

## Reporting Schedule

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**In each reporting period (which align to school marking periods), providers will need to complete the following schedule:**

### 2017/18 Reporting Schedule

Report	Contents
<b>Start of School Report</b>	<ul style="list-style-type: none"><li>• Start of School Reports (one per school)</li><li>• Narrative Reports (one per school)</li></ul>
<b>1<sup>st</sup> Marking Period</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• Minimum Service Warranties (one per provider)</li></ul>
<b>2<sup>nd</sup> Marking Period</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• Minimum Service Warranties (one per provider)</li></ul>
<b>End of Semester 1</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Narrative Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• Minimum Service Warranties (one per provider)</li><li>• Financials</li></ul>
<b>4<sup>th</sup> Marking Period</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• Minimum Service Warranties (one per provider)</li></ul>
<b>5<sup>th</sup> Marking Period</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• Minimum Service Warranties (one per provider)</li></ul>
<b>End of Year</b>	<ul style="list-style-type: none"><li>• School Progress Reports (one per school)</li><li>• Narrative Reports (one per school)</li><li>• Provider Activity Report (one per provider)</li><li>• End of Year School Data Report (one per school)</li><li>• Minimum Service Warranties (one per provider)</li><li>• Financials</li></ul>

**Templates for each report, containing all documentation to be completed, will be sent to**

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**complete the relevant reports for every school, in line with the following**

<b>Period Start</b>	<b>Period End</b>	<b>Submission Date</b>
29-Sep-17		13-Oct-17
4-Sep-17	20-Oct-17	17-Nov-17
23-Oct-17	8-Dec-17	5-Jan-18
11-Dec-17	7-Feb-18	9-Mar-18
13-Feb-18	4-Apr-18	4-May-18
5-Apr-18	22-May-18	21-Jun-18
23-May-17	6-Jul-18	31-Aug-18

**providers prior to the start of each reporting period.**

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