



# Consolidated Federal Data Collection (CFDC)

## 21<sup>st</sup> Century Community Learning Centers

### Annual Performance Report



# The APR Report

- APR = Annual Performance Report/2<sup>nd</sup> Data Collection in the Collection Tab
- Based on the July 1-June 30 fiscal year cycle (e.g. July 1, 2014 to June 30, 2015 school year)
- CFDC uses your Grantee Profile from 2014-15 to pull information to help fill out APR from 2014-15.

# Moving Through the APR

Grantee 

You must make sure you are in the APR NOT the Grantee Profile: if in the GP you will see this page

\* School Year: 2014-2015 Budget Amount covers both School Year and Summer programs.

Unit No.	Operation Period	Budget Name	Grantee Name	Org Type	Submitted / Check Data Status	Active Status	Modified Status	Delegate	Objective Status	Active Objective(s): Not Modified / Total	Partner Status	Active Partner(s): Not Modified / Total	Center Status
	School Year			CBO	Y	Y	Y	Allison Anderson		0/1		0/1	
<input type="button" value="Edit"/>	Summer			CBO		Y	N	Allison Anderson		0/0		0/0	

1 - 2 of 2

Organization (Org) Type

# APR Cont.

\* School Year: 2014-2015 Budget Amount covers both School Year and Summer programs.

Rows 15

Unit No	Operation Period	Budget Name	Grantee Name	Org Type	Submitted	Delegate	Objective Status	Active Objective(s): Not Modified / Total	Partner Status	Active Partner(s): Not Modified / Total	Center Status	Active Center(s): Not Modified / Total	Feeder School Status	A
	School Year			CBO		Allison Anderson		1/1		1/1		1/1		1
	Summer			CBO	N	Allison Anderson		0/0		0/0		0/0		0

1 - 2 of 2

Organization (Org) Type

This is what the page should look like when your on the main APR page

# APR Grantee

- APR Information is pulled from Grantee Profile Information
- This is where you Submit
- Take note of all information in box:
  - Unit Number, Operation Period, Budget Name, Grantee Name, Organization Type, and Status of Completion of buttons.
  - This gives you a snap shot of how complete your APR data is at any given time.

# APR Objective



APR Objective

This is the ONLY page that does NOT have a SAVE button: It will auto save as you enter

\* School Year: \* Grantee Name:

\* Modified Status:  All  Yes  No

   Rows



<u>Objective Description</u>	<u>Modified Status</u>	<u>Status</u>	<u>Changed On</u>	<u>Changed By</u>	<u>School Year</u>
Increase knowledge and skills in Math, Science and Reading.	N	Select One			
Increase parental and family involvement.	N	Select One			
Increase participation in extra-curricular activities.	N	Select One			
Increase personal development and leadership skills.	N	Select One			

# APR Objective

- Use drop downs to modify status of objectives.
- Once modified the changed on/by status will update.
- This is the **only page** that does not have a Save and Go Back Buttons – This page flash saves



# APR Objective Detail

Welcome

Collection

Reports

Grantee Profile | APR

[APR Grantee](#) > [APR Objective](#) < [APR Partner](#) [APR Center](#) [APR Activity](#) [APR Feeder School](#) [APR Student](#)



You choose from a list of Status updates in the drop down.

APR Objective

\* School Year:      \* Grantee Name

\* Modified Status:  All  Yes  No

   Rows



<u>Objective Description</u>	<u>Modified Status</u>	<u>Status</u>	<u>Changed On</u>	<u>Changed By</u>	<u>School Year</u>
Increase knowledge and skills in Math, Science and Reading.	Y	Met the stated objective	09/14/2012 12:13:59	allisontest2	
Increase parental and family involvement.	Y	Dropped the stated objective entirely	09/13/2012 16:42:03	jc_itadmin	
Increase participation in extra-curricular activities.	Y	Met the stated objective	08/21/2012 16:01:40	allisontest2	
Increase personal development and leadership skills.	Y	Dropped the stated objective entirely	08/17/2012 16:57:17	allisontest2	

# Moving Through the APR

\* School Year: 2014-2015 Budget Amount covers both School Year and Summer programs.

Rows

Unit No	Operation Period	Budget Name	Grantee Name	Org Type	Submitted	Delegate	Objective Status	Active Objective(s): Not Modified / Total	Partner Status	Active Partner(s): Not Modified / Total	Center Status	Active Center(s): Not Modified / Total	Feeder School Status
	School Year			CBO		Allison Anderson		0/1		1/1		1/1	
	Summer			CBO	N	Allison Anderson		0/0		0/0		0/0	

# APR Partner

Welcome

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Reports

Grantee Profile APR

[APR Grantee](#) [APR Objective](#) [>APR Partner<](#) [APR Center](#) [APR Activity](#) [APR Feeder School](#) [APR Student](#)

## APR Partner

\* School Year      \* Grantee Name:

\* Modified Status:  All  Yes  No

   Rows

	<u>Partner Name</u>	<u>Organization Type</u>	<u>Modified Status</u>	<u>Contribution Amount</u>	<u>Subcontractor Amount</u>	<u>Changed On</u>	<u>Changed By</u>	<u>School Year</u>
	North Carolina Cooperative Extension Service	UG	Y	0	0	09/13/2012 17:03:11	jc_itadmin	
	Rhonda Nobles Zumba Fitness	Other	N			07/24/2012 12:09:10		
	Richard Martin Yang Style Taijiquan	Other	N			07/24/2012 12:09:10		

1 - 3 of 3

Organization Type

# APR Partner

- Must **Edit EVERY** Partner listed.
- Asking about contributions specific to supporting 21<sup>st</sup> CCLC in APR – **Must enter an amount.** (Want a whole number - No decimals, if need too round up)
- List in-kind, monetary, space, transportation, etc.
- **Click SAVE after entering any information.**
- Organization Types for your Partners are listed – a chart is at the bottom for reference.



# APR Partner Detail



Logout

Welcome Collection Reports

Grantee Profile APR

## APR Partner Detail

→ Go Back Delete Save ←

\* School Year: \* Partner

\* Is this Partner receiving grant funds for its contribution (i.e., is this partner a Subcontractor)?  Yes  No ←

\* The estimated monetary amount of the subcontract made with the partner during the reporting period: 0

\* The estimated monetary amount of contributions made by the partner during the reporting period:  ←

Need a whole number:  
no decimals or commas  
Also, make sure you list  
all in-kind contributions

# Moving Through the APR

## APR Grantee

\* School Year: 2014-2015 Budget Amount covers both School Year and Summer programs.

Rows



Unit No	Operation Period	Budget Name	Grantee Name	Org Type	Submitted	Delegate	Objective Status	Active Objective(s): Not Modified / Total	Partner Status	Active Partner(s): Not Modified / Total	Center Status	Active Center(s): Not Modified / Total	Feeder School Status	Feeder School
	School Year			CBO		Allison Anderson		0/1		0/1		1/1		1/1
	Summer			CBO	N	Allison Anderson		0/0		0/0		0/0		0/0

1 - 2 of 2

Organization (Org) Type

# APR Center

Logout



ICCLC  
Collection

Welcome Collection Reports

Grantee Profile APR  
Grantee > APR Center

## APR Center

\* School Year:      \* Grantee Name:

Rows

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity	APR Feeder School Status	Active Public Feeder School(s) Total	Active Private Feeder School(s) Not Modified / Total	Is Feeder School?	Grade Served
B T WASHINGTON PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
BLADEN LAKES PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
EAST ARCADIA ELEMENTARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04:05:06:07:08
EAST BLADEN HIGH	SD					0		1	0/0	Y	09:10:11:12
PLAIN VIEW PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
West Bladen High School	SD					0		1	0/0	Y	09:10:11:12

1 - 6 of 6

- Organization Type
- Grade

# APR Center

- Must click on **ALL Edit** buttons
- Must enter information where **red \*** are
- Must click **SAVE** before leaving a page or using the **Go Back** button
- Table is useful to show where you are in the editing process
- *Grade Served* is to show which grades your program is serving.



# APR Center - Operation Edit

Grantee Profile | **APR**

APR Grantee > APR Center > APR Operation

## APR Operation

[Go Back](#) [Save](#)

\* School Year: 2014-2015

\* Center: Allison's Office

\* Operation Budget:

Whole numbers – no commas or decimals



\* The center was open ?

	School Year	Summer
Number of Days per Week:	<input type="text" value="0"/>	0
Number of Weeks:	<input type="text" value="0"/>	0

\* The typical weekly hours the center was open ?  
(not including one-time events, field trips, special sessions, reoccurring special events, and administrative time)

School Year	Summer
Before School: <input type="text" value="0"/>	Weekdays: 0
During School: <input type="text" value="0"/>	Weekday Evenings: 0
After School: <input type="text" value="0"/>	Weekends: 0
Weekends: <input type="text" value="0"/>	
Total: 0	Total: 0

Click Update Total Hours BEFORE you Click SAVE

[Update total hours](#)



Operation hours indicated exceed the following thresholds:

School Year	Summer
<input type="checkbox"/> weekdays before school	<input type="checkbox"/> weekdays
<input type="checkbox"/> weekdays during school hours	<input type="checkbox"/> weekday evenings
<input type="checkbox"/> weekdays after school	<input type="checkbox"/> weekends
<input type="checkbox"/> weekends	

If you believe your program exceeds the thresholds please call me

[Go Back](#) [Save](#)

# Moving Through the APR Center



Logout

Welcome Collection Reports

Grantee Profile APR  
 APR Grantee > APR Center

## APR Center

\* School Year \* Grantee Name:

Rows

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity	APR Feeder School Status	Active Public Feeder School(s) Total	Active Private Feeder School(s): Not Modified / Total	Is Feeder School?	Grade Served
BT WASHINGTON PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
BLADEN LAKES PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
EAST ARCADIA ELEMENTARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04:05:06
EAST BLADEN HIGH	SD					0		1	0/0	Y	09:10:11:12
PLAIN VIEW PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
West Bladen High School	SD					0		1	0/0	Y	09:10:11:12

# APR Center – Staff Edit

Welcome

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Reports

Grantee Profile **APR**

[APR Grantee](#) [APR Objective](#) [APR Partner](#) **>APR Center<** [APR Activity](#) [APR Feeder School](#) [APR Student](#)

APR Center Detail - Staff

[Go Back](#) [Save](#)

\* School Year      \* Center:

\* The number of regular staff who worked with students

	School Year	Summer
Paid School-day Teachers:	<input type="text" value="0"/>	0
Paid College Students:	<input type="text" value="0"/>	0
Paid High School Students:	<input type="text" value="0"/>	0
Paid Parents:	<input type="text" value="0"/>	0
Paid Youth Development:	<input type="text" value="0"/>	0
Paid Other Community Members:	<input type="text" value="0"/>	0
Paid Other Non teaching School Staff:	<input type="text" value="0"/>	0
Paid Other Some or No College:	<input type="text" value="0"/>	0
Paid Admin or Coordinator:	<input type="text" value="0"/>	0
Paid Other:	<input type="text" value="0"/>	0
<b>Paid Staff Total:</b>	<b>0</b>	<b>0</b>

# APR Center – Staff Edit Cont.

Volunteer School-day Teachers:	<input type="text" value="0"/>	0
Volunteer College Students:	<input type="text" value="0"/>	0
Volunteer High School Students:	<input type="text" value="0"/>	0
Volunteer Parents:	<input type="text" value="0"/>	0
Volunteer Youth Development Workers:	<input type="text" value="0"/>	0
Volunteer Other Community Members:	<input type="text" value="0"/>	0
Volunteer Other None Teaching School Staff:	<input type="text" value="0"/>	0
Volunteer Other with Some or No College:	<input type="text" value="0"/>	0
Volunteer Admin or Coordinator:	<input type="text" value="0"/>	0
Volunteer Other:	<input type="text" value="0"/>	0
<b>Volunteer Staff Total:</b>	<b>0</b>	<b>0</b>

Other types of regular staff not classifiable by the above staff types:

\* The number of regular PAID staff who

Not Funded by 21st CCLC Grant:

Left the program and were replaced:



Click Update Staff Totals BEFORE you click SAVE

Regular staff counts reported exceed the following thresholds:

- | School Year                                    | Summer   |
|--|--|
| <input type="checkbox"/> Total paid staff      | <input type="checkbox"/> Total paid staff      |
| <input type="checkbox"/> Total volunteer staff | <input type="checkbox"/> Total volunteer staff |

If regular staff counts exceed any above threshold(s), please confirm the correctness of the reported counts:

School Year

Summer

\* Total paid staff:  Yes  No

\* Total paid staff:  Yes  No

\* Total volunteer staff:  Yes  No

\* Total volunteer staff:  Yes  No



# Moving Through the APR Center



CONSOLIDATED  
FEDERAL DATA  
COLLECTION

Logout

Welcome Collection Reports

Grantee Profile **APR**

APR Grantee > APR Center

## APR Center

\* School Year \* Grantee Name

Rows

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity	APR Feeder School Status	Active Public Feeder School Total	Active Private Feeder School(s): Not Modified / Total	Is Feeder School?	Grade Served
B T WASHINGTON PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
BLADEN LAKES PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
EAST ARCADIA ELEMENTARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04:05:06:
EAST BLADEN HIGH	SD					0		1	0/0	Y	09:10:11:12
PLAIN VIEW PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
West Bladen High School	SD					0		1	0/0	Y	09:10:11:12

# APR Attendance

## APR Attendance

Go Back Save



\* School Year

\* Center

\* Adults served during School Year Only:

\* Adults served during both School Year and Summer:

\* Adults served during Summer Only:



You must have a number here: A parent night or some other parent involvement is necessary

# Moving Through the APR



Logout

Welcome Collection Reports

Grantee Profile **APR**

APR Grantee > APR Center

## APR Center

\* School Year:      \* Grantee Name:

Rows

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity	APR Feeder School Status	Active Public Feeder School(s) Total	Active Private Feeder School(s) Not Modified / Total	Is Feeder School?	Grade Served
BT WASHINGTON PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
BLADEN LAKES PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
EAST ARCADIA ELEMENTARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04:05:06:
EAST BLADEN HIGH	SD					0		1	0/0	Y	09:10:11:12
PLAIN VIEW PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
West Bladen High School	SD					0		1	0/0	Y	09:10:11:12

# Adding APR Activity

## APR Activity

\* School Year:      \* Center Name:

\* Active Status:  All  Yes  No   \* Participant Type:  All  Adult Family Members  Student  Staff

   Rows



No APR Activity is found.

▼ Category

▼ Subject

▼ Targeted Student Population

# APR Activity Detail

Grantee Profile | [APR](#)

APR Activity - Detail

[Go Back](#)

\* School Year:      \* Center:

\* Active during the reporting period:  Yes  No

**Must be  
Active**

\* Activity Name:

**Must include  
ALL Types &  
ALL activities**

\* Participant Type:  Adult Family Members  Student  Staff \* Conducted during:  School Year  Summer

\* Primary Category:  ▼

Primary Category Other Description:

Secondary Category:  ▼

\* Activity Description: (Max. 2000 characters)

\* Activity Subject Area:

- Reading/literacy education activities
- Mathematics education activities
- Science education activities
- Arts and Music education activities
- Entrepreneurial education activities
- Telecommunications and technology education activities
- Cultural activities/Social Studies
- Health/nutrition-related activities
- Other subject area activities

**Choose ALL that  
apply**

Other Subject Description:

# APR Activity Detail cont.

Other Subject Description:

\* Targeted Student Populations:

- Students not performing at grade level, are falling, or otherwise are performing below average
- Limited English proficient students
- Students who have been truant, suspended, or expelled
- Students with special needs or disabilities
- Other
- None

1<sup>st</sup> option is title 1 students

Other target Populations:

\* Indicates if the activity in question either

- (1) is offered in multiple sessions that occurred concurrently on the same day serving different groups of students or
- (2) is offered multiple times during the course of the typical week but to different groups of students on a given day:

Yes  No

1= regular occurring activities  
2= non regular occurring activities

Comment: (Max. 1000 characters)

\* Activity Frequency:

←

Activity Numbers: (not including one-time events, field trips, reoccurring special events, special sessions)

\* Total Number of Weeks Provided:  \* Typical Number of Days Provided per Week:

\* Typical Number of Hours Provided per Day:  \* Typical Number of Participants:

Make sure ALL totals match to what was entered in Operation APR

Always Validate THEN Add Activity

# Moving Through the APR

## APR Center

\* School Year:      \* Grantee Name:

Go    Rows  Actions   

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity	APR Feeder School Status	Active Public Feeder School(s) Total	Active Private Feeder School(s): Not Modified / Total	Is Feeder School?	Grade Served
B T WASHINGTON PRIMARY	SD					1	←	1	0/0	Y	PK:0K:01:02:03:04
BLADEN LAKES PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
EAST ARCADIA ELEMENTARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04:05:06:
EAST BLADEN HIGH	SD					0		1	0/0	Y	09:10:11:12
PLAIN VIEW PRIMARY	SD					0		1	0/0	Y	PK:0K:01:02:03:04
West Bladen High School	SD					0		1	0/0	Y	09:10:11:12

1 - 6 of 6

Organization Type

Grade

# APR Feeder School



21CCLC  
Collection

Logout

Welcome Collection Reports

Grantee Profile APR

APR Grantee > APR Center > APR Feeder School

## APR Feeder School

\* School Year: \* Center Name: B T WASHINGTON PRIMARY

\* Modified Status:  All  Yes  No

Rows

	School Name	Modified Status	Is a Private School ?	Public School School Code	Private School County Name	School Year Estimate Percent	Summer Estimate Percent	APR Student Status	Student Served: Not Modified / Total	Teacher Se Missing / Re
	<input type="button" value="Edit"/> B T Washington Primary	N	N	090304					0/0	0/0

# APR Feeder School cont.

## APR Feeder School Detail

Go Back Save

\* School Year: \* Center: B T WASHINGTON PRIMARY

\* Submit APR ?  Yes  No \* School: B T Washington Primary

\* Is this school a private school?  Yes  No

\* The estimated percentage of center participants served during the school year:

\* The estimated percentage of center participants served during the summer: Information Not Applicable



# APR Feeder School cont.



allison\_anderson Grantee User

Logout

Welcome

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Reports

Grantee Profile | APR

## APR Feeder School Detail

Go Back Save

\* School Year: 2014-2015 \* Center

\* Submit APR ?  Yes  No \* School:

\* Is this school a private school?  Yes  No \* Number of Students Served:

\* The estimated percentage of center participants served during the school year:

\* The estimated percentage of center participants served during the summer: Information Not Applicable

If you have Private School THIS is where you enter the number of students you served – NO WHERE ELSE will you enter student information for Private Schools

# Moving Through the APR Feeder

## APR Feeder School

\* School Year:      \* Center Name: B T WASHINGTON PRIMARY

\* Modified Status:  All  Yes  No

   Rows



	School Name	Modified Status	Is a Private School ?	Public School School Code	Private School County Name	School Year Estimate Percent	Summer Estimate Percent	APR Student Status	Student Served: Not Modified / Total	Teacher Missing
<input type="button" value="Edit"/>	B T Washington Primary	Y	N	090304		26% to 50%	Information Not Applicable		0/0	0/0

# APR Student

## APR Student

\* School Year  \* Center Name

\* Detail Edited:  All  Yes  No \* Survey Missing:  All  Yes  No \* Feeder School: All

Rows 15



# APR Student

Welcome

Collection

Reports

Grantee Profile | APR

## Add APR Student

\* School Year: 2014-2015 \* School: 010304 - Alexander Wilson Elementary \* Enrollment Status:  All  Not Current (NC)  Current (C)

Rows

Select	LEA Name	School Code	School Name	Student ID	First Name	Middle Name	Last Name	Grade	DOB	Enrollment Status	Gender	School Year
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015

This is the page where you chose your students from: you can search different ways – Student ID, Last name, Grade, Gender, and DOB

When found click the box next to their name and then click the **ADD SELECTED STUDENT(S) BUTTON** You and add more than one student at a time

# APR Student

## Add APR Student

\* School Year: 2014-2015 \* School: 010304 - Alexander Wilson Elementary \* Enrollment Status:  All  Not Current (NC)  Current (C)

Rows 15



Select	LEA Name	School Code	School Name	Student ID	First Name	Middle Name	Last Name	Grade	DOB	Enrollment Status	Gender	School Year
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary								F	2014-2015

By clicking on the GRADE Title you will get a dropdown box that will let you sort by all the grades that you serve: Each Title will provide the same dropdown feature

Once you have added a student(s) they will disappear from this list

# APR Student

## Add APR Student

\* School Year: 2014-2015 \* School: 010304 - Alexander Wilson Elementary \* Enrollment Status:  All  Not Current (NC)  Current (C)

Rows 15



Select	LEA Name	School Code	School Name	Student ID	First Name	Middle Name	Last Name	Grade	DOB	Enrollment Status	Gender	School Year
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					02		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		NC	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	F	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015
<input type="checkbox"/>	Alamance-Burlington Schools	010304	Alexander Wilson Elementary					01		C	M	2014-2015

Note the page numbers at the bottom of the page, they tell how many pages you have and how many students you have to choose from

When you are done adding students Click the GO BACK BUTTON to start to Edit your students: You MUST Edit your students after you add them



# APR Student

Grantee Profile | **APR**

APR Grantee > APR Center > APR Feeder School > APR Student

## APR Student

\* School Year: 2014-2015 \* Center Name: Allison's Office

\* Complete Status:  All  Yes  No \* Feeder School: Alexander Wilson Elementary

   Rows

	<u>Feeder School Code</u>	<u>Feeder School Name</u>	<u>Student Id</u>	<u>Complete Status</u>	<u>Detail Edited</u>	<u>Survey Missing</u>	<u>Survey Returned</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Grade</u>	<u>DOB</u>	<u>School Year Days</u>	<u>Sum Da</u>
 <input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			N	N								
<input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			N	N								



# APR Student

Welcome

Collection

Reports

Grantee Profile | APR

APR Grantee > APR Center > APR Feeder School > APR Student

## APR Student

\* School Year: 2014-2015 \* Center Name: Allison's Office

\* Complete Status:  All  Yes  No \* Feeder School: Alexander Wilson Elementary

   Rows

	<u>Feeder School Code</u>	<u>Feeder School Name</u>	<u>Student Id</u>	<u>Complete Status</u>	<u>Detail Edited</u>	<u>Survey Missing</u>	<u>Survey Returned</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Grade</u>	<u>DOB</u>	<u>School Year Days</u>	<u>Summer Days</u>
<input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			Y	N		<div style="border: 1px solid gray; background-color: #f0f0f0; width: 100%; height: 100%;"></div>					20	0
<input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			N	N								

# APR Student – Detail

## APR Student - Detail

Go Back

\* School Year: \* Feeder School

Number of days served during School Year:

Number of days served during Summer:

Save Number of Days

\* Teacher Survey

Save Survey

This is where you will enter the teacher surveys, you will fill in the answers from dropdown boxes

# APR Student

Welcome

Collection

Reports

Grantee Profile | APR

## APR Student - Detail

Go Back Delete

\* School Year: 2014-2015 \* Feeder School: Alexander Wilson Elementary

\* Student Id:            \* Grade: 01            \* DOB:

\* First Name:            Middle Name            \* Last Name:

\* Number of days served during School Year:

\* Number of days served during Summer:

Save Number of Days

\* Has the teacher returned the survey answers?  Yes  No

Save Survey

If you did not get the teacher surveys back choose “no” and click save survey and go on – If you did get them back choose “yes” and go through the survey answers for the child chosen



# APR Student

## APR Student - Detail

[Go Back](#) [Delete](#)

\* School Year: 2014-2015 \* Feeder School: Alexander Wilson Elementary

\* Student Id: \* Grade: 01 \* DOB:

\* First Name: Middle Name: | \* Last Name:

\* Number of days served during School Year:

\* Number of days served during Summer:

[Save Number of Days](#)

\* Has the teacher returned the survey answers?  Yes  No 

### \* Teacher Survey

Question	Answer
Turning in Homework on Time:	<input type="text" value="Moderate Improvement"/> ▼
Completing Homework to Your Satisfaction:	<input type="text" value="Select One"/> ▼
Participating in Class:	<input type="text" value="Select One"/> ▼
Volunteering:	<input type="text" value="Select One"/> ▼
Attending Class Regularly:	<input type="text" value="Select One"/> ▼
Being Attentive in Class:	<input type="text" value="Select One"/> ▼
Behaving in Class:	<input type="text" value="Select One"/> ▼
Academic Performance:	<input type="text" value="Select One"/> ▼
Motivated to Learn:	<input type="text" value="Select One"/> ▼
Getting Along Well with Other Students:	<input type="text" value="Select One"/> ▼

[Save Survey](#) 



# APR Student

Welcome

Collection

Reports

Grantee Profile | APR

APR Grantee > APR Center > APR Feeder School > APR Student

After you have edited ALL students  
click the GO BACK Button

APR Student

\* School Year: 2014-2015 \* Center Name: Allison's Office

\* Complete Status:  All  Yes  No \* Feeder School: Alexander Wilson Elementary



Rows 15

	<u>Feeder School Code</u>	<u>Feeder School Name</u>	<u>Student Id</u>	<u>Complete Status</u>	<u>Detail Edited</u>	<u>Survey Missing</u>	<u>Survey Returned</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Grade</u>	<u>DOB</u>	<u>School Year Days</u>	<u>Summer Days</u>
<input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			Y	N							20	0
<input type="button" value="Edit"/>	010304	Alexander Wilson Elementary			Y	N	Y						30	0

# APR Student

## APR Feeder School

\* School Year: 2014-2015 \* Center Name: Allison's Office

\* Modified Status:  All  Yes  No

Rows



Now you will back at the APR Feeder School page, make sure everything is entered here – then click the GO BACK BUTTON

	<u>School Name</u>	<u>Modified Status</u>	<u>Is a Private School ?</u>	<u>Public School School Code</u>	<u>Private School Student Served</u>	<u>Private School County Name</u>	<u>School Year Estimate Percent</u>	<u>Summer Estimate Percent</u>	<u>APR Student Status</u>	<u>Student Served: Not Modified / T</u>
<input type="button" value="Edit"/>	Alexander Wilson Elementary	Y	N	010304			76% to 100%	Information Not Applicable		0/2
<input type="button" value="Edit"/>	Blessed Sacrament Catholic School	Y	Y		10	ALAMANCE COUNTY	1% to 25%	Information Not Applicable		0/10

# APR Student

Welcome

Collection

Reports

Grantee Profile | APR

APR Grantee > APR Center

## APR Center

\* School Year: 2014-2015 \* Grantee Name: Above and Beyond Students - 11

Rows 15



Now you will back at the APR Center page, make sure everything is complete and click the GO BACK BUTTON

Center Name	Organization Type	APR Operation Status	APR Staff Status	APR Attendance Status	APR Activity Status	Active APR Activity(ies): Not Modified / Total	APR Feeder School Status	Active Public Feeder School(s): Not Modified / Total	Active Private Feeder School(s): Not Modified / Total	Is Feeder School?	Grade Served	CL
Allison's Office	CBO					0/1		0/1	0/1	N	01:02	05:16

1 - 1 of 1

▶ Organization Type

▶ Grade

# APR Student

You will back to the main APR page and should have all green buttons – NOW click on the notepaper to see if you can submit

APR Grantee

\* School Year: 2014-2015 Budget Amount covers both School Year and Summer programs.

Go Rows 15 Actions

Unit No	Operation Period	Budget Name	Grantee Name	Org Type	Submitted	Delegate	Objective Status	Active Objective(s): Not Modified / Total	Partner Status	Active Partner(s): Not Modified / Total	Center Status	Active Center(s): Not Modified / Total	Feeder School Status	Feeder Status
	School Year			CBO		Allison Anderson		0/1		0/1		0/1		0/1
	Summer			CBO	N	Allison Anderson		0/0		0/0		0/0		0/0

1 - 2 of 2

Organization (Org) Type

# APR Student

Welcome

Collection

Repo

Grantee Profile | APR

APR Data Status

Go Back

\* School Year: 2014-2015

\* Grantee Name:

Status Detail





Submit

No Error found.

# APR Student

Grantee Profile | [APR](#)

## APR Data Status

[Go Back](#)

\* School Year: 2014-2015

\* Grantee Name:

Submitted On: 05/12/2015 11:40:07

Submitted By: [Allison Anderson \(allison\\_anderson\)](#)

- After clicking the **Submit** button you will see the Date and Time Stamp
- This shows you that you have successfully submitted your data
- This will automatically send you an e-mail letting you know you have had a successful submission (it will go to the e-mail you have in the account)
- You no longer have to call or e-mail me to make sure you have entered your data

# APR Student Cont.

- Go to Feeder School Drop Down Box to see the list of Feeder Schools
- Select 1 Feeder School to Start the process – (can only work in 1 feeder school at a time)
- Once screen refreshes with Feeder School information Click Add Student Button to bring up that Feeder Schools student roster
- Now you can begin the editing process on the student roster: by gender, grade, name, date of birth
- Once you selected your student(s) (you can add more than one at a time) click the Add Selected Students Button
- Always remember to undo your filters when you go back to add more students
- To complete the process select all your feeder schools to choose your students and edit all students

**System Open: After you  
filled out your MOU**

**Due Date: August 21<sup>st</sup>**

# Questions???

Allison Anderson

[allison.anderson@dpi.nc.gov](mailto:allison.anderson@dpi.nc.gov)

919-807-3644