Steven Popper Monthly Report Submittals

	District	School	Status		Oct 2014	Nov 2014	Dec 2014	#Reports Required	#Reports Submitted	Submitting + Timeliness Score	% Compliance Submitting	% Compliance Submitting in Timely Manner
1	**Needham**	Hillside	Designer Selection	online			1/13/15*	1	1			
				hard copy			1/20/15	1	1	3	100%	100%
									average % compliance		100%	100%

Red Text	Late Report
	Report Not Required

<div style="border: 2px solid red">

Submitting and Timeliness Score

1. Submitting both reports on time = 3 points
2. Submitting online report on time = 2 points
3. Submitting online report but not on time = 1 point
4. Submitting hard copy report on time = 1 point
5. Submitting hard copy report but not on time = 0 points
6. Submitting no reports = 0 points

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*Needham had not received access to online system yet, do not mark late.

Review Period Ending December 31, 2014