**Semi-Annual and Final Narrative Reporting Templates**

**FY24 SOAR Formula Consolidated Grant (Academic Quality/Early Childhood)**

**Directions:** For this grant, your LEA will submit two semi-annual reports and one final narrative report. Only one template needs to be completed per reporting period, encompassing your LEA’s SOAR Academic Quality project (and Early Childhood project, if applicable). Please provide detailed narrative responses for all fields and any data as requested. Reporting periods and due dates are listed in the below table. Please reach out to your [OSSE program contact](https://osse.dc.gov/sites/default/files/dc/sites/osse/page_content/attachments/FY24%20SOAR%20Formula%20Allocations%20and%20Program%20Contacts.pdf) with any questions.

**Deadlines:**

|  |  |  |
| --- | --- | --- |
| **Reporting Period** | **Report Type** | **Deadline** |
| 7/1/23 - 1/31/24 | Semi-Annual Narrative Report 1 | Monday, April 15, 2024 |
| 2/1/24 - 9/30/24 | Semi-Annual Narrative Report 2 | Friday, Nov. 15, 2024 |
| 7/1/23 - 9/30/24 | Final Narrative Report | Friday, Nov. 15, 2024 |

**Semi-Annual Narrative Report Template**

**FY24 SOAR Formula Consolidated Grant (Academic Quality/Early Childhood)**

**Name of LEA:**

**Reporting Period:**

**Contact Person:**

**Phone Number:**

**Email Address:**

**1. Complete the following chart with progress on Academic Quality and Early Childhood (if applicable) activities conducted during this reporting period. Activities should match what is listed in the Project Objective and Activities tab of your LEA’s FY24 SOAR Formula Consolidated application in EGMS.**

| **What activities were expected to be completed during the reporting period?**  *(list one activity per line)* | **What is the status of the activity as of the last day of the reporting period?** | **What evidence demonstrates completion of the activity?**  *(e.g., survey results from PD session, invoice/payment to consultant, etc.)* | **What factors impacted completion of this activity?** |
| --- | --- | --- | --- |
| ***Example:*** *Math teachers will participate in bi-weekly collaborative data dives, analysis, and action planning.* | ***Example:*** *This activity was completed throughout the reporting period mostly as planned and will continue through the remainder of the grant period.* | ***Example:*** *Meeting agendas and notes from each session.* | ***Example:*** *The assistant principal who facilitates the data dives was unexpectedly on medical leave in October, so one of the planned sessions was canceled.* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(insert additional lines as needed)*

**2. List the number of charter school faculty, staff, students, family members, and/or board members that have benefited from your grant project(s) during this reporting period. If your LEA received both Academic Quality and Early Childhood allocations, please answer this question separately for each.**

**3. Share one project highlight from this reporting period, e.g., student showcase, groundbreaking ceremony, positive shift in school culture, etc.**

**4. Describe any significant challenges you encountered during this reporting period. Who was most impacted, and how have you addressed these challenges?**

**5. Describe how academic performance related to your grant project(s) is being tracked. What systems and structures does your LEA have in place to review academic performance data?**

**6. Describe how academic performance is being impacted by your grant project(s). Use data to explain the change in academic performance (should include detailed subgroup data where possible).**

**7. List any desired technical assistance or information that OSSE can provide to make your grant project(s) more successful.**

**Final Narrative Report Template**

**FY24 SOAR Formula Consolidated Grant (Academic Quality/Early Childhood)**

**\*\*Only complete this section at the end of the grant award period.**

**1. What do you consider to be the greatest accomplishments of your grant project(s)?**

**2. Did your LEA meet the objective(s) proposed in the grant application, i.e., in the Project Objective and Activities tab in EGMS? If not, describe any issues that hindered the achievement of the objective(s).**

**3. What changes, if any, would you make to your grant project(s) if given another opportunity?**

**4. Describe any unanticipated benefits, if any, to your school community beyond the original objective(s) and planned activities.**

**5. Please share any recommendations you have for OSSE to enhance its grant making, grant application, and/or reporting procedures.**