

21st CCLC Enrollment and Forms

The purpose of this memo is to provide clarity to subgrantees regarding the requirements of 21st CCLC Enrollment forms, the enrollment process, and related best practices.

The RFP states:

On page 22, “Subgrantees are required to enter program participation data, by student, by participation hour, regularly throughout the program year, as often as daily and no less frequently than monthly. This data must be entered by program staff into a state-level data collection and reporting system. The current contractor for this system is Thomaskelly Software Associates and the data system is called EZReports. All subgrantees will be trained on the use of the system soon after the awards are made. The participation data for the program year will be reviewed by NYSED and the statewide evaluator by July 15 annually to ascertain whether the program met its participation target for the year, which ends on June 30. A student must attend the program for a minimum of 15 hours in the program year to be considered a participant.

... The program year extends from July 1 to June 30. An individual student may be counted only once for enrollment and participation reporting purposes during that program year, even if that student participates in both summer and school year programs.”

Page 49 states “Track individual student enrollment and attendance and provide that information to the school on a regular basis”.

- In April 2023, NYSED sent guidance related to Expanded Learning Time which included information regarding enrollment. It is available at: https://www.nys21cclc.org/files/ugd/2eca12_4aaeb6e127d444b3b611b2f488171053.pdf
- Programs must collect enrollment forms for **all** participants. This includes students participating in Out of School Time (OST) & already approved Expanded Learning Time.
- NYSED requires an enrollment form for every enrolled student. However, the program may choose to use a hard copy or electronic version, as long as parental consent is confirmed and verified. The enrollment form may be digitized to simplify data transfer to EZR or other data management systems, and to improve data entry and management efficiency. If it is hard copy, it must include parent/legal guardian signature. In cases where a parent may need to sign electronically, the program may create an electronic form that includes a place for the parents to include signature or a consent box. Programs will be liable for those processes that include a consent box option.
- NYSED has a sample enrollment form posted on the website(s) and available in several translations.¹
- **NYSED requires that all programs include all the information from the sample enrollment form within their own forms.** Programs are allowed to include additional information that fit their needs as well.
- Since the sample form does not include the Principal’s and Teacher’s emails, there may be other processes or staff assigned to collect other information that will be needed for EZReports, such as the Data Manager, Evaluator, or other Program Staff.
- If a particular consent or piece of information is not on the enrollment form, it must be included in some other form of evidence/documentation such as Program Family/Student Handbook. For example, a parent giving consent to update their information whenever a change occurs with the Program Manager
- For additional information regarding Education Law Section 2-D, see: <https://www.nysed.gov/data-privacy-security/education-law-section-2-d-definitions>
- Any form that collects personal information should be used and stored securely to comply with data protection laws and regulations.

¹ <https://www.nys21cclc.org/forms>