

Workplan for 2006/2007 ASES Evaluation: Template

Task to be accomplished	Data needed	How Gathered	Contact person	Date of action
Planning				
Find evaluation Excel spreadsheet from prior year for ASES	Student information		Contact name:	Jan 2007
Identify contact people in district for each of the four data types needed for evaluation	Name, phone, email	Initial contact to discuss what is needed and timelines		Jan 2007
Notes:				
Data Collection				
1. Attendance in ASES program				
After school program attendance	Total number of days by student for entire year	Gathered by ASP staff monthly totals needed to build evaluation file	ASP staff person name and phone:	August 2006 ongoing
Baseline prior year	For students who attended in prior year	Copy from previous year ASES evaluation spreadsheet	Contact for prior year ASES evaluation	By April 2007
Follow up current year	Total days by student end of year	Gathered by ASP staff		By June 2007
Notes:				

Task to be accomplished	Data needed	How gathered	Contact person	Date of action
2. Regular school attendance				
Regular school attendance	Days enrolled and days absent by student	School district attendance software system (SASSI, Powerschool, etc.)	School district attendance system contact:	
Baseline prior year	Days enrolled and days absent by student 2005/06			By April 2007
Follow up current year	Days enrolled and days absent by student 2006/07			June 2007 at end of school year
Notes:				
3. California Standards Tests				
California Standards Tests	Total reading and total math proficiency level	State contractor CD ROM to district with CST student results;	School district testing information contact:	
Baseline prior year	For spring 2006	Records from summer 06 prior years with district testing contact person		By April 2007
Follow up current year	For spring 2007	CD ROM summer 07		By July/August 2007
Notes:				

Task to be accomplished	Data needed	How gathered	Contact person	Date of action
4. California Healthy Kids Survey				
California Healthy Kids Survey	Answers to four questions administered twice per year	ASP staff administer to students and results entered into Excel spread sheet	ASP staff in charge:	
Pre program	At start of program			Beginning fall 06 and ongoing as students enter
Post program	Near end of program			May 2007
Notes:				
Assembling state ASES evaluation spreadsheet				
Build during the year with attending students, be sure to gather their student id number	enter required data into state spreadsheet for each student using single ID number	ASP program director assembles beginning in April 2007		Completed and ready to submit to CDE by September 15, 2007
Notes:				