
Annual Reporting

All Sponsoring Organizations with approved educator preparation programs are required to complete an annual submission of the State Annual Report (SAR) (603 CMR 7.03). The period for each annual report is identical with the federal reporting year under Title II of the Higher Education Act: September 1 through August 31 of the year preceding the report (Example: SAR/Title II reporting year 2016 = program year 2014-15).

In addition, Sponsoring Organizations who offer educator preparation programs that lead to a candidate's first Initial teaching license are required to submit data for Title II HEA federal reporting requirements. Title II Reporting Requirements, technical assistance information, and previously submitted State Reports can be found on the [Title II Higher Education Act website](#)

Reporting requirements may change as required by state and federal regulations.

ESE copies data for SAR/Title II reporting and for public Profiles directly from the Early ID system. Therefore, ESE will report Sponsoring Organizations' data for the SAR/Title II and in Preparation Program [Profiles](#) exactly as they are entered by Sponsoring Organizations. For this reason it is important that organizations enter data accurately.

In addition to candidate enrollment and completion data, the State Annual Report Sponsoring Organizations are required to submit includes the following information:

Data Category	Specific Data Collected
Substantial Changes to Program	Substantial Changes to: courses or seminars, field based experiences requirements, personnel, or any other significant changes in the substance of the program.
Candidate Data	a) Number and list of candidates enrolled b) Number and list of candidates completing all coursework, except the practicum/practicum equivalent c) Number and list of program completers d) Demographics: a. Race b. Ethnicity c. Gender
Faculty Data	a) Number of full-time equivalent b) Number of part-time equivalent c) Demographics: a. Race b. Ethnicity c. Gender
Annual Goals and Attainment	Prior year goals, progress on prior year goals and current year goals

Program with Zero Completers	a) Reasons for zero program completers b) Plans for increasing enrollment and number of program completers
Types of District Partnerships and Collaborations	List of partner districts and description of the partnership
Update on Review Findings	Provide a brief summary of progress made in relation to the findings issued as a result of the last formal/interim review.