Please use the HSS SmartSheet Dashboard for annual reporting.

There are two sections due for annual reporting this year. The first section is the expenditure report with a budget narrative. The second section consists of narrative responses describing the school or district's progress towards previously identified goals and outcomes.

Make sure to include a *description* for any *activity* with which you used HSS funds.

The Smartsheet forms are required to be submitted by August 15, 2022.

Program staff will be available for questions during office hours (Join Office Hours);

July 19, 9 - 10AM July 27, 2 - 3 PM August 2, 9 - 10AM August 4, 9 - 10AM August 9, 2 - 3PM August 11, 2 - 3 PM

Please note: *EGMS* will be unavailable *Monday, July 25th* and *Tuesday, July 26th* due to software updates.

See further directions and screenshots below.

Remember to save your progress regularly in the Smartsheetwhile completing the report.

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1) Budget & Expenditure Reporting

- a) Utilize your 2021-23 HSS biennial plan for reference while your district point of contact and Business Manager work together to complete this form.
- b) **2021-22 Expended** Enter the amount of the school or district's 2021-22 High School Success allocation claimed in EGMS between **July 1, 2021** and **August 15, 2022** for each type of expense for all activities.
- c) **2021-22 Expenditure Report Narrative/Notes** Provide brief but specific descriptions for all activities your district/school claimed HSS funds for. Make sure all spending is according to your HSS plan.

(Activity Description Example: Staff attended professional development (+title/location) on best practices for creating a CTE Program of Study)

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Activity	Progr Area Code ①	Type of Expense	2021-22 Budgeted	2021-22 Expended	2021-22 Expenditure Report Narrative/Notes ①
 Activity #1 is detailed here 	DP	Total	\$1,160,165.00	\$688,098.00	
		Professional Learning for Staff	\$67,000.00	\$65,000.00	
		Direct Student Service	\$0.00	\$5,675.00	
		Family Engagement	\$45.00	\$8,500.00	
		Community Partnerships	\$45,647.00	\$45,622.00	
		Equipment/Supplies/Facilities	\$23,450.00	\$456.00	
		Curriculum	\$456,456.00	\$2,845.00	
		Staff: Salary, licensure, retention,	\$567,567.00	\$560,000.00	

e) 8th Grade Spending: After reporting expenditures for each activity, review spending and report how much was spent for 8th grade in each programmatic area as well as include a brief description of how these funds supported students in 8th grade. These funds are not added to the total but are a subset of all activity expenditures and should not account for more than 15% of your school or district's High School Success allocation.

Activity Number	Activity	Programmatic Area Code	2021-22 Budgeted	2021-22 Expended	2021-22 Expenditure Report Narrative/Notes
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8th Grade		DP	\$23,560.00	\$22,600.00	
8th Grade		CLO	\$45,128.00	\$51,000.00	
8th Grade		CTE	\$451,254.00	\$400,359.00	

f) If additional claims were made not in accordance with your approved HSS plan, please reach out to your ODE Point of Contact.

2) Narrative Responses

d)

- a) It is recommended these narrative responses, when possible, be completed with input from your school and/or district community, including students, staff, families, and community partners.
- b) **Report progress** for each **short and long term outcome** described in your 2021-23 High School Success biennial plan. There are three options to choose from.
 - 1) This outcome has been met
 - 2) Progress has been made towards this outcome
 - 3) No progress has been made towards meeting this outcome
- c) **Reporting Questions** Provide succinct responses (200 word maximum) to the following three questions based upon work supported with HSS funds in the 2021-22 school year:

- i) Please describe the progress your school and/or district has made towards this goal/outcome.
- ii) Please describe the impact this progress has had on the behaviors, actions, policies, or practices in your school and/or district community, and what evidence could be shared to support this description?
- iii) What barriers, challenges, or impediments has the school and/or district identified in their progress towards meeting this outcome?

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Goal Number ∄	Outcome කි ග	Outcome Progress 2021-22 SY	Reporting Question 1 2021- 22 SY	Reporting Question 2 2021-22 SY	Reporting Question 3 2021-22 SY ①
N/A	N/A	N/A	Please describe the progress your school and/or district has made towards this goal and outcome.	Please describe the impact this progress has had on the behaviors, actions, policies, or practices in your school and/or district community and what evidence could be shared to support this description?	What bassies, smallenges, or impediments has the school and/or district identified in their progress towards meeting this outcome?
Goal 1	ACA Intervention Team meets weekly, analyzing data, recommending student supports/interventions, tracking supports/interventions with families and teachers involved in the evaluation of those supports. Explore additional credit recovery options both online and in person opportunities Additional staff training to ensure staff accurately track credits and match students with resources				
Goal 1	90% of 9th grade students who were not on track at the end of the 9th grade year, will be on track for graduation by the end of their 10th grade year.	This outcome has been Progress has been mad No progress has been n		ome	

3) HSS 2021-22 Annual Reporting Submission

d)

a) When you have completed both sections-- budget expenditure report and progress narrative responses--, fill out the submission form with your name, your institution's name, and your email address.

Institution Name * Safat typing your institution name and it will appear here. Select Submitter Name * Submitter Enail * FTE Funded * Please enter the number of FTE positions, including administrative, certified elassified, funded through the High School Success grant in 2021-22. 2.00	-
Select Submitter Name * Submitter Email * FTE Funded * PFless enter the number of FTE positions, including administrative, overlifeet classified, funded through the High School Success grant in 2021-22. 0.00	•
Submitter Name * Submitter Email * FTE Funded * Pfease enter the number of FTE positions, including administrative, certifier classifierd, funded through the High School Success grant in 2021-22. 0.00	•
Submitter Enail * FTE Funded * PTEs enter the number of FTE positions, including administrative, certified classified, funded through the High School Success grant in 2021-22. 200	
FTE Runded * Please enter the number of FTE positions, including administrative, certifier classified, funded through me High School Success grant in 2021-22.	
Please enter the number of FTE positions, including administrative, certified classified, funded through the High School Success grant in 2021-22.	
Please enter the number of FTE positions, including administrative, certified classified, funded through the High School Success grant in 2021-22.	
0.00	ed, and
Expenditure Verification *	
Liverify that movies from the High School Graduation and College and Care Fund were used to estabilish or expand program, opportunities, or strategies section 1, chapter 1, Oregon Laws 2017 and were not used to maintain propri- opportunities, or strategies estabilised prior to Desember 8, 2016, except funds that support extended co-enrollment programs in effect prior to Dece 2016.	gies under ograms, when a use i funds, and
Narrative Response Verification * I verify that the information included in the Narrative Responses section (th written questions) is accurate and complete.	
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- c) **FTE Funded:** Enter the number of FTE positions funded through the High School Success grant between July 1, 2021 and August 15, 2022.
- d) **Expenditure and Narrative Response Verification**: By checking the boxes you verify the accuracy of responses in the budget and narrative response forms.
- e) **Submit**: Once this form is submitted it will be reviewed by ODE staff. If any questions arise a point of contact will reach out for further clarification.