

Completing Title II, Part A End of Year Progress Report

Title II, Part A End of Year SY24-25 Progress Report launches on May 1. The reporting period starts on July 1, 2024 and goes until August 31, 2025. It must be approved prior to submitting the 2025-'26 Consolidated Grant Application.

Contact the Title IIA team at title2a@k12.wa.us and (360) 725-6350. Additional resources include:

- FP 284 Title IIA Progress Report Tutorial (add hyperlink)
- [Improving Teacher and Principal Quality \(Title II, Part A\)](#)
- [EGMS Resources & Guides](#)

Finding the Title IIA End of Year Progress Report

Each person who is part of a school district (LEA) with an approved CGA that included funds in Title IIA AND has selected ESEA Consolidated Grants (CGA) as a program of interest in their user profile will receive email notification that Progress Report has launched.

Pending Tasks

Log into EGMS, go to the Home tab, look at the **Task Summary by Phase** section and select the number across from **Monitoring** (the last line).

Or users can click on Pending Tasks under My Tasks on the left-hand sidebar and then select **Title II, Part A, End-of-Year Report**.

Washington Office of Superintendent of
PUBLIC INSTRUCTION

Education Grants Management System

Opportunities Applications Grants Monitor

Search

Search...

All

Tasks

My Tasks

Pending Tasks

Completed Tasks

Activities

Organization

Organization Profile

Create Application: Click the **Opportunities** module in
View Current/Past Applications: Click the **Application**
View Current/Past Grants: Click the **Grants** module in
View Current/Past Amendments: Click the **Grants** mo
View Current/Past Payments: Click the **Monitoring** m
View Current/Past Progress Reports: Click the **Monit**
EGMS ID: To access a specific record in the system, Se

Task Summary By Phase	
Opportunities	0
Applications	10
Grants	0
Monitoring	1



Monitoring Tab

Log into EGMS, go to the Monitoring tab. On the left sidebar menu click Progress Reports.

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Education Grants Management System

Navigation: Opportunities Applications Grants **Monitoring**

Progress Reports - All

1. **Search:** To find Progress Reports, search for the **Subaward Title** or **EGMS ID**

Showing 1 to 3 of 3 records

Subaward Title	Progress Report Title
Consolidated Grant Application Test 2024	Title IV, Part A, End-of-Year Report
Consolidated Grant Application Test 2024	FP 284 - Title II, Part A - Supporting Effective Educators
Consolidated Grant Application Test 2024	Title II, Part A, End-of-Year Report

Total

Sidebar Menu:



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Unassigned Progress Report

If the CGA was not selected as a program of interest, the progress reports will not be assigned as a task and will not appear on the monitoring tab unless someone else starts it. This video covers how to find an unassigned Progress Report [Completing the Progress Report](#).

Completing the Title IIA End of Year Progress Report

1. Open the Progress Report
2. Click on the Forms and Files Tab
3. Click the Edit button in Actions

Sequence Number	Form Name	Is Form Completed?	Mandatory?	Last Modified By	Last Modified Date	Actions
	FP 284 - Title II, Part A - Supporting Effective Educators	No	Yes	Shelton Admin	04/02/2025 11:17 AM	 



Total Records: 1

There are five sections on this form, **Recruitment** Plans, **Induction** Plans, **Retention** Plans, **Meeting State Standards** Plans, **Other Academic Needs** Plans, **Class Size Reduction** Plans, and **Additional Use of Funds**. The Title of your Title IIA plans in the CGA will auto-populate into the End of Year Report. Title IIA plans from the CGA put them into the End of Year report. Only complete the sections that have a plan showing.

Induction Plans

This section shows the induction plan that your LEA proposed in the grant application. For each plan, please provide the progress made by the LEA.

* Records are sorted by Last Modified Date ascending order

Activities	Actual Outcome	Actions
Mentorship program activities beyond BEST program funds		 

Retention Plans

This section shows the retention plan that your LEA proposed in the grant application. For each plan, please provide the progress made by the LEA.

* Records are sorted by Last Modified Date ascending order

Activities	Actual Outcome	Actions
No Records Found		

In the example above, there is a plan in **Other Academic Needs**, so that section would be completed. There is no plan in **Class Size Reduction**, so that section can be skipped.

Entering Progress

1. Click the Edit button under Actions and open the pop-up window.
2. **Activities Section:** The activities that were selected for this plan in the CGA will be listed in the first box. If all these activities were done and no additional activities were added to the plan, mark Yes for Question 1. If there were changes mark Question 1 No and

describe these changes in Question 2.

Meeting State Standards Plan - Progress Details View

▲

Plan Name
Using Outdoor Learning to Meet Standards

Title IIA funds were approved for these activities to help students meet state standards
coaching on using Environment and Sustainability and PLCs to integrate SEL standards into PE.

- Were Title II, Part A funds spent on all these activities and only these activities for this plan?
-None--
- If not, describe any changes made during the school year to this plan, including Budget Amendments.

▲ Meeting State Standards Outcomes

Projected Outcome:
Classroom assessments will show an increase in students meeting standards in PE by 25% and student survey will show students meeting SEL standards will increase by 15%.

- Provide data showing the measurable impact these activities had on meeting state standards. Include data comparison(s) to show the positive improvement.
f1
- Will these activities be funded by Title II, Part A next year?
-None--

3. **Outcomes Section:** The projected outcomes from the CGA are listed in the first box. Respond to Question 3 with the actual outcomes of the plan. Was the goal met? Make sure to include:
 - a. Data used to monitor and evaluate the outcome, both baseline and end of year results (e.g., student engagement increased by 20% from September to May).
 - b. How the data was gathered (e.g., observation of engagement form, panorama data, iReady).
 - c. Overall effectiveness of the plan.
4. **Question 4** asks if the plan will be repeated next year. If the plan was not very effective this year, consider how it can be improved if it is repeated next year. Do not copy and paste an ineffective plan from one CGA to the next without explaining the changes made.
5. **Additional Use of Funds:**

▲ Additional Use of Funds

If Title II, Part A funds were used for any activities or purposes other than those covered above, please describe it here.

Plans can change over the course of the year. Describe any uses of Title IIA funds that were not reported in the sections above. Include:

- Activities that were approved as part of carryover or a budget amendment.⁵
- Activities that were reported to Title IIA via email or office hours.
- Activities that were not previously reported to Title IIA staff or EGMS.
- Who the funds were spent on (teachers, principals, etc.).
- Outcomes of these activities.

Submitting Report

1. Click the Save button in the top right corner.

A blue rectangular button with the text "Cancel" in white.A blue rectangular button with the text "Save" in white.

2. Click Complete Form.

A blue rectangular button with the text "Edit" in white.A blue rectangular button with the text "Complete Form" in white.A blue rectangular button with the text "Back" in white.

3. Click Submit Application.

A blue rectangular button with the text "Edit" in white.A blue rectangular button with the text "Submit Application" in white.