

**Michigan Department of Education
Office of Early Childhood Education and Family Services
21st Century Community Learning Centers**

School/Site Closing Protocol

1. Grantee must submit a written request to change the site of their 21st Century Community Learning Centers (21st CCLC) Grant Program. The written request must include:
 - Name and address of site closing
 - Detailed reason for closure/change
 - Name and address of school requested to become new site
 - District code and building code for new site
 - Population to be served (are they the same group of students or a new group)

2. Consultant will review written request.
 - If the same population of students is going to a school building that is not a currently funded 21st CCLC site, the consultant will review the priority of the proposed building. The new site may be approved.
 - If a new population of students will be targeted to receive programming, the proposed school will be reviewed for 21st CCLC priority. The new site may be approved.
 - If the same population of students will be moving to a currently funded 21st CCLC site, funding for that site will not be increased. Funding will remain at \$150,000 (or less) per site, unless consultant approves an exception where grantee ensures attendance and programming will increase proportionately.

3. Consultant approves the proposal and a formal letter is sent to the grantee detailing the decision.

4. Letter is filed in grantee file and copies are forwarded to Michigan State University and the Center for Youth Program Quality.

5. Grantee completes follow-up with Michigan Department of Human Services, Bureau of Children and Adult Licensing, EZReports, and Michigan Electronics Grant System (MEGS) regarding approved changes.