FINAL REPORT TEMPLATE

This template can be used as a tool to fill out a final report at the end of the implementation year so that the information is ready for "copy & paste" into the Final Report form that is formally submitted on the SLT Website in the Spring of the following year.

Throughout this template are explanations and tips, which are in italic writing. Mandatory Questions on the Final Report are highlighted in purple.

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FINANCIAL SUMMARY

An electronic copy of the financial proposal & report section is also available.

Financial Proposal and Report

The Financial Proposal and Report section of the Final Report on the School LAND Trust website will autofill.

- *The Planned Expenditures column autofill from the estimates in your original plan*
- *The Amended Expenditures column will autofill from any Amendments submitted*
- *The Actual Expenditures will autofill from the finalized UPEFs data on how you actually spent the funds.*

You can leave this portion of the template blank if you want to wait for the auto filled form on the SLT website, or you can use it as a tool for answering the other questions in the Final Report.

Description	Planned Expenditures (entered by the school)	Amended Expenditures (entered by the school)	Actual Expenditures (entered by the LEA)
Carry-over from DATE-DATE			
Distribution for DATE			
Total Available for Expenditure in DATE-DATE	$ -	$ -	$ -
Salaries and Benefits			
Contracted Services			
Professional Development			
Student Transportation Field Trips			
Books Curriculum Subscriptions			
Technology Related Supplies			
Hardware, etc.			
Software			
Technology Device Rental			
Video Communication Services			
Repair Maintenance			
General Supplies			
Services Goods Fees			
Other Needs Explanation			
Non Allowable Expenditure			
USBE Administrative Adjustment -			

Scroll to the bottom to see Comments			
Total Expenditures	$ -	$ -	$ -
Remaining Funds (Carry-Over)	$-	$ -	$ -

GOALS

This template provides a place to fill in answers for 3 goals. If you have additional goals, you can add them by copying and pasting the sections and questions for as many goals as you need.

GOAL #1

Goal
Your goal will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what your goal was when filling out this paper template. No questions to answer on the Final Report.

Academic Area
Your academic areas will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what the academic areas were when filling out this paper template. No questions to answer on the Final Report.

Measurements
Your measurement/s will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what the measurement/s were when filling out this paper template. Answer the following question:

Please choose one of the following two options to complete the Measurements section:
1. Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.
2. Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the

Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Steps

Your action steps will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what the action steps were when filling out this paper template. Answer the following question:

Were the Action Steps (including any approved Funding Changes described below) implemented, and associated expenditures spent as described?:

- ☐ YES
- ☐ NO, PLEASE EXPLAIN:

HELPFUL HINT: If you had only slight changes in estimated amounts and actual expenditures, it's ok to select "yes." Selecting "yes" assumes you followed the action steps exactly as written with some leeway for estimates vs actual expenditures. On the other hand, if you had <u>any</u> changes in action steps, what categories you spent funds on, what items you spent funds on, or you have something that needs further explanation, select "no," and provide more information. When in doubt, select "no" and include an explanation or additional information.

Digital Citizenship/Safety Principles Component

Your digital citizenship/safety principles component answer will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what the digital citizenship/safety principles component answers were when filling out this paper template. Answer the following question:

Please describe how the digital citizenship/safety component was implemented.

HELPFUL HINT: This question is intended to gauge how funding is spent on a digital citizenship/safety principles component of a goal. There is a limit to how much LAND Trust funding can go to this type of component, as outlined in R277-477-4 (5) (a)-(b). If you did not spend funds on these components, your answer in the Upcoming Plan should have been "no." Do not select "yes" if including a digital citizenship/safety component" is not associated with spending LAND Trust funds. If you had selected yes,

but did not spend LAND Trust funds to implement either of those components, explain that no LAND Trust funding was used on a digital citizenship/safety principles component in your explanation.

GOAL #2

Goal

Academic Area

Measurements
Please choose one of the following two options to complete the Measurements section:

3. Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.
4. Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Steps
Were the Action Steps (including any approved Funding Changes described below) implemented, and associated expenditures spent as described?:
☐ YES
☐ NO, PLEASE EXPLAIN:

Digital Citizenship/Safety Principles Component
Please describe how the digital citizenship/safety component was implemented.

GOAL #3

Goal

Academic Area

Measurements

Please choose one of the following two options to complete the Measurements section:

5. Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.

6. Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Steps

Were the Action Steps (including any approved Funding Changes described below) implemented, and associated expenditures spent as described?:

☐ YES

☐ NO, PLEASE EXPLAIN:

Digital Citizenship/Safety Principles Component

Please describe how the digital citizenship/safety component was implemented.

OTHER QUESTIONS

Actual Carryover

This question will automatically populate if you had a greater than 10% carry-over. You can calculate your carry-over for the year by: $Remaining\ Funds \div Distribution \star 100$

It is the intention of the Program to use School LAND Trust funding on the student beneficiaries in the year a distribution is made, and having multiple years of greater than 10% carry-over can result in corrective action. Responses to the reasoning for the carry-over are taken into consideration when corrective action is being implemented. Please be specific in the reason for a greater than 10% carry-over and use it to inform how you mitigate carry-over moving forward. If you don't have a greater than 10% carry-over, skip this question in this template.

In the Financial Proposal and Report, there is a carry-over of $_____(amount of carry-over) to the _____ - _____ (school year) school year. This is___(percentage of carry-ver)% of the distribution received in ____- ___ (school year) of $_____. Please describe the reason for a carry-over of more than 10 % of the distribution.

Funding Changes

Your funding changes will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan for what the funding changes were when filling out this paper template. Answer the following question:

If any funds were expended as identified in Funding Changes, please describe how they were spent to implement the approved goals. If you did not implement the Funding Changes plan, please put "did not implement Funding Changes."

Helpful Hint: The Funding Changes section can serve as a back-up plan if a planned action step falls through (e.g. can't hire planned staff or a supply order is back-ordered) or you end up with more funding than you thought. It is intended to be a back-up that connects to an existing goal, or has a new goal, measurement, action steps, etc. Specificity is key here. If you implemented Funding Changes and did not have that specificity in your original plan, please use this section to specify what the money was spent on, what goal and action steps it connected to, and what it took place of.

Publicity

The following items are the proposed methods of how the Plan would be publicized to the community:

- Other: Please explain.
- School website
- Sticker and stamps that identify purchases made with School LAND Trust funds.

The school plan was actually publicized to the community in the following way(s):

- ☐ Letters to policy makers and/or administrators of trust lands and trust funds.
- ☐ Other: Please explain.
- ☐ School assembly
- ☐ School marquee
- ☐ School newsletter
- ☐ School website
- ☐ Sticker and stamps that identify purchases made with School LAND Trust funds.

Plan Amendments

Your amendments will automatically transfer in the electronic version of the Final Report on the SLT website. Reference your plan or your amendment for what the amendments were when filling out this paper template. Answer the following question for each amendment.

HELPFUL HINT: If you had only slight changes in estimated amounts and actual expenditures, it's ok to select "yes." Selecting "yes" assumes you followed the amendment exactly as written. If you had any changes in action steps, what you spent money on, or you have something that needs further explanation, select "no," and provide more information. When in doubt, select "no" and include more information.

Amendment #1

Was the Amendment implemented and associated expenditures spent as described?

- ☐ YES
- ☐ NO, PLEASE EXPLAIN:

Amendment #2

Was the Amendment implemented and associated expenditures spent as described?

- ☐ YES
- ☐ NO, PLEASE EXPLAIN:

Attachments

Use this optional section to attach important documents. Common documents that can be attached are: graphs for measurements, council signature form, detailed expenditures for the program. For template purposes, you can make a list of documents you'd like to attach here, and then save a copy of them in the same folder as this template.

Helpful Hint: Is the SLT website rejecting your attachment? The system does not accept long file names. Make your file name short (e.g. "Graphs" or "Goal 1 Measurement" and try resubmitting.

Comments

Use this section to send a comment to your LEA Reviewer or the State Reviewer. This does not display on the Public version of your plan, so do not include information that needs to be available to the public.

NEXT STEPS

Now that you have a completed template, save it until it's time to enter your Final Report in the Spring so you can copy & paste the sections into the SLT Final Report form at https://schoollandtrust.schools.utah.gov/home . If you'll be moving schools or another Principal will be taking over, make sure you share it with them.

Please reach out to your LEA with any questions. You may also contact the School Children's Trust (SCT) section of the Utah State Board of Education (USBE): schoollandtrust@schools.utah.gov