**LPP Interim Report Elements**

The 2017-2018 LPP Interim Report is due in March**.** It will contain basic master record student data and student activity data for LPP students receiving one or more services anytime between September 1 and February 15 of each program year.

The LPP Interim Report requires grant recipients to submit their data reporting EXCEL spreadsheet, with all tabs included, in the secure NYSEED Go Anywhere® website by the due date of the Interim Report. Information regarding how to create a user name and password to access to the Go Anywhere® website should be directed to [lpp@nysed.gov](mailto:lpp@nysed.gov). In addition, all LPP grantees must submit a paper copy of the signed and dated Interim Cover Page to the New York State Education Department, Office of Higher Education, 89 Washington Avenue, EBA 960, Albany, NY 12234 by the due date of the Interim Report.

While submitting the entire EXCEL spreadsheet from the Final Report with all required annual reporting elements included, the New York State Education Department, will only be using information contained in the following fields as part of the Interim Report evaluation process:

|  |  |
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| **Spreadsheet Tab** | **Data Elements** |
| Interim Cover Page | All Data Elements and Signature |
| Master Record | NYSSIS ID  OSIS ID (NYC Only)  First Name  Last Name  Middle Initial  Current Grade  FERPL |
| Activities Worksheet  (AKA Service Hours) | All Data Elements |
| Interim Report Narrative  (AKA Anecdotal Information) | All Data Elements  (Include challenges and successes)  (Include any concerns you have that you may get your liaison involved). |

In addition, LPP grantees are required to submit a midyear fiscal report with their Interim Report to the New York State Education Department.