

### Sections of Annual Performance Report

Sections	Type	Reporting File	Submitted As	Submitted To
Cover Sheet	Text/Signature	MS Word	PDF	Please send FINAL versions of ALL these sections (2 files in total) as attachments to OME in ONE email
Block A	Numerical	MS Excel	MS Excel	
Block B	Numerical	MS Excel	MS Excel	
Block C	Numerical	MS Excel	MS Excel	
Block D	Numerical/Text	MS Excel	MS Excel	
Block E	Numerical/Text	MS Excel	MS Excel	
Block F	Numerical/Text	MS Excel	MS Excel	

### Color Coding for Convenience

Highlighted Color	Interpretation
Blue	Enter Numerical
Yellow	Check Box
Green	Enter Text

For your convenience, the Performance Report MS Excel Form: Block A, Block B, Block C, Block D, Block E and F has a color coding system to clearly show the type of information you must provide.

The Annual Performance Report (APR) is organized into two (2) reporting mediums (files):

Cover Sheet.



Performance Report MS Excel Form: Blocks A-F.



The Office of Migrant Education (OME) has divided the APR into these sections due to the two types of content: text and numerical. The table summarizes the sections (blocks), the type of mediums (files) being used, and how they are being submitted. Ultimately, the entire APR (two separate files) will be submitted in a single (one) email to OME.

The table also clarifies that the **Cover Sheet** is to be submitted as **PDF** since it contains authorized signatures. The **Performance Report Data Form** is to be submitted as MS. Excel.

OMB No. 1810-0684  
Exp. 04/30/2020

Grantee Name: **Write here**  
 PR Number: **Write here**

Grant Year:  Y1  Y2  Y3  Y4  Y5  
 Reporting Period: **07/01/2017 - 06/30/2018**



**High School Equivalency Program  
 U.S. Department of Education  
 Annual Performance Report and Final Performance Report  
 Data Form**

**A. HEP Project Statistics and Reporting for GPRA**

**Reporting Block, Item A1**

A1.		Y1	Y2	Y3	Y4	Y5
a.	Number <b>funded</b> to be served					
b.	Number <b>served</b> in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b)					
1	Number served who were <b>new participants</b> (first year in HEP) (subset of A1b)	0	0	0	0	0
2	Number served who were <b>returning participants</b> (subset of A1b)					

**Reporting Block, Item A2**

A2.		Y1	Y2	Y3	Y4	Y5
	Status at the end of the reporting period. (Note: A2a-c should sum to equal the number reported in A1b(no. served)).					
a.	Number of HSE <b>attainers</b> . (Obj. 1 National Target: 69%) (GPRA 1)	0	0	0	0	0
1	Number of HSE attainers who were new participants.					
2	Number of HSE attainers who were returning participants.					
3	Number of HSE attainers who passed the HSE assessment in the English Language.					
4	Number of HSE attainers who passed the HSE assessment in the Spanish Language.					
5	Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish.					
b.	Number of <b>withdrawals</b>	0	0	0	0	0
1	Number of withdrawals who were new participants.					
2	Number of withdrawals who were returning participants.					
c.	Number of <b>persisters</b> (came back to continue in the subsequent budget period; persisters were enrolled in instructional services in the current reporting period but did not yet achieve a HSE and have returned by APR due date of the subsequent budget period to continue instructional services)					
<b>Your data input accuracy result</b>		Good Job	Good Job	Good Job	Good Job	Good Job

**Reporting Block, Item A3**

A3.		Y1	Y2	Y3	Y4	Y5
a.	Unduplicated number of HSE <b>attainers</b> who <b>entered</b> postsecondary education or training programs, upgraded employment, or the military (count each participant only once for this row for an unduplicated count). (This amount should not be greater than the amount in A2a above, and should equal the sum of A3a 1-3) (Obj. 2 National Target: 80%) (GPRA 2)	0	0	0	0	0
1	Number of HSE attainers who <b>entered postsecondary</b> education or <b>training</b> programs					
2	Number of HSE attainers who <b>obtained upgraded employment</b>					
3	Number of HSE attainers who <b>entered the military</b>					

**Reporting Block, Item A4**

A4.		Y1	Y2	Y3	Y4	Y5
a.	Number of HSE attainers you were able to track for follow-up data					

**Reporting Block, Item A5**

A5.		Y1	Y2	Y3	Y4	Y5
a.	Number of HSE attainers who got their HSE <b>within one</b> reporting period of your project	0	0	0	0	0
b.	Number of HSE attainers who got their HSE after <b>more than one</b> , but within two reporting periods of your project					

C.	Number of HSE attainers who got their HSE after <b>more than two</b> reporting periods of your project					
<b>Your data input accuracy result</b>		Good Job	Good Job	Good Job	Good Job	Good Job

Reporting Block, Item A6	Performance Calculation Table Current Performance Period				
Annual Award Amount					
GPR A Measure 1	0.00%	0.00%	0.00%	0.00%	0.00%
GPR A Measure 2	0.00%	0.00%	0.00%	0.00%	0.00%
Success efficiency ratio	\$0	\$0	\$0	\$0	\$0

Grantee Name: Write here

PR Number: Write here

Grant Year:      Y5

Reporting Period: 07/01/2017 - 06/30/2018

**B. HEP Project Student Participant Information**

**Reporting Block, Item B1**

B1	Educational and supportive services, and financial support received by HEP HSE enrolled students during the reporting period.	Y1	Y2	Y3	Y4	Y5
a.	Total HSE instruction hours received by all HEP HSE enrolled students. <sup>1</sup>					
b.	Total HSE instruction hours received by HSE attainers.					
c.	Total number of students receiving the following types of services: 2 <b>Instructional Support Services</b> Please indicate <b>the number of students</b> receiving instructional support services.					
1	Tutoring					
2	Counseling or guidance services					
3	Other Educational or Supportive Services, including mentoring or coaching, college transition services, work training services, transportation, child care, and job placement services.					
4	Financial support (Please indicate the number of students receiving financial support)					
	a. Room and board					
	b. Stipends					
	e. Other financial support, including tuition, books and materials.					

Grantee Name: **Write here**

PR Number: **Write here**

Grant Year:

Y1

Y4

Y5

Reporting Period: **07/01/2017 - 06/30/2018**

### C. HEP Project Services Information

#### Reporting Block, Item C1

C1.	Project Model Characteristics during the Reporting Period	
a.	Report the number of commuter students. (A commuter student is a student who does not live in IHE-funded housing.)	
b.	Report the number of residential students. (A residential student is a student who lives in IHE-funded housing.)	
c.	In what languages are project services provided? (Check all that apply.)	<input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other
d.	Is this project in a four-year or two-year educational institution, or in a non-profit organization?	<input type="checkbox"/> Four Year <input type="checkbox"/> Two Year <input type="checkbox"/> Non-Profit

#### Reporting Block, Item C2

C2.	Project Student Assessment Information Related to this Reporting Period	
a.	Which HSE assessment(s) does your project use?	<input type="checkbox"/> GED 2014 Series <input type="checkbox"/> HiSET <input type="checkbox"/> TASC <input type="checkbox"/> Other

Grantee Name: [Write Here](#)  
PR Number: [Write Here](#)

Grant Year:  1  2  Y3  4  
Reporting Period: 07/01/2017 - 06/30/2018

#### D. CAMP Project Goals and Objectives

##### Project Performance Objective Information

Section 1. Provide the Project Objective, performance measure (Target and Actual Performance Data) and explain the outcome (Include Qualitative Data, Data resulting from experimental Design, and Data Collection Information) (maximum 2500 words)

Please insert the row in each green box, if you need more space.

**Example:**

**Objective 1: To provide academic and instructional support for students to successfully complete the first year of college .**

**1.1. Performance Measure:** XX% of participants successfully complete their first year of college to meet the GPRA 1 target.  
Actual Performance Data : XXX Target: XXX

**1.1 Outcome:** CAMP exceeded objective 1 with a GPRA 1 completion rate of XX%. XXX of the XXX students served during the 2016-2017 project year successfully passed a minimum of 24 class credits. CAMP students received educational support throughout the academic year.

**1.2. Performance Measure:** CAMP participants will be computer literate and use computers for at least one course by the completion of their first year.  
Target: XXX Actual Performance Data: XXX

**1.2 Outcome:** 100% of participants pass a computer literacy test and apply knowledge of computers to at least one course. All students demonstrated the ability to use computers to complete class assignments.

**Objective 2:**

**2.1. Performance Measure:**

**2.1 Outcome:**

**2.2. Performance Measure:**

**2.2. Outcome:**

**Objective 3:**

**3.1. Performance Measure:**

**3.1. Outcome:**

**Objective 4:**

**4.1. Performance Measure:**

**4.1. Outcome:**

**Objective 5:**

**5.1. Performance Measure:**

**5.1. Outcome:**

**Section 2: Final Performance Report Only** (This information covers the entire project period, or five years.) (maximum 2500 words).

**Grantees must answer each of the questions below:**

1. Utilizing the evaluation results, draw conclusions about the success of the project and/or its impact. Describe any unanticipated outcomes or benefits from the project and any barriers that may have been encountered.

2. What would you recommend as advice to other educators that are interested in your project? How did the original project ideas change as a result of conducting the project?

3. If applicable, describe your plans for continuing the project (sustainability; capacity building) and/or disseminating the project results.

Grantee Name: Write here  
 PR Number: Write here

Grant Year:  
 Reporting Period:

Y1  Y2  Y3  
 07/01/2017 - 06/30/2018

**E. HEP Project Budget Information (see instructions)**

E Report section E in the following Table and in the space below

Report in column (a) carryover funds in their correct category amounts from the previous budget period, in column (b) the recommended funds, by budget category, for the current budget period, in column (c), the total revised budget amounts (using your approved, revised budget as in your ED524B Form), and by adding the previous year's carryover in column (a) with the recommended amount in column (b), in each budget category, and in column (d), your project's actual expenditures for this reporting period.

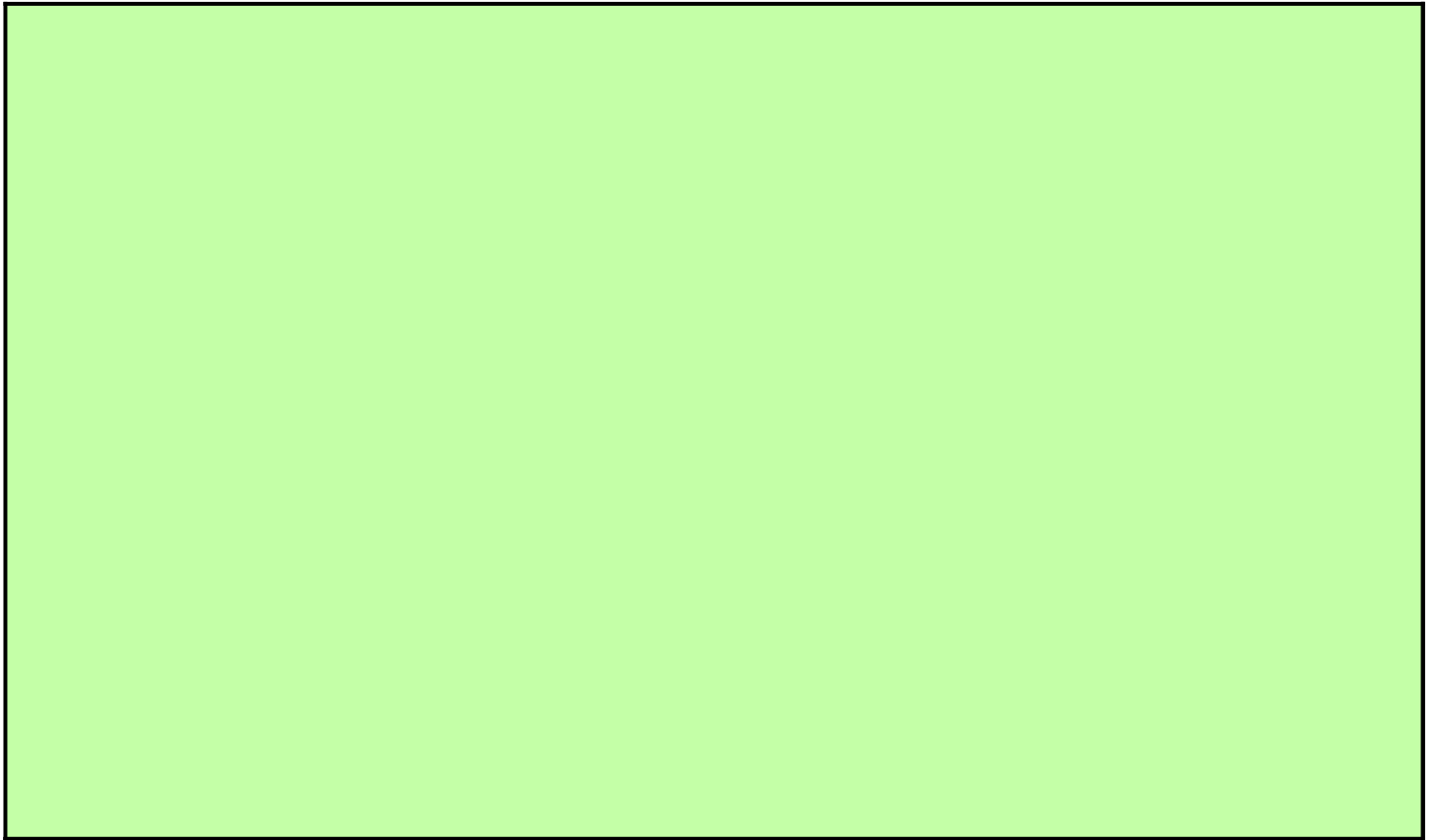
Budget Categories		Proposed Expenditures			Actual Expenditures
		(a) Carryover from Previous Budget Period	(b) Recommended Amount	(c) Total Approved, Revised Budget Amounts	(d) Actual Expenditure Amounts
1	Personnel			\$0.00	
2	Fringe Benefit			\$0.00	
3	Travel			\$0.00	
4	Equipment			\$0.00	
5	Supplies			\$0.00	
6	Contractual			\$0.00	
7	Construction			\$0.00	
8	Other			\$0.00	
9	Total Direct Costs (lines 1-8)	\$0.00	\$0.00	\$0.00	\$0.00
Your data input accuracy result					Good Job
10	Indirect Costs			\$0.00	
Your data input accuracy result					Good Job
11	Training Stipends			\$0.00	
12	Total Amounts (lines 9-11)	\$0.00	\$0.00	\$0.00	\$0.00
Your data input accuracy result			Good Job		Good Job

Note: Remember to keep budget line items consistent. For example, if you categorized student textbooks in the Stipend line item in your revised budget, payments for student textbooks must be categorized in the Stipend line item in the Actual Expenditures column.



1) Provide an explanation if you did not expend funds at the expected rate during the reporting period.

Write Here....

A large rectangular area filled with a light green color, intended for writing an explanation. The area is bounded by a thin black line and occupies most of the page's width and a significant portion of its height.

