

# Nita M. Lowy 21st Century Community Learning Centers Annual Performance Report Guidelines 2022-23 Program Year

## Background

As required under the Every Student Succeeds Act (ESSA), every 21st Century Community Learning Centers (21st CCLC) grantee is required to enter data for the annual performance report (APR) that is submitted to the U.S. Department of Education (ED). The APR is used to provide an overview of how the 21st CCLC funds were utilized in each state. This information is part of a larger report that ED prepares for Congress each year. The data that the grantee reports is always for the prior program year.

## Entering Data

The 21st CCLC project director is the person responsible for entering the APR. Only one user is assigned to each grant. Grantee users will enter center/site level data on the 21APR Website: <https://21apr.ed.gov/login>.

New users and returning users with updated email addresses will receive an email from [21apr@thetactilegroup.com](mailto:21apr@thetactilegroup.com) with instructions on how to set up a password. Returning users who have not logged in for 90 days or more will be asked to create a new password. Be sure to select challenge questions that can be used to reset forgotten passwords.

## Definition of Reporting Terms

Grantees will report on program activities that occurred during the year from **July 1, 2022, through June 30, 2023** (FY23 school year). The APR may refer to this as the School Year.

## Window for Reporting APR

The deadline for data entry is earlier than the closing date on the APR login screen. This gives the Tennessee Department of Education (department) time to review the data and contact grantees if corrections are needed.

Window	Reporting Window Dates	Data to Report
Window 1	Aug. 3 – Oct. 2, 2023	<ul style="list-style-type: none"> <li>Activities</li> <li>Staffing</li> <li>Participation</li> </ul>
Window 2	Nov. 10, 2023 – Feb.13, 2024	<ul style="list-style-type: none"> <li>Outcomes</li> </ul>

### Reporting on programming includes:

- **Activities** – What students did in the program
- **Staffing** – Who worked in the program
- **Participation** – The number of students who participated in the program based on the number of hours they attended programming at the center
  - Note: Participation is cumulative across terms.
- **Outcomes are only reported when Window 2 opens.**  
**Important: Do not report outcomes during Window 1.**

## Next Steps

- Log into [ELAP](#) and pull the required reports for each site, as identified in this [crosswalk](#).
- To log in to the APR reporting system (21APR), users must also have an account with [Login.gov](#).
- Log into [21APR](#). Users will be prompted to sign in to 21APR using the Login.gov account mentioned above.
- Refer to the [Quick Guides](#) for help navigating 21APR after you log in.
- Update Grantee Profile contact information if needed.
- Update or add center/site names for the 2022-23 program year.
- **Mark centers that did not have programming during the reporting term as inactive.** For example, if Center A did not have summer programming, then mark Center A as inactive for the summer term.
- Enter data for the appropriate reporting window as outlined above. As a reminder, grantees should only be utilizing data from the Extended Learning and Afterschool Programs (ELAP) database to complete the annual APR.
- For assistance, please contact [Extended.Learning@tn.gov](mailto:Extended.Learning@tn.gov).