

**INSTRUCTIONS FOR THE FY 2006  
ROBERT C. BYRD HONORS SCHOLARSHIP PROGRAM  
PERFORMANCE REPORT**

**BEFORE YOU MAIL THE PERFORMANCE REPORT, PLEASE CHECK THE FOLLOWING:**

**SECTION I.**

- ✓ The recipient "Total" (G) must equal the sum of the recipients (A+B+C+D+E+F).
- ✓ The "Amount Paid" total (E) must equal the sum of the amounts paid in (A+B+C+D+E+F).
- ✓ The "Amount Paid" total for each type of institution (A through F) must equal \$1,500 for new and renewal, times the number of recipients for each type of institution.

**SECTION II.**

- ✓ The Amount Paid in "A" must equal the Total Amount Paid in Section I "G." The amount in "A" should include your --
  - (1) FY 2005 allotment used for scholarships, and
  - (2) FY 2005 scholarship funds that you reserved in Section II "B" of your FY 2005 Performance Report. The FY 2005 carryover funds must have been obligated by September 30, 2006. Any funds unobligated after September 30, 2006 must be returned to the U.S. Department of Education. Any scholarship erroneously awarded after the stated date must be made good from available FY state funds.
- ✓ The sum of A+B+C+D must be equal to the state's total FY 2005 allotment plus any funds carried over from the FY 2005 performance report.

**SECTION III.**

The information you provide to the Department of Education in this section is critical for program monitoring and for providing performance information to Congress and the public. Specifically, the Department is publishing data annually on the graduation rates and persistence rates of Byrd scholars. However, in many cases, the Department has been receiving data that is not usable for these calculations. Please review these instructions carefully. You may be asked to submit records to support the accuracy of the data you provide.

A - The number of Byrd scholars who graduated during this report year:

In less than 4 years: \_\_\_\_\_  
In 4 years: \_\_\_\_\_  
In more than 4 years: \_\_\_\_\_  
Total: \_\_\_\_\_

*In Section A, the sum of the numbers reported for #1, #2, and #3 must equal the total reported for #4.*

B - The number of Byrd scholars who left higher education this report year prior to graduation: \_\_\_\_\_

*In Section B, the number should include all students who withdrew from school during this reporting period.*

Note-The Department uses Sections A and B to calculate the graduation rate, which for the program is defined as the percentage of Byrd scholars graduating within four years. Therefore, the calculation is (A1 + A2) divided by (A4 + B) or scholars who graduate in four years or less divided by (all scholars graduating this period + dropouts).

C - The number of Byrd scholarship recipients enrolled at the beginning of this reporting year:

1. Freshman: \_\_\_\_\_  
2. Sophomore: \_\_\_\_\_  
3. Junior: \_\_\_\_\_  
4. Senior: \_\_\_\_\_  
5. Total: \_\_\_\_\_

In section C, the sum of the numbers reported for 1-4 must equal the "Total" reported for 5. Include all Byrd scholarship recipients enrolling at the beginning of this school year.

D - The number of all Byrd scholarship recipients reported in C, above, who were still enrolled at the end of this reporting year. (Do not include scholars who graduated.):

1. Freshman: \_\_\_\_\_  
2. Sophomore: \_\_\_\_\_  
3. Junior: \_\_\_\_\_  
4. Senior: \_\_\_\_\_  
5. Total: \_\_\_\_\_

In Section D, report only those students included in Section C who completed the full year of coursework by the end of the reporting period. Do not include under #4 those seniors who graduated; graduates should be reported only in Section A. The sum of the numbers reported for 1-4 must equal the total for 5. **The totals for each entry in Section D must be equal to or less than the equivalent entry in Section C.** (Please exclude scholars enrolling in school in your state after the start of the school year from the end of the year figures in Section D.)

Many state performance reports come in with no obvious relationship between beginning of year and end of year enrollments with some classes' end of year enrollment figures only a small fraction of beginning-of-year enrollments and with other classes' end-of-year data significantly greater than beginning-of-year data -- similar to below:

*C - The number of Byrd scholarship recipients enrolled during this reporting year:*

1. Freshman:	255
2. Sophomore:	117
3. Junior:	159
4. Senior:	123
5. Total:	654

*D - The number of all Byrd scholarship recipients reported in C, above, who were still enrolled at the end of this reporting year (do not include scholars who graduated):*

1. Freshman:	14
2. Sophomore:	130
3. Junior:	116
4. Senior:	160
5. Total:	420

*Note - The Department uses Sections C and D to calculate the persistence rate, which for the program is defined as the percentage of Byrd Scholars remaining in school after three years of study. Therefore, the calculation is (D1 + D2 + D3) divided by (C1 + C2 + C3) or the total of the freshmen, sophomores, and juniors as of June 30 divided by the number of freshmen, sophomores, and juniors enrolled during this reporting year. Illogical data, such as that presented in the example above, cannot be used for persistence rate calculations.*

E - The number of non-renewed scholarship recipients:

1. Number ineligible due to academic reasons: \_\_\_\_\_
2. Number ineligible due to less than full-time academic status: \_\_\_\_\_
3. Number ineligible due to leaving postsecondary education institution: \_\_\_\_\_

4. Other reasons for ineligibility: \_\_\_\_\_

In Section E, include under #1, students who remained in school, but lost Byrd Scholarship eligibility due to academic reasons. Include students withdrawing from school under #3.

Under #4, provide the number of students as well as the reason(s).

The Department performs one more check on the data we receive. We expect the number of students enrolled at the beginning of the academic year to equal the sum of: (the number persisting through the year) plus (the number graduating) plus (the number of dropouts). In terms of the entries in the form, this would correspond to:

$C5 = D5 + A4 + B$ . Please make sure the numbers add up in this fashion, or provide an explanation below.