



2022-2023 Formative Assessment Grant Final Report Guidance

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Each corporation/non-public school that received a distribution from the 2022-2023 Formative Assessment Grant is required to submit a [2022-2023 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.

The [final report form](#) is open **now through Thursday, August 31**. 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 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.

Completing the Final Report

Corporations/non-public schools should follow the instructions embedded in the [final report form](#) to complete the required 2022-2023 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 a receipt of entered responses upon completion.

Corporations/non-public schools must complete and submit the [2022-2023 Formative Assessment Grant Final Report form](#) by **11:59 p.m. ET on Thursday, August 31**. If a final report is submitted and requires amendment, contact IDOE's [Office of Student Assessment](#).

Returning Unspent Funds

Corporations and non-public schools must return all unused funds to IDOE by Thursday, August 31, using the process below:

- 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 include:
 - Corporation/non-public school name and number;
 - The subject line "2022-2023" Formative Assessment Grant Unused Funds;"
 - The amount of funds being returned; and
 - The reason for returning funds.

Requesting an Extension

Schools that require 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/non-public school name and number;
- Reason for extension;
- Requested date of report submission; and
- Amount of funds expected to be used. (This 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 phone at 317-232-9050.