

FORMAT FOR CLCP ANNUAL REPORTS

Your 2017 Annual CLCP Report will include:

1. Completion of the attached annual report form **including budget information** (8 pages, attach additional pages as desired) or completion of the Excel annual report form and submit electronically;
2. A listing of CLCP board members as requested on page 8 of the attached report;
3. *Non-GALIS* Student Progress Reports *as requested* on page 8 of the attached report;
4. Press coverage/newspaper clippings/brochures/promotional materials.

Student Progress Report (SPR)

- There are two (2) SPR forms – one (1) for ABE/ASE and one (1) for ESL
- On each form, state the annual numbers for each of the following categories/columns:

ABE/ASE form

- total number of students enrolled in literacy classes during the year (column 2);
- number of students who have completed ABE 1 Beginning Literacy (grade level 0 – 1.9) (column 3);
- number of students who have completed ABE 2 Beginning Basic (grade level 2.0 – 3.9) (column 4);
- number of students who have completed ABE 3 Intermediate (grade level 4.0 – 5.9) (column 5);
- number of students who have completed ABE 4 Intermediate (grade level 6.0 – 8.9) (column 6);
- number of students who have completed ASE 1 Low (grade level 9.0 – 10.9) (column 7);
- number of students who have completed ASE 2 High (grade level 11.0 – 12.9) (column 8);
- number of students who have completed a Goal as established (*these students are NOT counted/included in any other category/column*) (column 9);
- number of students who have attained the GED (*these students are NOT counted/included in any other category/column*) (column 10);
- total number of students served (*columns 3 through 10 added together = # of students served during year*).

ESL form

- total number of students enrolled in literacy classes during the year (column 2);
- number of students who have completed ESL 1 Beginning Literacy (column 3);
- number of students who have completed ESL 2 Beginning Basic (column 4);
- number of students who have completed ESL 3 Intermediate (column 5);
- number of students who have completed ESL 4 Intermediate (column 6);
- number of students who have completed ESL 5 Low Advanced (column 7);
- number of students who have completed ESL 6 High Advanced (column 8);
- number of students who have completed a Goal as established (*these students are NOT counted/included in any other category/column*) (column 9);
- number of students who have attained the GED (*these students are NOT counted/included in any other category/column*) (column 10);
- total number of students served (*columns 3 through 10 added together = # of students served during year*).

➤ Additional Info for Completing the SPR:

- The numbers should be broken down according to program. Examples of programs that might be included in your report are correctional institutions, Goodwill, Salvation Army, church-run or other literacy organizations such as ProLiteracy as well as workplace or health literacy programs.
- The “Student Progress Report” (SPR) form is used to report your annual numbers. All numbers given for having completed a level or a goal or attaining a GED diploma should be totaled in the last column titled “Total students served.” The numbers listed in the “enrolled” column should NOT be added into this total.

- Please note that the number of students, for any program, listed as served during the year should not exceed the number enrolled. *If you have individuals who are “walk-ins” who attain the GED but do not enroll, please list those as a separate category.*
- Annual reports due October 31st will be submitted *without the GALIS student progress reports but must include student progress reports for all providers not included in GALIS.* GALIS SPRs will be printed in November (when all the numbers for FY16 are in) *in the state office* and attached to annual reports on file in the state office. Copies of the GALIS reports will be forwarded to CLCPs for attachment to the copy maintained by the CLCP.
- GALIS only records numbers submitted by the SDA (Service Delivery Area) Program Administrators – **you will still need to be responsible for collecting and listing on an SPR the numbers from literacy providers other than the SDA literacy providers.**
- **Duplication of Count:**
 - A CLCP may count an individual only one time, even if the student progresses more than one level or does so in different areas.
 - *Please note that the “goal” category should be used only when none of the other categories apply but the student has reached a specific goal as declared. **If a student is counted in any of the levels or as having attained a GED diploma, that student may NOT be counted in the goal category.***