HNS 03-2018

MEMORANDUM

To: School Safety Program District or Charter Administrators

From: Jenny Walker, School Health & Safety, School Safety Program Lead

Date: January 10, 2018

RE: School Safety Program Mid-Year Report and Logic Model for Fiscal Year (FY) 2018

Dear School Safety Program District or Charter Administrator:

Further to my email dated December 20, 2017, please find below the instructions for completing and uploading the School Safety Program (SSP) Mid-Year Report (MYR) and the SSP Expectations and Outcomes (Logic Model) to the Grants Management Enterprise (GME). **Both documents must be uploaded by Friday, January 26, 2018.** Please ensure that this information is transmitted to all appropriate parties.

1.   **Mid-Year Report**: The template is in your LEA Document Library in the GME.

   • Access: To access the template, follow the instructions below:
        • Login to GME (gme.azed.gov) or access via ADEConnect
        • Select the LEA Document Library from the Main Menu
        • Choose fiscal year 2018
        • Click Show Folders
        • Expand folder by clicking the +plus sign
        • Click the +plus sign next to School Safety Program – Year 1
        • Click on Edit Documents next to the Mid-Year Report

   • Complete: Please complete each section of the Mid-Year Report.

   • Save and Upload: After completing the Mid-Year Report template:
        • Save the report to your computer; name each report to correspond to the appropriate school (example: TUSD – Catalina FY18 MYR)
        • Upload the completed MYR to the LEA Document Library by clicking on the Upload Document Link and following the prompts

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2.   **Logic Model**: The template is in your LEA Document Library in the GME.

- Access: To access the template, follow the instructions below:
  - Login to GME (gme.azed.gov) or access via ADEConnect
  - Select the LEA Document Library from the Main Menu
  - Choose fiscal year 2018
  - Click Show Folders
  - Expand folder by clicking the +plus sign
  - Click the +plus sign next to School Safety Program – Year 1
  - Click on Edit Documents next to the Logic Model

- Complete: Using the Sample Completed Logic Model on the School Safety Program website as a guide, and the information provided at the Leadership 101 and L102 trainings, complete **all** columns/sections of the template. **The completed logic model should reflect information specific to your site(s)**.

- Save and Upload: After completing the Logic Model template:
  - Save the Logic Model to your computer; name each to correspond to the appropriate school (example: TUSD – Catalina FY8 LM)
  - Upload the completed Logic Model to the LEA Document Library by clicking on the Upload Document Link and following the prompts.

If you have any questions about completing either of the templates, please feel free to contact me (602-542-7112) or my colleague, Rebecca Astorga (602-542-8728). If you have questions about accessing/uploading either of the templates, please contact Grants Management (602-542-3901) or Su Huma (602-364-2092).

We look forward to supporting you and your teams this year.

Kind regards,

Jenny Walker, PhD
School Safety Program Lead
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Email: Jenny.Walker@azed.gov

cc: Rebecca Astorga
        Nerissa Emers
        Su Huma