## BUREAU OF CAREER AND TECHNICAL EDUCATION FINAL PERFORMANCE REPORT FOR Equipment Grants (122)

**Fiscal Year 2011 - 12** 

## **Signature Page**

Contact Person	Contract Number
Title	Amount
Phone	Agency
FAX Conta	ct Person's Email
<u>Signatures</u>	
Person Completing Report	Date
Chief Administrator	Date
For Pennsylvania Department of Education Use	
PDE Receiver	Date
PDE Supervising Receiver	Date
2012-13 applications will not be considered for	or funding until the Bureau of Career and

Pennsylvania Department of Education Bureau of Career and Technical Education June 2012

Technical Education receives the 2011-12 Final Performance Reports from Local

Education Agencies who received funds during the 2011-12 fiscal year.

## Performance Review Responsibilities for Funds Recipient

Prepare a "Final Performance Report", <u>including a one-page executive summary</u>, <u>which will be considered for publication on the PDE website</u>. Include the following:

- 1. **Cover Page:** Include the title of the project, name of school, amount funded, contact person and signatures, as required.
- 2. **Executive Summary** (maximum one page): Include best practices, activities that should be considered for replication, number of students/instructors involved, examples of how equipment purchased prepared, or will prepare, students for the workforce or higher education and outstanding findings or outcomes.
- 3. **Procedures:** List procedures used to complete the objectives.
- 4. **Conclusion:** Explain how the program will be reviewed and updated annually and how student achievement is measured. Indicate levels of progress for student achievement.
- 5. **Documentation of Industry Certification(s)**: How this has been accomplished and one copy of each industry certification available is enclosed.

Attach your report to the signed signature page and return to John Bonchalk at PDE (contact information on page 23).

Reports are due no later than July 16, 2012. LEAs not submitting this report by the due date will be unable to complete e-Grant applications for any future discretionary grant funding.

## RESPONSIBILITES FOR GRANT RECIPIENT

For each program funded, a complete original math T-chart must be electronically submitted by July 16, 2012. For examples of the required T-chart go to the PDE's website:

http://www.portal.state.pa.us/portal/server.pt/community/instructional\_resources/7392/math\_council/527482

All program submissions must be sent to:

John Bonchalk
Career and Technical Education Advisor
Pennsylvania Department of Education
Bureau of Career and Technical Education
333 Market Street, 11<sup>th</sup> Floor
Harrisburg, PA 17126-0333
(717) 772-4853 jbonchalk@pa.gov

The deadline for these submissions is July 16, 2012. LEAs not submitting this report by the due date will be unable to complete e-Grant applications for any future discretionary grant funding.