

Progress Report FAQs

1. What is the D.A.T.E. progress report and what purpose does it serve?

A progress report is a report of work accomplished during a specified time period which gauges the impact of grant activities throughout the implementation period.

Progress reports document the progress of grantees toward reaching the program goals as outlined in the D.A.T.E. plans submitted to and approved by Texas Education Agency (TEA). These progress reports notify TEA grant administrators whether modification or adjustments to the program are needed. The information provided also allows the TEA to facilitate data driven technical assistance and identify the gaps in implementation processes and procedures.

2. What information is collected in the progress report?

Each progress report collects information in the following programmatic areas:

- Challenges in plan design and implementation
- Teacher and non instructional staff engagement
- Communication procedures
- Progress toward meeting goals
- Tracking and monitoring staff progress toward meeting goals
- Teacher/staff behaviors
- System alignment
- Teacher retention
- Payout

4. How will this information be collected by TEA?

TEA in collaboration with The University of Texas System Institute for Public School Initiatives (IPSI) will collect this information through an electronic web-based survey on Survey Monkey. The links to the survey can be found at:

https://www.surveymonkey.com/s.aspx?sm=6z56J_2bJRqjFd8tJn3fOTFQ_3d_3d

5. Who should fill out the progress report?

The progress report should be completed by the primary person responsible for managing, administering, and overseeing the D.A.T.E. program in the district.

6. How should information be collected at the local level?

Because the grant may include several schools, the grant coordinator should aggregate district results and complete **one** progress report for the district per grant.

The sections of the progress report which refer to progress toward meeting goals should be answered using the data collected in those areas (e.g. student achievement measures, teacher collaboration goals, etc.) The grants coordinator, or individual who is responsible for the grant, should use applicable data collected throughout the reporting period to complete the progress report. If necessary, campus or district leaders should collaborate with the grant coordinator to complete the progress report, including district and campus planning committees.

7. Are there progress report submission deadlines?

Yes. The following are the deadlines for D.A.T.E. Cycle 1 progress reports:

Report	Reporting Period	Due Date
First Interim	09/01/08 - 12/31/08	01/30/09
Second Interim	01/01/09 - 04/30/09	05/31/09
Third Interim	05/01/09 - 08/31/09	09/30/09
Final Evaluation Report	09/01/09 – 02/28/10	03/31/10

Progress reports are due to the Texas Education Agency thirty days after the close of the reporting period.

8. What is the difference between the reporting period and the due date?

The reporting period is the time period in which grant activities and progress is evaluated. This progress is documented on the progress report and submitted by the due date indicated in the table above.

9. Who should I contact with questions on completing these reports?

Technical Assistance Center
(512) 579-5050
txeducatorawards@utsystem.edu

Mary Gawron
Texas Education Agency
512-936-8222
mary.gawron@tea.state.tx.us

10. Back in January, there was also a progress report due for TEEG. Where is that one?

At this time, there is no progress report due for TEEG.

11. Is a superintendent's or designee's signature required to submit the progress report?

No. Progress reports should be completed and submitted by the primary person responsible for managing, administering, and overseeing the D.A.T.E. program in the district.

12. Does our district need to retain the files/documentation used to complete these reports?

Yes. Records should be maintained for a period of 5 years as outlined in the D.A.T.E. grant application requirements.

13. How should districts obtain copies of submitted progress reports for document retention purposes?

To obtain a copy of the progress report for record keeping purposes, contact The Technical Assistance Center at (512) 579-5050, or online at txeducatorawards@utsystem.edu. For the purposes of obtaining a copy of the submitted progress report, email is the preferred method of contact.