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**2024-2025 PNP Closeout Checklist**

**(Closing/Ending Participation) PNP Schools**

**Campus Name:**

**All PNP schools that participated in the current school year must complete this form.**

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| **MARK BOX** | **GRANT** | **DESCRIPTION** |
| **YES**  **NO**  **N/A** | ALL Grants | Provide plastic documentation bins to Catapult Learning to transfer to cardboard Bankers Boxes for Storage. The plastic bin will be returned to HISD.  ***Schools:*** *Closing or Ending Participation* |
| **YES**  **NO**  **N/A** | Title I, Part A Grant | Return the materials to Catapult Learning that were provided for your instructional program.  ***Schools:*** *Closing or Ending Participation* |
| **YES**  **NO**  **N/A** | ALL Grants | Be sure **all** compliance documentation is uploaded to the Documentation Crate. All remaining documentation must be placed in documentation bins or stored electronically.  *(See PNP Schools Handbook – Compliance Tab)*  ***Schools:*** *All Schools* |
| **YES**  **NO**  **N/A** | ALL Grants | Be sure **all** required compliance documents are completed for the year and submitted to HISD. (e.g., ESSA Compliance Report, EOY Survey, CNA, Spending Plans, etc.)  ***Schools:*** *All Schools* |
| **YES**  **NO**  **N/A** | ALL Grants – Professional Development | Be sure all reimbursements have been processed for your campus personnel prior to your school closing or discontinuing participation.  ***Schools:*** *All Schools* |
| **DATE** | **SUBMITTED BY (Type the name below.)** | |
| Click or tap to enter a date. |  | |
| Return via email to [**HISDPNP@HoustonISD.org**](mailto:HISDPNP@HoustonISD.org)no later than **Friday, June 6, 2025.** | | |