



## 2023-2024 Formative Assessment Grant Final Report Guidance

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Each corporation/non-public school that received a distribution from the 2023-2024 Formative Assessment Grant is required to submit a [2023-2024 Formative Assessment Grant Final Report](#) to the Indiana Department of Education (IDOE) verifying its 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.**

Corporations/non-public schools must follow the instructions embedded in the final report form to complete the required [2023-2024 Formative Assessment Grant Final Report](#). This report will be completed at the corporation level for public schools and the school level for non-public and Choice schools. The designee submitting the final report will receive an emailed receipt of entered responses upon completion.

Corporations/non-public schools must complete and submit the final report form **by 11:59 p.m. ET on Friday, August 30**. If a final report is submitted and requires amendment, contact IDOE's [Office of Student Assessment](#).

### **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 to ensure students are best supported. Corporations must strive to utilize all provided funds to the fullest extent possible.

### **Allowable Uses of Funds**

Funds from the Formative Assessment Grant may be spent in these ways:

- Approved programs must include interim/benchmark assessments to be provided to students at intervals throughout the year.
- Approved programs must measure student achievement and/or growth on Indiana Academic Standards over the course of the year.
- Approved programs for kindergarten through grade two may include assessments focusing on literacy and numeracy. These programs may include dyslexia screeners required by [Indiana Code 20-35.5-2-2](#). Approved programs for the Formative Assessment Grant do not replace the full list of dyslexia screeners available for use; however, they expand the list of dyslexia screeners which are funded through this grant.
- Approved programs for grades eight through 10 may include assessments focusing on college and career readiness aligned to Indiana's selected college entrance exam.

## Returning Unspent Funds

Corporations and non-public schools must return all unused funds to IDOE **by Friday, September 6**, using the process indicated below. Schools must have documentation locally on file to confirm how funds were spent to confirm unused funds for the 2023-2024 school year. To confirm the total allocation received for the 2023-2024 school year, schools must check their Automated Clearing House (ACH) deposit from September 28, 2023 with a deposit message of "Remediation Testing FY24." **If unused funds are not returned to IDOE by September 6, applicants for the 2024-2025 formative assessment grant funds may not receive disbursement until unused funds are returned.**

- Complete the [final report form](#) and indicate the amount of funds being returned.
- Send a check for the amount being returned to IDOE with a corresponding memo to the following address:
  - IN Dept of Education, Office of School Finance
  - 100 N Senate Ave. IGCN 9th Floor
  - Indianapolis, IN 46204
- The signed and dated memo should be on school letterhead and must include:
  - Corporation/non-public school name and number;
  - The subject line "2023-2024" Formative Assessment Grant Unused Funds;"
  - The amount of funds being returned; and
  - The reason for returning funds.

Schools that submit a signed and dated memo without requested information will be contacted and asked to submit a corrected memo. Checks will not be approved for deposit until IDOE receives a correct memo.

## 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](mailto:INassessments@doe.in.gov) or phone at 317-232-9050.