

**TnACHE Access Project Grants  
 Final Program Report  
 Fiscal Year 2003-2004  
 Part 1: Fiscal Information (Print or Type)**

**Due June 1, 2004**  
**Return To:**  
**TnACHE**  
**600 Henley Street**  
**Suite 312**  
**Knoxville, TN 37996-4135**

Name of Grantee School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Coordinator Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**a) Grant Award in Fiscal Year 2003-2004.....** \$ \_\_\_\_\_

**b) Expenditures to date** *(use additional sheet if necessary):*

<u>Category</u>	<u>Amount Budgeted</u>	<u>Amount Spent</u>	<u>Balance</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

**TOTALS**

\$ _____	\$ _____
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Total Expenditures

Balance of  
Unexpended Funds  
to Date

**c) Amount to be returned to TnACHE .....** \$ \_\_\_\_\_

**d) List match of dollars or in-kind services below** *(as required in "Terms of Award," item 4):*

I certify that the above information is correct, to the best of my knowledge. If any errors are subsequently discovered, they will be reported promptly to the TnACHE.

\_\_\_\_\_  
 Signature of Treasurer  
 2003-2004 TnACHE Access Project Final Report

\_\_\_\_\_  
 Email address

\_\_\_\_\_  
 Date

# TnACHE Access Project Grants

## Final Program Report

### Fiscal Year 2003–2004

## Part 2: Program Assessment

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The activities listed in this report form are drawn primarily from the Model Program for Career and Post-Secondary Exploration and Experience developed by Pat Cadle, Guidance Counselor at NewcomerstownHigh School. Where your grant work program differs from the model program (if at all), we will also request information about those activities.

This report looks at the activities in your project from several different perspectives: by grade level, by activity, by staff groups. Therefore you will notice some overlap in questions between sections. Your completed 2003–2004 final report, including this form and your Fiscal Information form, are due by **Tuesday, June 1, 2004** to the TnACHE, UT Conference Center, 600 Henley Street, Suite 312, Knoxville, Tennessee, 37996

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**Name of Grantee School:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Grade Level	Number of Students
Freshmen	
Sophomores	
Juniors	
Seniors	
Other grades, if any	
<b>TOTAL</b>	

### College-Going Rate, Class of 2004

	Number	Percent
<b>I. Graduating seniors</b> (with at least a regular diploma)		%
Planning to attend higher education (two-year or four-year institution)		%
Planning to attend other post-secondary training (e.g., military, apprenticeships)		%
<b>II. Graduating Seniors</b> (with less than a regular diploma – i.e. certificates, GED)		%
Planning to attend pos-secondary training		%

# ACTIVITIES BY GRADE LEVEL

Note activities of your project for each grade level. (Page 4 will collect information on non-grade-specific activities.)

	<b>Number Participating</b>					
	<b>Freshmen</b>	<b>Sophomores</b>	<b>Juniors</b>	<b>Seniors</b>	<b>Parents</b>	<b>Faculty/staff</b>
<b>Career Interest Surveys</b> <i>Survey packages (s) used</i>						
<b>ACT/PLAN Test</b>						
<b>Business field trips</b> <i>Required to complete forms? Y N</i> <i>Businesses visited:</i>						
<b>Field trips to post-secondary institutions</b> <i>Required to complete forms? Y N</i> <i>Did all senior go on at least one trip Y N</i> <i>Institutions visited:</i>						
<b>Research project on career, post- secondary plans.</b> <i>Course(s):</i>						
<b>ACT/SAT preparatory classes.</b>						
<b>Student/parent appointments</b>						
<b>Career fairs.</b> <i>Location(s):</i>						
<b>College fairs</b> <i>Location(s):</i>						
<b>Business mentor program</b> <i>Participating businesses:</i>						

# MISCELLANEOUS GRANT ACTIVITIES

Please check all of the following activities that are part of your Access project.

- **Business Alliance**—Organization formed to connect community, area businesses, and corporations

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- **OACHE Conference**—At least the project coordinator must attend the annual OACHE conference and put up a tabletop display describing the project and sharing best practices.

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- **Monthly Newsletter**—Written by students with staff assistance and mailed to each student's home to notify parents of calendar events, special meetings, and current activities and accomplishments at school.

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- **Monthly Parent Meetings**—Planned and prepared by the principal and staff to provide information on school policies, upcoming events, and post-secondary procedures, including financial aid, admissions and placement exams. Parents have the opportunity to ask questions as well as offer input on any procedure or controversy.

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- **Video/CD Library on careers, post-secondary institutions, financial aid**—Created and updated with funds to provide visual prompt for research. Descriptions, usage estimate:

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- **Graduating seniors' bulletin board in common area of school.**

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- **Deadlines publicized for college application process.**

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- **Staff Visits**—Staff members are encouraged to visit and observe other colleges and businesses to become more informed of various career options for students. A series of visits should be scheduled so every teacher becomes involved.

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# INNOVATIVE ACTIVITIES

Please describe those activities of your Access Project that exceed the model. Please include not only those that were budget items, but also any activities that did not require expenditures. Use additional sheets if necessary.

● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

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● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

● **Activity:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

# TOTAL SCHOOL BUY-IN

Please rate the buy-in of each of the following groups to your Access project. How aware and actively supportive are they to the goals and activities of the project?

Students ----- Poor -----Fair----- Good -----Excellent

Faculty - ----- Poor -----Fair----- Good -----Excellent

Custodians, Cooks, Bus Drivers ----- Poor -----Fair----- Good -----Excellent

Principal ----- Poor -----Fair----- Good -----Excellent

Superintendent ----- Poor -----Fair----- Good -----Excellent

School Board ----- Poor -----Fair----- Good -----Excellent

**What factors have had the greatest positive impact on total school buy-in for your Access Project?**

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**What setbacks have you experienced in cultivating total school buy-in, and what have you learned?**

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**Other comments about your Access project**

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