

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

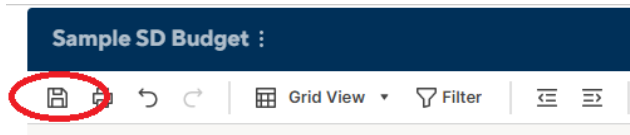
August 9, 2 - 3PM

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 Smartsheet while completing the report.



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)

B. ↓ C. ↓

Activity	Progr... Area Code ①	Type of Expense	2021-22 Budgeted ①	2021-22 Expended ①	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	

d)

- 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 ①	2021-22 Budgeted ①	2021-22 Expended ①	2021-22 Expenditure Report Narrative/Notes ①
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

- 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:

- 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.