



OFFICE OF HIGHER EDUCATION

Office of Postsecondary Access, Support and Success
Education Building Addition, Room EBA 971
Albany, NY 12234

Tel. (518) 474-3719
Fax (518) 474-7468
E-mail: kiap@mail.nysed.gov
<http://www.highered.nysed.gov/kiap/home.html>

Final Program Report

The Liberty Partnerships Program is required by legislation to provide comprehensive services to students who are at-risk of dropping out of school. Student eligibility is listed in the 2012-17 RFP. The elements listed below should reflect information for students who are enrolled as of September 1, 2015 which mirror the academics, attendance, and behavior outcomes of students per the 2012-17 RFP.

Please review the Required Reports section and the Sample Partnership Agreement Form from the 2012-17 RFP. The sections detail the responsibilities for both the partner schools and the grantee to be compliant with the contract. The data required informs the Governor, Legislators, Board of Regents, and Commissioner of the program.

The 2015-2016 LPP Final Program Report must be post marked by **Friday, September 30, 2016** and should include the following elements via PDF, emailed to lppdir@mail.nysed.gov, submit and "save as" the report #, report name, IHE name final.pdf

The cover page and the anecdotal narrative should be post mailed and emailed to Lisa Drzymala at the address enclosed. It is **not necessary** to send in a hard copy of any other portion of the final report. Data reported should reflect enrolled students, programmatic, and fiscal activity from September 1, 2015 through August 31, 2016. Blank and incomplete data will not be accepted and will cause final payment to be withheld until the complete final report is submitted.



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Final Report Elements

- 1. Program Information**
- 2. Collaborating IHE Degree Programs/Offices providing service**
- 3. Collaborating Partner Schools/LEAs**
- 4. Collaborating Partner Organizations**
- 5. Student Enrollment Demographic Information**

ID number	Race	HS credits earned – the total number of credits a student has earned since entering 9 th grade.
Student First Name, Last Name	Ethnicity	Persistence by grade – did the student progress to the next grade/graduate.
Student’s school/GED program	Date LPP entry	Post-secondary plans for all graduating students – 2 or 4 year institution - name of institution, type of employment, trade type, Military Branch
Student status in LPP	Grade LPP entry	PLP Status
Date of birth	Grade level on Sept. 1, of the program year	Assessment scores: Middle School, Regents, AP, IB, PSAT, ACT, SAT
Gender	Primary reason for referral, designation of “other” must have description.	

6. Staff Roster

Staff First name, Last name	Type of employee
Staff title	Average # of hrs./weekly
Brief description of duties	

7. Staff Professional Development

Professional development(s) title	Professional Development Date	Professional Development Description
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8. Total service hours by school, Total program hours by setting

9. Home visit and contacts

10. "Other" student referral

11. Student Retention Attempts

12. Student Behavior Incidents

13. Outcomes

Project (school) dropout rate %	Persistence % rate by grade
School building dropout rate %	Number of graduates
Current year graduation rate %	Student enrollment number

14. Student Outcomes

Mid-year GPA	Year-end absence
Year-end GPA	Credits earned for the year
Student yearly outcome total	Total credits earned to date
Mid-year absence and tardy	Student special program

15. Fiscal

Please attach a copy of the FS-10 F long form, which details all final expenditures of the project.

16. Durable Goods Inventory

When equipment or durable goods are purchased with LPP funds, it is the responsibility of the institution to ensure that the LPP Durable Goods Inventory Form, is completed and submitted to NYSED. This form can be found in Appendix 3 of the 2012-2017 RFP or on <http://www.highered.nysed.gov/kiap/precoll/lpp/>

17. Anecdotal Information

Briefly describe the status of the project through **August 31, 2016**. If your project did not provide services as of **9/1/2015** please specify the circumstances. Indicate any program short falls and why they occurred. Be sure to detail the project's compliance in providing services as required, or the inability to do so, and the plan of action for compliance in the upcoming project year. Include the successes and/or challenges in your



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response. Also, provide a thorough explanation for incomplete data. (Suggested 2 page limit). Please use the following four categories to record your responses:

- Partners
- Staff
- Student Data
- Program Events/Services

When reporting, detail the successes and/or challenges for each category. An explanation for incomplete data should also be detailed.

Please mail the cover page and the anecdotal narrative to:

Liberty Partnerships Program
Office of Postsecondary Access, Support and Success
New York State Education Department
89 Washington Avenue
Room EBA 971
Albany, NY 12234

*E-mail all requirements to lppdir@mail.nysed.gov