Completing a Semester Report

Learn how to create, fill out, and submit a Semester Report. This guidance applies to both Fall and Spring Semester reports across all five years of the grant life cycle.

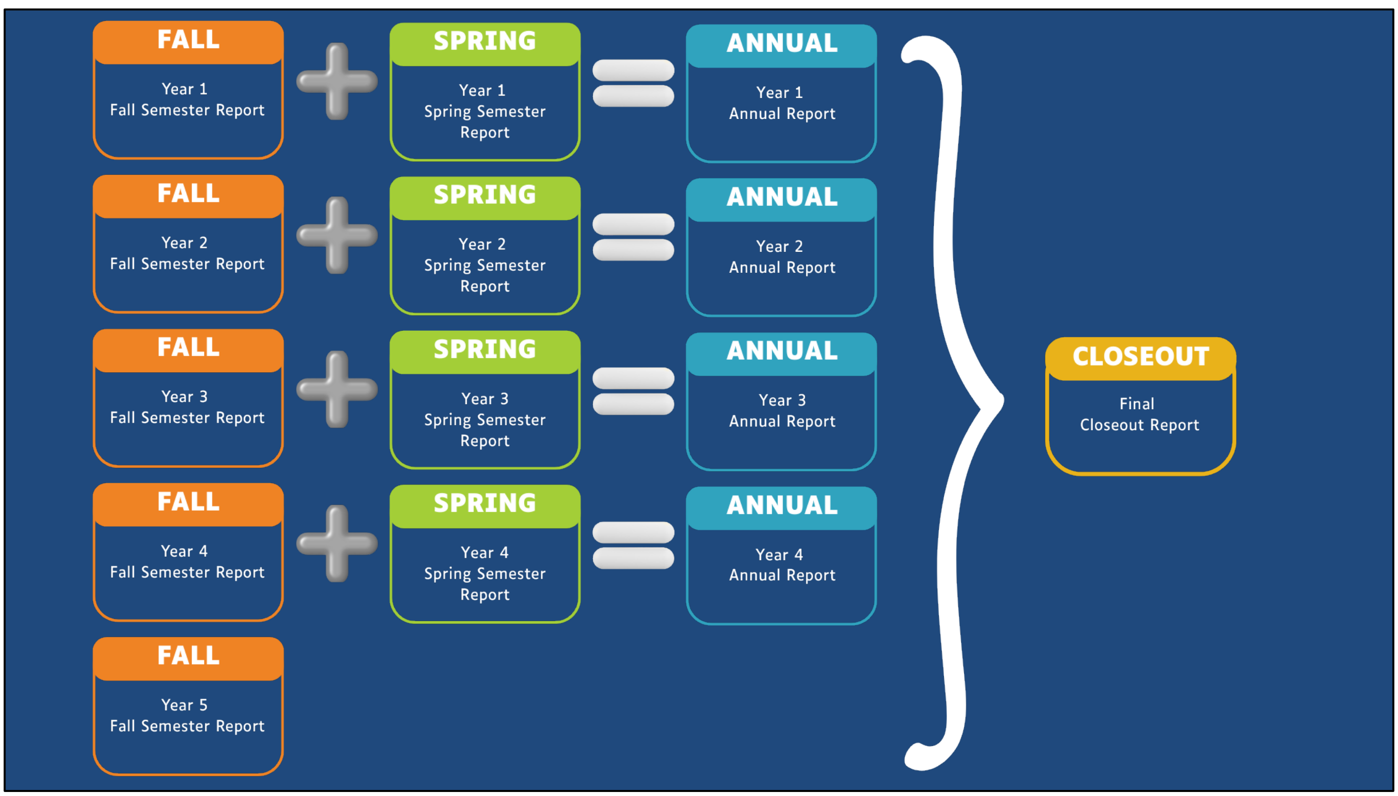
Reporting Cycle

In addition to the Annual Evaluation Report, Fall and Spring Semester Reports are submitted each year. The only exception to this schedule is the closeout year, when the Spring Semester Report is rolled into the Closeout Report.

Due Dates:

- **Fall Semester Report:** due January 31st at 11:59 p.m. ET.
    - **Reporting Window:** August 1 to December 31

- **Spring Semester Report:** due July 31st at 11:59 p.m. ET.
    - **Reporting Window:** January 1 to June 30



Reporting Access by Role

Project directors can create and submit semester reports through the *Reporting Dashboard* on the DoDEA Evaluation Technical Assistance Center (ETAC) website. Evaluators and other team members can also use this portal to view previously submitted reports and report drafts that are currently in progress.

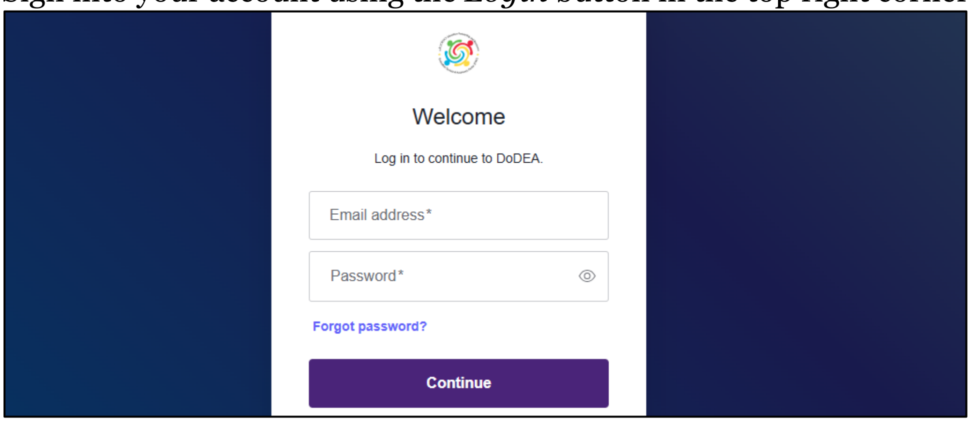
TEAM ROLES AND WEBSITE ACCESS	Project Director	Finance	Evaluator	Team Member
	REPORTING Full Access	REPORTING View Only	REPORTING View Only	REPORTING View Only
	FINANCE Full Access	FINANCE Full Access	FINANCE No Access	FINANCE View Only
	COMMUNITY & LEARN Full Access	COMMUNITY & LEARN Full Access	COMMUNITY & LEARN Full Access	COMMUNITY & LEARN Full Access

Creating a New *Semester Report* Form

Use the following steps to create a new *Semester Report* form or access an existing draft:

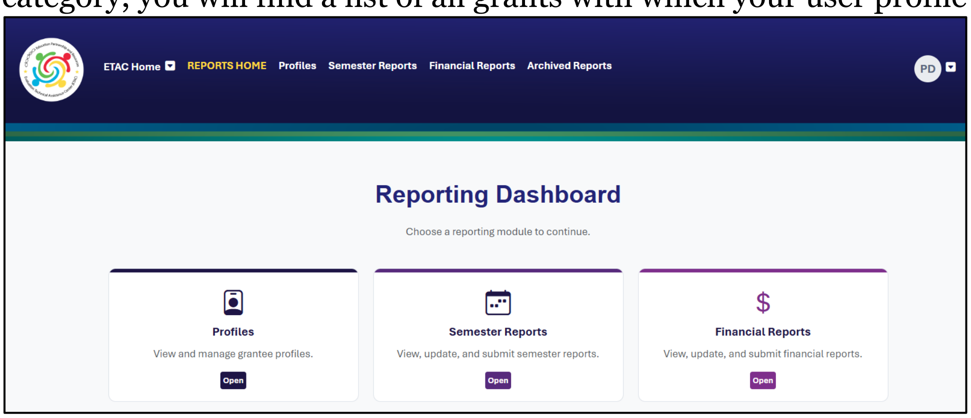
1. Go to the [ETAC homepage](#).

2. Sign into your account using the *Login* button in the top right corner of the homepage.

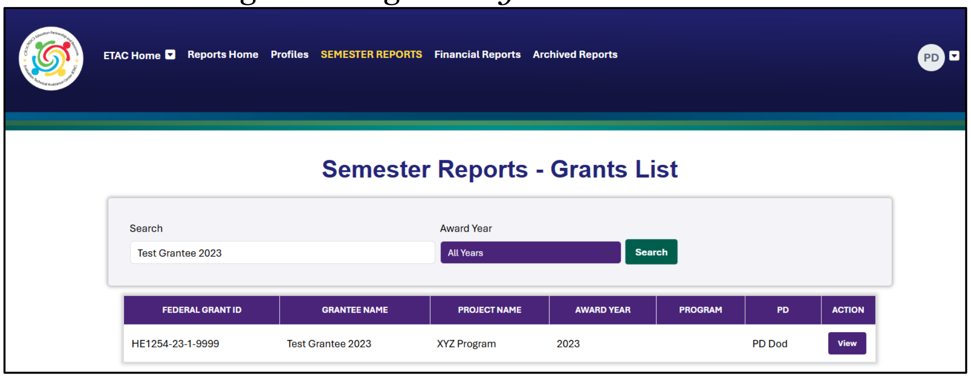


3. Select *Reporting* from the navigation menu to enter the *Reporting Dashboard*.

4. Open the *Semester Reports* card to pull up the *Semester Reports Grants List*. Within this category, you will find a list of all grants with which your user profile is associated.

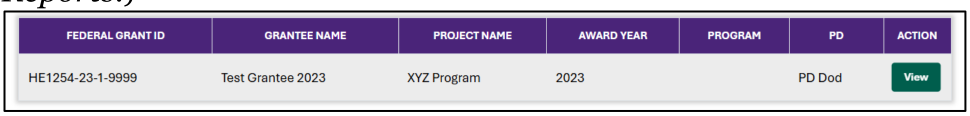


5. Find the desired grant using the *Keyword Search* and *Award Year* drop-down menu.



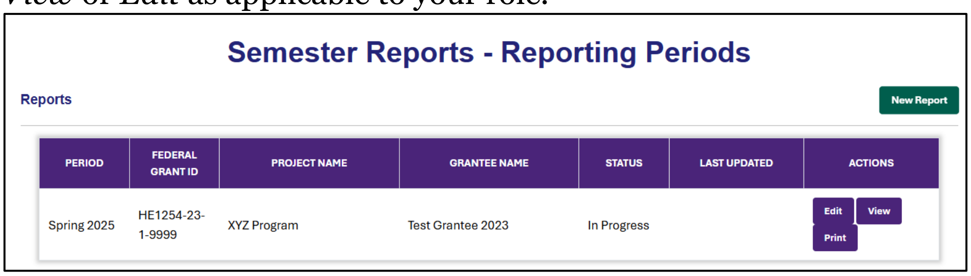
FEDERAL GRANT ID	GRANTEE NAME	PROJECT NAME	AWARD YEAR	PROGRAM	PD	ACTION
HE1254-23-1-9999	Test Grantee 2023	XYZ Program	2023		PD Dod	View

6. Select the *View* button to access all *Semester Reports* for the desired grantee and grant year. (Note that reports prior to the Fall 2025 Semester Report are located in *Archived Reports*.)



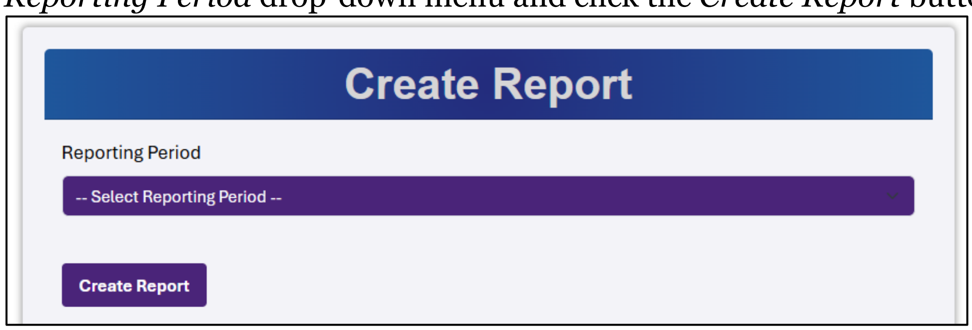
FEDERAL GRANT ID	GRANTEE NAME	PROJECT NAME	AWARD YEAR	PROGRAM	PD	ACTION
HE1254-23-1-9999	Test Grantee 2023	XYZ Program	2023		PD Dod	View

7. Select the *New Report* button in the upper right corner to start a new semester report form. To work on an existing semester report draft, find the desired report in the table and select *View* or *Edit* as applicable to your role.



PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	In Progress		Edit View Print

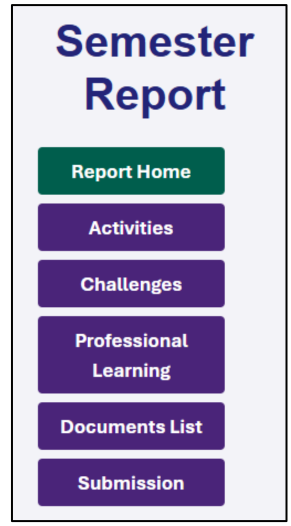
8. Select the current grant reporting period (Fall or Spring of the current year) from the *Select Reporting Period* drop-down menu and click the *Create Report* button.



Note: You will only be able to create a new report during an active semester reporting window. ETAC emails an announcement to all grantees when the reporting window opens.

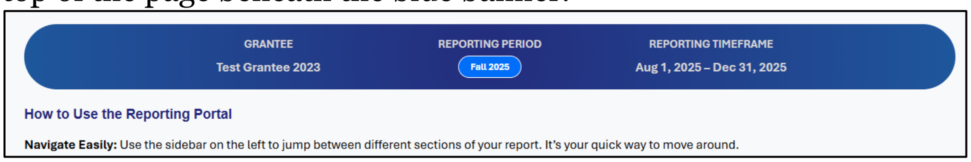
Navigating the Report Form

Navigation Buttons: Use the *Next* and *Previous* buttons pinned to the bottom right corner of your screen to advance to the next page or go back to the previous page.



Sidebar: Jump directly to specific sections of the report using the sidebar on the left side of the screen, which lists all sections of the report and provides links for easy access.

Instructions: Before beginning a section, read any directions posted at the top of the page beneath the blue banner.



Hover-for-Help Icons: Hold your cursor over the yellow question symbols throughout the form for additional information, such as tips, definitions, and examples.

Prefilled Items: For your convenience and to support reporting accuracy, some lines have been prefilled based on your grant profile. If you need assistance updating a prefilled line that is locked for editing, contact ETAC at support@dodeagrants.org.

Mandatory Sections: Required fields denoted with an asterisk must be completed in order to execute actions such as attaching a document or submitting the report. If you attempt to proceed to the next step without completing a required field, an error message will prompt you to provide any necessary information before moving forward.

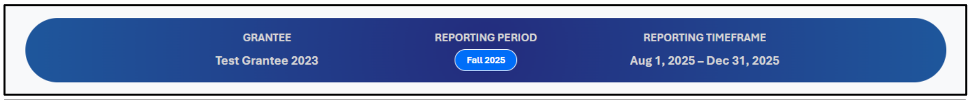
> **Note:** If a text field is required but does not apply or you have nothing to report for that section, enter "NA".

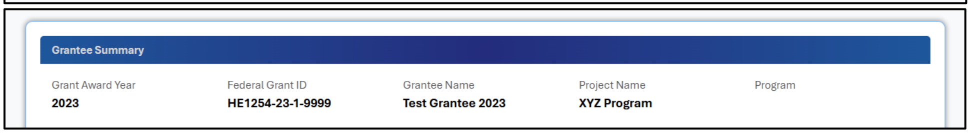
Saving Your Work: When creating a new report, the system automatically saves it as an *In Progress* draft. As you edit the report, use the *Save* buttons provided to ensure your entries are recorded before navigating away from a page or exiting the report draft.

Filling Out the Report

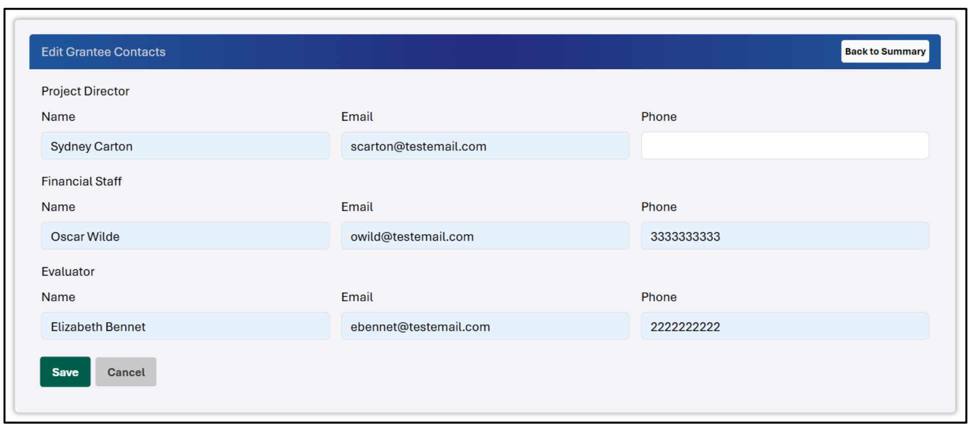
Report Home

Before You Start: Review the *Grantee* and *Federal Grant ID* in the banner and *Grantee Summary* at the top of the page. Double check that these reflect your desired combination. Information populates throughout the form based on your initial selections when you created the form.

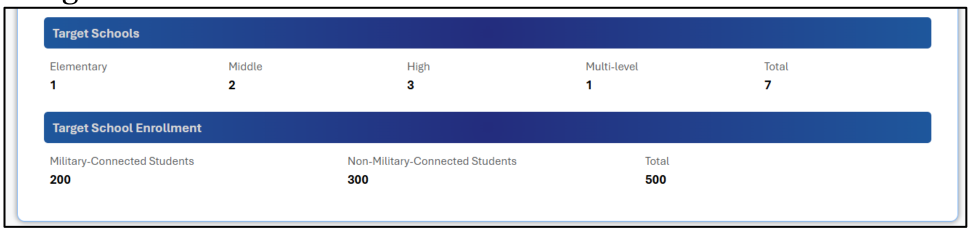




Grant Roles and Contacts: Use the *Edit Contacts* button to pull up a window where you can add or update the project director, financial staff, and evaluator contacts listed under *Grantee Summary*. Be sure to click the *Save* button before returning to the *Report Home* page to ensure your updates are added. Updates will save to your *Grantee Profile* upon report submission.

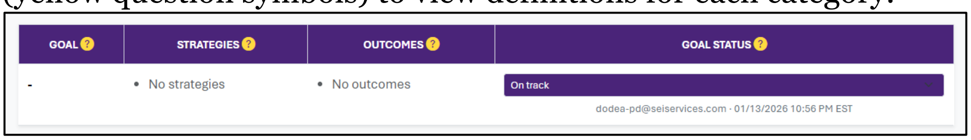


Target Schools and **Target School Enrollment**: This section is prefilled based on the *Grantee Profile* which can be accessed through the *Reporting Dashboard* or via the *Reporting* area's top navigation menu.



> **Note:** Target school and target school enrollment numbers reflect the project narrative in the original grant application. These numbers should remain consistent with the original project narrative throughout the life of the grant; they should not be updated based on the current reporting year. Contact ETAC at support@dodeagrants.org for assistance if the numbers in the form do not match your original project narrative.

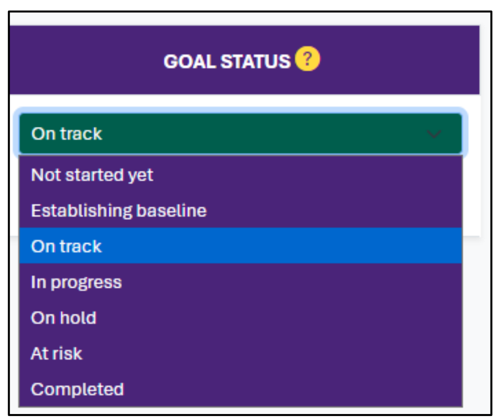
Goals, Strategies, Outcomes, and Statuses: This section is prefilled based on information in the *Grantee Profile*—drawn from the original project narrative and any updates approved by the DoDEA program team—as well as previously submitted reports. Use the hover-for-help icons (yellow question symbols) to view definitions for each category.



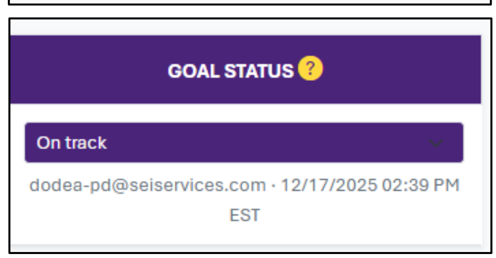
> **Note:** Strategies and outcomes will prefill after the 2026 Annual Report (or, for new grants, after the first annual report). Leave these blank for Fall 2025 and Spring 2026.

Goal Status: After reviewing each goal, use the drop-down menu in the *Status* column to select the appropriate status:

- Not started yet
- Establishing baseline
- On track (*Progressing as planned*)
- In progress (*Work is underway but may not have reached key milestones*)
- On hold (*Paused by grantee or DoDEA*)
- At risk (*Progress is being made but with notable risks or barriers*)
- Completed (*Fully implemented as planned*)



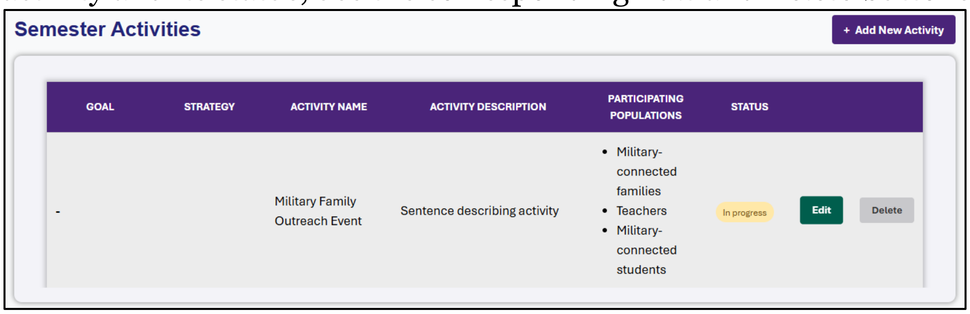
Updated goal statuses are automatically saved with a new timestamp.



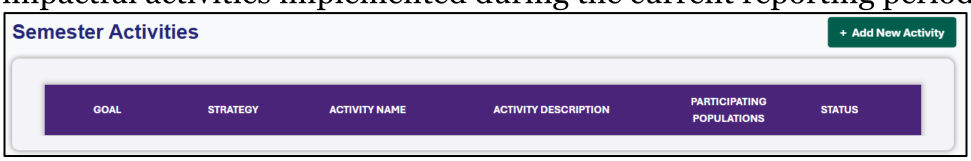
Semester Activities

Activities reported in this section are holistic and may apply across the project. You will be asked to select the goal with which each activity is most closely associated, but reported activities can support multiple goals.

Edit Existing Activities: The table of semester activities on this page includes any that were reported as ongoing during the previous reporting period. (Note that previous activities will only appear starting in the Spring 2026 Semester Report.) To review or make changes to an existing activity and its status, use the corresponding *Edit* and *Delete* buttons as needed.



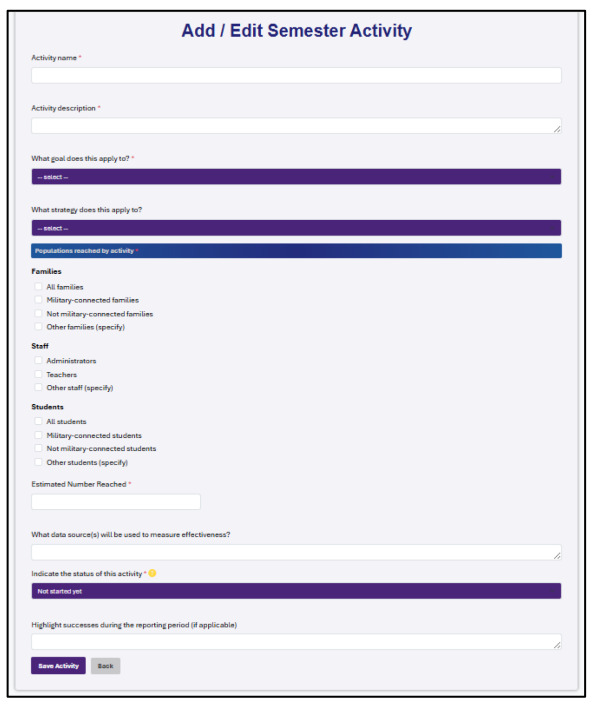
Add New Activity: Use the *+Add New Activity* button to report up to three of the most impactful activities implemented during the current reporting period.



In the *Add/Edit Semester Activity* window, follow the prompts and respond to all related questions using the drop-down menus, multiple selection boxes, and text boxes.

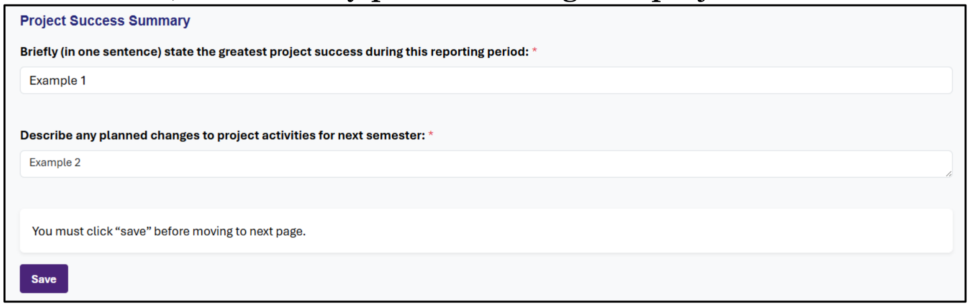
Be prepared to provide information on the following areas:

- The activity name and description
- The goal(s) and strategy with which the activity is most closely related
- Populations and numbers reached
- Data sources for measuring effectiveness
- The status of the activity
- Successes of this activity during the reporting period



Save Your Progress: Click the *Save Activity* button at the bottom of the window to ensure your new entry is added to the activity reporting table.

Project Success Summary: In the first field, highlight the most significant success of the project during the reporting period. Please keep your response to one concise sentence. In the second field, describe any planned changes to project activities for the coming semester.


Project Success Summary

Briefly (in one sentence) state the greatest project success during this reporting period: *

Example 1

Describe any planned changes to project activities for next semester: *

Example 2

You must click "save" before moving to next page.

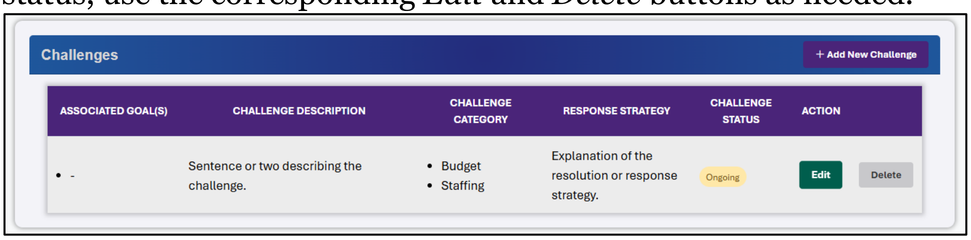
Save

Save Your Progress: Click the *Save* button to ensure your entries are recorded before moving to the next section.

Challenges

Challenges reported in this section are holistic and may apply across the project. You will be asked to select the goal(s) with which each challenge is most closely associated. Please select as many goals as apply.

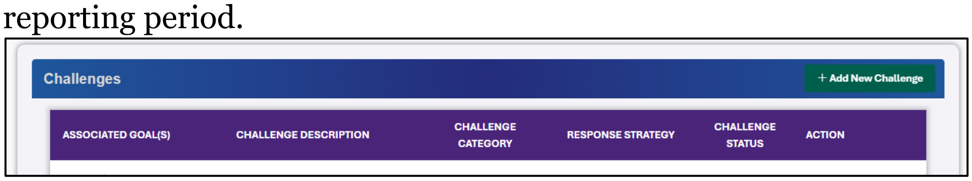
Edit Existing Challenges: The table of challenges on this page includes any that were reported as ongoing during the previous reporting period. (Note that previous activities will only appear starting on the Spring 2026 report.) To review or make changes to an existing challenge and its status, use the corresponding *Edit* and *Delete* buttons as needed.


Challenges

+ Add New Challenge

ASSOCIATED GOAL(S)	CHALLENGE DESCRIPTION	CHALLENGE CATEGORY	RESPONSE STRATEGY	CHALLENGE STATUS	ACTION
• -	Sentence or two describing the challenge.	• Budget • Staffing	Explanation of the resolution or response strategy.	Ongoing	Edit Delete

Add New Challenge: If you don't have any significant challenges to report, click *Next* to advance to the next section. Otherwise, use the *+Add New Challenge* button to report any noteworthy challenges that occurred during the reporting period. You may add up to 3 challenges per reporting period.


Challenges

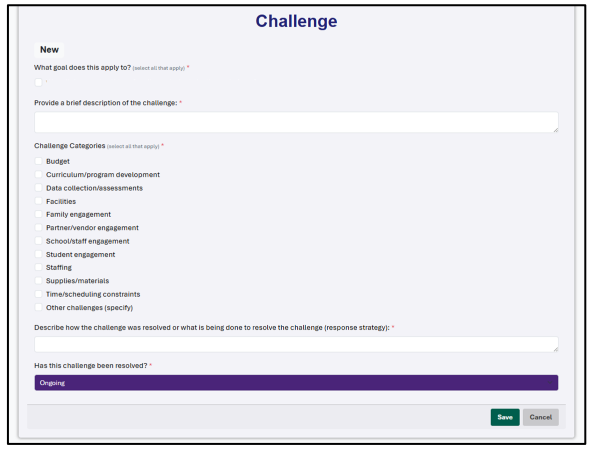
+ Add New Challenge

ASSOCIATED GOAL(S)	CHALLENGE DESCRIPTION	CHALLENGE CATEGORY	RESPONSE STRATEGY	CHALLENGE STATUS	ACTION

In the *Add/Edit Challenge* window, follow the prompts and respond to all related questions using the drop-down menus, multiple selection boxes, and text boxes.

Be prepared to provide information on the following areas:

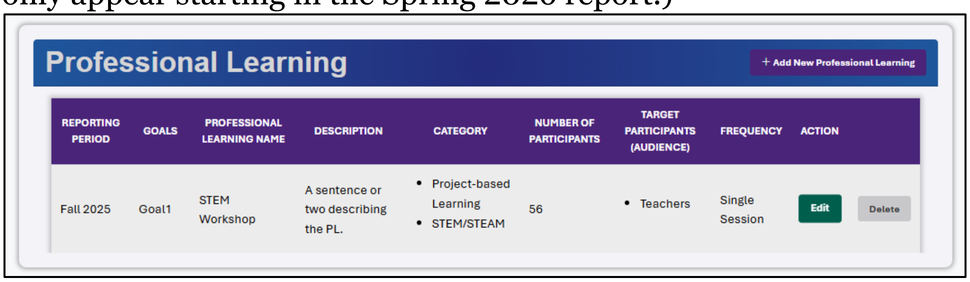
- The goal(s) with which the challenge is associated
- A brief description of the challenge
- The category or categories that best describe the challenge
- A description of the grantee's resolution to or response strategy for addressing the challenge
- The status of the challenge as either *resolved* or *ongoing*



Save Your Progress: Click the *Save* button at the bottom of the window to ensure your new entry is added to the challenge reporting table.

Professional Learning (PL)

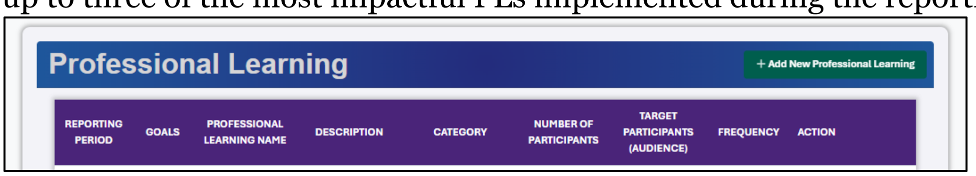
Edit Existing Professional Learning: To review or make changes to any rows in the PL table, use the corresponding *Edit* and *Delete* buttons as needed. (Note that previous PL activities will only appear starting in the Spring 2026 report.)



Professional Learning
+ Add New Professional Learning

REPORTING PERIOD	GOALS	PROFESSIONAL LEARNING NAME	DESCRIPTION	CATEGORY	NUMBER OF PARTICIPANTS	TARGET PARTICIPANTS (AUDIENCE)	FREQUENCY	ACTION
Fall 2025	Goal1	STEM Workshop	A sentence or two describing the PL.	• Project-based Learning • STEM/STEAM	56	• Teachers	Single Session	Edit Delete

Add New Professional Learning: Use the *+Add New Professional Learning* button to report up to three of the most impactful PLs implemented during the reporting period.



Professional Learning
+ Add New Professional Learning

REPORTING PERIOD	GOALS	PROFESSIONAL LEARNING NAME	DESCRIPTION	CATEGORY	NUMBER OF PARTICIPANTS	TARGET PARTICIPANTS (AUDIENCE)	FREQUENCY	ACTION

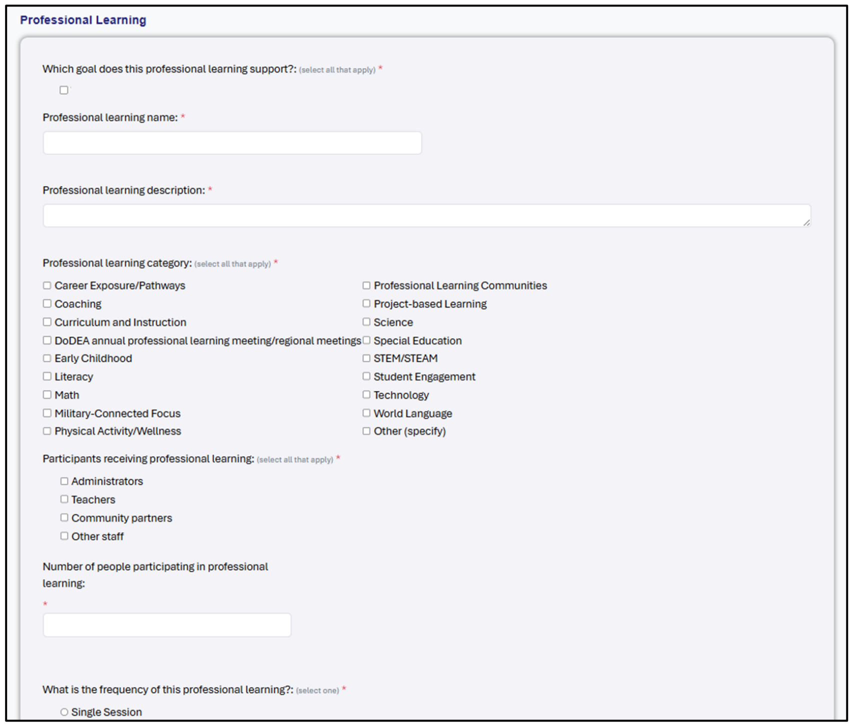
In the *Add/Edit Professional Learning* window, follow the prompts and respond to all related questions using the multiple selection boxes and text boxes.

Be prepared to provide information on the following areas:

- The goals with which the PL is associated
- The PL name and description
- The PL category
- Participant types and totals
- Frequency
- Primary format
- Entity who delivered the PL
- Impact or anticipated impact of the PL to the program
- Monitoring of PL implementation

Note: Use the hover-for-help yellow question marks to access additional examples and explanations.

Save Your Progress: Click the *Save* button to ensure your entry is added to the PL reporting table.



Professional Learning

Which goal does this professional learning support?: (select all that apply) *

Professional learning name: *

Professional learning description: *

Professional learning category: (select all that apply) *

- ☐ Career Exposure/Pathways
- ☐ Coaching
- ☐ Curriculum and Instruction
- ☐ DoDEA annual professional learning meeting/regional meetings
- ☐ Early Childhood
- ☐ Literacy
- ☐ Math
- ☐ Military-Connected Focus
- ☐ Physical Activity/Wellness
- ☐ Professional Learning Communities
- ☐ Project-based Learning
- ☐ Science
- ☐ Special Education
- ☐ STEM/STEAM
- ☐ Student Engagement
- ☐ Technology
- ☐ World Language
- ☐ Other (specify)

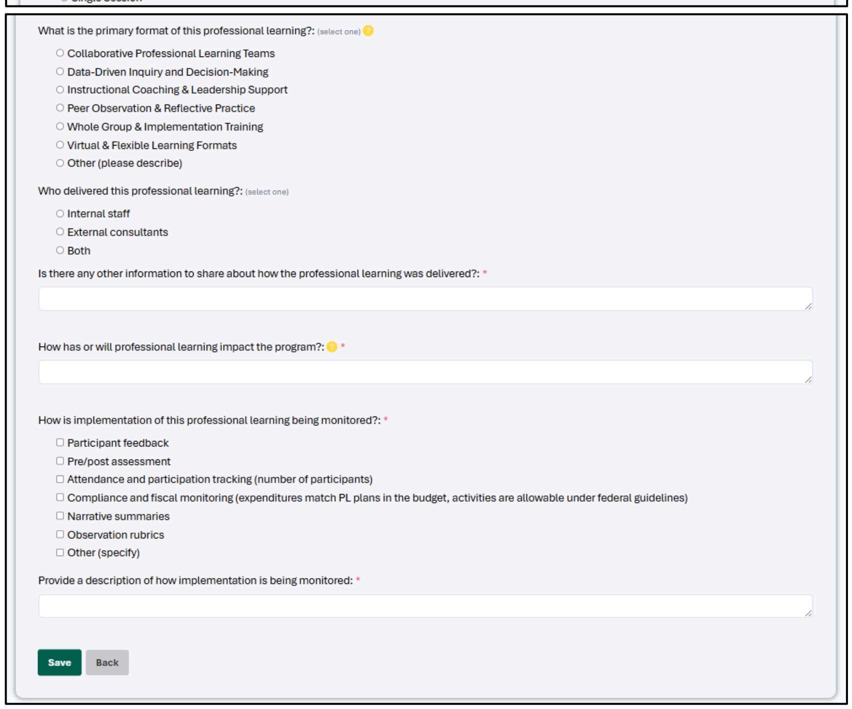
Participants receiving professional learning: (select all that apply) *

- ☐ Administrators
- ☐ Teachers
- ☐ Community partners
- ☐ Other staff

Number of people participating in professional learning: *

What is the frequency of this professional learning?: (select one) *

- ○ Single Session



What is the primary format of this professional learning?: (select one)

- ○ Collaborative Professional Learning Teams
- ○ Data-Driven Inquiry and Decision-Making
- ○ Instructional Coaching & Leadership Support
- ○ Peer Observation & Reflective Practice
- ○ Whole Group & Implementation Training
- ○ Virtual & Flexible Learning Formats
- ○ Other (please describe)

Who delivered this professional learning?: (select one)

- ○ Internal staff
- ○ External consultants
- ○ Both

Is there any other information to share about how the professional learning was delivered?: *

How has or will professional learning impact the program?: *

How is implementation of this professional learning being monitored?: *

- ☐ Participant feedback
- ☐ Pre/post assessment
- ☐ Attendance and participation tracking (number of participants)
- ☐ Compliance and fiscal monitoring (expenditures match PL plans in the budget, activities are allowable under federal guidelines)
- ☐ Narrative summaries
- ☐ Observation rubrics
- ☐ Other (specify)

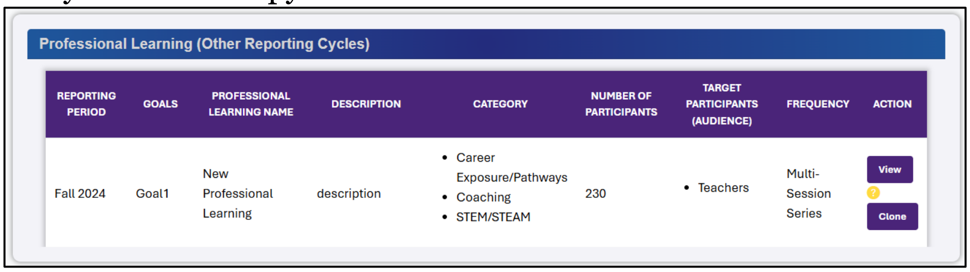
Provide a description of how implementation is being monitored: *

Save Back

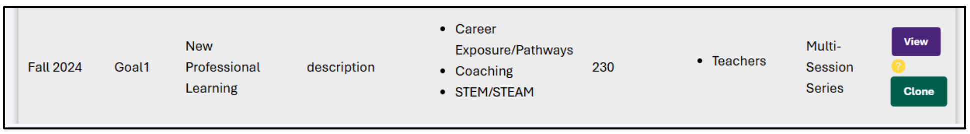
Cloning a Prior Professional Learning Session: If the PL you are reporting on is similar to or a continuation of a previous PL, you may wish to clone that prior PL rather than creating a new one. This function supports reporting continuity and can save you time filling out details.

To clone a PL from a prior reporting period, complete the following steps:

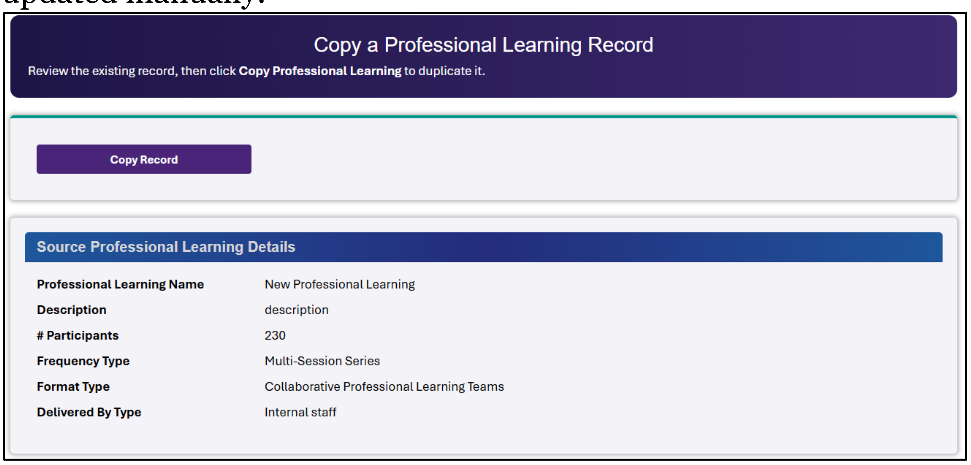
1. Scroll down to the *Professional Learning (Other Reporting Cycles)* section and find the PL row you want to copy.



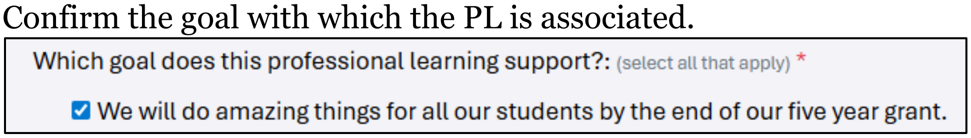
2. Click the *Clone* button.



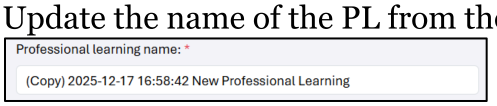
3. Review the PL details and select *Copy Record*. This will prepopulate most of the fields in the *Add/Edit Professional Learning* window. See steps 4-7 for fields that will need to be updated manually.



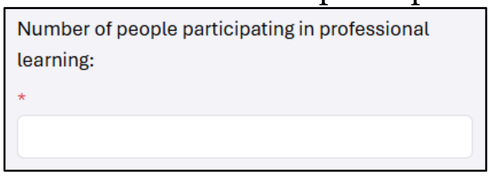
4. Confirm the goal with which the PL is associated.



5. Update the name of the PL from the copy placeholder text provided.



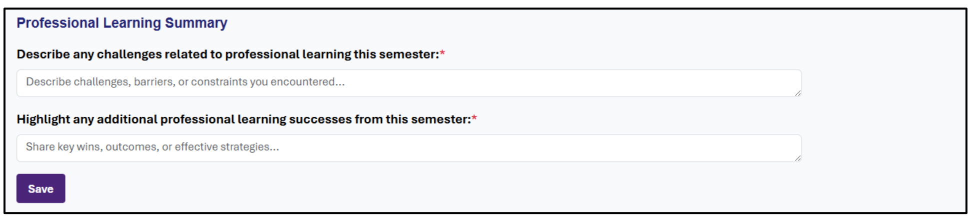
6. Fill out the number of participants for the current reporting period.



7. Adjust any other fields as needed. Be sure to update your answer to the program impacts question as part of this process.

8. Click the *Save* button to ensure your updated version of the cloned PL is added to the PL reporting table.

Professional Learning Summary: After adding all PL for the reporting period, respond to the additional questions by briefly describing any PL challenges or successes specific to this semester.



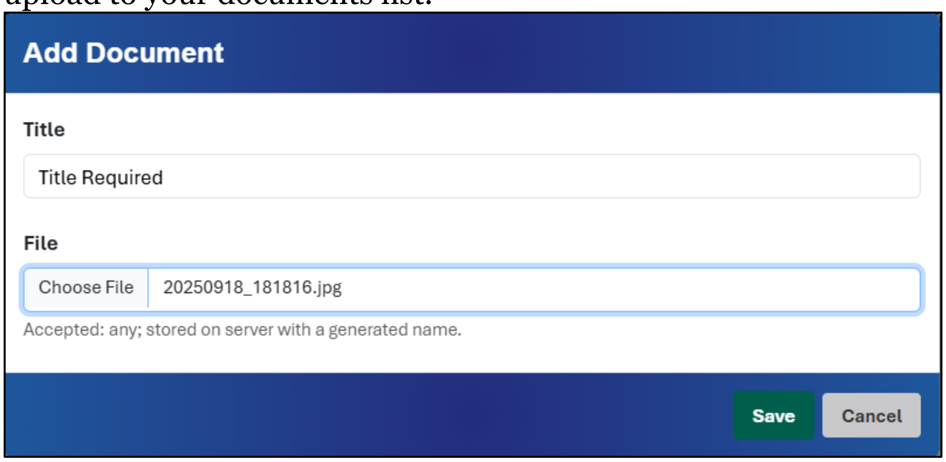
Save Your Progress: Click the *Save* button to ensure your entries are recorded before moving to the next section.

Documents

Add Document: Use the *+Add Document* button to upload supplemental supporting documents such as program event photos, articles or media coverage, and data collection tools or instruments.

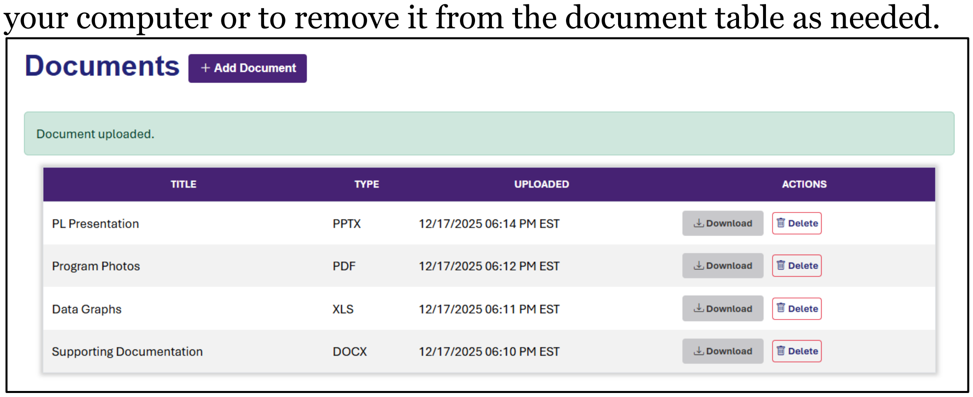
Note: Adding documents is optional. If you plan to upload files, please do so before submitting your report.

Title Your Upload: When prompted in the *Add Document* pop-up window, provide a title that reflects the purpose of the document in the context of the report. There are no limitations to the types of characters that can be used in the title. You will need to complete this step to save the upload to your documents list.



Accepted File Types and Sizes: PDF, Word, PowerPoint, Excel, and Image file types are all accepted. There is no document size limit.

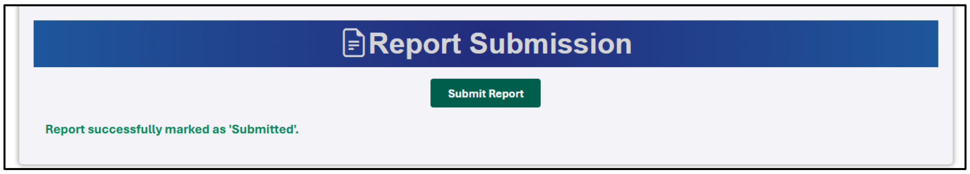
Download and **Delete:** Use the corresponding buttons on each document row to save a file to your computer or to remove it from the document table as needed.



Submitting a Report

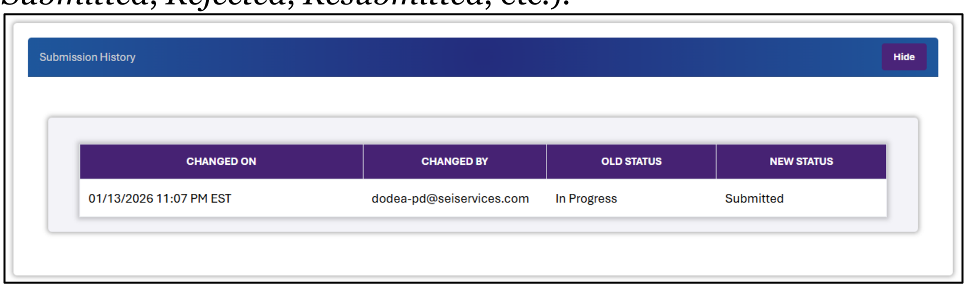
Review Your Work: Check over the final version of your report to ensure everything is accurate using the sidebar navigation or the *Previous* button to return to earlier sections of the report.

Submit Report: Click the *Submit Report* button to send the report to the DoDEA program team for review and approval. When you do so, green text will appear confirming the success of the submission.



> **Note:** Clicking *Submit* will lock the form for further editing and send it to the DoDEA program team. You cannot retract or edit a form after it has been submitted. Making updates at this stage will require reaching out to ETAC for assistance prior to the reporting deadline. Forms you create are not visible to the DoDEA program team until they are submitted.

Submission History: After you click *Submit,* the submission history will update with the timestamp of your submission, the new status, and the person who made the change. A new *Timestamp* row appears for each new status through which the form passes (i.e., *In Progress, Submitted*, *Rejected*, *Resubmitted*, etc.).



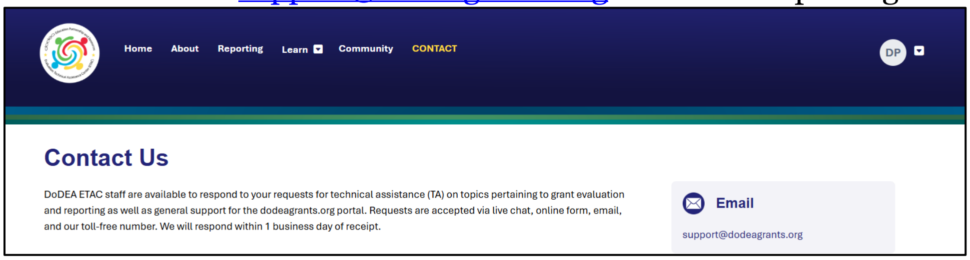
Submission History

Hide

CHANGED ON	CHANGED BY	OLD STATUS	NEW STATUS
01/13/2026 11:07 PM EST	dodea-pd@seiservices.com	In Progress	Submitted

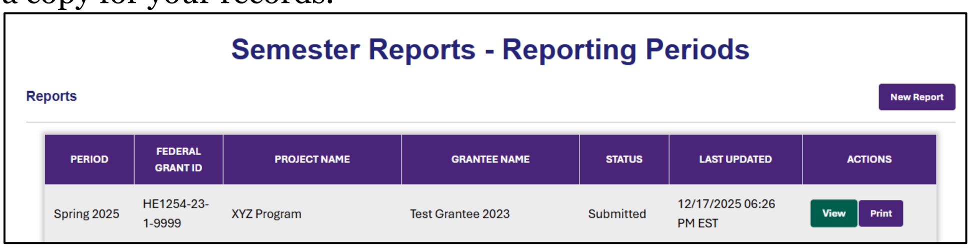
Next Steps

Update a Submitted Report: If, after submitting a report, you need to make an update, please contact ETAC at support@dodeagrants.org before the reporting deadline.



> **Note:** Making updates involves returning a submitted form to *draft* status. After making your updates, you will need to resubmit your form before the reporting deadline to ensure the grant is in compliance.

View or Print Your Report: Return to the *Semester Reports* area of the *Reporting Dashboard* and use the filters to locate your report. Use the corresponding buttons to *View* the report, or *Print* a copy for your records.

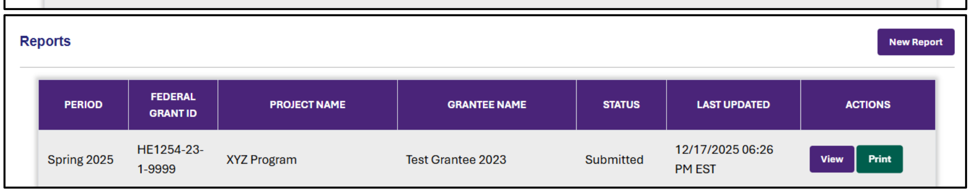


Semester Reports - Reporting Periods

Reports

New Report

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	Submitted	12/17/2025 06:26 PM EST	View Print



Reports

New Report

PERIOD	FEDERAL GRANT ID	PROJECT NAME	GRANTEE NAME	STATUS	LAST UPDATED	ACTIONS
Spring 2025	HE1254-23-1-9999	XYZ Program	Test Grantee 2023	Submitted	12/17/2025 06:26 PM EST	View Print

Additional Guidance

Need support with another aspect of the *Reporting Dashboard* or a different type of report? These articles can help:

The Reporting Dashboard

- Navigating the Reporting Dashboard

Financial Reporting

- Budget Change Request (SF-424)
- Annual Federal Financial Report (SF-425)
- Tangible Personal Property Report (SF-428)