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 <u>title2a@k12.wa.us</u> 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

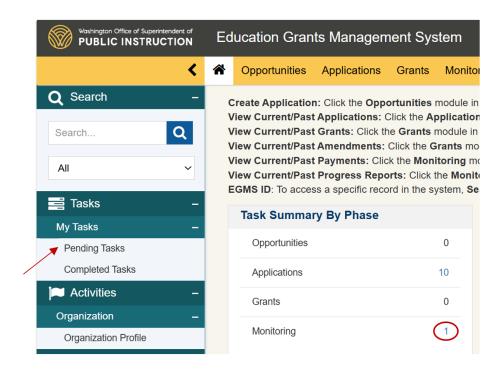
Finding the Title IIA End of Year Progress Report

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).

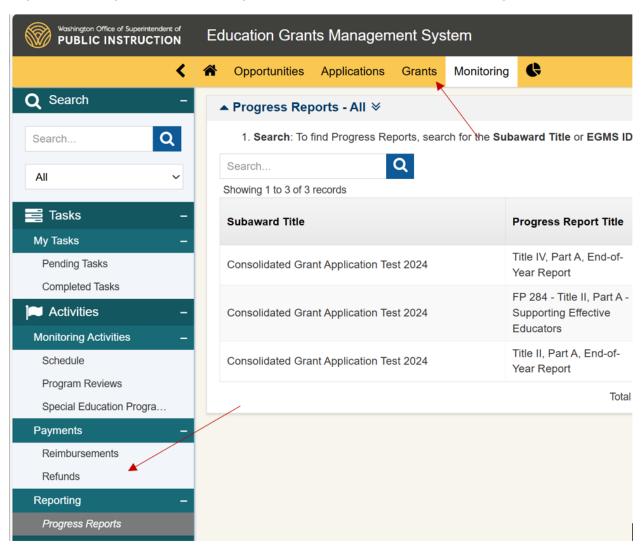
Or users can click on Pending Tasks under My Tasks on the left-hand sidebar and then select **Title II**, **Part A**, **Endof-Year Report**.





Monitoring Tab

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

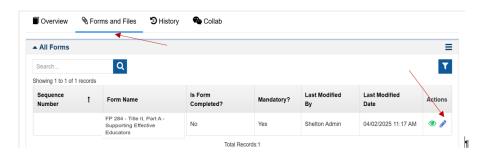


Unassigned Progress Report

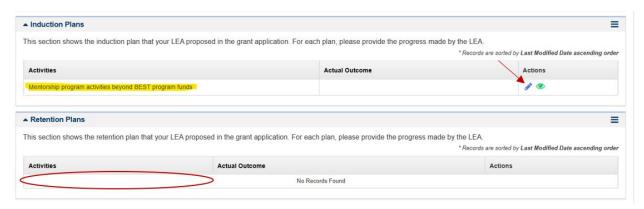
If the CGA was not selected as a program of interest, the progress reports will not be assigned as a task and will not appear on the monitoring tab unless someone else starts it. This video covers how to find an unassigned Progress Report Completing the Progress Report.

Completing the Title IIA End of Year Progress Report

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



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 ReportTitle IIA plans from the CGA put them into the End of Year report. Only complete the sections that have a plan showing.

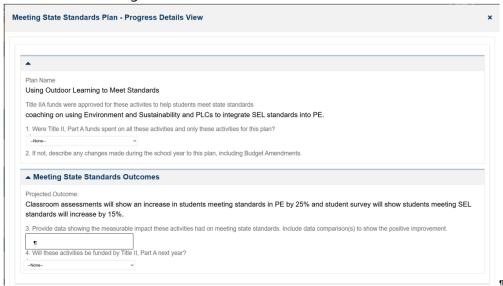


In the example above, there is a plan in **Other Academic Needs**, so that section would be completed. There is no plan in **Class Size Reduction**, so that section can be skipped.

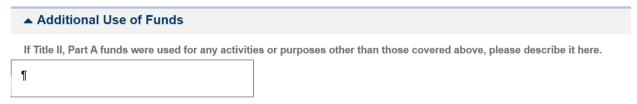
Entering Progress

- 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.



- 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:



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:

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

Submitting Report

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

Cancel Save

Back

2. Click Complete Form. Edit Complete Form

3. Click Submit Application.

Edit Submit Application