



## 21<sup>st</sup> CCLC External Organizations Reference Check Form

The Colorado Department of Education 21<sup>st</sup> CCLC Office is implementing a process to pre-screen external organizations that could aid 21<sup>st</sup> CCLC subgrantees in carrying out program activities, per ESSA Section 4203(a)(11). The pre-screened external organizations list will be made publicly available on [CDE's 21st CCLC website](#).

**Instructions:** This document must be completed by one listed professional reference for external organizations requesting to appear on the pre-screened list. CDE may use the information provided in this reference check to determine whether the external organization will appear on the pre-screened list. External organizations are responsible for making sure this form is completed and submitted with their organization information.

Save this file using the following conventions: 21<sup>st</sup> CCLC Reference Check\_External Organization Name\_Submission Date. If you have any questions, please reach out to Jacqueline Chavez, OST Program Specialist at [Chavez\\_j@cde.state.co.us](mailto:Chavez_j@cde.state.co.us).

**External Organization Name:**

**Reference Name:**

Please score each criterion based on the provider's past and/or current performance. (1) Poor (2) Adequate and (3) Excellent. If not applicable, write N/A.

Criteria	Score
Communication	
Time Management	
Customer Service	
Exceeds or Meets Expectations	
Flexible Based on Needs	
Classroom Management (if applicable)	
Overall Performance	

1. Please provide a brief description of the goods and/or services provided to you by the provider and include any additional information you believe might assist CDE in its evaluation. *(Attach additional documents if necessary)*
2. What were the final outcomes of working with this provider?
3. How long have you done business with this provider? Would you or do you have plans to hire this provider again?

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