2019-2020 Formative Assessment Grant
Final Report Guidance
Version: March 25, 2020

Each corporation which received a distribution from the 2019-2020 Formative Assessment Grant is required to submit a Final Report to the Indiana Department of Education verifying their use of funds. Failure to complete this report may result in corrective action.

Personnel responsible for the use and reporting of funds must review this document in its entirety prior to completing the Final Report. Corporations must complete and submit the 2019-2020 Formative Assessment Grant Final Report Form by 11:59 p.m. ET on June 30, 2020. This timeline is updated from previous guidance to allow schools additional flexibility due to COVID-19 concerns. This document includes important guidance concerning:

- Fiscal Responsibility
- Allowable Uses of Funds
- Completing the Final Report
- Returning Unspent Funds
- Requesting an Extension
- Support and Assistance

The Final Report form is open March 27, 2020 through June 30, 2020. Use the instructions included in this document under the section “Completing the Final Report” to access, complete, and submit the report.

**Fiscal Responsibility**

The Formative Assessment Grant is made available through taxpayer dollars and must be utilized with fidelity. Corporations must carefully plan the use of grant dollars so that students are best supported. Corporations must strive to utilize all provided funds to the fullest extent possible. Funds must be encumbered by June 30, 2020 and expensed by December 31, 2020. If funds are not able to be utilized (encumbered), they must be returned to the Indiana Department of Education by July 31, 2020. These dates are updated from previous guidance to allow schools additional flexibility due to COVID-19 concerns.

**Allowable Uses of Funds**

Funds from the Formative Assessment Grant may be spent in a variety of ways. Prior to finalizing grant usage for the school year, corporations should identify any remaining funds and determine if those funds might be applied to additional programs in different ways. The allowable uses of funds are included below.

- Approved English/Language Arts and/or Mathematics formative assessment programs (access the most current list of approved assessment programs on our [website](#))
- Professional development to assist staff with formative assessment implementation and use of formative assessment data
- Diagnostic analysis of student performance
- Student performance reports and analysis for teachers and parents
• Differentiated learning tools for educators, students, and parents that support areas of instructional need

Completing the Final Report
School personnel should follow the instructions embedded in the Final Report Form to complete each corporation’s 2019-2020 Formative Assessment Grant Final Report Form. Indiana public school corporations complete this report at the district level. Charter schools and accredited nonpublic schools (including choice schools and schools part of a diocese) complete this report at the school level. Upon completion of the report, the submitter will receive a receipt of entered responses. If a corporation needs to amend a submitted report, contact the Indiana Department of Education.

Access the Final Report Form using this link: https://forms.gle/YM4V1H2yoRD6T5H4A.

Returning Unspent Funds
Schools and corporations unable to utilize (encumber) all distributed funds must return the unused funds to the Indiana Department of Education by July 31, 2020 using the process below.

• Complete the Final Report Form and indicate the amount of funds being returned.
• Send a check (all checks must be accompanied by a memo) for the amount being returned to the Indiana Department of Education at the following address:
  Office of Student Assessment ATTN: Mary Williams
  115 W. Washington St. Suite 600
  Indianapolis, IN 46204
• Include a signed and dated memo on school letterhead which provides the following:
  ▪ Corporation name and number
  ▪ “2019-2020 Formative Assessment Grant unused funds”
  ▪ Amount of funds being returned
  ▪ Reason for return

Requesting an Extension
Schools needing additional time to complete the Final Report Form or to return unused funds may request an extension by submitting this form. Extensions will only be granted for good cause (i.e., to support the best use of funds).

Support and Assistance
For support and assistance related to Indiana’s Formative Assessment Grant, contact Mary Williams, Senior Assessment Specialist (mwilliams@doe.in.gov, 317-234-5602) or the Office of Student Assessment (INassessments@doe.in.gov, 317-232-9050).