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March 1, 2021

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

Dear District Superintendents and School Principals,

As you may know, the 21st 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 the only 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 behavioral and academic 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).

Because of the cancellation of standardized testing in spring 2020 and the uncertainty of testing for this spring, as well as the inconsistency with which pre/post report card grades are available throughout the state, NYSED is requiring all 21<sup>st</sup> Century programs in the state to obtain evidence of student outcomes this year through a spring survey of participants' day-school teachers. NYSED is requesting principals' support of these surveys by identifying a school-based liaison who can identify the appropriate teachers. **Contact information for a liaison for each school (if one does not already exist) would be needed by the 21<sup>st</sup> Century Program Directors by March 4, 2021.**

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

## Timeline and Summary of Activities

Action	Responsible Party	Date Needed (no later than)
Finalize principal letter and instructions	NYSED/MI	2/23
Identify principals (name, email) of each participant's day-school	Program Directors	2/26
Provide missing principal contacts to your RC	Program Directors	2/26
Enter principal contacts into EZR	Program Directors	As soon as possible
Send letter to <b>principals and superintendents</b> (cc'd to Program Directors and local evaluators) with instructions for identifying teachers	NYSED	3/1
Conduct/attend ½ hour orientation meeting	Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:00-10:30
Conduct/attend EZReports survey training	Thomas Kelly Assoc., Program Directors, Local Evaluators (optional), NYSED, RCs, MI	3/3, 10:30-12:00
Obtain name/contact for <b>liaison</b> at each day-school to assist with teacher identification	Program Directors/ <b>Principals</b>	3/4
Provide school <b>liaison(s)</b> with names of all students currently enrolled	Program Directors	4/4
Identify teachers and provide contact information to Program Directors	<b>School Liaisons</b>	4/18
Enter day-school teacher contacts into EZReports	Program Directors	5/7
Provide sample email to PDs for requesting identified teachers from principal/liaison	NYSED	5/10
Forward sample email to <b>principals</b>	Program Directors	5/10
Administer surveys with cover letter instructions to teachers of <i>students with 10+ hours attendance</i> (use custom survey filter in EZReports)	Cover letter provided by NYSED NYSED administers through EZReports	5/14 5/14
Survey response deadline	Targeted <b>day-school teachers</b>	5/28
Send email reminders to non-respondents, with CC to <b>principals and liaisons</b>	NYSED, via EZReports	5/21 and 5/31-end of SY



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

## Details of Spring Day-School Teacher Surveys

**Identification of teachers.** Participants' classroom teachers (for elementary students), or math and ELA teachers (for middle/high school students), are requested to complete these surveys, although surveying 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 school-based liaison beginning in early March to identify the appropriate students.

Only teachers of those students who have attended the 21<sup>st</sup> Century program for at least 10 hours 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 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 will be delivered on Friday May 14, 2021, with a completion deadline of close of business on Friday May 28, 2021.

**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 Sub-grantee:** The entity serving as the fiduciary agent for a local 21st CCLC grant.
- **Official Attendee:** A student who has attended a NYS 21st CCLC program for at least 30 hours.
- **Regular Attendee:** A student who has attended a NYS 21st CCLC program for at least 90 hours.
- **APR Reporting Period:** The APR reporting period coincides with the school year and the preceding summer.

**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 programs, and for programs with federal waivers to conduct virtual learning during school closures.