

Tennessee Department of Education – Extended Learning Programs

Local Evaluation Report Guidelines

21st Century Community Learning Center (21st CCLC) sites in Tennessee are required to participate in local evaluation efforts annually, with the intent of continuous refinement and improvement of program goals and objectives. Local evaluative services should measure progress towards meaningful, site-identified goals. Progress may be demonstrated using data collected in TN-ELAP or other data sources available to the site. Programs should continue to examine similar data outcomes over time to help identify programmatic strengths and areas for improvement.

Federal requirements for 21st CCLC programs include the creation of a local evaluation report that is made publicly available. The template below is provided for subgrantees to use, but is not required. However all elements in this template should appear in the final report. This report can be drawn up by internal 21st CCLC personnel or an external evaluator. Each grantee should create one evaluation report per site. A grantee that has multiple sites may create a single report to address all sites, but the evaluation results must be differentiated by site.

This template provides guidelines for creating a local evaluation report. Sites should choose data most relevant to their site and consider a format that tells the story of their program. Sites can decide to measure and report on additional data. The annual evaluation report will be publicly available on the TN-ELAP.org website, but subgrantees are encouraged to share and display their reports in meaningful and relevant ways and places.

Local evaluations are instrumental in understanding the outcomes and benefits of 21st CCLC programs at site level. These evaluations serve as powerful tools for program administrators, educators, and stakeholders to assess the effectiveness of the program's initiatives, make data-informed decisions, and ensure that the intended program goals and objectives are being met.

TN Performance Goal 1: All students will reach high academic standards demonstrating growth in reading/language arts and mathematics.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
<p>Data Collection</p> <p>What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.</p>	
<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	

TN Performance Goal 2: All students will reach high academic standards demonstrating growth in all subjects.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
<p>Data Collection</p> <p>What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.</p>	
<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	

TN Performance Goal 3: The percentage of students who are chronically absent from school will decrease.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
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<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	

TN Performance Goal 4: All students will exhibit positive behavior changes that support academic and social growth.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
<p>Data Collection</p> <p>What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.</p>	
<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	

TN Performance Goal 5: All students will continuously be engaged in their learning.

SMART Goal List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.	
Status of SMART Goal: Please check the box that indicates the status of the objective.	<input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress
Activities to help achieve SMART goal: Describe the activities you implemented to address this objective.	
Data Collection What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.	
Program Outcomes: Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.	
Reflection: What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?	

TN Performance Goal 6: Family engagement will be embedded in the entirety of the program.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
<p>Data Collection</p> <p>What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.</p>	
<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	

TN Performance Goal 7: Early learners will reach high academic standards demonstrating growth in Reading.

<p>SMART Goal</p> <p>List the program's SMART Goal/evaluation question that corresponds to the indicated Performance Goal.</p>	
<p>Status of SMART Goal:</p> <p>Please check the box that indicates the status of the objective.</p>	<p> <input type="checkbox"/> Met stated objective <input type="checkbox"/> Did not meet, but progressed <input type="checkbox"/> Did not meet objective <input type="checkbox"/> Unable to measure progress </p>
<p>Activities to help achieve SMART goal:</p> <p>Describe the activities you implemented to address this objective.</p>	
<p>Data Collection</p> <p>What data sources were used to help address this objective? Please include all data sources - quantitative and qualitative.</p>	
<p>Program Outcomes:</p> <p>Describe your program's outcomes with respect to this objective over the past year. Use data to support your findings.</p>	
<p>Reflection:</p> <p>What has been your greatest accomplishment and successes with respect to this objective over the past year? What are your future steps related to this SMART Goal?</p>	