2010

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| June 1 | 2010-11 EZreports database opens | EZreports users |
| June 1 | All student, parent, and teacher surveys must be returned to MSU | Site Coordinator, Program Director |
| June 10 | Attendance for May 2010 is due in 2009-10 EZreports database | EZreports users |
| June 30 | School outcomes template due back to MSU | Site Coordinators, Program Directors, Local Evaluators |
| June 30 | 2009-10 EZreports database closes with all attendance completed for year. You will not have access to this system after this date. | EZreports users |

July 2010

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| July 15 | Linking Files are sent to select grantees | Site Coordinators, Program Directors, Local Evaluators |
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Aug 2010

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| Aug 15 | Linking Files are due back to MSU from select grantees | Site Coordinators, Program Directors, Local Evaluators |
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