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Illinois State Library Literacy Office

PENNY SEVERNS FAMILY LITERACY GRANT PROGRAM

Statistical Report

The Statistical Report is an identical report produced twice during the year. Reports are due in the Illinois State Library Literacy Office on or before Jan. 15 (midterm) and July 15 (final). Submit via email this report to literacy@ilsos.net.

Before preparing this report, review all definitions on page 4.

Project Number: _____

Grantee Agency: _____

Person Preparing Report: _____

Email: _____ Telephone Number: _____

Region (check one):

Chicago Suburban Downstate

Period (check one):

Midterm (Information from July 1 to Dec. 31.)

Final (The report is cumulative for the entire grant year. Information from July 1 to June 30 or end of contract extension period for one fiscal year.)

TOTAL ENROLLMENT

Number of unduplicated enrolled¹ individuals.

	Adult Learners Number Goal ²	To date
Number of adult learners served exclusively with SOS funds		
Number of adult learners co-served by SOS and another program		
Total unduplicated adult learners ³		

____ Average age of adult learners

____ Number of adult learners employed (part-time, full-time or seasonal)

Number of adult learners in ethnic groups:

White	
Black/African American	
Hispanic/Latino	
American Indian/Alaska Native	
Asian	
Hawaiian/Pacific Islander	
Some Other	
2+ Races	
Not Reported	
TOTAL	

Number of adult learners by gender:

Male	
Female	
TOTAL	

Number of all unduplicated³ adult learners by instructional type and setting:

	1:1	Group
ABE		
ESL		
Total adult learners		

ABE assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average-GLE ⁴	Number Post-tested	Post-test Average-GLE	Average GLE Gain
SORT					
TABE Reading					
TABE Math					
Total ABE learners					

ESL assessment results for adult learners who have both a pre-test and instructional hours:

	Number Pre-tested	Pre-test Average-scale score	Number Post-tested	Post-test Average-scale score	Average Score Gain
BEST					
BEST Plus					
ESLOA					
CASAS					
CELSA		raw score		raw score	
TABE CLAS-E					
Total ESL learners					

The total ABE learners pre-tested plus the total ESL learners pre-test must equal the number of unduplicated learners.

Total adult participation hours⁵ in Adult Education⁶, Parenting⁷ and PACT⁸:

	Total to date	Average hours per adult learner
Hours of participation in Adult Education		
Hours of participation in Parenting		
Hours of participation in PACT		

CHILDREN INFORMATION

Number of unduplicated Enrolled¹ children:

	Child Learner Number Goal ²	To date
Number of children served exclusively with SOS funds		
Number of children co-served by SOS and another program		
Total unduplicated children ³		

_____ Average age of children

Number of children in ethnic groups:

White	
Black/African American	
Hispanic/Latino	
American Indian/Alaska Native	
Asian	
Hawaiian/Pacific Islander	
Some Other	
2+ Races	
Not Reported	
TOTAL	

Total children's participation⁹ hours to date:

	Total to date	Average hours of training per child learner
Hours of participation in Child Education		

FAMILY INFORMATION

Library¹⁰ information for both adults and children:

	Total to date
Number who obtained library card ¹¹	
Total number of visits to the library as a program group	
Total hours of visits to the library as a program group	

Length of family participation in FAM project:

	0-3 months	4-6 months	7-12 months	13-24 months	More than 24 months
Number of families					

FAM Statistical Report Penny Severns Family Literacy Program Definitions and Instructions

Note: To count families on the statistical report, all adults must have been pre-tested and received at least one hour of ABE or ESL instruction.

1. **Enrolled:** An enrolled family consists of:
 - Adult(s) over age 17 who reads, writes, computes or comprehends below the ninth-grade level (GLE) in English, or who tests below student performance level (SPL) 7 in ESL. Testing of the adult is required.
 - Child(ren)-at-risk between ages 0 and 16 who lives in the same household as the adult participant. The child(ren) qualifies for service by enrollment in a child-at-risk program.
 - Both adults and children must participate in the required program components.
 - Adults in adult education or ESL, parenting education, parent-child together activities (PACT) and library services.
 - Children in children's education, PACT and library services.
2. **Goal:** The number proposed in your agency's grant application on page FAM 4. Number of adult learners and children to be instructed.
3. **Unduplicated:** Count each learner once. For adults, in either one-to-one or group instructional setting for either ABE or ESL. For children, either pre-school or school-age instruction.
4. **GLE:** Grade Level Equivalent.
5. **Adult Participation Hours:** Number of hours of instruction in adult education, parenting or PACT multiplied by the number of adults who attended.
6. **Adult Education Hours:** Time an adult learner spends learning with a teacher or tutor.
7. **Parenting:** Instructional hours spent studying issues related to the parental role of adults. Hours are calculated by multiplying by the number of individuals that attended each parenting session. (Session 1: Ten parents attended a one-hour parenting workshop for a total of ten hours of parenting; Session 2: Eight parents attended a one-hour parenting workshop for a total of eight hours of parenting; add ten plus eight for a total of 18 hours of participation in parenting.)
8. **PACT:** Parents interactive time spent by the parent and child together teaching and learning. Hours are calculated by multiplying by the number of adults that attended each PACT session. (PACT activity 1: Ten parents attended a two-hour PACT activity – ten parents x two hours = 20 hours of PACT; Session 2: eight parents attended a one-hour PACT activity – eight individuals x one hours = eight hours of PACT; add 20 plus eight for a total of 28 hours of participation in PACT.)
9. **Children's Participation Hours:** Instructional time spent by the child learning, including time directly paid for by the grant and donated in-kind to the project by a partner agency. Please include school instruction for school-age children: however, only include children who have participated in all five components of the program.
10. **Library:** Program hours spent in the library or in the presence of a librarian employed by the library partner agency. This does not include independent library use. Hours are not multiplied by each person attending.
11. **Number who obtained library card:** Number of new library cards obtained for both adults and children during the current fiscal year.