Please note the following requirements for successful submission of your NDPS Certification Field Report:

* Your report submission must **be submitted on the official Field Report Template** provided by NDPC. Your report should be submitted as a **Word document using Times Roman 12 pt font, with left justified margins**.
* Please type your responses in **the Official Template form**, directly below each question or topic.
* Responses to each item should be clear, free from errors, and sufficient in length and detail to inform other dropout prevention professionals. Readers should be able to understand how to replicate your project. For this purpose, it may be helpful to have an outside reader look at your report before submission.
* On the cover page, please include **three to eight** key words to best describe the project.
* Beginning on page 2 of the Template, please provide complete sentences or clearly explained bullet points, lists, or tables.
* If you submit is part of a group on one project, you should submit your own form and provide responses from your point of view and input to the project.
* It is your responsibility to respond to questions or requests for additional information by NDPC; delay in responding may affect your certification award date.
* By submission of your report, you agree that the information is accurate, may be published on the National Dropout Prevention Center (NDPC) 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.
* Along with your report, please also **submit a photo of yourself and a brief bio** for publication on the website (Examples can be found at <http://dropoutprevention.org/people/certification-specialist/>)

Optional content:

* If tables are included, please title them and put them in the text where they belong below.
* If graphs are included 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 report and also labeled clearly and attached to your submission as separate documents (preferably in Word format).

**Upon completion, the field report and any attachments should be**

**emailed to Holly Mauney at** [hmauney@dropoutprevention.org](mailto:hmauney@dropoutprevention.org)

**and copied to** [annette@dropoutprevention.org](mailto:annette@dropoutprevention.org)

1. Project name/title:
2. Your name, title, address, phone, email address, and other contact info such as website of school/organization, website of project (if applicable) etc.
3. Three to eight keywords that would give a practitioner a quick understanding of your project focus:
4. Project funding sources:
5. Project cost and brief budget narrative:
6. Describe the scope and setting of the project:
7. What was the staffing pattern of the project:
8. Population served by the project (number of students, subjects, or participants; description of project participants, including ages, grades, demographics, etc.; and participation selection criteria):
9. How did the project originate and how was it developed?
10. What were the issues and/or needs addressed by the project?
11. What were the desired outcomes and measureable objectives of the project?
12. What were the strategies and/or interventions of the project?
13. What was the timeline of the project?
14. What special conditions, expertise, and/or skills were required to carry out the project?
15. What were the actual outcomes, results, and achievements of the project?
16. What and how are/were the outcomes related to school completion, dropout prevention, and/or graduation rates?
17. What is the current status of the project?
18. As a NDPS certification program participant, what was your role or involvement with the project?
19. What were the lessons learned from the project?
20. What advice would you give other dropout prevention practitioners about the project?
21. Any important additional information not addresses previously? (optional)