



2021-2022 Formative Assessment Grant Final Report Guidance

Updated July 8, 2022

Each corporation that received a distribution from the 2021-2022 Formative Assessment Grant is required to submit a [2021-2022 Formative Assessment Grant Final Report](#) to the Indiana Department of Education (IDOE) verifying their use of funds.

Personnel responsible for the use and reporting of funds must review this document in its entirety prior to completing the Final Report. 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 **now through Friday, August 5**. Use the instructions included in the below section, titled “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 Wednesday, August 31, and expensed by Saturday, December 31. If funds are not able to be encumbered by Wednesday, August 31, they must be returned to IDOE by January 20, 2023.

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. Allowable uses of funds include:

- Approved English/language arts and/or mathematics formative assessment programs. Access the list of approved 2021-2022 assessment programs [here](#).
- Professional development to assist staff with formative assessment implementation and use of formative assessment data.

Completing the Final Report

School personnel should follow the instructions embedded in the [final report form](#) to complete each corporation’s 2021-2022 Formative Assessment Grant Final Report. Indiana public school corporations complete this report at the district level. Charter schools and accredited non-public schools (including Choice schools and schools part of a diocese) complete this report at the school level. The staff member submitting the final report will receive a receipt of entered responses upon completion.

Note that corporations/schools must complete and submit the 2021-2022 Formative Assessment Grant Final Report form **by 11:59 p.m. ET on Friday, August 5**. If a corporation needs to amend a submitted report, please contact IDOE's Office of Student Assessment

Returning Unspent Funds

Corporations and schools unable to encumber all distributed funds must return the unused funds to IDOE by January 20, 2023 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 IDOE at the following address:

Indiana Department of Education ATTN: Michelle Kemper
100 N Senate Ave. IGCN 9th Floor
Indianapolis, IN 46204

- Include a signed and dated memo on school letterhead, which provides the following:
 - Corporation name and number;
 - "2021-2022" Formative Assessment Grant unused funds;"
 - Amount of funds being returned; and
 - 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 contacting IDOE's Office of Student Assessment and providing the following information:

- Name;
- Role of person submitting request;
- Corporation name and number;
- Reason for extension;
- Requested date of report submission; and
- Amount of funds expected to be used (response is not binding.)

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 IDOE's Office of Student Assessment via email at INassessments@doe.in.gov or via phone at 317-232-9050.