

August 1, 2015

Dear Colleague,

It is time to prepare the Indian Education Formula's Annual Performance Report (APR) for School Year (SY) 2014-15 (July 1, 2014 to June 30, 2015). This report is required for all grantees and is due by October 16, 2015. The APR should demonstrate whether grantees have made substantial progress toward meeting the project objectives and program performance measures, as well as give the Office of Indian Education (OIE) data to use for GPRA measures and Leading Indicators. The APR is submitted electronically through the Education Data Exchange Network (EDEN) Submission System at this link: <https://eden.ed.gov/Survey>. The APR will be located under tab EASIE Part III.

Please use this document as a guide to assist you in completing information on your grant. The *Getting Started* and *APR FAQs* documents contain in depth information on how you will report data in the APR. You may find these documents on the Department of Education OIE Website: <http://www2.ed.gov/programs/indianformula/resources.html> and on the Getting Started Section of the EDEN website: <https://eden.ed.gov/Survey>.

## **APR Sections**

The APR consists of a cover sheet and four sections. You will enter program specific information on participation, performance, assessment and budget. Some information will be pre-populated from the EASIE application or information provided by EdFacts for assessment and graduation data. You can edit the assessment or graduation information provided by EdFacts.

### **Cover Sheet**

All of the information on this screen will be prepopulated from the EASIE application, except for the Project Director and Authorized Representative. You will complete information on the Project Director and the Authorized Representative.

### **Section A: Participation Data by Objective and Activity/Service**

#### **Table 1: Grant Objective Participation Data**

Your Indian Education Formula Grant project's objectives, as well as the activities/services and grade levels associated with each objective, have been pre-populated from items in your EASIE application. Please provide program-specific information on your target population(s), total number of students served during the reporting period, and an explanation of the activity/service provided during SY 2014-15. The comment box provides you an opportunity to offer detailed information about specific project activities and services.

## **Section B: Project and Program Performance Data**

### **Table 2: Project Results by Objective and Data Source**

Table 2 provides information about your project objectives and data sources from the EASIE application. Indicate whether you met each objective during the current reporting period. If the objective was not met, explain why and provide steps for improvement.

### **Table 3: Reading State Assessment Data**

Table 3 provides the total number and percentage of all students and Indian students assessed in reading who score at or above proficient on state assessments in all grades covered by the state assessments. The reading state assessment data is pre-populated from information provided by ED Facts; however, you can edit assessment data by checking the box. If you edit the assessment information, provide an explanation in the comment box (e.g., the assessment information was edited to reflect current test scores). The comment box also allows you to provide additional information about reading assessments (e.g., our reading state assessment is being piloted this year and the scores establish baseline data).

### **Table 4: Mathematics State Assessment Data**

Table 4 provides the total number and percentage of all students and Indian students assessed in mathematics who score at or above proficient on state assessments in all grades covered by the state assessments. The mathematics state assessment data is pre-populated from information provided by ED Facts; however, you can edit assessment data by checking the box. If you edit the assessment information, provide an explanation in the comment box (e.g., the assessment information was edited to reflect current test scores). The comment box also allows projects to provide additional information about mathematics assessments. (e.g., our mathematics state assessment is being piloted this year and the scores establish baseline data).

### **Table 5: Summary of State Assessment Data**

Table 5 provides the number of Indian students and all students in grades 3-8 who score at or above proficient in reading and mathematics on state assessments. If you edit the State Assessment Data, the table will auto-calculate the changes.

### **Table 6: Attendance Data**

Table 6 provides the average daily attendance data for this project. Provide the average daily attendance for all Indian students and all students.

## **Table 7: Graduation Data**

Table 7 provides the graduation data for this project. Provide graduation data for all Indian students and all students for this project. Graduation data is required if your project included high school students. Enter the value as a percentage to one decimal place (e.g., 57.4%). The graduation data is pre-populated from information provided by ED*Facts*; however, assessment data can be edited by grantees by checking the box.

## **Section C: Expenditure Report**

### **Table 8: Expenditure Report**

Table 8 provides information on project expenditures as recorded in G5, the Department of Education's accounting program. The budget information for amount obligated, amount expended, funds remaining and percentage remaining is auto-calculated from G5. If the funds remaining exceed 10% of the total, please provide an explanation. If the expenditure records do not match the amount in G5, contact OIE for further instruction and select yes on question 3 in Section D: Additional Program Information and Certification, to request technical assistance.

## **Section D: Technical Assistance and Certification**

Section D helps OIE provide technical assistance to grant programs. The section also includes APR certification.

**Technical Assistance Questions:** Select yes or no for each question.

**Certification:** The Authorized Representative certifies the application. The Authorized Representative must be authorized to legally bind the entry.

## **Completing the APR**

To transmit your APR, you must complete the certification screen by clicking the I Certify button. The APR is transmitted electronically to the Department. If you do not click the button, your APR is not complete or transmitted.

## **Registration**

You will receive an automated e-mail containing your EDEN account login information on or before the open date of the APR. If you do not receive the information, please contact the ED*Facts* Partner Support Center.

## **The Help Desk**

If you encounter technical problems access the website or using the web application, please contact our Partner Support Center:

U.S. Department of Education Partner Support Center  
Telephone: 877-457-3336 (877-HLP-EDEN)  
Fax: 888-329-3336 (888-FAX-EDEN)  
TTY/TDD: 888-403-3336 (888-403-EDEN)  
eden\_oie@ed.gov

Thank you for the time and effort you devoted to the APR and for your commitment to providing complete and accurate data. Please retain source documents in a readily accessible form so that they can be verified during monitoring calls or visits.

If you would like more information about performance reporting requirements, specific requirements can be found in 34 CFR 75.720 and 2 CFR 200.301.

For any questions about the annual performance report, please contact the Office of Indian Education program staff at (202) 260-3774.

Sincerely,

/s/

Joyce A. Silverthorne, Director  
Office of Indian Education