

2025-26 Quarter 3 Progress Report Summary

Below are directions for completing the 2025-26 Quarter 3 Progress Report along with all of the information you will need to gather. **Please remember that Smartsheet forms do not save your progress.** We *highly recommend* you fill out the components on a separate document that you can save your progress as you work and then submit it on the Smartsheet form.

Before starting the Progress Report Smartsheet Form, please be sure to download the following files (you will need to attach them later):

1. [Family Engagement Excel Sheet](#)
2. [Budget Table Personnel Timesheet](#)
3. [HDT Growth Assessment Data Attachment](#)

Summary of Progress Report Questions

Narrative Questions:

1. **Project Highlights/Accomplishments:** Summarize accomplishments/successes of your grant project this quarter.
2. **Project Challenges:** Please describe the challenges you have experienced this quarter. How did (or will) you address them?
3. **Program Evaluation:** Describe the program evaluation activities you have conducted to determine the effectiveness of your work and progress toward intended outcomes as related to your continuous improvement cycle. Include any links to surveys, assessments given, etc.

Number or Family Engagement Events/Workshops You Provided This Quarter

*More detailed information on Family Engagement/Workshops will be submitted in the "Family Engagement Excel Sheet" file.

HDT Data:

1. HDT Acknowledgement Statement
2. HDT Student Referral Method (family, school, both, or other)
3. Total # of Students Who Received HDT This Quarter
4. Number of HDT Cycles Provided This Quarter

*Additional HDT data and details will be submitted in the "Budget Table Personnel Timesheet" file.

Artifacts (#1-6 are required):

1. **Family Engagement Excel Sheet** (attachment at top of this form): Please name the file "Grantee Name_Family Engagement Excel Sheet" when submitting.
2. **Budget Table Personnel Timesheet** (attachment at top of this form): Please fill this out for every staff member budgeted in your Budget Table. Name the file "Grantee Name_Budget Table Personnel Timesheet" when submitting.
3. **HDT Growth Assessment Data Attachment** (attachment at top of this form): Name the file "Grantee Name_HDT Growth Assessment Data Attachment" when submitting.
4. **HDT application/referral form** for families.
5. **Community and family engagement** related flyers, information, etc for this quarter (one artifact per event).
6. **Survey data** from feedback surveys, families and caregiver surveys, etc.
7. Any additional photos/videos or other artifacts/documents that help paint the picture of your project's work.

NOTE: If you run out of data space to upload all of the required documentation on Smartsheet, please email Gina Kim-Le (gina.kimle@ode.oregon.gov) with the additional documentation. Thank you!

Comments/Context for Artifacts

Use this space to provide context/explanation for the attachments included above (if needed), or if the artifact you are sharing is a URL, paste the link into the field below.

Year 2 (25-26) Budget Revisions (if applicable)

Feedback & Support Needs (if applicable)