PROJECT SMART 2020 DATA SUBMISSION

There are two categories for submission.
1) Texas Education Agency Migrant Education Program Requirements
2) NGS Data Management Requirements

For Project SMART Program:

Document	Access Method	Submission Method	Due Date
Item Analysis for Pre and Post Assessments Do not include students' last names, teacher or district names.	**Project SMART Portal** Click on Dashboard. Click on Item Analysis icon. Click on Grade to access EXCEL Spreadsheet. Download and save on desktop.	**Project SMART Portal** Click on Dashboard. Click on Item Analysis. Click on Upload at bottom to select your saved EXCEL Spreadsheet (Pre- and Pos-test data must be complete.) **(Do not send Separately)**	Within 5 working days of the end of the summer program or August 1.
Parent Survey Do not include student or parent names on the survey. **Must have both top and bottom section completed.**	**Project SMART Portal** Click on Dashboard. Click on Surveys icon. Download and save or Print Parent Surveys in English and/or Spanish.	**Email** Teachers will submit Parent Surveys to the Project SMART district Migrant Administrator. The District Migrant Administrator will submit surveys by Email to Project SMART Region 20 Contact and copy the Region One ESC Contact.	Within 5 working days of the end of the summer program or August 1. Ms. Sherri Nunneley at sherri.nunneley@esc20.net Priscilla Olivarez at prolivarez@esc1.net
Teacher Survey Do not include teacher's name on the survey.	**Project SMART Portal** Click on Dashboard. Click on Surveys icon. Complete the survey after your summer program and click on submit.	**Project SMART Portal** Teachers will take and submit the online survey directly through the portal. **Teachers only submit 1 survey.**	Within 5 working days of the end of the summer program or August 1.

For NGS:

DOCUMENT	Due Date
Attendance Roster • Enrollment Date • Early Withdrawal date; if applicable • Withdrawal Date	• **Enrollment** – Within 2 working days of enrollment • **Early Withdrawal** – Within 2 working days of early enrollment • **End of summer withdrawal** – Within 5 working day of the end of the program
Assessment Roster	• Within 5 working day of the end of the program
Supplemental Services	• Within 5 working day of the end of the program

Note: Sample attendance rosters, assessment rosters and supplemental services worksheet are available on staff development.