



TO: Student Assistance Coordinators and Teams

**FROM: Illinois Association of Student Assistance Professionals
and the Student Assistance Center at Prevention First**

RE: 2009 - 2010 SAP Year End Report

DATE: October, 2009

The Illinois Association of Student Assistance Professionals and the Student Assistance Center at Prevention First will again be collecting much needed Student Assistance data. The report format is identical to the 2009-2010 format, and we want to alert you to this early in the school year. We are asking your help in demonstrating the value of Student Assistance in helping our students deal with barriers to learning by completing and returning the report.

The data you provide will be aggregated with all other schools returning this report; no individual school data will be reported. A full color four page final report will be created and distributed to schools and key stakeholders in Illinois including legislators and other policy makers.

We ask that you please complete ***one report for each school*** in your district that has Student Assistance data. Schools returning a completed year-end report by June 30, 2010 will be entered into a drawing for a *complimentary IASAP conference registration or a SAP Development training waiver.*

Three ways to complete the report:

- Complete a paper copy of the report entitled "Student Assistance Program Year End Report **2009 - 2010** Form" or,
- Complete an electronic copy of the report, or
- Complete the SAP Year End Report Excel file "SAP Year End 09 Report" (You may report multiple schools on one Excel file.)

Two locations to find the report:

- You may download the Word file or Excel spreadsheet file at www.prevention.org, then go to Student Assistance Center, then click on Resources. Just click on "SAP Year End Report" in either the Word or Excel file formats and download the files to your computer.
- You may also go to www.iasap.org, click on Evaluation, then just click on "SAP Year End Report" in either the Word or Excel file formats and download the files to your computer.

Three ways to return the report:

- Email the completed report form or the completed SAP Year End Report Excel file to pat.berry@prevention.org. Please save these with your school name in the title;

- Print and complete the Word form and fax the completed report form to Patricia Berry at 217.793.7354;
- Print and complete the Word form and mail the completed report form to Patricia Berry at Prevention First, 2800 Montvale Drive, Springfield IL 62704

Please return the completed report no later than June 30, 2010. You may also find the Excel file helpful in collecting your data even if you wish to complete the Word form. ***A new feature of this report is an Excel file to record individual student data that aligns with the year-end report. Please use this file for collecting your own data; do not send individual student data to the SAC.*** The file is entitled "IASAP Year End Report Individual Student Data File 97" and may be found on the IASAP and Prevention First websites.

Please do not **print out** Excel files to return the print out by fax or mail. Please return the Excel spreadsheet only by electronic return.

You may contact Patricia Berry at the number below if you have questions.

Betty Cress, IASAP Co-President
bcress@chathamschools.org

Brenda Hill, IASAP Co-President
bsw66@hotmail.com

Patricia Berry, Director
Student Assistance Center at Prevention First
pat.berry@prevention.org 1.800.252.8951 Ext 109