

ANNUAL REPORT REQUIREMENTS

In addition to required participation and placement data, providers must submit evidence of program effectiveness including student academic growth measures, tutoring dosage and attendance, implementation fidelity, tutor qualifications and retention, and stakeholder feedback. Data must be disaggregated where applicable and presented in a standardized reporting format. [A.R.S § 15-241](#) defines school classifications and “academic progress” when considering the State Tutoring Fund.

The provider shall submit an annual report to the State Tutoring Fund mailbox by June 15 of each year. All reports must be submitted in PDF format. Providers are required to collaborate with school administrators and site coordinators to include formal formative assessment data, results, and other relevant information necessary to demonstrate student progress and program effectiveness.

Provider Information:

Description: Provider information at the top of the page is required as a heading and identifier.

Format: Heading

- Provider Name
- Primary Contact Name and Email
- Reporting Year
- Program Duration Dates

Participating Schools:

Description: Provide overview data of the participating schools. LEA is the district that the school is affiliated with.

Format: This data must be provided in table format.

- Name of each participating school
- District/Charter Holder
- Grade levels served
- Title I Identification
- Number of tutors at each site

Example:

School	LEA	Grade Levels Served	Title I (Yes/No)	Number of Tutors at Site
ABC Elementary	XYZ District	6-8	No	2

Student Participation:

Description: Provide participation data for all schools served during the reporting period.

Format: Bulleted points with the below descriptors followed by the amount. If none, put 0.

- Number of students served

- Number of students served attending a Title I school
- Number of tutoring sessions provided
- Total number of tutoring hours delivered
- Average student attendance rate

Growth Information and Data:

Description: Provide evidence of student academic growth for this program year.

Format: Paragraph summary and data visualization(s). At least one data visualization is required.

- Student Progress
 - Growth measures utilized
 - Progress check data utilized
 - Navy Essential Standards Progress Checks in collaboration with school administrators and site coordinators
 - If Navy was not used, what progress monitors were used and why?
 - Student growth trends
 - Summary of findings
 - Average percentage growth
 - Average percent of students demonstrating mastery of targeted standards from Certificate of Supplemental Instruction (CSI)
 - Disaggregated by subgroup:
 - Grade level
 - Subject (Math/ELA)
- Data visualizations
 - Include at least one of the below that summarizes student growth:
 - Table
 - Graph
 - Chart

Program Specifications:

Description: Provide details on staffing and implementation of the tutoring program(s). Provide links when available.

Format: Both staffing and program implementation can include bulleted lists with descriptions and numbers, visuals, and paragraph summaries.

- Staffing
 - Number of tutors
 - Tutor qualifications
 - Evaluation structure
 - Professional learning provided
- Program Implementation
 - Curriculum and/or materials used
 - General session structures

- Describe typical lesson components
- Successful implementation strategies

Program Feedback and Reflection:

Description: Provide details on successes, challenges, and stakeholder feedback.

Format: Paragraph summary format. Include any relevant quotes or feedback.

- Successes
 - Major accomplishments
 - Areas of greatest impact
- Challenges
 - Obstacles encountered
 - Steps taken to address challenges
- Stakeholder feedback summaries (templates provided, feel free to use own)
 - Students
 - Families
 - Administrators/Site Coordinators
- Planned improvements for next year