

ONLINE ANNUAL LOCAL EVALUATION REPORT (ALERT)



Online Annual Local Evaluation Report Template (ALERT)

- Facilitates consistent reporting statewide
- Affords opportunity to report information unique to each program
- Must be completed for each center / site within each grant
- Official email notification with instructions and submission deadline will be sent from VDOE in **early summer**

Online Annual Local Evaluation Report Template (ALERT)

- *New:* Complete ALERT directly through CREP Survey Management System (SMS)
- Survey is located at www.crepsurveys.net/Survey/

Online Annual Local Evaluation Report Template (ALERT)

- **Both** your username and password are **case sensitive**
- Password: Max 10 characters and no spaces
- If you changed your password please contact Margie Stevens as soon as possible.



Center for Research in Educational Policy
Survey System

Please log in:

User ID:

Password:

Enter

[Forget your password?](#)



Online Annual Local Evaluation Report Template (ALERT)

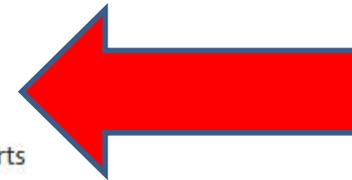
- A new window will open to your CREP Data Collector homepage
- Click on **Submit Observation Data**



CREP Data Collector Home

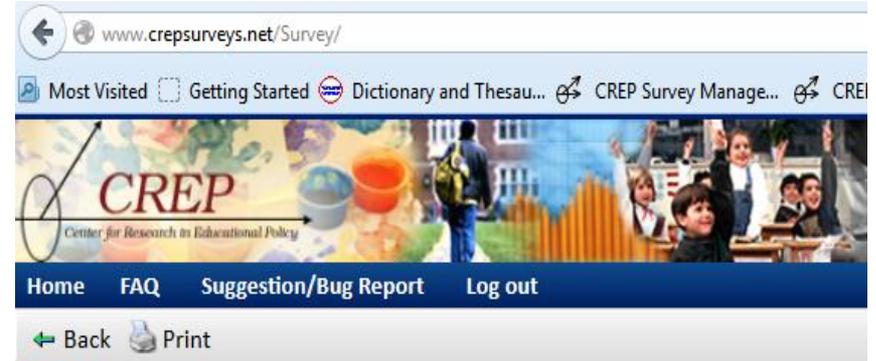
Welcome, Fairfa6P

-  [My Check List](#)
-  [Submit Observation Data](#)
-  [View Data Summary Reports](#)
-  [Technical Guide to Completing the ALERT v6.1](#)



Online Annual Local Evaluation Report (ALERT)

- **Select** the name that corresponds with your **site's name**
- **Remember:** Complete a separate ALERT for each site
 - Make sure all active sites are listed



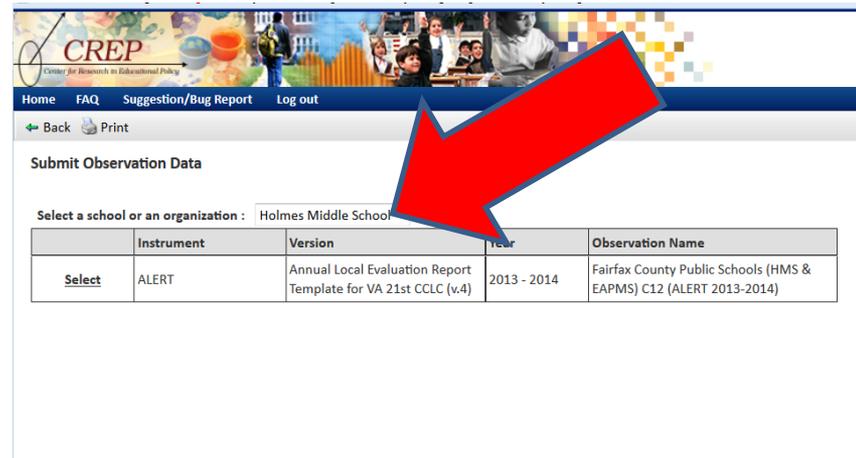
Submit Observation Data

Select a school or an organization :

-- Select One --
-- Select One --
Holmes Middle School
Poe Middle

Online Annual Local Evaluation Report Template (ALERT)

- Click on **Select** to complete the ALERT



The screenshot shows the CREP website interface. At the top, there is a navigation bar with links for Home, FAQ, Suggestion/Bug Report, and Log out. Below this is a section titled 'Submit Observation Data'. A dropdown menu is set to 'Holmes Middle School'. A table lists available instruments for selection. A red arrow points to the 'Select' link in the first row of the table.

	Instrument	Version	Year	Observation Name
Select	ALERT	Annual Local Evaluation Report Template for VA 21st CCLC (v.4)	2013 - 2014	Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014)

Online Annual Local Evaluation Report Template (ALERT)

- Click on the calendar icon
- Select the date ALERT was completed
- OR write out date
 - June 3, 2014
 - NOT 6/3/2014
 - NOT in future

Home FAQ Suggestion/Bug Report Log out

← Back Preview ✓ Save as Draft Print Spell Check

Annual Local Evaluation Report Template

Survey Name: Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014)

School Name: Holmes Middle School Observer Name:

City: Alexandria Observation Date: * (MMM dd, yyyy)

State: VA

Today's Date: Oct 03, 2014

Sections 4402(c)(3)(C) and 4403(a)(13) of Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) Grant, of the Elementary and Secondary Education Act (ESEA) requires that state education agencies provide a comprehensive evaluation of the effectiveness of 21st CCLC programs and activities within the state. The Virginia Department of Education uses the information collected in the evaluation process for purposes of decision-making, program refinement, and quality improvement.

If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).

Online Annual Local Evaluation Report Template (ALERT)

- Enter text into fields
- Click check boxes to select responses
- Form expands with questions related to selected responses

The screenshot displays the ALERT online evaluation report form interface. At the top, there is a header with the CREP logo (Center for Research in Educational Policy) and the University of Memphis logo (Dreamers. Thinkers. Doers.). Below the header is a navigation bar with links for Home, FAQ, Suggestion/Bug Report, and Log out. A secondary navigation bar includes Back, Preview, Save as Draft, Print, and Spell Check. The main form is divided into several sections:

- Identifying Information:** This section contains four numbered questions, each with a corresponding text input field:
 1. School(s) Served:
 2. Grades Served:
 3. Total Enrollment during this School Year:
 4. Total Enrollment for the Summer (if applicable):
- Executive Summary (500 words maximum):** This section contains one question with a text input field:
 1. Please summarize the center's program, including its objectives and activities offered.
- Objectives, Activities, Data Sources, and Results:** This section is currently empty.
- OBJECTIVES:** This section contains one question with a list of checkboxes:
 1. Which of the following objectives did your program address (Check all that apply):
 - Improve student academic achievement (state mandated)
 - Provide parent education (state mandated)
 - Improve student behavior
 - Provide enrichment opportunities
 - Improve community partnerships
 - Other
- Recommendations:** This section contains one question with a text input field:
 1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e. 1. 2. 3. etc.)

Online Annual Local Evaluation Report Template (ALERT)

- For security reasons, your session may time out
- **Print** a paper copy as a back up
- **Save as draft** to return to it later
- 1. Click on **Save as Draft**

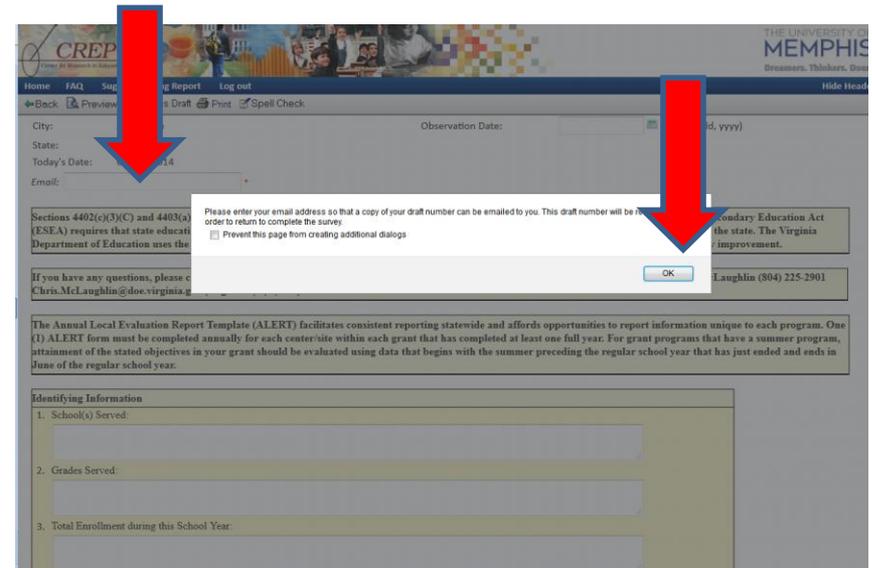
The screenshot shows the online evaluation report form. At the top, there is a navigation bar with links for Home, FAQ, Suggesting Report, and Log out. Below this is a toolbar with buttons for Back, Preview, Save as Draft, Print, and Spell Check. The form contains several sections:

- 3. Total Enrollment during this School Year:** A text input field.
- 4. Total Enrollment for the Summer (if applicable):** A text input field.
- Executive Summary (500 words maximum):** A text input field with the instruction: "1. Please summarize the center's program, including its objectives and activities offered."
- Objectives, Activities, Data Sources, and Results:** A section with the heading "OBJECTIVES:" and a list of objectives to check all that apply:
 - Improve student academic achievement (state mandated)
 - Provide parent education (state mandated)
 - Improve student behavior
 - Provide enrichment opportunities
 - Improve community partnerships
 - Other
- Recommendations:** A text input field with the instruction: "1. Please provide recommendations that might improve the program in the future. Please be specific. Indicate the objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)"

At the bottom of the form, there are buttons for Back, Preview, Save as Draft, and Print. Two large red arrows point to the "Save as Draft" and "Print" buttons. Below these buttons is a "Spell Check" button.

Online Annual Local Evaluation Report Template (ALERT)

- 2. You will be prompted to enter your email address. Click **OK** to continue.



The screenshot displays the ALERT web application interface. At the top, there is a navigation bar with links for Home, FAQ, Sign in, My Report, and Log out. Below the navigation bar, there are input fields for City, State, Today's Date, and Observation Date. A red arrow points to the Email field. A modal dialog box is open, prompting the user to enter their email address so a copy of their draft number can be emailed to them. The dialog box has an 'OK' button. Another red arrow points to the 'OK' button. Below the dialog box, there is a section for Identifying Information with three numbered items: 1. School(s) Served, 2. Grades Served, and 3. Total Enrollment during this School Year.

Online Annual Local Evaluation Report Template (ALERT)

- 3. Enter your email address.
- 4. Then click **Save as Draft** again



The screenshot shows the top portion of the ALERT web application. At the top right is the University of Memphis logo with the tagline "Dreamers. Thinkers. Doers.". Below the header is a navigation bar with links for Home, FAQ, Suggestion, and Log out. A red arrow points to the "Save as Draft" button in the navigation bar. Below the navigation bar is a form with fields for City (Alexandria), State (VA), Today's Date (Oct 03, 2014), and Observation Date (Oct 03, 2014). A red arrow points to the Email field, which contains "mpetrvsk@memphis.edu". Below the form are three informational boxes: one about state law requirements, one with contact information for Marsha Granderson and Chris McLaughlin, and one about the ALERT form's purpose and reporting cycle. At the bottom is a section titled "Identifying Information" with a field for "1. School(s) Served:".

THE UNIVERSITY OF MEMPHIS
Dreamers. Thinkers. Doers.

Home FAQ Suggestion Log out Hide Header

Back Preview Save as Draft Print Spell Check

City: Alexandria Observation Date: Oct 03, 2014 (MMM dd, yyyy)

State: VA

Today's Date: Oct 03, 2014

Email: mpetrvsk@memphis.edu

Sections 4402(c)(3)(C) and 4403(a)(13) of Title IV, Part B, 21st Century Community Learning Centers (21st CCLC) Grant, of the Elementary and Secondary Education Act (ESEA) requires that state education agencies provide a comprehensive evaluation of the effectiveness of 21st CCLC programs and activities within the state. The Virginia Department of Education uses the information collected in the evaluation process for purposes of decision-making, program refinement, and quality improvement.

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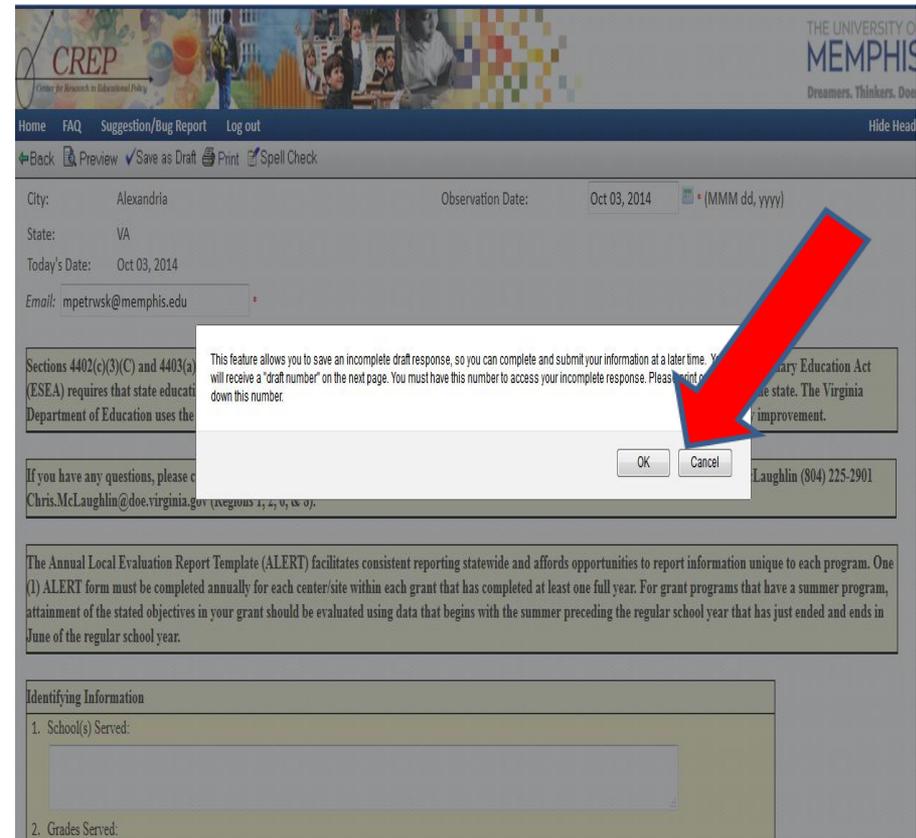
Identifying Information

1. School(s) Served:

7. Provider Contact:

Online Annual Local Evaluation Report Template (ALERT)

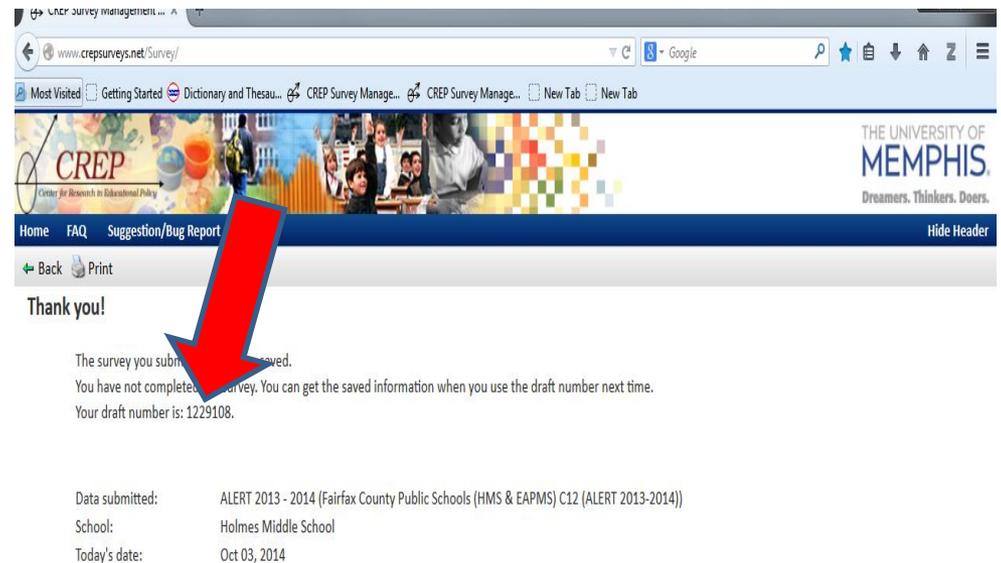
- 5. You will get another message telling you that you will need the “draft number” that you are about to receive on the next page in order to access your work.



The screenshot displays the ALERT web application interface. At the top, there is a header for the Center for Research in Educational Policy (CREP) and The University of Memphis. Below the header, there is a navigation menu with links for Home, FAQ, Suggestion/Bug Report, and Log out. A toolbar contains buttons for Back, Preview, Save as Draft, Print, and Spell Check. The main form area includes fields for City (Alexandria), State (VA), Today's Date (Oct 03, 2014), and Email (mpetrvsk@memphis.edu). An Observation Date field is set to Oct 03, 2014. A modal dialog box is open in the center, with a red arrow pointing to it. The dialog box contains the following text: "This feature allows you to save an incomplete draft response, so you can complete and submit your information at a later time. You will receive a 'draft number' on the next page. You must have this number to access your incomplete response. Please print down this number." The dialog box has OK and Cancel buttons. Below the dialog box, there is a section titled "Identifying Information" with a form field for "1. School(s) Served:" and a label for "2. Grades Served:". A footer section contains contact information for Chris McLaughlin.

Online Annual Local Evaluation Report Template (ALERT)

- 5. Write down the DRAFT number.
- You will need this number again to access your draft.



The screenshot shows a web browser window with the URL www.crepsurveys.net/Survey/. The page features a header with the CREP logo (Center for Research in Educational Policy) and The University of Memphis logo (Dreamers. Thinkers. Doers.). A navigation bar includes links for Home, FAQ, and Suggestion/Bug Report. Below the navigation bar, a red arrow points to a 'Thank you!' message that reads: 'The survey you submitted has been saved. You have not completed this survey. You can get the saved information when you use the draft number next time. Your draft number is: 1229108.' At the bottom of the page, a table displays submission details.

Data submitted:	ALERT 2013 - 2014 (Fairfax County Public Schools (HMS & EAPMS) C12 (ALERT 2013-2014))
School:	Holmes Middle School
Today's date:	Oct 03, 2014

Online Annual Local Evaluation Report Template (ALERT)

- You will receive an email with your draft number in it and a link back to the survey.

From: crep@memphis.edu Sent
To: Margie Stevens (mpetrwsk)
Cc: COE CREP
Subject: DRAFT Confirmation and Reminder from the CREP Survey Website

To: Fairfa6P, mpetrwsk@memphis.edu

From: Survey Administrator, Center for Research in Educational Policy, University of Memphis

Date: Oct 03, 2014
Time: 10:57AM

You have just saved a DRAFT of your Observation.

Your DRAFT confirmation number is: 1229108

PLEASE NOTE: Your response is NOT complete yet. When you are ready to finish it, please log back in to the system using this link: <http://www.crepsurveys.net/Survey> and "submit" it.

If you have any questions please contact:

Margie Stevens
Senior SMS Administrator
Center for Research in Educational Policy The University of Memphis
325 Browning Hall
Memphis, TN 38152-3340
Email: mpetrwsk@memphis.edu
Office (901) 678-3073
Fax (901) 678-4257

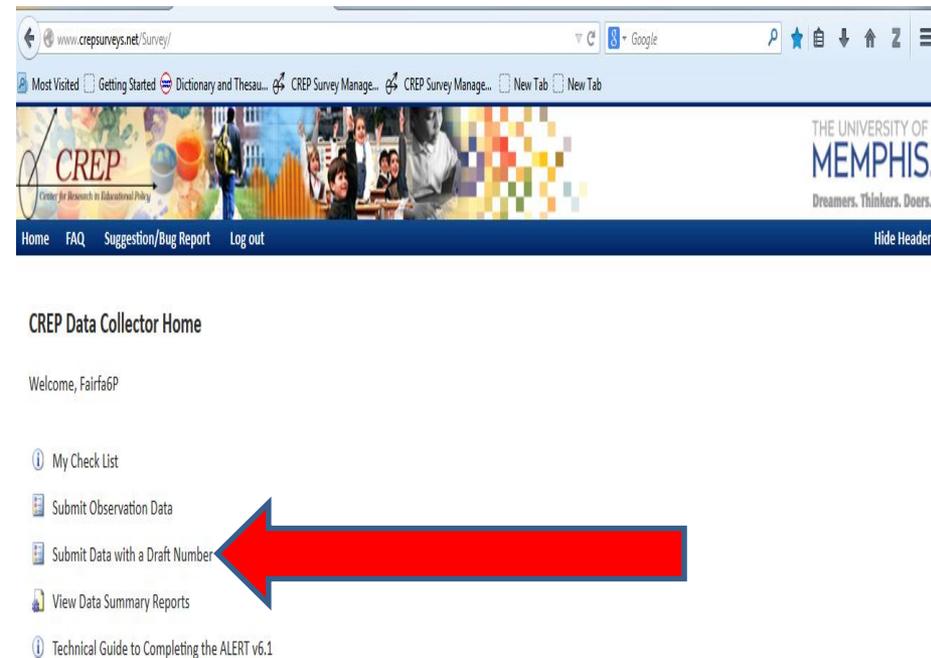
OR

Ruby Booth
SMS Administrator
Center for Research in Educational Policy The University of Memphis
325 Browning Hall
Memphis, TN 38152-3340
Email: rbooth@memphis.edu
Office (901) 678-3631
Fax (901) 678-4257

Online Annual Local Evaluation Report Template (ALERT)

Opening a previously
saved draft

- 1. You will log in with your user name and password like the first time.
- 2. Click on **Submit data with a draft number**

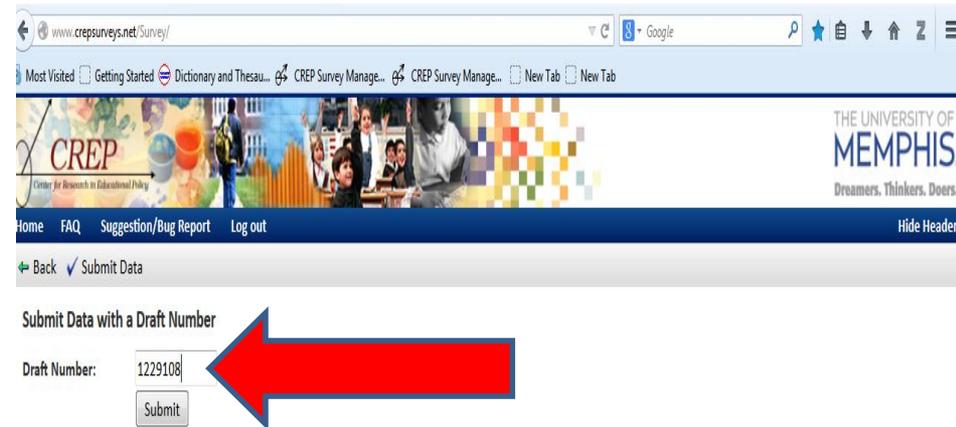


The screenshot shows a web browser window with the URL www.crepsurveys.net/Survey/. The browser tabs include 'Most Visited', 'Getting Started', 'Dictionary and Thesau...', 'CREP Survey Manage...', 'CREP Survey Manage...', 'New Tab', and 'New Tab'. The page header features the CREP logo (Center for Research in Educational Policy) and the University of Memphis logo (THE UNIVERSITY OF MEMPHIS, Dreamers. Thinkers. Doers.). The main content area is titled 'CREP Data Collector Home' and displays a welcome message: 'Welcome, Fairfa6P'. Below this, there is a list of links: 'My Check List', 'Submit Observation Data', 'Submit Data with a Draft Number', 'View Data Summary Reports', and 'Technical Guide to Completing the ALERT v6.1'. A large red arrow points to the 'Submit Data with a Draft Number' link.

Online Annual Local Evaluation Report Template (ALERT)

- Opening a previously saved draft
- Enter your draft number*

*If you saved your work multiple times, you must use the last draft number.

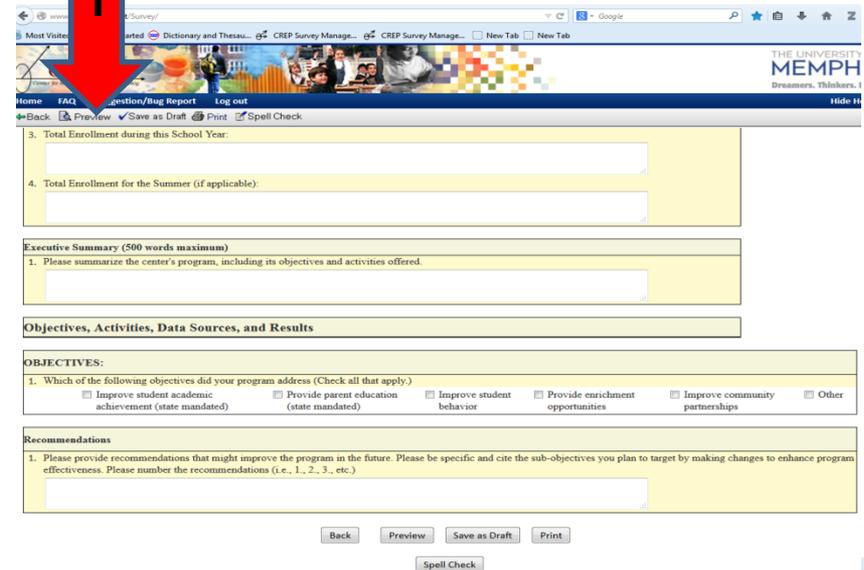


The screenshot shows a web browser window with the URL www.crep-surveys.net/Survey/. The page header includes the CREP logo (Center for Research in Educational Policy) and the University of Memphis logo (Dreamers. Thinkers. Doers.). The navigation menu contains links for Home, FAQ, Suggestion/Bug Report, and Log out. Below the navigation menu, there are links for Back and Submit Data. The main content area is titled "Submit Data with a Draft Number" and features a text input field labeled "Draft Number:" containing the value "1229108". A "Submit" button is located below the input field. A large red arrow points to the "Submit" button.

Online Annual Local Evaluation Report Template (ALERT)

- When you are ready to submit your report

- 1. Click **Preview** to review your responses



A screenshot of the ALERT form interface. A red arrow with the number '1' points to the 'Preview' button in the bottom navigation bar. The form includes sections for enrollment data, an executive summary, objectives, and recommendations.

3. Total Enrollment during this School Year:

4. Total Enrollment for the Summer (if applicable):

Executive Summary (500 words maximum)

1. Please summarize the center's program, including its objectives and activities offered.

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply.)

Improve student academic achievement (state mandated) Provide parent education (state mandated) Improve student behavior Provide enrichment opportunities Improve community partnerships Other

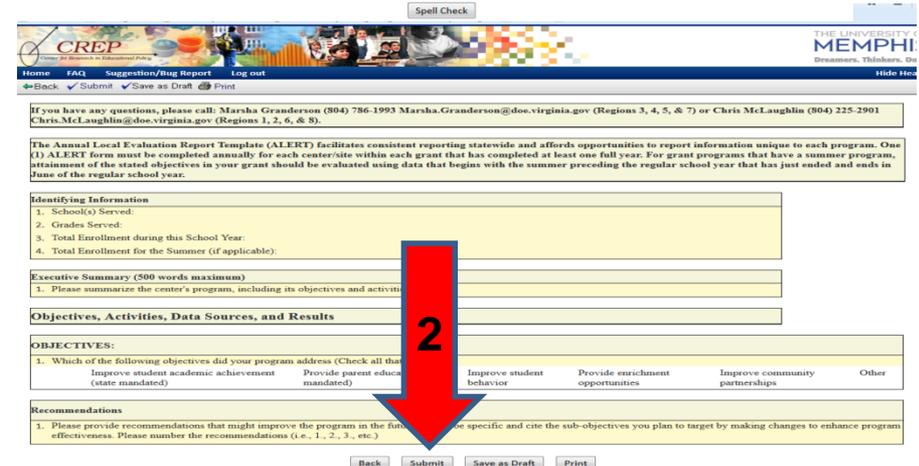
Recommendations

1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1, 2, 3, etc.)

Back Preview Save as Draft Print

Spell Check

- 2. If you are satisfied, click **Submit**



A screenshot of the ALERT form interface. A red arrow with the number '2' points to the 'Submit' button in the bottom navigation bar. The form includes sections for identifying information, executive summary, objectives, and recommendations.

CREP

THE UNIVERSITY OF MEMPHIS

Home FAQ Suggestion/Bug Report Log out

Back Submit Save as Draft Print

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Identifying Information

1. School(s) Served:

2. Grades Served:

3. Total Enrollment during this School Year:

4. Total Enrollment for the Summer (if applicable):

Executive Summary (500 words maximum)

1. Please summarize the center's program, including its objectives and activities offered.

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply.)

Improve student academic achievement (state mandated) Provide parent education (state mandated) Improve student behavior Provide enrichment opportunities Improve community partnerships Other

Recommendations

1. Please provide recommendations that might improve the program in the future. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1, 2, 3, etc.)

Back Submit Save as Draft Print

Online Annual Local Evaluation Report Template (ALERT)

If you have made an error...

- Click on **Back** to make corrections.

The screenshot shows a web browser window displaying the ALERT survey form. A red arrow with the number '1' points to the 'Back' button in the top navigation bar. Another red arrow with the number '1' points to the 'Back' button at the bottom of the form. The form includes sections for identifying information, an executive summary, objectives, and recommendations.

crepsurveys.net/Survey/

Getting Started Dictionary and Thesau... CREP Survey Manage... CREP Survey Manage... New Tab New Tab

THE UNIVERSITY OF MEMPHIS
Dreamers. Thinkers. Doers.

Home FAQ Suggestion/Bug Report Log out Hide Header

Back Submit Save as Draft Print

If you have any questions, please call: Marsha Granderson (804) 786-1993 Marsha.Granderson@doe.virginia.gov (Regions 3, 4, 5, & 7) or Chris McLaughlin (804) 225-2901 Chris.McLaughlin@doe.virginia.gov (Regions 1, 2, 6, & 8).

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Identifying Information

1. School(s) Served:
2. Grades Served:
3. Total Enrollment during this School Year:
4. Total Enrollment for the Summer (if applicable):

Executive Summary (500 words maximum)

1. Please summarize the center's program, including its objectives and activities offered.

Objectives, Activities, Data Sources, and Results

OBJECTIVES:

1. Which of the following objectives did your program address (Check all that apply)

Improve student academic achievement (state mandated)	Provide enrichment opportunities	Improve student behavior	Provide enrichment opportunities	Improve community partnerships	Other
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Recommendations

1. Please provide recommendations that might improve the program's effectiveness. Please be specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1, 2, 3, ...)

Back Submit Save as Draft Print

Online Annual Local Evaluation Report Template (ALERT)

After all corrections are made...

- Then click on **Preview** again (You can't submit until you have previewed again.)

The screenshot shows a web browser displaying the 'Online Annual Local Evaluation Report Template (ALERT)'. The page header includes the University of Memphis logo and navigation links: Home, FAQ, Suggestion/Bug Report, and Log out. Below the header, there are utility links: Back, Preview, Save as Draft, Print, and Spell Check. The main content area is divided into several sections:

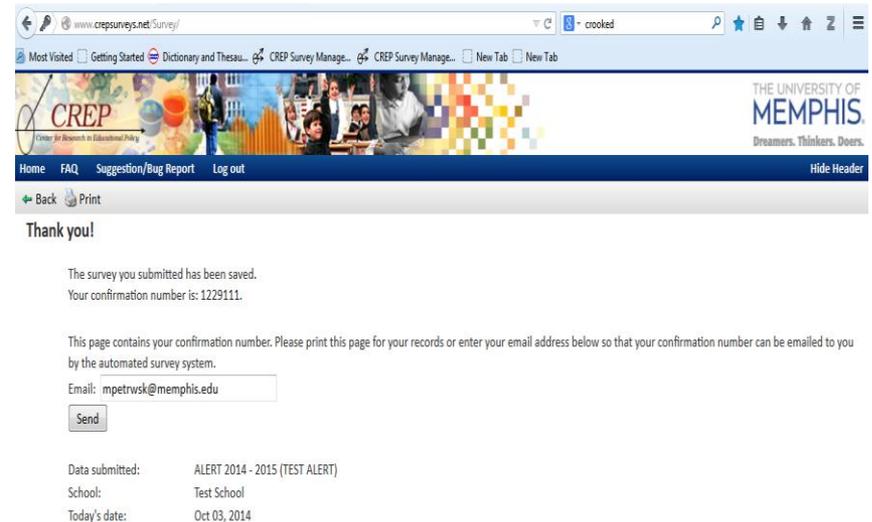
- OBJECTIVES:** A section with a question: '1. Which of the following objectives did your program address (Check all that apply.)'. It contains six checkboxes: 'Improve student academic achievement (state mandated)', 'Provide parent education (state mandated)', 'Improve student behavior', 'Provide enrichment opportunities', 'Improve community partnerships', and 'Other'.
- Improve student academic achievement activities:** A section with a question: '1. Which of the following activities were provided? (Please check all that apply.)'. It contains five checkboxes: 'Curriculum', 'Homework Assistance', 'Integrated projects', 'Tutoring', and 'Regular communication with classroom teachers', plus an 'Other' checkbox.
- Improve student academic achievement sub-objectives:** A section with a question: '1. If you selected Improve student academic achievement please indicate the sub-objective(s) you selected for your center's program:'. It contains four checkboxes: 'Improve performance on SOL Math assessment (state mandated and data provided by the state)', 'Improve performance on SOL Reading/Language Arts assessment (state mandated and data provided by the state)', 'Reduce grade retention', and 'Improve grades in core subject areas', plus an 'Other' checkbox.
- Conclusions:** A table with columns for 'Yes', 'Mixed Results', and 'No'. The first row asks: '1. Overall, did your site's 21st CCLC program meet its objective to improve student academic achievement?'. There are radio buttons for 'Yes' and 'No'.
- Recommendations:** A section with a question: '1. Please provide recommendations that might improve the program in the future... specific and cite the sub-objectives you plan to target by making changes to enhance program effectiveness. Please number the recommendations (i.e., 1., 2., 3., etc.)'. Below the question is a large text input area.

At the bottom of the form, there are buttons for 'Back', 'Preview', 'Save as Draft', and 'Print'. A 'Spell Check' button is located below these. A red arrow points from the top of the page down to the 'Preview' button, and another red arrow points from the 'OBJECTIVES' section down to the 'Preview' button.

Note: Click on the Preview button to confirm your responses. Then you can submit the responses.

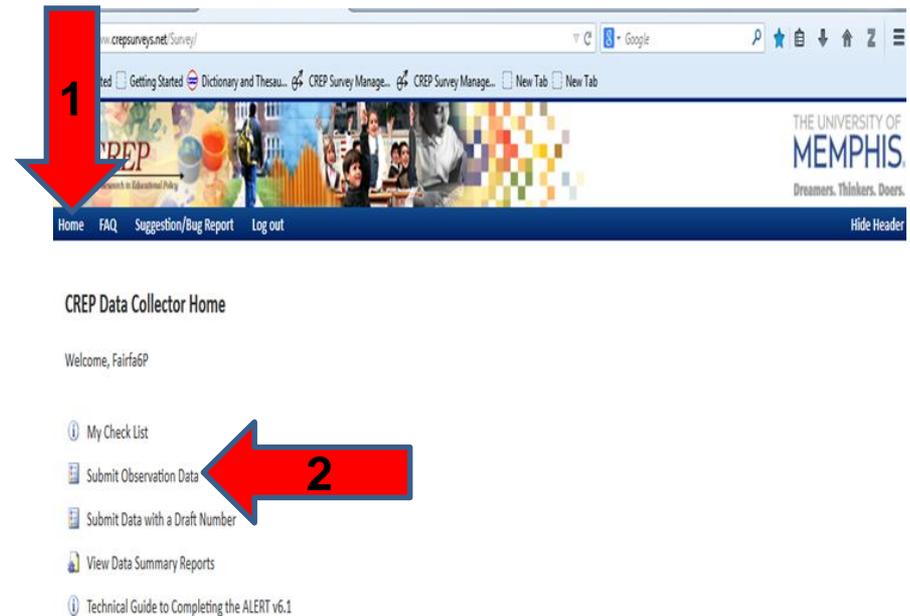
Online Annual Local Evaluation Report Template (ALERT)

- **Once you submit,** you will not be able to make any changes to your submission.
- **Enter your email address.** Your confirmation number will be sent to this address.



Online Annual Local Evaluation Report Template (ALERT)

- If you have another site associated with the grant
- 1. Click on **Home**
- 2. Select the next site from the list



The screenshot shows a web browser window displaying the 'CREP Data Collector Home' page. The browser's address bar shows 'www.crepsurveys.net/Survey/'. The page header includes the University of Memphis logo and the text 'THE UNIVERSITY OF MEMPHIS. Dreamers. Thinkers. Doers.' Below the header is a navigation menu with links for 'Home', 'FAQ', 'Suggestion/Bug Report', and 'Log out'. The main content area is titled 'CREP Data Collector Home' and includes a welcome message 'Welcome, Fairfa6P'. A list of menu items is displayed, with a red arrow labeled '2' pointing to 'Submit Observation Data'. Another red arrow labeled '1' points to the 'Home' link in the navigation menu.

www.crepsurveys.net/Survey/

Getting Started Dictionary and Thesau... CREP Survey Manage... CREP Survey Manage... New Tab New Tab

CREP
Research in Educational Policy

THE UNIVERSITY OF
MEMPHIS
Dreamers. Thinkers. Doers.

Home FAQ Suggestion/Bug Report Log out Hide Header

CREP Data Collector Home

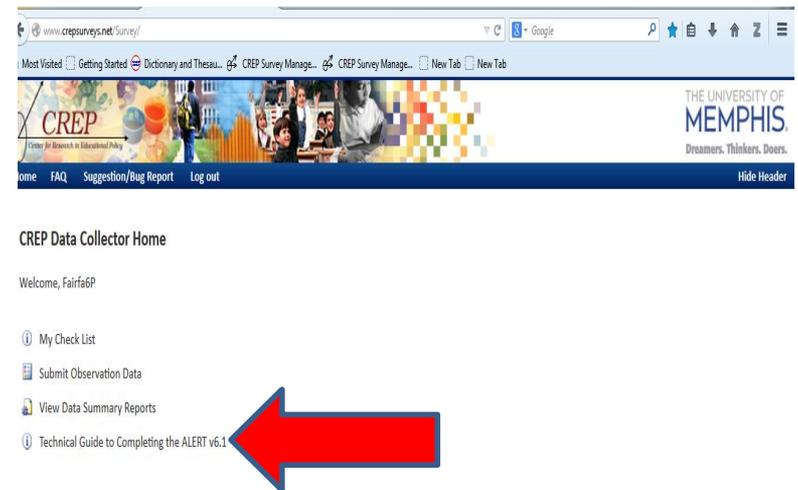
Welcome, Fairfa6P

- My Check List
- Submit Observation Data
- Submit Data with a Draft Number
- View Data Summary Reports
- Technical Guide to Completing the ALERT v6.1

Online Annual Local Evaluation Report Template (ALERT)

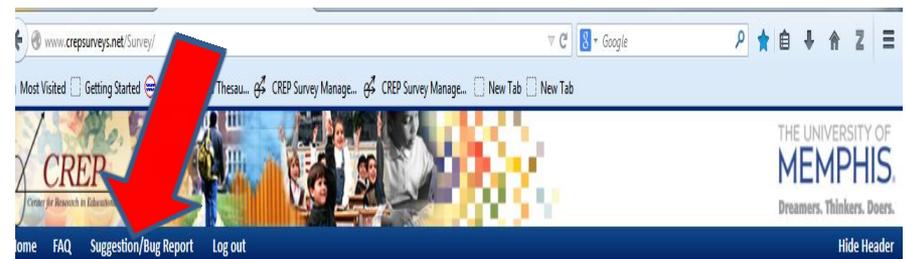
**To view your
completed report after
submission**

- Download and follow **“Annual Local Evaluation Report Template Instructions”** from the CREP data collector home page



Requesting Assistance (ALERT)

- Suggestions/Bug Reports: Received anonymously by system administrator (unless you would like to provide your contact information)
- If you realize after you submitted your data that you made a mistake and need to make a change please call me ASAP. Please do not start over.



CREP Data Collector Home

Welcome, Fairfa6P

- 📄 My Check List
- 📄 Submit Observation Data
- 📄 View Data Summary Reports
- 📄 Technical Guide to Completing the ALERT v6.1

Technical Questions

Margie Stevens

CREP, University of Memphis

mpetrwsk@memphis.edu

(901) 678-3073

CREP Toll-free: (866) 670-6147

