



## Illinois Success Sequence Program Implementation Requirements



**Success Sequence**

Dear Educator,

As a Federally funded program, we are responsible to collect program-specific data and information. One of our Regional Coordinators (RC) will assist you in facilitating the implementation so that it is clear and easy. Digital documents ensure time-efficiency. Paper forms are also available upon request.

The chart below outlines how required documentation is collected and submitted to your RC.

	REQUIRED DOCUMENT	DOCUMENT PURPOSE	FORMAT(S)
1	<b>Site Agreement (SA)</b> and <b>Implementation Plan (IP)</b>	SA-Provides an overview of the Site (school) and Provider (AMR) responsibilities. It requires a signature of a site representative. IP-Provides the dates, times, program selection and number of workbooks needed.	*Digital link from RC *Paper Forms also available.
2	<b>Student Enrollment Forms:</b> <b>Individual</b> (students complete) or <b>Group Form</b> (teacher completes)	Provides the student data and demographics. Names or Student IDs may be used.	*Digital link from RC *Paper Forms also available.
3	<b>Surveys (2):</b> <b>Entrance Survey</b> <b>Exit Survey</b>	Anonymous and voluntary on individual basis. Complete Entrance Survey prior to starting the program. Complete Exit Survey when the program is finished.	*Digital Link from RC *Paper Surveys available. Send to: AMTC & Associates Attn: Salvador Dominguez 4465 N. Oakland Ave., Suite 200 Shorewood, WI 53211
4	<b>Attendance</b>	Provides absences on the days the program is taught, allowing the RC to calculate completion rates. IDs or Names should match Enrollment Forms.	*Fillable Digital Form *Paper Form sent to RC *Class Roster/Attendance Record *Emailed list of absent students on specific days
5	<b>Fidelity Logs</b>	Provides a record that core components of the program were completed.	*Checked box on Attendance Form *Paper Form sent to RC *Fillable Digital Form
6	<b>Teacher Observation</b> (when possible)	Provides informal assessment of effectiveness of program delivery. May be conducted by RC or another school staff member.	*Fillable Digital Form *Paper Form sent to RC
7	<b>Needs Assessments</b>	Helps educator to identify student needs that may require referrals for additional support	*Paper Form provided to students by the educator -Do not send to RC