**Appendix I: District and School Assistance Grant  
Programmatic Final Narrative Report**

The Department of Elementary and Secondary Education’s Office of the Regional System of Support administers District and School Assistance Grants to Level 3 and Level 4 districts to assist with district and school improvement activities. Information gathered in this report will provide us with a better understanding of district needs and challenges, and will be helpful for planning and administering DSAC grants in the future.

Please include all activities funded through the District and School Assistance Grant, from both 323-B and 220-E allocations. It is not necessary to submit a separate report for each DSAC funding source and each activity.

A copy of your final narrative report will be made available to your DSAC RAD.

*Final reports for the 2017-18 District and School Assistance Grant are due on September 30, 2018. Reports can be emailed to Abigail Slayton* [*Aslayton@doe.mass.edu*](mailto:Aslayton@doe.mass.edu) *(781-338-3517) in the ESE Regional System of Support office. The report should not exceed three pages.*

District

Person completing this report: name     , role

Email     , phone

Total expended across all grant funds

*Please provide the following information for each activity funded through the District and School Assistance Grant. Copy and paste this section of the template as necessary to describe all activities. It is not necessary to repeat information provided when the grant application was submitted, but make clear connections to activities proposed in the application.*

A brief description of the activity

Please complete the table below to show how expected participation compared to actual participation. The first three rows provide an example.

|  |  |  |  |
| --- | --- | --- | --- |
| Planned Participation | | Actual Participation | |
| Number | Role | Number | Role |
| *e.g., 7* | *Teachers* | *5* | *Teachers* |
| *e.g., 1* | *Principal* | *1* | *Principal* |
| *e.g., 0* | *Coaches* | *2* | *Coaches* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please describe any differences between expected participation and actual participation.

Please describe any differences between the proposed budget for this activity and the actual expenses for the activity.

Describe how the activity fulfilled its intended purpose of supporting strategic district and school improvement efforts. In what ways was the activity helpful? How did participants respond to the activity? What were strengths and challenges associated with the activity?

For professional development activities (whether DSAC PD or other PD selections) the grant application asked for details about administrator and site facilitator/coach training. Please describe how administrators and site facilitators/coaches will be supporting participants as well as ensuring sustained implementation of their learning during the school year (to implement learning in classrooms.)

For targeted assistance and school improvement (other than PD) activities, please describe how implementation of work and learning will be supported during the school year.

Please share any suggestions for how administration of DSAC grants might be improved to be more helpful to districts.