California Community Schools Partnership Program Annual Progress Report
Frequently Asked Questions

Prepared by State Transformational Assistance Center (S-TAC).

The California Community Schools Partnership Program (CCSPP) Annual Progress Report (APR) serves as a tool to assess planning and implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. The information submitted will be reported to the California Department of Education (CDE) and incorporated into reporting about the CCSPP grant for the California State Legislature. **Click on a question below to find the answer.**

Please refer to your corresponding Regional Technical Assistance Center (R-TAC) for additional and specific information. Check question 2 for contact information.

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General Questions

Overview of the Reporting Process

1. What are the **deadlines** to submit the APR?

Type of Grant & **Google Doc/Word doc** Link	Completed by:	**APR Link** (Qualtrics)
Implementation Grant: School Sites Only	Site-level APR due on **June 30th, 2026.**	https://uclaed.co1.qualtrics.com/jfe/form/SV_0xpcnqH4OToZggu
Implementation Grant: LEAs/Consortiums	LEA-level/consortium APR (based on site-level APRs*) due on **July 31st, 2026.** * LEAs will receive a summary of Site responses	https://uclaed.co1.qualtrics.com/jfe/form/SV_78PdfmUX3aeqFUO

2. Who should we contact if **we didn't get** our APR link?

The link to submit the APR is the same one for every school site. You can find the link in the table above. If you have further questions or comments about the APR, we encourage Grantees to contact their Regional Technical Assistance Centers (RTACs). See the table below for contact information.

If you don't know your region or cohort, please visit the Tracker spreadsheet on the "Schools" or "LEA" tab (click here).

Northern California RTAC	SCOE team, NorthStarRTAC@shastacoe.org
Bay Area RTAC	SCCOE team, communityschools@sccoe.org
Capitol Area RTAC	SCOE team, caprtac@scoe.net
Central Coast RTAC	MCOE team, centralcoastrtac@montereycoe.org
Central Valley RTAC	FCOE team, cvrtac@fcoe.org
Greater Los Angeles RTAC	LACOE team, communityschools@lacoe.edu

Southern Coast RTAC Contact Information	OCDE team, communityschools@ocde.us
Southern Inland RTAC Contact Information	SBCOE team, ccspp@sbcss.net

If you have further questions, please email the California Department of Education at CCSPP@cde.ca.gov. Include your full name, organization, title, and phone number for contact purposes.

3. What **period of the grant** should we report on?

Please report only on progress, activities, and expenditures from July 1, 2025, through June 30, 2026.

4. Do I need to **answer all the questions** in the APR?

Yes, all questions in the report must be answered unless they are marked as optional.

5. What **additional support** is the S-TAC providing regarding the APR?

The S-TAC will also host office hours on the APR to answer any technical questions you might have on the following dates:

Contact your RTAC to ask about Office Hours

STAC Office Hours (tentative)
- March 18th, 11:00am–12:00pm (Site-level)
- April 15th, 2:00–3:00pm (Site-level)
- May 5th 9:00-10am (LEA-level)

Zoom Link: https://scoe.zoom.us/j/85803269446
Meeting ID: 858 0326 9446

6. How will the **information** reported in the APR **be used** by the California Department of Education?

The APR serves as a tool to assess planning and implementation efforts, and to encourage reflection as part of an ongoing continuous improvement process. While it is a required report, the APR is a progress report and not a report card; CDE expects to learn with you and learn from you. Please submit as much information and evidence as possible from your experience. The information submitted will be incorporated into reporting about the CCSPP grant for the California State Legislature.

Reporting Platform

7. Can we access the APR in Qualtrics if I **close my browser** window?

Yes. Your Internet browser will save your session and you can close your window with your APR and once you click again in the APR link, it will take you to your same APR. This will happen as long as you are using the same computer and the same Internet browser. We strongly recommend using the Google Doc version to COLLABORATIVELY draft your responses before completing in Qualtrics. Once your draft is complete, copy and paste your final responses into Qualtrics to submit. This helps prevent potential data loss if internet or browser issues cause progress not to save correctly.

Some caveats about this: it could NOT work if you are using Incognito Mode. You need to press "Next" or "Previous" in the APR to save the responses within that page. If not, the questions being written might not get saved.

8. Can we send a **written document** instead of responding to the questions in the Qualtrics link?

No. While you can use the Google Doc/Word versions of the APR to prepare your responses, we ask that the report is submitted through the link provided.

9. How can we **collaborate** with other school sites or LEAs when completing the APR?

Because the Qualtrics platform only saves progress in a given device, we suggest you use the Word document (that is exactly as the Qualtrics APR) to share and complete outside the APR environment. You can find the corresponding Google Doc/Word links below. corresponding Google Doc/Word links below:
Site-level APR:

- 2026 Site-level APR (link).
- 2026 LEA-level APR (link)

For example, you can fill the Word document collaboratively, take it to meetings, share it with the community, upload it to a site to receive comments, etc. Then, you can copy and paste the Word document into the Qualtrics platform and submit the report.

Remember that the APR will be received only through the Qualtrics platform submission.

APR and other reports

10. How does the APR **relate to the School Plan for Student Achievement (SPSA) and the Local Control and Accountability Plan (LCAP)**?

The School Plan (SPSA) and the district Local Control and Accountability Plan (LCAP) are tools at the school and district level, respectively, that provide goals and means to support positive student outcomes. Because of this, the APR asks specific questions to encourage the process of reflection on how the CCSPP aligns with and complements other State initiatives at the schools and district levels. There is a question about sustainability of specific support through funding sources other than CCSPP.

11. We **cannot find an answer** to our question in this document. Who can answer our additional questions about the APR?

- Your CCSPP Regional Technical Assistance Centers (R-TACs) are available to provide support on the APR. Check the table below for contact information.
- If you have questions about whether you should submit the APR or need to provide new contact information for your LEA, please contact CDE at CCSPP@cde.ca.gov.

If you don't know your region or cohort, please visit the Tracker spreadsheet on the "Schools" or "LEA" tab (click here).

Northern California RTAC	SCOE team, NorthStarRTAC@shastacoe.org
Bay Area RTAC	SCCOE team, communityschools@sccoe.org
Capitol Area RTAC	SCOE team, caprtac@scoe.net
Central Coast RTAC	MCOE team, centralcoastrtac@montereycoe.org
Central Valley RTAC	FCOE team, cvrtac@fcoe.org
Greater Los Angeles RTAC	LACOE team, communityschools@lacoe.edu
Southern Coast RTAC Contact Information	OCDE team, communityschools@ocde.us
Southern Inland RTAC Contact Information	SBCOE team, ccspp@sbcss.net

12. Where do we submit the annual expenditure report?

The Annual Expenditure Report (AER) should be submitted to CCSPP@cde.ca.gov. The AER will be due on **Tuesday, September 11, 2026**. Please email the AER to CCSPP@cde.ca.gov.

Implementation Grantees: School-Level APR

Deadlines and submission

13. How did schools **receive** their APR link?

School sites should have received their APR link from their corresponding Local Educational Agency (LEA), Regional Technical Assistant Center (RTAC), or the State Transformational Assistance Center (STAC). If you didn't receive the link, check the table below to find the submission link for each grantee.

Type of Grant & **Google Doc/Word doc** Link	Completed by:	**Submission Link** (Qualtrics)
Implementation Grant: School Sites Only	Site-level APR due on **June 30th, 2026.**	https://uclaed.co1.qualtrics.com/jfe/form/SV_6zNcONsvXwmOPrM
Implementation Grant: LEAs/Consortiums	LEA-level/consortium APR (based on site level APRs*) due on **July 31st, 2026.** * LEAs will receive a summary of schools' responses	https://uclaed.co1.qualtrics.com/jfe/form/SV_7QwIHORiITZnRzg

14. What is the **process** to complete the school-level APR?

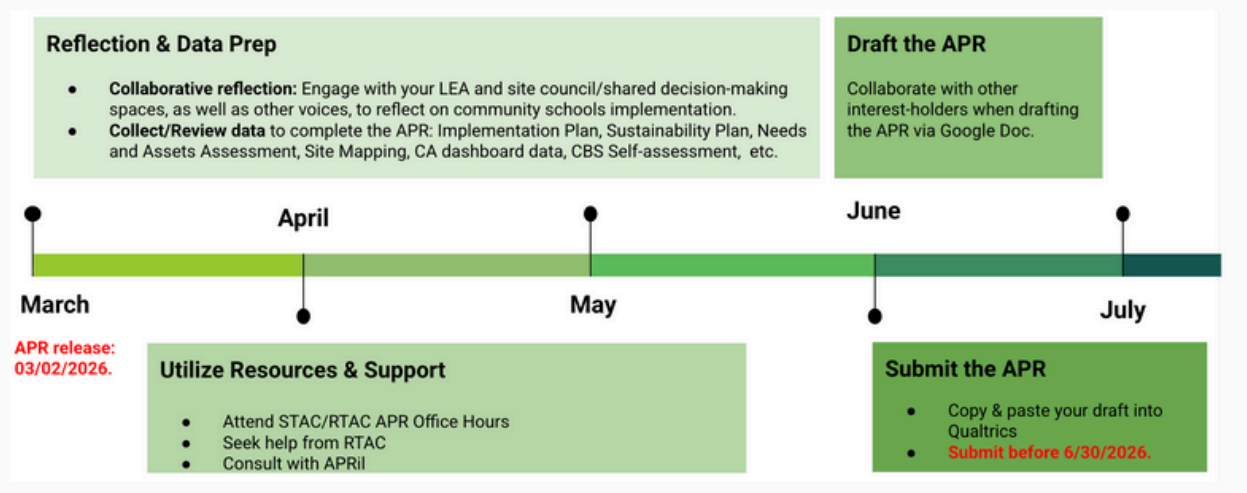
To complete the report you and your shared decision-making team or council need to submit a completed version of the questionnaire in the platform. Only one report is required per each school site. We recommend you open the report using the link provided, or see the Word attachment, and look at the questions. This is the reflective process you should go through with your shared decision-making team or council.

The report can be completed over multiple sessions if needed, however, please use the same device and browser to pick up where you left off. We strongly recommend using the Google Doc

version to COLLABORATIVELY draft your responses before completing in Qualtrics. Once your draft is complete, copy and paste your final responses into Qualtrics to submit. This helps prevent potential data loss if internet or browser issues cause progress not to save correctly.

15. Do we have to **communicate with our LEA** to respond to the APR?

Yes, please stay in close communication with your LEA. Your report as a school site will be sent to your LEA so they can respond to their own report. It is really important that the information provided in the report at the school-level and at the LEA-level is coherent.
Use the following diagram to guide your communication process.



16. What **resources** should we use to complete the APR?

The APR is intended to align with required annual update presentations on community school planning, including data and outcomes from the prior year at all school sites. The APR is an opportunity to reflect over previous elaborated plans and strategies.

The APR is aligned with the California Community Schools Framework and also aligns with resources provided by the State Transformational Assistance Center (S-TAC) including:

- Community Schools Plan and Needs and Assets Assessment
  - Community Schools Implementation Plan Template
  - Community Schools Needs and Assets Assessment (NAA) Guide
  - Sustainability Plan [survey link + Google doc link]
- Capacity Building Strategies:
  - Capacity Building Strategies: A Developmental Rubric
  - Site-level self-assessment tool
  - LEA-level self-assessment tool
- Whole Child and Family Supports Inventory
  - Inventory

Other APR informative resources are the S-TAC Office hours for LEAs and schools. The S-TAC will host office hours on the APR to answer any technical questions you might have on the following dates:

Contact your RTAC to ask about Office Hours

- March 18th, 11:00am–12:00pm (Site-level)
- April 15th, 2:00–3:00pm (Site-level)
- May 5th 9:00-10am (LEA-level)

Zoom Information:

Link: https://scoe.zoom.us/j/85803269446

Meeting ID: 858 0326 9446

17. **We were not able to implement "anything"** between the time we got the funds and the end of school year, do we still need to complete the APR?

Yes. This report is to assess all the experiences of implementation, so please "paint your own reality" in the report. It is important for the State to understand where you are. Please use the open-ended boxes across all sections of the report to narrate and tell your experience on implementation.

Any progress reported in this APR can be used as a baseline for future evaluation of growth and impact. For this reason, we encourage you to keep documenting your progress, planning, activities, and expenditures, so it is useful for next year's report.

18. If my LEA only serves **one school**, do we need to submit two different reports (LEA level and school site level)?

Yes. All Implementation Grantees have to submit an APR. In the case that the LEA-level grantee is the same as the School Site-level grantee, for example, in Charter Schools or single-school districts, they need to submit two different reports (one for each level).

The LEA-level report and the School Site-level report are different and capture different perspectives of the implementation of the Grant. For this reason, we ask that both reports are submitted, even in the cases when the institution might be the same.

CCSPP Capacity Building Strategies

19. How does the APR relate to the **site-level self-assessment**?

In Section 1.1. “CCSPP Capacity Building Strategies” of the APR we ask you to reflect on your team's progress in strengthening and building the capacity of all interest-holders in implementing the community schools approach.

For this purpose, you can refer to the OPTIONAL site-level self-assessment. It is not required to have that self-assessment in order to complete the APR. If you have not completed the self-assessment, please continue to fill the section using the Capacity Building Strategies: A Developmental Rubric, the information in the APR and in collaboration with your community.

20. Do we need to attach the **evidence** referenced in section “1.1. CCSPP Capacity Building Strategies”?

Artifacts or evidence for Section 1.1. CCSPP Capacity Building Strategies do not need to be attached. For that section, check the corresponding checkbox and if there is evidence that you don’t see as an option to select, you need to check the “Other” option and explain it in the Open-Ended box.

Engaging Educational Partners

21. Can we report on community engagement that **predated the CCSPP work**?

Please only report on progress, activities, and expenditures from the period July 1 2025-June 30, 2026. There is an optional comment box for explaining your process of engagement with each of the educational partner groups. You can use that space to explain your historical work with those groups or add any other details you think are important to understand your engagement strategies.

Whole Child and Family Supports Inventory

22. Were the school sites expected to **know and complete** the Whole Child and Family Supports Inventory?

In Section 1.3. “CCSPP Whole Child and Family Supports Inventory” we ask you to identify if each support was part of your Community Schools Implementation Plan or Needs and Assets Assessment and how these were implemented. The list of supports are taken from the Whole Child and family supports inventory.

Although this particular document was written after the CCSPP was launched, the Inventory is just a set of activities that are common along Community Schools. These supports are activities that may have existed before the implementation of the CCSPP. The purpose of this section in the APR is not to ask every school to do every item all the time. Instead, we want to find out if School Sites were doing this before Community Schooling, because of Community Schooling, or even if they are expanding upon these supports as part of the CCSPP.

Check as many of the Whole Child and family supports as they are applicable to the uniqueness of your community.

23. What does '**previously implemented**' refer to in this question?

The column listed as "previously implemented and now integrated into community schools work" refers to the time before the implementation of CCSPP funding. In Section 1.3. "CCSPP Whole Child and Family Supports Inventory" we ask you to identify if each support was part of your Community Schools Implementation Plan or Needs and Assets Assessment and how these were implemented. It is possible that your school site had implemented Community Schools strategies before the CCSPP funding, so we want to know if that is the case. Knowing about supports being implemented before the CCSPP funding helps us understand the baseline in order to assess the growth and impact of the program.

CCSPP Goals and Actions

24. Do we need to specify the answers for **three goals**?

Yes. We ask you to describe the top three goals for your community schools' initiative.These goals should be a reflection of the topics, goals, and/or challenges emerging from the deep Needs and Assets Assessment, and they should form the initial focus areas for transformation for the community schools work. Three goals are required. At least 1 of the 3 goals should be identified from the Whole Child and Family Supports Inventory.

25. Can the Goals be the same as those in the Implementation Plan Template?

The goals can be the same as those in the Implementation Plan Template as long as they reflect the topics, goals, and/or challenges emerging from the deep Needs and Assets Assessment. They should also form the initial focus areas for transformation for the community schools work. Three goals are required. At least 1 of the 3 goals should be identified from the Whole Child and Family Supports Inventory.

Site-Level Optional Attachments

26. Other than the APR, what **attachments** should we add?

Before you submit the online form via Qualtrics, you will have the opportunity to include the following documents:
The following documents were added in the 2022 Legislative Update about the CCSPP.

CCSPP implementation plan (2025-2026) for your school site

Please submit or resubmit your most current implementation plan as a PDF using this link to a Box folder. You can use the CCSPP Implementation Plan template. **Include your school name and CDS code in the name of the file. (***Example: ShadowUSD_12123451234567.pdf.)* **This is a required upload for all grantees.**

Evidence that the CCSPP implementation plan was posted to share with your school community.

Please include the online link (URL) where the plan was posted on your school website.

Sustainability plan

Please submit your sustainability plan by clicking this link. This plan is a required submission starting in year two of your implementation grant cycle. It is designed to assist in planning and implementing strategies to ensure the long-term sustainability of your efforts. Additionally, it encourages reflection as part of an ongoing process of continuous improvement. The online survey will remain open through 11:59 p.m. (Pacific Daylight Time) on **Tuesday, June 30, 2026**. A Google Doc version of the sustainability survey is available here.

If you have a technical difficulty completing the survey, please contact Lisa Clark-Devine at LClark-Devine@cde.ca.gov for assistance.

27. Does the implementation plan need to be submitted to the governing board?

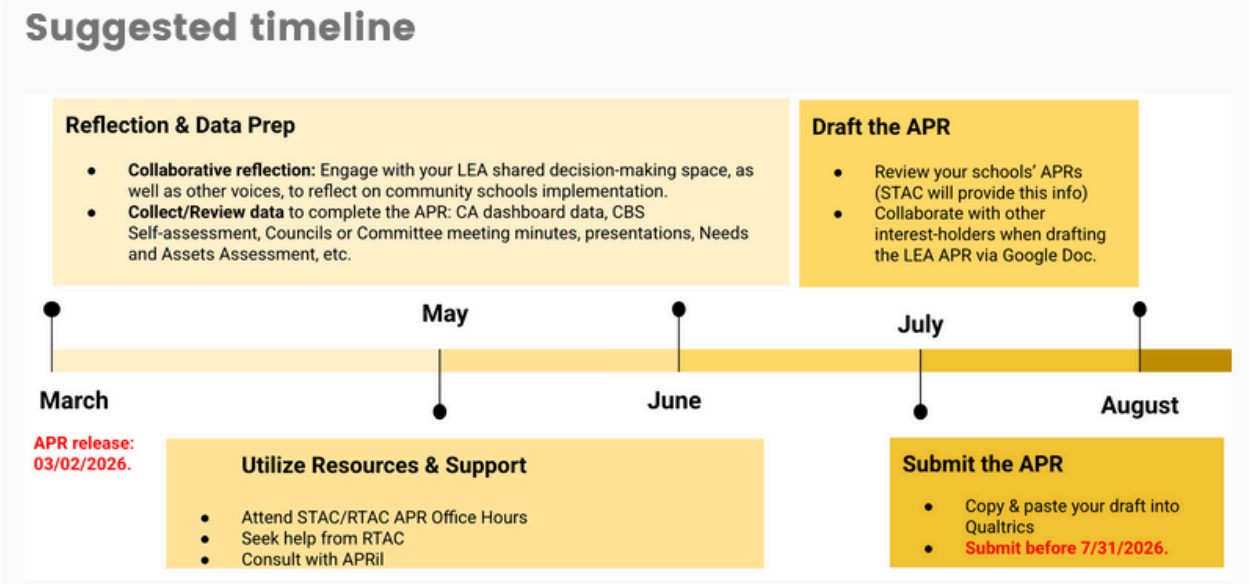
CDE response - Legislation requires LEAs to present implementation plans to their governing board. Planning Grantees: Education Code 8902(g)(1)(F): “Preparing a community school implementation plan for submission to the governing board or body of the local educational agency and to the department.“ Implementation Grantees: Education Code 8902(h)(6): “Qualifying entities that receive implementation grants shall annually report and publicly present their community school plans, including data and outcomes from the prior year, at the school site and at a meeting of the governing board of the school district, county board of education, or the governing body of the charter school. Implementation grant recipients shall publicly post

their community school grant application and community schools plan on the local educational agency's internet website." The expectation is to present the most current plan to the governing board on an annual basis.

Implementation Grantees: Local Educational Agency/Consortium APR

28. What is the **process** to submit the LEA-level APR?

To complete the report you and your shared decision-making team or council need to submit a completed version of the questionnaire in the platform. Only one report is required per each LEA. We recommend you open the report using the link provided, or see the Word attachment, and look at the questions. To respond to the questions you will need to analyze the data submitted by your corresponding school sites. Please note the dates and steps outlined in the process flow below:



29. Do we have to **communicate with our schools** to respond to the LEA-level APR?

Yes, please stay in close communication with your school sites. To respond to the questions you will need to analyze the data submitted by your corresponding school sites.

30. Other than the APR questionnaire, what other **documents** should we submit?

In the email sent by CDE to LEAs/Consortiums, the Annual Expenditure Report template was attached. Please submit the Annual Expenditure Report in an Excel Spreadsheet directly to the CDE via email, CCSPP@cde.ca.gov.

31. If my LEA only serves **one school**, do we need to submit two different reports (LEA level and school site level)?

Yes. All Implementation Grantees in Cohorts 1, 2, and 3 have to submit an APR. In the case that the LEA-level grantee is the same as the School Site-level grantee, for example, in Charter Schools or single-school districts, they need to submit two different reports (one for each level).

The LEA-level report and the School Site-level report are different and capture different perspectives of the implementation of the Grant. For this reason, we ask that both reports are submitted, even in the cases when the institution might be the same.

32. I see a question that is "*how many schools will you be submitting the report for*", does this mean that **LEA submits the reports for their Schools**?

No. Each Implementation Grantee in Cohort 1, 2, and 3 has to submit their own APR. The questions in the LEA-level report aims to know how many School Sites are implementing the grant in your LEA or District. Only one APR is needed for each LEA or Consortium at the LEA-level.

33. How does the APR relate to the **LEA-level self-assessment**?

In the "CCSPP Capacity Building Strategies" section of the APR we ask you to reflect on your team's progress in strengthening and building the capacity of all interest-holders in implementing the community schools approach.

For this purpose, you can refer to the LEA-level self-assessment. It is not required to have that self-assessment in order to complete the APR. If you have not completed the self-assessment, please continue to fill the section using the Capacity Building Strategies: A Developmental Rubric, the information in the APR and in collaboration with your community.

34. Do we need to attach the **evidence** referenced in section "CCSPP Capacity Building Strategies"?

Artifacts or evidence for the CCSPP Capacity Building Strategies section do not need to be attached. For that section, check the corresponding checkbox and if there is evidence that you

don’t see as an option to select, you need to check the “Other” option and explain it in the Open-Ended box.

35. Other than the APR questionnaire, what other **documents** should we submit?

In the email sent by CDE to LEAs/Consortiums, the Annual Expenditure Report template was attached. Please submit the Annual Expenditure Report directly to the CDE via email, CCSPP@cde.ca.gov.

36. Do we need to submit the APR if we are a **Cohort 4**?

25-26 Update: Yes. All Cohorts are required to submit their APR this year.