

## **Guidance on Drafting Attestation Letters for 21<sup>st</sup> Century Community Learning Center**

### **(21<sup>st</sup> CCLC) Grant Programs**

*This additional guidance is intended to support external partners and community organizations that plan to apply for 21<sup>st</sup> CCLC grant funds and are required by ISBE to submit letters from CPS attesting to increased academic achievement of participating students.*

First, organizations must follow the CPS protocol to secure an MOU.

Next, organizations must prepare letters that include a short 3-5 sentence summary of the program, including what supports or services are provided and how many years the program has been operating in the named school(s).

Letters must include data submitted as part of the 21<sup>st</sup> CCLC annual evaluation for ISBE which is most pertinent to demonstrating program impacts on academic achievement. This includes, but is not limited to, the following:

- Performance on Illinois state assessments
- Student attendance rates

Data should be presented in aggregated bar charts or tables which include the average performance of 21<sup>st</sup> CCLC program students, average performance of the school overall, and the CPS district average for each metric. Charts should include data for as many years as the program has been implemented at the school (i.e. if the program has been at the school for three years, the chart should include three years of data). Data sources should be cited clearly as relevant, along with the numbers of students included in each calculation (i.e. the “N” of each percentage).

Letters must be signed by the organization’s authorized signatory, and include a District signature line.

Letters must be submitted no later than **Friday, August 1, 2014** to: Stacy Norris, Director of Research and Evaluation, CPS Office of Accountability at [\*\*slnorris@cps.edu\*\*](mailto:slnorris@cps.edu).