



**2010 College Access Grants
Program Reporting Requirements**

Student Surveys

1. Initial Student Survey
2. Participant Pre/Post Survey
3. Annual Program Evaluation
4. Graduate Survey

Grantee Reports

1. Mid-Year Report (due January 31)
2. Year-End Report (due June 30)
3. Annual Financial Report of Activities

Student Surveys

Survey	Who	Purpose	When/How	What it Measures
Initial Student Survey	All students in grades 9-12 (subsequent years for 9 th graders and transfer students only at the start of the school year)	To establish student demographic baseline data and help school determine target audience	Fall/distribution method to be determined by the school	Intent to attend college, first generation status, and barriers to college
Participant Pre/Post Survey	All students participating in college access activities for the year	To gauge effectiveness of college access activities	Prior to and upon completion of College Access Program participation/distribution method to be determined by the school	Change in perceptions of college access knowledge and activities
Annual Program Evaluation	All students participating in college access activities for the year	To assess student satisfaction with the programs and level of participation	Spring annually/distribution method to be determined by the school	Effectiveness of the program activities, feedback for school to refine programming
Graduate Survey	All graduated seniors	To determine the number and percent of students attending college	Fall annually/mail, phone, or email survey	Actual college-going rate

Grantee Reports

1. Mid-Year Report

Purpose: To gather information about the effectiveness of the program/activities/participation and college-going rates
Who: College Access Program Administrator
Due: January 31
How: Online survey from EducationQuest
What it measures/reports:

- Activity progress and implementation
- Class enrollment numbers and activity participation rates
- Success with implementation
- Barriers to implementation
- Intake survey
- Graduate Survey – College-going rates

2. Year-End Report

Purpose: To gather information about the effectiveness of the program/activities/participation
Who: College Access Program Administrator
Due: June 30
How: Online survey from EducationQuest
What it measures/reports:

- Activity progress and implementation
- Participation rates
- Success with implementation
- Barriers to implementation
- Year-End Student Survey Summary
- Activities that may change based on student feedback

3. Budget Report

Purpose: To gather information about the effectiveness of the program/activities/participation
Who: College Access Program Administrator
Due: June 30
How: Complete provided budget form and return to EducationQuest
What it measures: How funds were spent, amount short/long and proposed budget for next academic year.