**NDPS CERTIFICATION PROGRAM**

**FIELD PROJECT REPORT FORM (OFFICIAL FORM)**

Please respond to each of the following items/questions. Completion of this form will serve as your Field Project Report to meet NDPS certification program requirements. By submission, you agree that the information submitted is accurate, may be published on the National Dropout Prevention Center/  
Network (NDPC/N) website for access by others, and that the project information you provide is appropriate for public distribution and acceptable to others involved with the project.

Responses to each item should be clear, free from errors, and sufficient in length and detail to inform other dropout prevention professionals. Please provide complete sentences—or clearly explained bullet points, lists, or tables—for items 6–23. If more than one person is submitting as part of a group on one project, each specialist candidate must submit his/her own field project report form and provide responses from his/her point of view and input to the project.

Please type your responses in this form, directly below each gray bar containing a question or topic.

Optional content: If you include tables, please title them and put them in the text where they belong below. If you include graphs or other non-Word images, those should be titled or captioned, referenced in the text, and inserted where they should appear in the form below as well as sent separately as high-quality (≥ 300 dpi) jpeg, png, pdf, or Excel attachments. If you have references, appendices, or other important supplemental information, those should be clearly referenced in the form below and also labeled clearly and attached to your submission as separate documents (preferably in Word format).

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| 1. Project name/title: |

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| 1. Project location or site (e.g., school or organization, city, state): |

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| 1. Project website or any link with more information on the project (if applicable): |

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| 1. Your name and position/title. Include also how other practitioners desiring to learn more about the project and your role may contact you (address, phone, email address or other contact info, etc.): |

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| 1. Three to eight keywords that would give a practitioner a quick understanding of your project focus: |

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| 1. Project funding sources: |

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| 1. Project cost and brief budget narrative: |

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| 1. Describe the scope and setting of the project: |

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| 1. What was the staffing pattern of the project: |

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| 1. Population served by the project (number of students, subjects, or participants; description of project participants, including ages, grades, demographics, etc.; and participation selection criteria): |

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| 1. How did the project originate and how was it developed? |

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| 1. What were the issues and/or needs addressed by the project? |

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| 1. What were the desired outcomes and measureable objectives of the project? |

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| 1. What were the strategies and/or interventions of the project? |

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| 1. What was the timeline of the project? |

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| 1. What special conditions, expertise, and/or skills were required to carry out the project? |

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| 1. What were the actual outcomes, results, and achievements of the project? |

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| 1. What and how are/were the outcomes related to school completion, dropout prevention, and/or graduation rates? |

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| 1. What is the current status of the project? |

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| 1. As a NDPS certification program participant, what was your role or involvement with the project? |

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| 1. What were the lessons learned from the project? |

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| 1. What advice would you give other dropout prevention practitioners about the project? |

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| 1. Any important additional information not addressed previously? (optional) |

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| You will be receiving a request for a color photo (head shot) and a brief bio.  Examples of photos, bios, and field reports can be found at <http://dropoutprevention.org/people/certification-specialist/>  For more information or assistance, contact Ms. Annette Bassett, National Dropout Prevention Center Email: acarver@dropoutprevention.org or  Phone: 864-642-6372  Thank you for your participation in the National Dropout Prevention Specialist Certification Program.  And thank you for your work! |