



FINAL REPORT GUIDELINES
2008-2009 Improving Teacher Quality State Grants
Title II, Part A, No Child Left Behind (NCLB) Act

In compliance with the provisions of the Title II, Part A, Improving Teacher Quality State Grants and the administrative guidance provided by the State Council of Higher Education for Virginia (SCHEV), Project Directors are required to submit a report at the end of the project funding period detailing the goals, implementation, and evaluation of the project. This narrative report must include the following information for funding received under the terms of the No Child Left Behind Act:

Part A. Project and Participant Information

- Name of project.
- Name of institution.
- Names of individuals responsible for implementing the project.
- Names of collaborating partners funded to implement the project. Describe support provided.
- A report of the number of people who participated in the project's activities (attach a copy of your attendance sheets, SCHEV's participant responses and project director summary of participant's forms).

Part B. Goals and Evaluation

- Restatement of the local needs addressed (from the proposal) to enhance content knowledge and improve pedagogical skills of teachers and/or leadership of principals and administrators. Provide summary of strategies and needs assessment instruments used.
- List specific goals outlined in the proposal and provide details of how the project met the criteria and purposes. Provide a description of the activities, events, and/or programs that were implemented to address the problem or concern identified. Were the goals achievable as stated in the proposal? If not, explain why goals were not achieved.
- Provide a description of follow-up activities and dissemination of information including copies of flyers, posters, announcements, programs, news articles, evaluation or feedback forms, photographs, etc. that were developed or produced as part of the project.

Part C. Assessment

- An explanation of outcome(s) and assessment/evaluation methodologies. Describe and provide known scientific evidence that your project fostered high quality professional development and increased student achievement in the core academic areas. What strategies were used to provide greater access to diverse populations and lasting effects on classroom instruction so that all students could achieve the state's content and student performance standards? External evaluator's report should be included.

Part D.

Cost effectiveness and adequacy of resources

- Provide detailed budget narrative explaining the expenditure of funds to program objectives. (Total expenditures should be reported on the Final Budget Summary provided.)

Please return the final report by 5:00 p.m. November 30, 2009 to:

Ms. Darlene Derricott
No Child Left Behind Coordinator
State Council of Higher Education for Virginia (SCHEV)
101 North 14th Street, James Monroe Bldg., 9th Floor
Richmond, Virginia 23219