



ARIZONA GEAR UP

Gaining Early Awareness and Readiness for Undergraduate Programs



Documenting Student and Parent Participation in GEAR UP Activities

GUIDELINES

The US Department of Education requires all GEAR UP grantees to report, annually, data on student and parent participation in GEAR UP activities, including mentoring, tutoring, computer-assisted learning, counseling/advising, college visits, job site visits and job shadowing, summer enrichment programs, educational field trips, workshops, cultural events, and family events. Reported data must be documented. Site Coordinators are key to ensuring that participation is documented and the data is captured for reporting purposes.

To this end:

- Site Coordinators prepare sign-in sheets to ensure that every student and, when applicable, parent, who attends a GEAR UP activity, receives a GEAR UP service, or participates in a GEAR UP event, signs in.
- All Sign-In sheets include **the date** of the event/service/activity; **the duration** of the event/service/activity and **the nature** of the event/service/activity.
- The nature of the service, event, or activity is indicated by a “Nature of Service” (NOS) Code (see attached list).
- Every parent signature is associated with a corresponding student’s name.
- The Site Coordinator ensures that every signature is legible, and when it is not, that the printed or typed name appears immediately adjacent to the signature.
- Site Coordinators submit sign-in sheets on a weekly basis to the GEAR UP State Office via fax, (602) 776-4619. (Site Coordinators are encouraged to retain copies of all sign-in sheets on-site as well.)
- Sign-In Sheets for documenting “Daily Services” (e.g., one-on-one counseling; absence intervention) are provided by the State Office (Attached, “GEAR UP Coordinator’s Daily Services Log). Although services provided telephonically (usually counseling or absence intervention) to parents will not have a parent signature, these contacts should also be documented on the Daily Services Log.