

## Title II - Annual Program Completer Process

### Quick Reference Sheet for Non-Traditional Program Providers

#### Critical Due Dates:

| 2008-2009 Data Due on or before | From      | To        | Description   |
|---------------------------------|-----------|-----------|---|
| <b>Reporting Deadline</b>       |           |           |   |
| November 15, 2009               | Providers | PSC       | Deadline for Providers to submit all program completer data to PSC through <a href="http://www.gapsc.org">www.gapsc.org</a> . The appropriate program completer template must be used <ul style="list-style-type: none"> <li>Program completer data must be in the appropriate/original format</li> <li>All required data fields must be completed</li> <li>File must be uploaded through the secure completer portal</li> <li>As the annual reporting date of November 15<sup>th</sup> falls on a Sunday this year, all data must be submitted by 5:00pm on Monday, November 16<sup>th</sup>.</li> </ul>   |
| <b>Verification Phase One</b>   |           |           |   |
| December 22, 2009               | PSC       | Providers | Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at <a href="https://www.educationreports.net">https://www.educationreports.net</a><br>PSC will make program completer data worksheet available for review and correction on the secure completer portal at <a href="http://www.gapsc.org">http://www.gapsc.org</a> .<br>Please review pass rate reports and upload any corrections using the program completer data worksheet on the completer portal by Feb. 2, 2010.   |
| February 02, 2010               | Providers | PSC       | If there are no requested data corrections, providers have completed the Title II Process and must FINALIZE the data worksheet by Feb. 2, 2010. If there are any requested changes, providers submit corrected program completer data worksheet to PSC through the completer portal at <a href="http://www.gapsc.org">http://www.gapsc.org</a> . <ul style="list-style-type: none"> <li>The appropriate program completer data worksheet must be used</li> <li>Program completer data worksheet must be in the appropriate/original format</li> <li>All required data fields must be completed</li> </ul>   |
| <b>Verification Phase Two</b>   |           |           |   |
| February 23, 2010               | PSC       | Providers | <b>Only for providers who requested data corrections:</b><br>Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at <a href="https://www.educationreports.net">https://www.educationreports.net</a><br>PSC will make program completer data worksheet available for review and correction on the secure completer portal at <a href="http://www.gapsc.org">http://www.gapsc.org</a> .<br>Please review pass rate reports and upload any corrections using the program completer data worksheet on the completer portal by March 2, 2010, which is the FINAL opportunity to make changes to the data worksheet. |

|                                   |           |           |  |
|-----------------------------------|-----------|-----------|--|
| March 2, 2010                     | Providers | PSC       | <p>If there are no requested data corrections, providers have completed the Title II Process and must FINALIZE the data worksheet by March 2, 2010. If there are any requested changes, providers submit corrected program completer data worksheet to PSC through the completer portal at <a href="http://www.gapsc.org">http://www.gapsc.org</a>.</p> <ul style="list-style-type: none"> <li>• The appropriate program completer data worksheet must be used</li> <li>• Program completer data worksheet must be in the appropriate/original format</li> <li>• All required data fields must be completed</li> </ul> <p>This is the FINAL opportunity to submit changes to the data worksheet.</p> |
| <b>Verification Phase Three</b>   |           |           |  |
| March 16, 2010                    | ES        | Providers | <p><b>Only for providers who requested data corrections:</b></p> <p>Preliminary Annual Title II Pass Rate reports will be available on the secure Evaluation Systems website at <a href="https://www.educationreports.net">https://www.educationreports.net</a></p> <p>Please review pass rate reports and email any requested data corrections that were previously requested but not corrected by the PSC to <a href="mailto:Commaleta.Singleton@gapsc.com">Commaleta.Singleton@gapsc.com</a> by March 23, 2010, which is the FINAL opportunity to inform the PSC of any errors.</p>   |
| March 22, 2010                    | Providers | PSC       | <p><b>To all providers requesting data corrections that were previously requested but not corrected by the PSC:</b></p> <p>Deadline for providers who previously requested changes to submit final program completer data changes to PSC via email to <a href="mailto:Commaleta.Singleton@gapsc.com">Commaleta.Singleton@gapsc.com</a> Data worksheets will not be available. This is the FINAL opportunity to inform the PSC of any errors</p>  |
| <b>Schedule for Final Reports</b> |           |           |  |
| April 01, 2010                    | ES        | Providers | <p>Annual Title II Pass Rate Reports will be available on the secure Evaluation Systems website at <a href="https://www.educationreports.net">https://www.educationreports.net</a>. Evaluation Systems will email designated Title II coordinator a notification of file availability.</p>   |
| May 01, 2010                      | ES        | Providers | <p>Annual Program Provider Summary Reports (includes GACE subarea and objective level data, along with statewide comparison data) will be available on the secure Evaluation Systems website at <a href="https://www.educationreports.net">https://www.educationreports.net</a>. Evaluation Systems will email designated Title II coordinator a notification of file availability.</p>  |

**Contact Information:**

- For questions about GaTAPP, including OYSP – [Phyllis.Payne@gapsc.com](mailto:Phyllis.Payne@gapsc.com)
- For questions about Program Completer data or file uploads - [Commaleta.Singleton@gapsc.com](mailto:Commaleta.Singleton@gapsc.com)
- For questions about Title II Process or Summary Reports – [AnneMarie.Fenton@gapsc.com](mailto:AnneMarie.Fenton@gapsc.com)
- For questions about accessing the Evaluation Systems Web site – [Larry.Peters@pearson.com](mailto:Larry.Peters@pearson.com)