## Sections of Annual Performance Report

| Sections | Type | Reporting File | Submitted As |
|----------|------|----------------|--------------|
| Cover Sheet | Text/Signature | MS Word | PDF |
| 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 |

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

Cover Sheet (PDF).
Performance Report MS Excel Form: Blocks A-F (Excel Sheet).

The Office of Migrant Education (OME) has divided the APR into two sections due to the two types of content: text and numerical. The above table summarizes the sections (blocks), the type of files being used, and how they are being submitted.

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.

**Please send FINAL versions of these sections (2 files in total) as attachments to OME in ONE email.**

| Color Coding for Convenience | | No Data | No Data |
|------------------------------|---|---------|---------|
| **Highlighted Color** | **Interpretation** | **No Data** | **No Data** |
| Blue | Enter Numerical | **No Data** | **No Data** |
| Green | Enter Text/Error Message | **No Data** | **No Data** |
| OMB No. 1810-0684 Exp. 12/31/2021 | | **No Data** | **No Data** |
| **End of Spreadsheet** | | **No Data** | **No Data** |

| | |
|---|---|
| **Grantee Name:** | |
| **PR Number:** | |
| **Grant Year:** | |
| **Reporting Period** | 2019-2020 |

# High School Equivalency Program
# U.S. Department of Education
# Annual Performance Report Data Form

| A. HEP Project Statistics and Reporting for GPRA | **No Data** |
|---|---|
| **Reporting Block, Item A1** | **Reporting Block A1 Item** |
| A1. | Number of students served during the reporting period. |
| A1.a. | Number **funded** to be served. |
| A1.b. | Number **served** in HEP HSE instruction (note: A1b1 + A1b2 should sum to equal A1b). |
| A1.b.1. | Number served who were **new participants** (first year in HEP) (subset of A1b). |
| A1.b.2. | Number served who were **returning participants** (subset of A1b). |
| **Reporting Block, Item A2** | **Reporting Block A2 Item** |
| A2. | Status at the end of the reporting period.  (Note: A2a-c should sum to equal the number repo |
| A2.a. | Number of HSE **attainers**. (Obj. 1 National Target: 69%) (GPRA 1) |
| A2.a.1. | Number of HSE attainers who were new participants. |
| A2.a.2. | Number of HSE attainers who were returning participants. |
| A2.a.3. | Number of HSE attainers who passed the HSE assessment in  the English Language. |
| A2.a.4. | Number of HSE attainers who passed the HSE assessment in  the Spanish Language. |
| A2.a.5. | Number of HSE attainers who passed the HSE assessment in a language other than English or Spanish. |
| A2.b. | Number of **withdrawals**. |
| A2.b.1. | Number of withdrawals who were new participants. |
| A2.b.2. | Number of withdrawals who were returning participants. |
| A2.c. | Number of **persisters** (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). |
| | **Your data input accuracy result** |
| **Reporting Block, Item A3** | **Reporting Block A3 Item** |
| A3. | Placement of HSE attainers (from question A2a above) from the current reporting period by A |
| A3.a. | Unduplicated number of HSE **attainers** who **entered** postsecondary education or training programs, upgraded employment, or the military (count each participant only once for this 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). |
| A3.a.1. | Number of HSE attainers who **entered postsecondary** education or **training** programs. |
| A3.a.2. | Number of HSE attainers who **obtained upgraded employment**. |
| A3.a.3. | Number of HSE attainers who **entered** the **military**. |

| Reporting Block, Item A4 | Reporting Block A4 Item |
|---|---|
| **A4.** | **Follow-up on HSE attainers from the reporting period.** |
| A4.a. | Number of HSE attainers you were able to track for follow-up data. |

| Reporting Block, Item A5 | Reporting Block A15 Item |
|---|---|
| **A5.** | **Time to completion for HSE attainers from question A2a above.  (Note: A5a-c should sum to e⸱** |
| A5.a. | Number of HSE attainers who got their HSE **within one** reporting period of your project. |
| A5.b. | Number of HSE attainers who got their HSE after **more than one**, but within two reporting periods of your project. |
| A5.c. | Number of HSE attainers who got their HSE after **more than two** reporting periods of your project. |
| | **Your data input accuracy result** |

| Reporting Block, Item A6 | **Performance Calculation Table** |
|---|---|
| Annual Award Amount | |
| GPRA Measure 1 | 0.00% |
| GPRA Measure 2 | 0.00% |
| Success efficiency ratio | $0 |

| End of spreadsheet | No Data |
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**No Data**

No Data
No Data
No Data
No Data

# No Data

**No Data**

**Reporting Block A1 Response**

0

**Reporting Block A2 Response**

rted in A1b(no. served)).

0

0

Good Job

**Reporting Block A3 Response**

PR due date.

0

| Reporting Block A4 Response |
| --- |
| |
| |
| Reporting Block A5 Response |
| qual the number reported in A2a.) |
| |
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| |
| Good Job |
| No Data |
| No Data |
| No Data |
| No Data |
| No Data |

No Data

| Grantee Name: | 0 |
|---|---|
| PR Number: | 0 |

| B. HEP Project Student Participant Information | No Data |
|---|---|
| **Reporting Block, Item B1** | **Reporting Block B1 Item** |
| B1 | Educational and supportive services, and financial support received by HEP HSE enrolled students during the reporting period. |
| B1.a. | Total HSE instruction hours received by all HEP HSE enrolled students. |
| B1.b. | Total HSE instruction hours received by HSE attainers. |
| B1.c. | Total number of students receiving the following types of services: $_2$ Instructional Support Services. Please indicate the number of students receiving instructional support services. |
| B1.c.1. | Tutoring. |
| B1.c.2. | Counseling or guidance services. |
| B1.c.3. | Other Educational or Supportive Services, including mentoring or coaching, college transition services, work training services, transportation, child care, and job placement services. |
| B1.c.4. | Financial support (Please indicate the number of students receiving financial support). |
| B1.c.4.a. | Room and board. |
| B1.c.4.b. | Stipends. |
| B1.c.4.c. | Other financial support, including tuition, books and materials. |
| **End of Spreadsheet** | **No Data** |

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|---|
| **No Data** |
| **No Data** |
| No Data |
| **Reporting Block B1 Response** |
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| **No Data** |

| Grantee Name: | <u>0</u> |
|---|---|
| PR Number: | 0 |

| C.  HEP Project Services Information | No Data |
|---|---|
| **Reporting Block, Item C1** | **Reporting Block C1 Item** |
| **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.) |
| | **Your data input accuracy result** |
| c. | In what languages are project services provided? (Check all that apply.) |
| d. | Is this project in a four-year or two-year educational institution, or in a non-profit organization? |
| **Reporting Block, Item C2** | **Reporting Block C2 Item** |
| **C2.** | **Project Student Assessment Information Related to this Reporting Period.** |
| a. | Which HSE assessment(s) does your project use? |
| **End of Spreadsheet** | **No Data** |

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|---|
| **No Data** |
| **No Data** |
| No Data |
| **Reporting Block C1 Response** |
| |
| |
| |
| Good Job |
| Spanish |
| Four-Year |
| **Reporting Block C2 Response** |
| |
| Hi-SET® |
| **No Data** |

| | |
|---|---|
| **Grantee Name:** | |
| **PR Number:** | |
| **D. HEP Project Goals and Objectives** | |
| **Section 1.** | |
| | |
| **Objective 1** | |
| **Objective 2** | |
| **Objective 3** | |
| **Objective 4** | |

**Objective 5**

**Section 2**

**Question 1**

No Data

**Question 2**

No Data

**Question 3**

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**No Data**

**End of Spreadsheet**

## ...ect Performance Objective Information

**...ide the Project Objective, performance measure (Target and Actual Perforamnce Data) and explain the outcome (Include Qualitative Data, Data ...ting from experimental Design, and Data Collection Information) (maximum 2500 words).**

**...e insert a after green box if you need to enter more objectives.**

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

...erformance Measure: XX% of participants attained their HSE to meet the GPRA 1 target.
...l Performance Data : XXX Target: XXX

...utcome: HEP exceeded objective 1 with a GPRA I completion rate of XX%.  XXX of the XXX students served during the 2018 -2019 project year attained HSE.  HEP students receiv... ...tional support throughout the reporting period.

...erformance Measure: HEP participants will be computer literate and use computers.
...t: XXX Actual Performance Data: XXX

...utcome: 100% of participants pass a computer literacy test and apply knowledge of computers. All students demonstrated the ability to use computers to complete class ...ments.

...tive 2:

...erformance  Measure:

...utcome:

...erformance Measure:

...utcome:

...tive 3:

...erformance Measure:

...utcome:

...tive  4:

...erformance Measure:
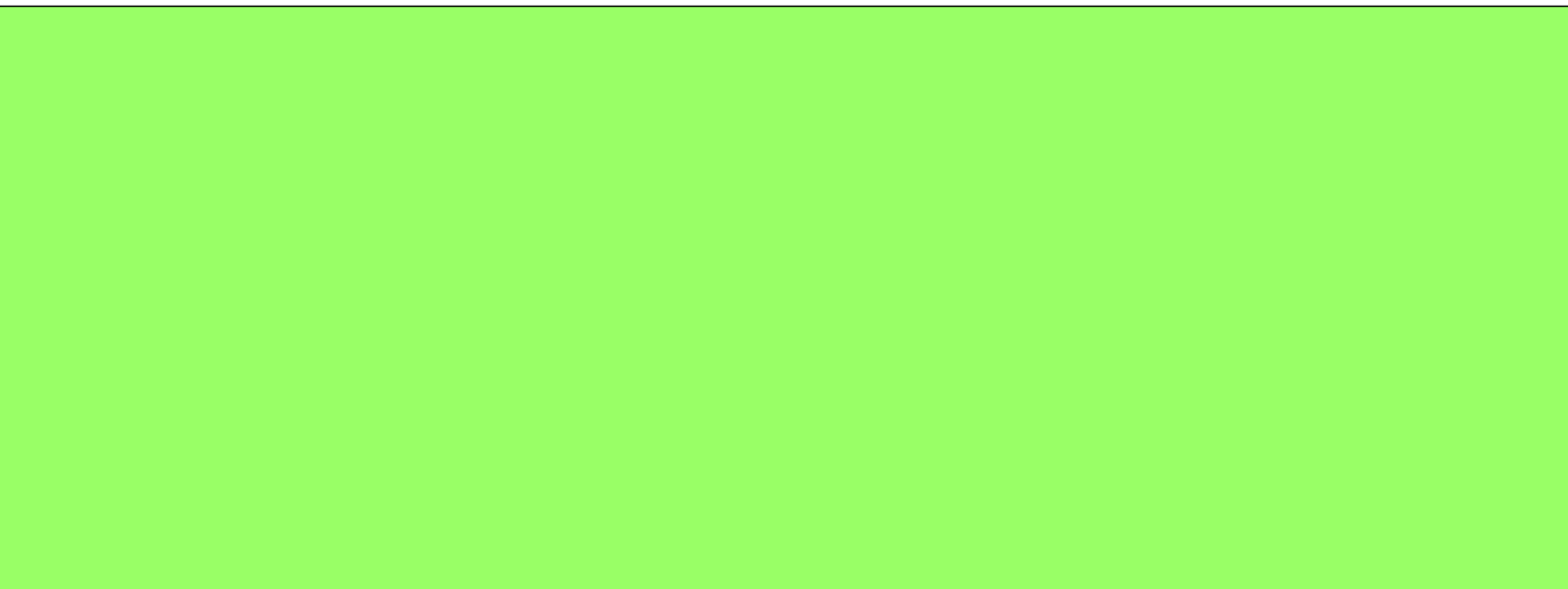
...utcome:

tive  5:

erformance Measure:

utcome:

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

lizing 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
ers that may have been encountered.

at 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?

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

**No Data**

| Grantee Name: | 0 | No Data |
|---|---|---|
| PR Number: | 0 | No Data |
| **E. HEP Project Budget Information (see instructions)** | **Report section E in the following Table and in the space below:** | **No Data** |
| No Data | 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. | No Data |
| No Data | **Budget Category Numbers** | **Budget Categories** |
| No Data | | |
| No Data | 1 | Personnel |
| No Data | 2 | Fringe Benefit |
| No Data | 3 | Travel |
| No Data | 4 | Equipment |
| No Data | 5 | Supplies |
| No Data | 6 | Contractual |
| No Data | 7 | Construction |
| No Data | 8 | Other |
| No Data | 9 | Total Direct Costs (lines 1-8) |
| No Data | No Data | Your data input accuracy result |
| No Data | 10 | Indirect Costs |
| No Data | | Your data input accuracy result |
| No Data | 11 | Training Stipends |
| No Data | 12 | Total Amounts (lines 9-11) |
| No Data | No Data | Your data input accuracy result |
| No Data | **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.** | No Data |

| | | |
|---|---|---|
| **1) Provide an explanation if you did not expend funds at the expected rate during the reporting period.** | Write Here… | No Data |
| **F. Additional Information (see instructions)** | **Note: Do not include requests for budget revisions, supplemental funding or changes to your application's activities in this performance report. See Section F of the APR Instructions for details on the type of information you may provide below.** | No Data |

Write Here...

No Data

No Data

End of Spreadsheet

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| No Data | No Data | No Data | No Data |
|---|---|---|---|
| No Data | No Data | No Data | No Data |
| **No Data** | **No Data** | **No Data** | **No Data** |
| No Data | No Data | No Data | No Data |
| **Proposed Expenditures - Carryover** | **Proposed Expenditures - Recommended Amount** | **Proposed Expenditures - Total Approved, Revised Budget Amount** | **Actual Expenditures** |
| (a) Carryover from Previous Budget Period | (b) Recommended Amount | (c) Total Approved, Revised Budget Amounts | (d) Actual Expenditure Amounts |
| | | $0.00 | |
| | | $0.00 | |
| | | $0.00 | |
| | | $0.00 | |
| | | $0.00 | |
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| **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| | | | **Good Job** |
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| | | | **Good Job** |
| | | $0.00 | |
| **$0.00** | **$0.00** | **$0.00** | **$0.00** |
| | **Good Job** | | **Good Job** |
| **No Data** | **No Data** | **No Data** | **No Data** |

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