



## Washington Reading Corps Quarterly Reporting FAQ 2018-2019

### **Q: What is the WRC Quarterly Report?**

A: The WRC Quarterly Report is an online form completed every 3 months by primary site staff persons. Information requested in the report include:

- Cumulative number of students tutored by your WRC member since August 2018
- Cumulative number of volunteers (ongoing adult, episodic adult, or peer/cross-age), family events and activities, and event/activity participants since August 2018
- Successes and challenges of your WRC member(s) term of service
- Trainings attended by your WRC member that quarter

[A sample of the WRC Quarterly Report in its entirety is available on our website.](#)

### **Q: What is the purpose of the WRC Quarterly Report?**

A: The purpose of the WRC quarterly report is three-fold: to ensure regular support to and communication with WRC service site staff; to provide feedback with which to improve the WRC program in the future; and finally, to update funders on program progress.

- Quarterly reports provide a regularly occurring format for site staff to “check-in” with their program coordinator to communicate successes and challenges, and to request assistance when needed. Each quarterly report is reviewed by a program coordinator, who will follow up with you about questions or concerns expressed in your report. With that said, you do not need to wait to submit a quarterly report to communicate with your program coordinator.
- Feedback provided through the WRC Quarterly Report regarding the program as a whole helps to inform WRC program staff on improvements that could be made to better support both WRC members and site staff. Each year, program feedback is reviewed by WRC staff in order to help identify issues and possible solutions for the next program year.
- Federal grants that support the WRC program require monthly reports from WRC with updates on progress towards our yearly goals. Data submitted in each quarterly report is agglomerated and reported to CNCS.

**Q: Who should complete the WRC Quarterly Report?**

A: The WRC Quarterly Report should be completed by primary service site staff. If this person is unavailable, backup program site staff may complete the report. Quarterly Report notifications and reminders are automatically emailed to primary site staff, so be sure to notify WRC data coordinator Andrew Kuka ([akuka@esd.wa.gov](mailto:akuka@esd.wa.gov)) if the backup will be completing the report.

While communication with WRC members may be necessary complete the Quarterly Report, WRC members should not complete the Quarterly Report themselves.

**Q: When should the WRC Quarterly Report be completed?**

A: Quarterly Reports are released 4 times throughout the program year. These reports are open for two weeks. After two weeks, you will be unable to submit a quarterly report until the next is released, unless an extension is granted. The release and due dates for the WRC Quarterly Reports are:

- Q1: December 3<sup>rd</sup>-December 17<sup>th</sup>
- Q2: March 1<sup>st</sup>-March 15<sup>th</sup>
- Q3: June 3<sup>rd</sup>-June 17<sup>th</sup>
- Q4: September 2<sup>nd</sup>-September 16<sup>th</sup> 2019

**Q: How do I complete the WRC Quarterly Report?**

A: When each quarterly report becomes available, an email will be sent to each WRC primary site staff person with instructions on how to complete the WRC Quarterly Report. Primary site staff will need to login to America Learns and click the WRC Quarterly Report link. After completing the form, click "Submit" at the bottom of the page.

**Q: What should I do if information for this quarter will not be available until after the Quarterly Report deadline?**

A: If a specific piece of data will not be available until after the Quarterly Report closes, contact WRC data coordinator Andrew Kuka at [akuka@esd.wa.gov](mailto:akuka@esd.wa.gov). Depending on the situation, the Quarterly Report could be extended, or information can be e-mailed later on. Do not keep from submitting the Quarterly Report because you are missing part of the information requested.

**Q: How do I review past WRC Quarterly Reports?**

A: You can review past WRC Quarterly Reports by logging into America Learns and clicking "My Quarterly Report Data" in the left-hand toolbar. Select the appropriate time period and click either "View Compiled Data" or "View Individual Reports".

**Q: Who should I contact if I have questions about the WRC Quarterly Report?**

A: If you have any questions about reporting requirements or the WRC Quarterly Report, contact WRC Data Coordinator Andrew Kuka at [akuka@esd.wa.gov](mailto:akuka@esd.wa.gov).