



OFFICE OF HIGHER EDUCATION

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## 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, 2014 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 2014-2015 LPP Final Program Report must be post marked by **Tuesday, September 30, 2015** and should include the following elements via PDF, emailed to [lppdir@mail.nysed.gov](mailto: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, 2014 through August 31, 2015. Blank and incomplete data will not be accepted and will cause final payment to be withheld until the complete final report is submitted.

**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 <sup>th</sup> 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 Summary
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
Description
PD Date

**8. Program Events/Activity/Services**

Month/Frequency	Staff
School	Activity description
Grade	Number of students per activity
Expenditures associated with the activity – instances when LPP funds are not used should be detailed in the anecdotal.	
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, routine reoccurring activities should be detailed once. Cost listed <b>should not include</b> 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 consultants/presenters.	

**9. Total service hours by school Total program hours served by setting**

**10. Home visit and contacts**

**11. “Other” student referral**

**12. Student Exit Rention Attempts Descriptions**

**13. Behavior Incidents with-in LPP**

**14. Fiscal**

Total award amount drawn down	Draw down date(s) and dollar amount
FS10A number and date submitted	FS10A date approved by SED
SED funds used percent	

**15. Outcomes**

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

**16. Student Outcomes**

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

### **17. Alumni Updates**

Student First name, Last name	2year/4year
Year graduated	Non-College activities
Gender	Employment type
College name	Job field
College sector	Other plans

### **18. Durable Goods Inventory**

### **19. Anecdotal Information**

Briefly describe the status of the project through **August 31, 2015**. If your project did not provide services as of **9/1/2014** 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 response. Also, provide a thorough explanation for incomplete data. (Suggested 2 page limit)

Use the following 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 505W EB  
Albany, NY 12234  
E-mail all requirements to [lppdir@mail.nysed.gov](mailto:lppdir@mail.nysed.gov)