



iSOSY Evaluation Checklist 2024-25

State Responsibilities

1. Participate in **State Steering Team (SST)** meetings.
2. Designate a **representative for the Technical Support Team's (TST)** and **Professional Learning Circles (PLCs)**. The PLC members will be responsible for ensuring the implementation of an iSOSY initiative and reporting results.
3. Ongoing participation in project activities, including use of instructional materials and staff training.
4. Provide evaluation data to the lead state.
5. Work with your authorized representative to complete required Federal forms.

Use of iSOSY Products

1. Assist migratory youth in completing instructional materials. Report number of students assessed and number gaining 5% on Form 1: Director/Coordinator Report.
2. Identify the needs of OSY and at-risk secondary students and provide instruction aligned to needs/goals.
3. Provide training to staff and/or ensure staff attend online professional development. Report results on Form2: Staff Training Survey.
4. Track progress along pathways including enrollment in HSED/GED programs, enrollment and attainment of certificates, reenrollment in regular high school, etc. Report results on Form 1: Director/Coordinator Report.
5. Implement iSOSY initiatives and report results on the Form 1: Director/Coordinator Report.

This list and all forms can be accessed at www.osymigrant.org/data-collection

State Level Required Forms List

Data Collection Form/Instrument	Person Completing	Notes
Form 1: Director/Coordinator Report	MEP State Director or Designee	Due 9/26/2025. States may use optional forms to collect data needed to complete this form.
Form 2: Staff Training Survey https://www.surveymonkey.com/r/LLXPJVV	Staff receiving PD	Due 9/26/2025. Complete following each training or webinar.
Form 3: Initiative Report	PLC member	Due 9/26/2025. This form includes the number of students participating in the initiative, results, and narrative about implementation.
OSY Profile State Summary	MEP State Director or Designee	This form is due to Tracie Kalic by 10/31/25 . The reporting form is available as a Word or Excel document.

Electronic submission: marty@metaassociates.com
 Or mail: Marty Jacobson, 420 Montclair Dr SE, Albuquerque, NM 87108Dat

Optional Provider Level Tracking Forms

Data Collection Form/Instrument	Person Completing	Notes
Local data collection worksheet	Local programs	Use this worksheet to collect data for Form 1 from local projects.
Initiative tracking form	PLC Representative	The PLC member may use this optional form to track initiative results for Form 3.
OSY Profile	MEP staff or recruiters	This form is used to fill out the OSY Profile State Summary. States may use the Word or PDF file to collect data, or use any other data collection method that has the same data elements.
At-risk Secondary Student Profile	MEP staff	This form is a tool for providers to use to identify the needs of secondary students and select lessons or materials appropriate to the needs. This is an instructional tool, and data are not collected from it.