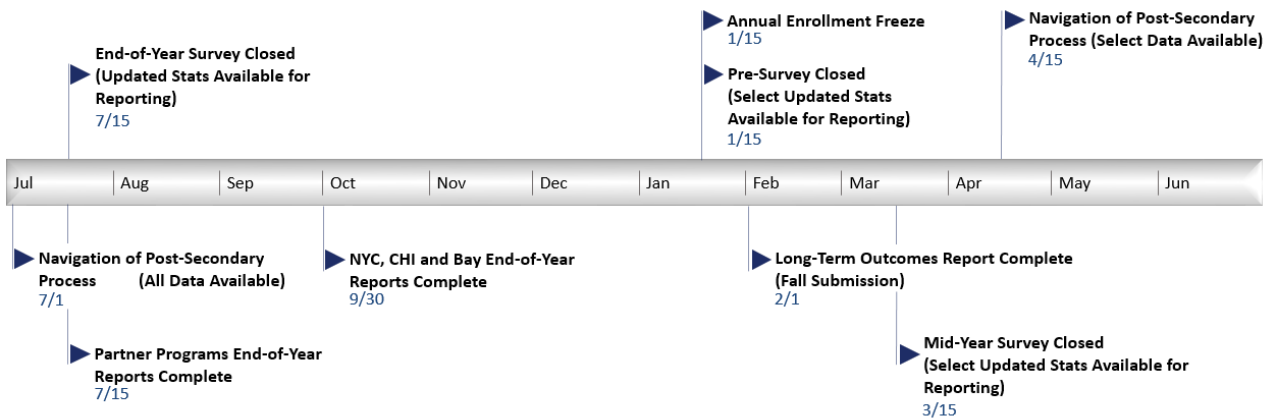


# Reporting Schedule

Across iMentor cities and Partner Programs, there are myriad stakeholders when it comes to reporting programmatic progress toward outcomes. The schedule below was developed in order to ensure that the most recent information is being shared and that stakeholders' expectations are managed with regards to the timeline of data availability. This schedule can be used to supply funders with an accurate estimate of when information will be available to report and allow for updates to be made to other externally facing materials.



Each flagged item is described in detail below. Items are split by fiscal quarter, each of which can be skipped to using the following links:

- [First Quarter \(July 1 – September 30\)](#)
- [Third Quarter \(January 1 – December 31\)](#)
- [Fourth Quarter \(April 1 – June 30\)](#)

Date	Milestone	Description
July 1	✓ Navigation of Post-Secondary Process (All Data Available)	The Navigation of Post-Secondary Process data that is available at this point is from the graduating class of the previous school year. Examples of data available include, but are not limited to: <ul style="list-style-type: none"> <li>• FAFSA completion</li> <li>• College Application Submission</li> <li>• College Acceptance</li> </ul>
July 15	✓ End-of-Year Survey Closed (Updated Stats Available for Reporting)	The survey data that is available for reporting at this point is from the end of the previous school year. This early in the year, the only data not available to report is that regarding growth in non-cognitive skills as this analysis is complex and time consuming. Examples of data available include, but are not limited to: <ul style="list-style-type: none"> <li>• Net Promoter Score</li> <li>• Mentees trust their mentors</li> </ul> Program satisfaction
July 15	✓ Partner Programs End-of-Year Reports Complete	End-of-Year Reports include descriptive statistics about the previous program year as well as detailed analyses regarding progress toward programmatic outcomes. Examples of data available include, but are not limited to:
September 30	✓ New York City, Chicago and Bay Area End-of-Year Reports Complete	Examples of data available include, but are not limited to: <ul style="list-style-type: none"> <li>• Detailed analysis of all program data</li> <li>• Program engagement statistics (i.e., pair online communication and in-person meetings)</li> <li>• Growth in non-cognitive skill areas</li> <li>• Long-Term outcomes (i.e., college enrollment, persistence and graduation)</li> </ul>

Date	Milestone	Description
January 15	✓ Pre-Survey Closed (Select Updated Stats Available for Reporting)	The survey data that is available for reporting at this point is from the beginning of the current school year. This early in the year, the only data not available to report is that regarding growth in non-cognitive skills as this analysis is complex and time consuming. Examples of data available include, but are not limited to: <ul style="list-style-type: none"> <li>• College Aspiration (i.e., how much college mentees want to get)</li> <li>• Participation in summer enrichment opportunities (for continuing cohorts)</li> <li>• Mentees trust in their mentors (for continuing cohorts)</li> </ul>
January 15	✓ Annual Enrollment Freeze	Each year, the Research and Evaluation (RE) team “freezes” the number of matched pairs across all iMentor cities and partners in order to provide a value to report for enrollment. This ensures that communication regarding current program year enrollment is consistent to all stakeholders. *NOTE: This is one of the less concrete reporting dates in the timeline as the date on which this task is executed depends on many programmatic factors.
February 1	✓ Long-Term Outcomes Reports Complete (Fall Submission)	The RE team submits records for all mentees that have completed the iMentor program to NSC twice each year and completes a comprehensive report regarding enrollment/persistence/graduation behavior. This report includes: <ul style="list-style-type: none"> <li>• Actual enrollment, persistence and graduation rates by graduation year</li> <li>• Aggregated rates for the most recent three years for enrollment and persistence</li> <li>• National and local comparisons for enrollment, persistence and graduation</li> </ul>
March 15	✓ Mid-Year Survey Closed (Select Updated Stats Available for Reporting)	The survey data that is available for reporting at this point pertains to the current program year to date. This survey is primarily designed to provide staff delivering the iMentor program to pairs with information regarding their experience thus far. However, data available for reporting include: <ul style="list-style-type: none"> <li>• College Aspiration (i.e., how much college mentees want to get)</li> <li>• Goal Setting (i.e., whether or not pairs set, worked toward and/or achieved goals together)</li> <li>• Mentees trust in their mentors (for continuing cohorts)</li> </ul>

Date	Milestone	Description
April 15	✓ Navigation of Post-Secondary Process (Select Data Available)	The Navigation of Post-Secondary Process data that is available at this point is from the graduating class of the current school year. Examples of data available include: <ul style="list-style-type: none"> <li>• College Intention (i.e., student intends to attend college the following fall)</li> <li>• College Application Submission</li> <li>• FAFSA Submission</li> </ul>

If you have questions, comments or concerns regarding the reporting schedule or would like clarity

on any of the content of this article, reach out to [re@imentor.org](mailto:re@imentor.org) (mailto:re@imentor.org?subject=Reporting%20Schedule).

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