



State of Arizona  
Department of Education

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Public Instruction

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**21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTERS GRANT  
2008-09 ANNUAL PERFORMANCE REPORT **Due: August 15, 2009****

**It is time!** The Annual Performance Report for the 2008-09 reporting period is now available in PPICS (21st CCLC Profile and Performance Information Collection System), also known as Learning Point. Below are a few helpful hints and timelines for you:

**HELPFUL HINTS**

Log in to enter your 2008-09 Annual Performance Report (APR) data into Learning Point at the following address: <http://ppics.learningpt.org/ppics/index.asp>

- You will be required to complete **all** buttons within the Grantee Profile and APR Tabs.
- Reminder: A regular attendee is a student who has attended the 21st CCLC program at the site for 30 days or more during the 2008-09 academic year. Attendance for summer school conducted at the site in the previous year (2008), also counts as attendance in this 2008-09 APR.
- New grantees completing the *Objectives* section in the Grantee Profile module for the first time should enter the measurable objectives that were laid out in the original approved application for that site. If you are an LEA with multiple sites, each site may have different objectives, each according to its own application.
- In the *Objectives* section of the APR module, please do not select Revised, Dropped, or Objective Not Associated with Reporting Period in the *Status of Objective* section unless the change was approved in the **2008-09 Renewal Grant**.
- When reporting student achievement data, report AIMS results of regular attendees only. Specifically, these data are the spring 2009 AIMS results for grades 3-8 and 10. Do not report TerraNova results, only report AIMS achievement results.

**Note:** You might find it helpful to look over the [printable forms for the APR](#) that are available on the PPICS site. These forms will give you a way to view and/or collect the information that you will need to complete the APR prior to entering it online. There are good directions provided along with the printable forms, that explain how to complete them.

When you review the printable APR forms, you will notice that there are a couple of different ways to report Activities and Attendance in the APR. Listed below are the ones that Arizona collects:

- Activities: Arizona 21st CCLC sites report *aggregated* APR activity information. You do not need to complete the Individual Activities form.
- Grades Reporting: Arizona 21st CCLC sites report grades data on the Form F-1b: Grades (Combined). You do not need to complete the Form F-1a: Grades (Gradation) version.

## COMMONLY ASKED QUESTIONS

- Do I need to redo or complete the Grantee Profile?  
If you already have completed the Grantee Profile module of PPICS for a given grant, you do not need to redo or complete this portion of the system again. However, if elements of your program have changed since you initially completed the Grantee Profile, you should update the profile to represent these changes accordingly.
- I do not have, or I cannot find, my PPICS user name and password.  
Contact the PPICS Help Desk at 866-356-2711 to obtain one. The e-mail address for you that is contained in PPICS may be incorrect; this may have prevented the e-mail containing your user name and password from reaching you.
- Where do I find instructions for completing the Grantee Profile and the APR tabs?
  - **APR-** Review the HOME PAGE in Learning Point *first* before completing your APR to find instructions and answers to Frequently Asked Questions.
  - **Grantee Profile-** There are excellent video tutorials (see the screen shot below for location) and click-able links to text instructions are also available throughout.

The screenshot shows the ED.gov website interface. At the top, there is the ED.gov logo and the U.S. Department of Education name. Below that, the page title is "21st Century Community Learning Centers 21st CCLC Profile and Performance Information Collection System". The navigation bar includes tabs for Home/Help, Competition Overview, Grantee Profile (highlighted), APR, State Activities, Reports, and Export Data. The main content area is titled "Grantee Profile Main Page" and includes a link for "Grantee Profile Instructions" and a section for "Add a New Grantee:". A dropdown menu is open over the "Grantee Profile" tab, showing options for "Tutorials" and "User Guide". The "Tutorials" dropdown lists: Intro, Basic Info, Objectives, Partners, Centers, Center Info, Prior Info, and Feeder Schools. A text box on the right side of the screenshot provides instructions for first-year grantees: "First year grantee? Click on 'Tutorials' or 'User Guide' to see a drop down menu of short videos with very clear instructions for completing each portion of the Grantee Profile."

## TIMELINE

- When can I start completing the 2008-09 APR?  
Now.
- **Teacher Survey** – Completion of the teacher survey is a mandatory component of the APR in **Arizona**. The survey should be administered to teachers at or near the end of the school year. It is to be completed by school-day teachers for each regular attendee who has attended the 21<sup>st</sup> CCLC program 30 days or more during the APR reporting period. Click on the link at the bottom of the PPICS login page “I work at a 21st CCLC, and I am responsible for getting the teacher survey out to teachers” for more information.
- When is the deadline?  
The deadline for completing the Grantee Profile and APR Tabs for the 2008-09 reporting period is **August 15, 2009**. Don't wait until the last minute to complete this information. Failure to meet this date may result in suspension of funding.

## TECHNICAL ASSISTANCE

**If you need any assistance in accessing the PPICS system or have questions about the content of the APR, please contact the Learning Point Associates Help Desk. They can be reached by e-mail through the “Contact Us” button at the bottom of every page in the Learning Point PPICS system or toll-free by phone at 866-356-2711.** The Help Desk is staffed Monday through Friday, 8:30 a.m.–5 p.m., Central Standard Time. You also can leave a detailed message at any time.

### Who do I contact with questions?

If you have any questions regarding why you have been asked to complete the 21st CCLC APR for the 2008-09 school year, you should contact the ADE 21st CCLC Unit - *but remember, you need to contact Learning Point for all other information:*

- Mary Lou Naylor, (602) 364-2314, [mnaylor@ade.az.gov](mailto:mnaylor@ade.az.gov)
- Pam Seitzinger, (602) 364-2324, [pseitzi@ade.az.gov](mailto:pseitzi@ade.az.gov)
- Anderson Yazzie, Jr., (602) 478-4385 or (928) 255-7149, [ayazzie@ade.az.gov](mailto:ayazzie@ade.az.gov)
- Laura Hartman (602) 542-9432, [Laura.Hartman@azed.gov](mailto:Laura.Hartman@azed.gov)
- Renae Rosales (602) 542-9431, [Renae.Rosales@azed.gov](mailto:Renae.Rosales@azed.gov)
- Catherine Land (520) 770-3895, [Catherine.Land@azed.gov](mailto:Catherine.Land@azed.gov)