



OFFICE OF HIGHER EDUCATION

Pre-Collegiate Preparation Programs Unit – LPP, STEP, Scholarships
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LPP 2013-2014 Interim Report Elements

The 2013-2014 LPP Interim Report is due **Friday March 7, 2014** and should include the following elements in the order provided via PDF format emailed to lppdir@mail.nysed.gov. The cover page and the anecdotal narrative should be post mailed to Lisa Drzymala's at the address enclosed. **Data reported should reflect programmatic and fiscal activity from September 1, 2013 through January 31, 2014.**

A. Partner Information

- A1. Collaborating IHE Degree Programs/Offices providing service
- A2. Collaborating Partner Schools/LEAs
- A3. Collaborating Partner Organizations

B. Student enrollment demographic information:

- B1. ID Number
- B2. Student First Name, Last Name
- B3. Student's School/GED Program
- B4. Student Status in LPP
- B5. Date of Birth
- B6. Gender
- B7. Race
- B8. Ethnicity
- B9. Date LPP Entry
- B10. Grade LPP Entry
- B11. Grade level on Sept. 1, 2013
- B12. Primary Reason for Referral
- B13. HS Credits Earned**

C. Staff Roster:

- C1. Staff First Name, Last Name
- C2. Staff Title
- C3. Type of Employee
- C4. Average # of hrs/weekly
- C5. Brief description of duties
- C6. Professional Development(s) title
- C7. Description
- C8. Date

D. Program Events/Activity/Services:

- D1. Month/Frequency
- D2. School
- D3. Grade
- D4. Staff
- D5. Activity
- D6. Number of Students
- D7. Expenditure associated with activity

This information is a macro snapshot of the projects activities. Detail provided should be similar to a calendar of events that the project has provided monthly, do not provide salaries of staff for expenditures. Cost listed **should not include** those listed in codes 15 & 16, rather expenditures should reflect the cost of the activity/workshop/event; expenses such as travel, admissions fees, supplies, and presenters.

E. Anecdotal Information:

Briefly provide a narrative describing the status of the project through **January 31, 2014**. If your project did not provide services as of **9/1/2013** please specify the circumstances. Also, indicate the plan for service delivery moving forward, as well as the start date, using the following categories in the order provided, to detail the successes and/or challenges for each category. Limit to 100-200 words.

Partner Information, Student Data, Staff, Program Events/Services

F. Fiscal:

- F1. Total award amount
- F2. Dollar amount drawn down from SED
- F3. Draw down date(s)
- F4. FS10A number, F5. Date FS10A submitted to SED, F6. Date FS10A approved by SED

Please mail the cover page and the anecdotal narrative to:

Lisa Drzymala
Office of K-16 Initiatives and Access Programs Office
New York State Education Department
89 Washington Avenue
Room 505W EB
Albany, NY 12234