

Dear Summer Learning Grant Recipients,

It is hard to believe that it is the end of August already. While I am sure the summer has flown by for many of you, I also know that you have been doing some amazing things for your students this summer. I have heard from a few recipients about the programs and activities that they are providing for their students. They sound amazing. Thank you for all that you are doing for Oregon's students this summer.

As we approach the end of summer, I want to remind everyone of a couple of processes and reports that need to be done for the Summer Learning Grants.

Reimbursement Process

Many recipients have already claimed their initial 25% for the Summer Academic Support Program (high school) and the Summer Enrichment Program (K-8). Thank you for doing that. Please note the following however:

- Recipients must submit a reimbursement form for the 25% claimed up front before submitting any reimbursements for the remaining 75%.
- Recipients may claim the remaining 75% of the grant funds on a reimbursement basis and claims will not be approved without the correct reimbursement documentation, which is posted on [our website](#).
- If a recipient is going to use less than the full 25% as their total grant claim, then that recipient may submit a reimbursement claim for that amount as it will be their entire grant. However, they must also send an email to the [Summer Learning inbox](#) stating that this is their intent.
- All reimbursement requests must document the matching funds as required by each grant.

Final Reports

For those recipients that have completed all Summer Learning Programs, you can start filling out your final reports. Final reporting will have three parts:

1. **Financial reporting.** This part will be accomplished through the reimbursement process. Because all grant funds must be accompanied by reimbursement requests, we will be able to pull summary data from that information.
2. **Summary reporting for each grant.** Each grant has a separate summary report that will need to be completed. The report templates posted to [our website](#). These are Excel spreadsheets and will need to be filled out and submitted as Excel spreadsheets. PDFs cannot be accepted because we will need to combine the sheets to get statewide information.
3. **SSID information.** As part of the Summer Learning Grants, recipients were required to take reasonable efforts to collect SSIDs from those students participating in the programs. These SSIDs will need to be sent, via [secure file transfer protocol](#), on an Excel spreadsheet to ODE's Summer Learning inbox. We will use the SSID information to get demographic data on the students served by each recipient. If a recipient served members of their community that were not students, there is no expectation that an SSID was created or captured for that individual.

All of the final reports are available on our website. The goal of the final reports is to get enough information to answer stakeholder questions without significantly burdening the recipients. These forms meet that goal.

All final reimbursements **and** final reports must be submitted by **October 31, 2021**.

If you have any questions, please let us know.

Thank you,

Michael



Oregon achieves . . . together!

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