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| **Name of Grant Program:** Promoting Adolescent Health and School Success | **Fund Code:** 649 |

**Fiscal Year 2017-2018 (FY18) Reporting Requirements**

**Bi-annual Progress Report (aka ‘WISHES District Survey’):**

A **Bi-annual Progress Report** will be completed every six months to provide the Massachusetts Department of Elementary and Secondary Education (Department) updates on work plan implementation. Both the **Mid-Cycle Progress Report** and **Final Progress Report** will be composed of:

1. A **quantitative survey:** which documents district progress towards implementing the outcomes outlined by the Centers for Disease Control’s (CDC) Program Evaluation Reporting System (‘PERS’).
2. A brief **qualitative survey:** which documents district progress towards implementing stated work plan goals for each approach; lists obstacles and how they were overcome, and successes and how they were communicated; and notes any planned activities for sustaining the work beyond the grant.
3. A description of any outstanding **technical assistance and training needs**, including the opportunity to submit district or school level policies for review by the Department.

The **Mid-Cycle Progress** **Report** willbe due mid-February 2018 for the first half of the grant cycle (August 1, 2017 – January 31, 2018).

The **Final Progress Report** will be due mid-August 2018 for the second half of the grant cycle (February 1, 2018 - July 31, 2018) and will include documentation of (1) progress made as a result of grant activities (including Department technical assistance and professional development events attended), (2) follow-up activities planned or support requested from the Department or other grant partners, and (3) success stories to be relayed to the CDC.

This standard report will be available by the end of the school year for districts who are able to report complete program activities through July 31, 2018 before the mid-August due date.