



Instructions for Completing the HUS 2025-2026 Annual Report

To ensure a smooth and accurate submission process for your HUS 2025-2026 Annual Report, please follow the instructions below:

Step 1: Preview the Annual Report Form [with this PDF link](#).

- You may choose to print and fill in the form PDF in advance and refer to it when completing the live form.
- Reminder: this year's data collection contains new workforce fields as announced in March and [described in this link](#).

Step 2: Complete the Annual Report Form on Monday.com

- Find the form on Monday [using this link](#).
- Fill in all data fields with your site's data for the 2025-2026 year.
- Review your entries: Ensure all fields are complete and accurate, and verify your data before saving the file.
- Save and return to your form if desired. You can save your responses and return at a later time.
- Submit the form when complete.

Step 3: Submission Review, Edits, and Approval

- Upon submission, HIPPY US will review the data and contact you if we have any questions or require corrections.
- State leads will receive email confirmation when sites submit a report.
- Once the submission has been approved, you will receive an email.

Due Dates

- Submission Deadline: All completed annual reports must be submitted no later than September 30, 2026.

Support Available

- Contact Amber at data@hippyus.org with any questions.
- If you anticipate needing an extension, please contact Amber at data@hippyus.org by June 18, 2026, to discuss possible arrangements.
- You can also utilize our support form by [using this link](#).

Thank you for your attention to these instructions and for your timely submission.

Kind Regards,

HIPPY US