

Appendix 2 – Program Reporting Requirements

Student Surveys (sample surveys under Appendix 3)

1. Initial Survey (All students in Year One, Ninth Grade and Transfer Students at the start of subsequent years)
2. Student Participant Year-End Survey (Targeted Students Only)
3. Graduate Survey (All Graduated Seniors)

Grantee Reports

1. Mid-Year Report (due January 31)
2. Year-End Report (due June 30)

Surveys

1. Initial Survey (All students in Year 1, then 9th grade and transfer students only.)

Purpose:	Establish student baseline data and to help identify potential students for the program
Who:	All students in Year One, Ninth Grade and Transfer Students in subsequent years
When:	Beginning of the school year
How:	Paper survey included in orientation packet or some other convenient method
What it Measures:	Intent to attend college, first generation college attendance, and barriers to college

2. Student Participant Year-End Survey

Purpose:	To assess student satisfaction with the programs and level of participation
Who:	Targeted students (i.e., program participants)
When:	At the end the school year
How:	Paper survey (distribution method to be determined by the school)
What it measures:	Satisfaction and effectiveness of the program activities – feedback for schools to refine their programming

3. Graduate Survey

Purpose:	To assess students going to college
Who:	All graduating seniors
When:	Fall after graduation
How:	Mail, phone, or e-mail survey. Procedure outlined in <i>College Access Q & A</i>
What it measures:	Number (and percent) of students attending college

Grantee Reports

1. Mid-Year report

Purpose:	To gather information about the progress of the program/activities/participation and college going rates
Who:	Project Administrator
When:	January 31
How:	Online survey from EducationQuest
What it measures:	<ul style="list-style-type: none">• Activity progress and implementation• Class enrollment numbers by class and activity participation rates• Success with implementation• Barriers to implementation• 9th Grade and Transfer Student Initial Survey• Enrollment data• Graduate Survey - College going rates (database)

2. Year-End report

Purpose:	To gather information about the progress of the program/activities/participation
Who:	Project Administrator
When:	June 30
How:	Online survey from EducationQuest
What it measures:	<ul style="list-style-type: none">• Activity progress and implementation• Participation rates• Number or percent of 9th grade completion rates for Algebra I & II or higher (all students)• Success with implementation• Barriers to implementation• Year-End Student Survey Summary• Activities that may change in Year 2, 3, or 4 based on student feedback