

GEAR UP Required Reporting Timeline

April 2016 – March 2017



Required by the 7th business day of each month:

- Report all student services in database
- Report all student, parent and teacher activities in database

Required by October 9th, 2016:

- Enter any new students into database
- Update Cumulative Course Completion
 - Pre-Algebra
 - Algebra I or Equivalent
 - Geometry
 - Algebra II
 - Calculus
 - Chemistry
 - Physics
 - At least one advanced placement course
 - Trigonometry
 - Pre-Calculus
 - Biology
 - English & Language Arts
 - At Least One International Baccalaureate Class
 - At Least Two Years of Math Beyond Algebra I
- Update Student Progress
 - Number of students promoted to the next grade level at the end of the prior school year*
Note: All students were moved up one grade in the database. You must individually edit the grade level of each student who did **not advance*

Required by February 10th, 2017:

- Update Current Course Enrollment (*Please update with Spring 2017 numbers only*)
 - Pre-Algebra
 - Algebra I or Equivalent
 - Geometry
 - Algebra II
 - Calculus
 - Chemistry
 - Physics
 - At least one advanced placement course
 - Trigonometry
 - Pre-Calculus
 - Biology
 - English & Language Arts
 - At Least One International Baccalaureate Class
 - At Least Two Years of Math Beyond Algebra I
- Update Student Progress
 - Performing at or above grade level in Math
 - Performing at or above grade level in English/Language Arts
 - Students with 5 or more unexcused absences during the first 2 quarters of the year

Required as they occur:

- Update Progress
 - Took EXPLORE and/or Aspire
 - Took PSAT or PLAN
 - Took SAT or ACT
 - Passed State Graduation Standards – Reading, Writing, Math & Science
 - Completed FAFSA
 - Graduated HS