

# Early Literacy Grant Annual Report Guidance

As a requirement of receiving funds from the Early Literacy Grant, every school receiving funds needs to submit a report detailing how those funds were used by the end of the fiscal year. For FY22, a new protocol will be used to collect information from schools. The report will be submitted via a form housed in ADE's EMAC system, housed in ADE Connect.

The following information will be requested when completing the form. It is advised to craft responses on this document and then copy and paste responses in case you are inadvertently logged out before you can save your work. All information requested is required and necessary for completion of annual state reports. Be certain to click the submit button to submit your responses.

## Form Requirements

### Part 1- General Information

- School District or Charter
- County
- School Name
- School Address
- School phone number
- Contact #1 Information
  - Contact- First name & last name
  - Position/ Title
  - Email
  - Phone number
- Contact #2 Information (Different than Contact #1)
  - Contact- First name & last name
  - Position/ Title
  - Email
  - Phone number

### Part 2- Impact of Funds

The Early Literacy Grant is a pass-through grant and does not require an application or initial goal setting. Rather, the funds should be used to support literacy goals already established through continuous improvement and MOWR literacy plan expectations.

- Goal 1: (Required)
  - Share goal already in place as described above.
  - Describe how the funds were used to support the first goal already in place and any progress made in reaching that goal.
  - Data used to determine effectiveness of implemented strategy.
- Goal 2: (If needed)
  - Share goal already in place as described above.
  - Describe how the funds were used to support the first goal already in place and any progress made in reaching that goal.

- Data used to determine effectiveness of implemented strategy.
- Goal 3: (If needed)
  - Share goal already in place as described above.
  - Describe how the funds were used to support the first goal already in place and any progress made in reaching that goal.
  - Data used to determine effectiveness of implemented strategy.
- Final reflections- (Required)
  - Please share how the funds supported your plans to improve literacy.
  - Share any other data that may be helpful.
  - Provide any other information that may be helpful.

### **Part 3- Financial**

Please list dollar amount used within K-3 areas for each item listed. If no funds were used in that category, please enter 0.

- FY22 Total Funds Allocated- (See funding document)
  - Assessment
  - Personnel
  - Kindergarten
    - Full day
    - Half day
  - Instructional Materials
  - Professional Development
  - Other
- Total amount expended
- Carry over to FY23

### **Part 4- Attestation**

To complete the form, the individual overseeing the Early Literacy Grant will need to attest funds were used as described above using an electronic signature entered in a text box with the date of signature.

Once the information is entered, there is nothing else to do, except wait for next year's announcement of funds. Your support in completing the Early Literacy Grant Report is greatly appreciated.