*This form will be used to confirm monitoring visit components occurring as part of the CDE 21st CCLC monitoring process*. *All text in blue is editable. Be sure to complete all the fields and return to your assigned CDE 21st CCLC Lead Consultant (*[*Cody Buchanan*](mailto:buchanan_C@cde.state.co.us)*,* [*Jacqueline Chavez*](mailto:chavez_J@cde.state.co.us)*,* [*or Shannon Allen*](mailto:allen_s@cde.state.co.us)*) two weeks after receipt of the monitoring confirmation email.*

21st Century Community Learning Centers (CCLC) Grant

Monitoring Visit Confirmation

**SUBGRANTEE NAME: Click to enter subgrantee name.**

**PRIMARY PROGRAM CONTACT:** Name

Phone

E-mail Address

**CONFIRMED MONITORING VISIT DATE(S): Click to enter date(s) and time(s).**

**PROGRAM OBSERVATION SCHEDULE:**

*\*SUBMIT INFORMATION FOR ALL CENTERS/SITES AS APPROPRIATE TO YOUR GRANT(S). USE COPY AND PASTE IF YOU HAVE MORE THAN THREE CENTER LOCATIONS TO ENTER. PROGRAM OBSERVATIONS SHOULD BE AT LEAST 30 MINUTES. SPECIFY IF OBSERVATION IS IN PERSON OR VIRTUAL.*

**CENTER / SITE NAME: Click here to enter name.**

**DATE:** Date **START TIME:** Start **END TIME:** End

**PHYSICAL ADDRESS/VIRTUAL MEETING LINK:** Click here to enter address.

**CENTER / SITE NAME: Click here to enter name.**

**DATE:** Date **START TIME:** Start **END TIME:** End

**PHYSICAL ADDRESS/VIRTUAL MEETING LINK:** Click here to enter address.

**CENTER / SITE NAME: Click here to enter name.**

**DATE:** Date **START TIME:** Start **END TIME:** End

**PHYSICAL ADDRESS/VIRTUAL MEETING LINK:** Click here to enter address.

**STAKEHOLDER INTERVIEW SCHEDULE**

*The interview schedule will be determined by the 21st CCLC Program Director. Complete the table below with confirmed observation time(s) and location(s) as well as confirmed participant names and title for each stakeholder interview. If virtual meetings are needed, please include the link in the location cell. Add more rows to the table below, if needed.*

| **Date** | **Time Start and End** | **Location (include address or virtual link)** | **Stakeholder Name and Title** |
| --- | --- | --- | --- |
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**STAKEHOLDER INTERVIEWS SHOULD INCLUDE:**

* 21st CCLC Program Director
* 21st CCLC Site Coordinator(s) and/or Site Staff
* School Administrators (Principals or Liaisons)
* Community Partners and Vendors
* Other (e.g., students, family members, community members)