



# ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs



## Administrative Tasks & Data Requirements

- ✓ **Provide names and demographic information** for any new GEAR UP students. Required information includes: name, SAIS ID number, gender, ethnicity, date of birth, parents/ guardians' name(s), address, phone number(s), ELL status, IEP status, and, if available, free/reduced lunch status.
- ✓ **Submit all (quarterly) performance reports** electronically to State Office by deadlines indicated on GEAR UP Year 2 Calendar; distribute copies to Site Team.
- ✓ **Submit all (monthly) financial reports** (signed originals) to State Office by deadlines indicated on GEAR UP Year 2 Calendar.
- ✓ On a weekly basis, **submit sign-in sheets and daily logs to State office** for all services / student & parent participation. Sign in sheets must include date and duration of service, as well as Nature of Service (from list of "approved" Nature of Service codes).
- ✓ **Submit all SY07-08 Year-End Status codes** for all students to State Office by deadlines indicated on Year 2 calendar.
- ✓ **Submit all SY07-08 test data** (AIMS, Terra Nova, PSAT, SAT, ACT) for all students to State Office by deadlines indicated on Year 2 calendar.
- ✓ Monitor all GEAR UP students' withdrawals from and returns to school; **e-mail enrollment codes and associated dates to State Office** on a monthly basis.
- ✓ **Submit semester-end data** (transcripts or equivalent (courses taken, associated grades, GPA, class rank)) to the State Office by deadlines indicated on Year 2 calendar.
- ✓ **Submit attendance data** by deadlines indicated on Year 2 Calendar.
- ✓ **Administer Parent & Student surveys; collate results; mail completed surveys and collated results** to State Office by deadline indicated on Year 2 Calendar.
- ✓ **Administer Teacher Surveys; submit completed surveys** to State Office by deadline indicated on Year 2 Calendar.
- ✓ Prepare and **submit Professional Development Report** to the State Office by deadlines indicated on GEAR UP Year 2 Calendar.
- ✓ **Input Postsecondary Plan, Career Interest, Strengths, and related information** on appropriate grade level-PEPS page of GEAR UP database, according to PEPS minimum expectations.