

**College and Career Transition Club
Annual Report Format: 2020 – 21
Due June 7, 2021**

As indicated in FCSUA's letter of approval for your school's College and Career Transition Club, an annual report must be submitted to the FCSUA by **June 7, 2021** and include the following information:

- ▶ Student enrollment (including number of students from each of these groups: (1) students with intellectual disabilities, (2) students with disabilities other than intellectual disabilities, and (3) students without disabilities, by grade.
- ▶ Summary of CCT Club activities and how student learning outcomes were documented.
- ▶ Summary of CCT Club expenditures, showing any balance remaining.
- ▶ Preliminary plan for the next year's Club activities.
- ▶ Proposed budget for the next year's Club activities including any balance remaining to be carried forward.

Prepare the report in the provided PDF document. Your report **must include** the required cover page with the electronic signature of the school principal. Documented evidence may include, recruitment materials, agendas, sample portfolios, approved photos and videos of club activities may be attached.

Submit an electronic file(s) of the Annual CCT Club Report with the cover page signed by the Principal to fcsua@ucf.edu by June 7, 2021. When sending the subject should be "CCT Club Annual Report for (school name) High School." Be sure you attach the report to the email.

Before submitting, please review to be sure all fields are completed and the School Principal has signed electronically.

Do not hesitate to call or email if you have any questions or need additional information.

fcsua@ucf.edu and Iris.Neil@ucf.edu 407-823-5225

Don't forget to register for the Annual CCT Club Sponsor Annual Meeting on June 15, 2021 at <https://fcsua.org/FCSUAMidYear2021.php>. We are excited to learn about your club's activities and student learning outcomes!
