

Annex 6 –PSL Reporting Schedule 2017/18

PSL Reporting Schedule 2017/2018

In line with the 2017/2018 Liberian School Calendar, PSL Year 2 will consist of 6 reporting periods. In each reporting period, operators will need to complete the relevant reports for every school, in line with the following schedule:

Report	Contents	Period Start	Period End	Submission Date	Deadline for updating data
Start of School Report	<ul style="list-style-type: none"> Start of School Reports (one per school) Narrative Reports (one per school) 	29-Sep-17		13-Oct-17	24-Nov-17
Financial Report (budget)	<ul style="list-style-type: none"> Financial reporting template (one per provider) 			24-Nov-17	
2nd Marking Period	<ul style="list-style-type: none"> School Progress Reports (one per school) Provider Activity Report (one per provider) Minimum Service Warranties (one per provider) 	23-Oct-17	08-Dec-17	05-Jan-18	
End of Semester I	<ul style="list-style-type: none"> School Progress Reports (one per school) Narrative Reports (one per school) Provider Activity Report (one per provider) Minimum Service Warranties (one per provider) Financials 	11-Dec-17	07-Feb-18	09-Mar-18	
5th Marking Period	<ul style="list-style-type: none"> School Progress Reports (one per school) Provider Activity Report (one per provider) 	05-Apr-18	22-May-18	21-Jun-18	

	<ul style="list-style-type: none"> • Minimum Service Warranties (one per provider) 			
End of Year	<ul style="list-style-type: none"> • School Progress Reports (one per school) 			
	<ul style="list-style-type: none"> • Narrative Reports (one per school) 			
	<ul style="list-style-type: none"> • Provider Activity Report (one per provider) 	23-May-17	06-Jul-18	14-Aug-18
	<ul style="list-style-type: none"> • End of Year School Data Report (one per school) 			
	<ul style="list-style-type: none"> • Minimum Service Warranties (one per provider) 			
	<ul style="list-style-type: none"> • Financials 			