



OFFICE OF STUDENT SUPPORT SERVICES  
89 Washington Avenue, Room 318-M EB  
Phone: (518) 486-6090; Fax: (518) 474-8299  
E-mail: [EMSC21STCCLC@nysed.gov](mailto:EMSC21STCCLC@nysed.gov); Web: <http://www.p12.nysed.gov/sss/21stCCLC/>

March 21, 2023

**MUST READ** - Teacher surveys mandated by federal and state program requirements

Dear District Superintendents and School Principals,

As you may know, the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Out of School Time program, a federally supported initiative that is funded through grants allocated by the New York State Education Department (NYSED), is helping your school improve its behavioral and academic outcomes through the program supports received by your participating students and families. 21<sup>st</sup> CCLC is a federal funding source dedicated to supporting afterschool and local summer learning programs.

NYSED, and all funded programs, are mandated by the U.S. Department of Education to collect program indicator data, which include evidence of participants' improvement in classroom engagement outcomes. These data are used to evaluate program goals and objectives at the local, state and federal levels, where federal objectives are defined by the Government Performance and Results Act (GPRA) and reported through Annual Performance Reports (APRs).

NYSED is requiring all New York State 21<sup>st</sup> Century programs serving students in grades 1 through 5 to obtain evidence of student classroom engagement outcomes through a very short spring survey of participants' day-school teachers. Every 21<sup>st</sup> CCLC program has a school liaison for each participating school who will be able to identify the appropriate teachers and obtain their email addresses for the survey deployment.

NYSED is also asking for principals' assistance in fulfilling this federal mandate by helping to ensure that teachers complete the Teacher Survey, which will go out in May.

Additional details about the survey timing and process are provided in the table and notes below.

Principals and school liaisons are encouraged to reach out to their 21<sup>st</sup> Century Program Directors if you have any questions. Contact your 21<sup>st</sup> Century Resource Center technical assistant if the Program Director is unable to help.

Thank you for your help in complying with this federal grant requirement. We look forward to learning about your students' progress.

Sincerely,

Elizabeth Whipple,  
Nita M. Lowey 21<sup>st</sup> Century Community Learning Centers SEA Coordinator  
Office of Student Support Services

# NYS 21<sup>st</sup> CCLC Teacher Surveys

## Spring 2023 Timeline and Summary of Activities

Action	Responsible Parties	Date needed (no later than)
Create list comparing principals, superintendents, and school names EZR vs SEDREF	Measurement Inc (MI), NYSED	Wed., 3/15
Send reminder to elementary programs to <u>update</u> principal information in EZReports. Refer to list comparing EZReports to SED REF, provide deadline	NYSED	Wed., 3/15 or 3/16
Finalize letter to principals and cc to superintendents with instructions	NYSED/MI	Thurs., 3/16
Finalize Y1 Teacher Survey	MI/NYSED/RCS	Thurs., 3/16
Confirm/Obtain/update contact for liaison at each day- school to assist with teacher identification	Program Directors/ Principals/Site Coordinators	Fri., 3/17
Identify/update principal contact information in EZReports	Program Directors and/or Site Coordinators	Wed., 3/22
Send email to principals and superintendents (Bcc'd to Program Directors and local evaluators) with instructions for identifying teachers	NYSED	Thurs., 3/23
Send letter/email plus attachment(s) to Program Directors re: identifying principals and teachers	NYSED	Thurs., 3/23
Record and distribute teacher survey best practices information session	NYSED, RCS, MI	Fri., 3/31
View best practices session	Program Directors, Site Coordinators, Data Managers, Local Evaluators (optional),	Mon., 4/3 – Mon., 5/1
Provide email boilerplate to PDs for requesting identified teachers from principal/liaison	NYSED	Fri., 3/31

<b>Action</b>	<b>Responsible Parties</b>	<b>Date needed (no later than)</b>
PDs forward email to principals/liaisons requesting identified teachers;	Program Directors	Mon., 4/3
Provide school liaison(s) with names of all students currently enrolled	Program Directors, Data Managers	Mon., 4/10
Review, update and distribute/link to instructions for batch uploads	MI, NYSED, RCs	Mon., 4/10
Identify teachers and provide contact information to Program Directors	Site Coordinators, School Liaisons	Mon., 4/17
Enter/update (or batch upload*) any new day-school teacher contacts into EZReports and link students to their teachers	Program Directors, Site Coordinators, Data Managers	Mon., 4/24
Send email to PDs with instructions for contacting teachers about survey process, including suggested language to send to teachers.	RCs	Tues., 4/25
Administer surveys with cover letter instructions to teachers of grade 1-5 students with 1+ hours attendance (use custom survey filter in EZReports)	Cover letter provided by NYSED, TKSA populates letter and survey into EZReports for all to access  Program Directors/Site Coordinators/Data Managers administer survey using email template in EZReports.	Mon., 5/1  Wed., 5/3
Survey response deadline	Targeted day-school teachers	Fri., 5/19
Send email reminders to non-respondents, with CC to principals and liaisons	NYSED, via EZReports	Mon., 5/22 and Thurs. 5/25 - end of School Year

**\*This is explained further in the teacher survey session recording.**

# NYS 21<sup>st</sup> CCLC

## Details of Spring Day-School Teacher Surveys

**Identification of teachers.** Classroom teachers of 21<sup>st</sup> CCLC participants in grades 1 –5 are requested to complete these surveys. Teachers who also provide services to the 21<sup>st</sup> CCLC program will be avoided where possible.

Program staff will need to work with you or your educational liaison to identify the appropriate students. Data Managers should be responsible for linking and uploading teachers and their contact information into EZReports.

Only teachers of those students who have attended the 21<sup>st</sup> Century program for at least 1 hour at the time the surveys are administered are asked to participate.

**Survey dates and distribution.** Survey instructions, and all surveys, will be delivered via email by EZReports (data system contractor to NYSED) to identified teachers, who can complete them online. No one at your school will need to be involved in survey delivery or collection.

Surveys are to be administered starting on Wednesday, May 3, 2023, with a completion deadline of close of business on Friday, May 19, 2023.

**Follow-up.** A strong response rate is critical to make results meaningful. NYSED and 21<sup>st</sup> CCLC program staff will monitor response rates and send reminder emails directly to non-respondents as necessary. Principals and schools' 21<sup>st</sup> CCLC liaisons will be copied on these reminders, as we are requesting your support in obtaining teachers' responses.

### Definitions.

- **Center or Site:** A community learning center is a physical location that provides students with academic enrichment and activities that complement the students' regular academic program, normally during periods when school is not in session.<sup>1</sup>
- **Grantee or Subgrantee:** The entity serving as the fiduciary agent for a local 21<sup>st</sup> CCLC grant.
- **APR Reporting Period:** The APR reporting period coincides with the school year and the preceding summer.
- **Liaison:** Designated person who navigates communication between the school and the 21<sup>st</sup> CCLC program (this could be the Program Director or site coordinator, in some cases)
- **Data Manager:** Designated program or subcontracted staff responsible for the quality and accuracy of program data."

**Questions.** If your teachers have any questions about the survey or about what information needs to be supplied, or are experiencing any technical problems, please have them reach out to your 21<sup>st</sup> Century Program Director, or to ask your school liaison to do so.

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<sup>1</sup> Exceptions to this definition regarding location and hours may occur for Extended Learning Time (ELT) programs.