



OFFICE OF HIGHER EDUCATION

Office of Postsecondary Access, Support and Success  
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**LPP 2015-2016 Interim Report Elements**

The 2015-2016 LPP Interim Report will be due **Friday, March 11, 2016** and should include all elements listed below. These items must be uploaded in the interim section of the Liberty Partnerships database (<https://www.lppdata.com/login.php>). 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, 2015 through January 31, 2016. A payment hold will be placed on your account if you fail to submit the report by March 11, 2016.

**1. Program Information**

**Uploaded: \_\_\_\_\_**

**2. Organization Roster**

**Uploaded: \_\_\_\_\_**

**3. IHE Degree Programs/Office Roster**

**Uploaded: \_\_\_\_\_**

**4. Schools/LEA(s) Roster**

**Uploaded: \_\_\_\_\_**

**5. Staff Roster**

**Uploaded: \_\_\_\_\_**

- Staff First Name, Last Name
- Staff Title, Type of Employee
- Average # of hours worked
- Provide an organization chart highlighting the staffing structure of the project. Include all members and titles that provide services to students.

**6. Staff Professional Development**

**Uploaded: \_\_\_\_\_**

- Staff Name, Activity/Description, Date, and Hours

**7. Student Roster**

**Uploaded: \_\_\_\_\_**

- ID Number & NYSSIS Number
- First Name, Last Name, Grade, Date of Birth, Gender, Race, Ethnicity
- Date LPP Entry, Grade LPP Entry, Student's School/GED Program, and Primary Reason for Referral, PLP status, and Exit Date

**8. Grades/Attendance**

**Uploaded: \_\_\_\_\_**

- HS Total Credits Earned, Grades, Attendance

**9. Service Hours**

**Uploaded: \_\_\_\_\_**

- Service Hours by Student, Service Hours by Setting  
(Should be counted exactly or rounded to 5 minute increments)

**10. Anecdotal Information****Post Mailed: \_\_\_\_\_**

This is a snapshot of your program's success and challenges. Provide a narrative describing each of the following four areas:

- Partner Information: Are partnership MOA's being implemented? If not, why not?
- Student Data: Have you encountered any obstacles to accessing student data? If so, please explain.
- Program Activities/Services: Provide a list of LPP activities for the period of September 1, 2015 through January 31, 2016. Please also provide a list of services delivered to students for the same time period.
- Other

**11. Fiscal (attached form- "Interim Fiscal Chart")****Uploaded: \_\_\_\_\_**

- Total approved award amount by code
- Dollar amount spent by code
- FS-25: dollar amount date and drawn down as of 1/31/16
- Submitted FS-10 A amounts by code as of 1/31/16

**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