

## Office of State Support Quarterly Progress Check Protocol

**Topic:**<sup>1</sup> \_\_\_\_\_

**State:** \_\_\_\_\_

In preparation for quarterly progress checks, States must submit responses to the following questions two weeks in advance of the progress check call. Responses will be collected electronically.

As it relates to the quarterly progress check topic, please identify any:

1. Policy or process questions (if applicable).
2. Already existing materials or background information that highlight your work in this area (*e.g.*, public notice to stakeholders, guidance document, sample monitoring report, etc.).
3. Major milestones you have in the next six months.

During quarterly progress checks, the following questions will be asked of States. Verbal responses will be recorded and annotated by OSS staff.

4. What were the State's key successes over the past year related to the quarterly progress check topic? What evidence do you have that demonstrates this success? Please provide examples. Examples might include successes at the SEA, LEA, or school levels.
  - a. Does the State have any tools or resources that they utilized or produced that helped them in their work that could be shared with other States?
5. What were the State's key challenges over the past year related to the quarterly progress check topic? Please provide examples. Examples might include challenges at the SEA, LEA or school levels.
  - a. What support(s) (including strategies and activities) are you currently utilizing to address this challenge?
  - b. What support(s) (including tools and resources) would help you overcome this challenge?
6. What support do you need to help you meet major milestones in the next six months?

The following question will be asked of States annually during the first progress check of each fiscal year. Verbal responses will be recorded and annotated by OSS staff.<sup>2</sup>

7. To support effective allocation of federal resources, how can ED streamline and improve compliance monitoring activities?

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<sup>1</sup> The topic will change each quarter and will be selected by OSS leadership. States will be notified of the topic at least one quarter in advance of the quarterly calls and the topic will be the same for all States. It will be closely related to a specific, or set of related, statutory or regulatory requirements. The specific, or set of related, statutory or regulatory requirements outlining Departmental oversight authority will be cited in the electronic questionnaire distributed in advance of quarterly progress check calls (*e.g.*, Annual State and LEA Report Cards: Sections 1111(h)(1) and 1111(h)(2) of the ESEA, as amended by the ESSA).

<sup>2</sup> This question allows States to expand on information collected annually through the Department's Grantee Satisfaction Survey.

## **Public Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1810-0733. Public reporting burden for this collection of information is estimated to average 12 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit under 20 USC 6301. If you have any comments concerning the accuracy of the time estimate, suggestions for improving this individual collection, or if you have comments or concerns regarding the status of your individual form, application or survey, please contact Office of School Support and Accountability, U.S. Department of Education, 400 Maryland Ave. SW, RM 3W110, Washington, DC 20202, [Tanesha.Hembrey@ed.gov](mailto:Tanesha.Hembrey@ed.gov) directly.