



Certified Literate Community Program of Georgia

September 14, 2017

TO: CLCP Executive Directors

*CLCP Professional Association
Board of Directors*

FROM: Annaliza Thomas

*Barbara Moushon, Chair
Columbus-Muscogee County*

SUBJECT: 2017 CLCP Annual Report

*Jessica Jennings
Baker-Mitchell Counties*

The Annual Report for your CLCP is **due** to the state CLCP office by **October 31, 2017**. If you operate on a calendar year, your report is due by January 20, 2017. Attached you will find:

*Sandy Baxter
Baldwin County*

- information on format for the report;
- CLCP measurement standards;
- “Student Progress Report” (SPR) forms;
- the annual report form (8 pages) that should be completed and submitted – or complete the annual report form provided in Excel and submit electronically.

*Shirley Smith
Catoosa County*

*Spring Rosati
Macon County*

Due Date: Fiscal Year Reports: October 31, 2017
Calendar Year Reports: January 20, 2017

Earlier submissions are welcome.

*Annaliza Thomas
Director, CLCP*

Reporting Period: Fiscal Year 2017 - 7/1/16 to 6/30/17
Calendar Year 2017 - 1/1/17 to 12/31/17

*Julia Ventura
Marketing Assistant*

Who should turn in reports: All Certified Literate Community Participants (first level of certification) and Certified Literate Communities (second level of certification) must turn in annual reports unless they have been in the program less than one year. Annual reports are required for each year of Participant status in order to qualify for certification as a Certified Literate Community. Annual reports should be submitted by Certified Literate Communities so that progress can be tracked and accounted for.

Format: See attached **FORMAT FOR CLCP ANNUAL REPORTS**

Thank you for your cooperation in submitting these reports and please do not hesitate to contact me with any questions you may have.

Attachments

cc: Beverly Smith
SDA Program Administrators