

GEAR UP Database Manual & Reporting Guidelines



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I. Introduction

This manual was developed for GEAR UP Staff to provide instructions on how to use the GEAR UP database. The database was developed and is maintained by RGI Corporation. The database is accessed from the main RGI Corporation website found at www.rgicorporation.com.

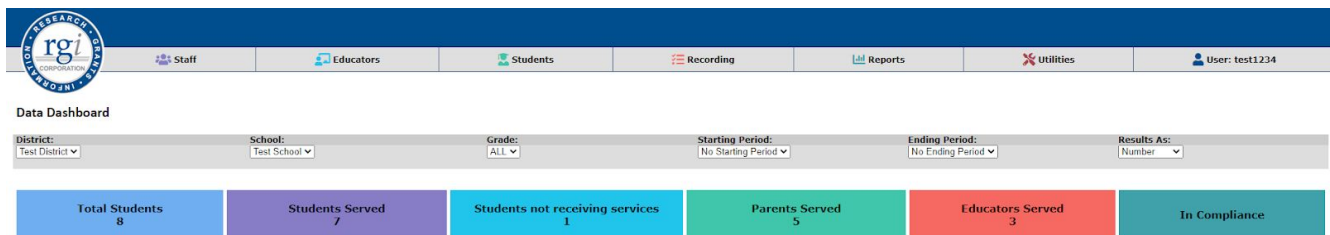
For information on how to report student and parent activities, please refer to pages 30– 36 of this guide.



This is the login screen to enter the GEAR UP database. On the left of this screen there is an option to open or download this “**Reporting Guide.**” The guide provides instructions on how to use this database and is the same document you are now reading. It is also posted on the RGI Corporation website for easy access and future reference.

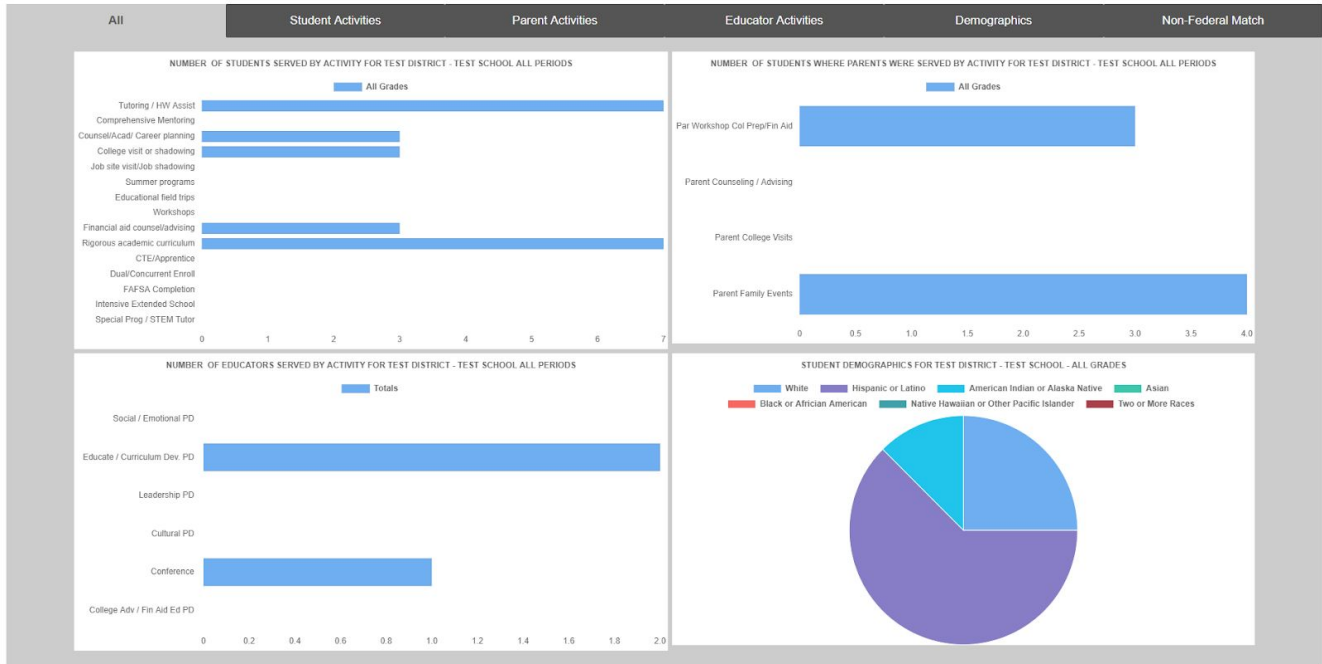
The database will be used to enter student and educator information, report student, parent and educator activities and to run reports. Initial usernames and passwords will be assigned by RGI Corporation. After entering your username and password, click on the “**Sign In**” button. The next screen will then appear.

Data Dashboard



Located at the top of the database are the menu options you will use to navigate your way through the database and access various reporting functions. The menu options are “**Staff, Educators, Students, Recording, Reports, and Utilities.**” On the far-right side of the menu options is the “**User**” button, where you will be able to verify your credentials, change your password and log out when you have completed your visit. When you are done entering data make sure to save your work and log out, as the database does not do so automatically.

You will be able to filter the data by the district you have access to. You can filter by **School** (if you have access to more than one building), **Grade**, **Starting Period** (date), and **Ending Period** (date). Under **“Results As,”** you can select to view the data as either numbers or percentages. Located below the filters are key service totals including **“Total Students, Students Served, Students not Receiving Services, Parents Served, Educators Served, and In Compliance.”** Note that each of these boxes are hyperlinks to various reports in the database that provide more detailed information.



The dashboard provides you with an up-to-date graphic visual of student demographics and services provided to students, parents, and educators. On the bottom half of the screen are the graphs displaying key information. The **“All”** tab shows student, parent, and educator services by category and student demographics. You can click on **“Student Activities, Parent Activities, Educator Activities, Demographics, and Non-Federal Match”** to view each graph independently.

II. Educators

The menu option illustrated is the “**Educators**” section. Under the “**Educators**” menu located on the top screen, you will have multiple selections from the drop-down menu.

The screenshot shows the RGI dashboard with the 'Educators' menu open. The dashboard includes a navigation bar with 'Staff', 'Educators', 'Students', 'Recording', 'Reports', and 'Utilities'. Below the navigation bar is a 'Data Dashboard' section with filters for District, Grade, Starting Period, Ending Period, and Results As. The dashboard displays several key metrics: Total Students (8), Students Served (7), Students not receiving services (1), Parents Served (5), Educators Served (3), and In Compliance.

List Educator

The screenshot shows the 'List Educators' page. It features a table with columns for Name, School, and Options. The table lists several educators: Allen, Josie; Cruz, Eddie; Kelley, Jane; Ochoa, Diana; Orozco, Carlos; Smith, Casar; and Smith, Robert. Each row has 'Modify' and 'Delete' options. The page also includes a 'District' dropdown menu and a 'School' dropdown menu. At the bottom, there is a pagination control showing '<< Page [1] >>'.

The option above is called “**List Educators**,” where a list of all the educators you have entered into the database will appear in alphabetical order. If you have access to more than one school, you can select it from the drop down menu. The screen will display the first 25 Educators at a time and will appear in sets of pages. On the right hand side are options to “**Modify**” or “**Delete**” an Educator from the database.

Search Educators

The screenshot shows the 'Search Educators' page. It features a search form with fields for District, School, First Name, and Last Name. There is a 'Search' button at the bottom of the form.

The “**Search Educators**” function allows you to filter your search by the first and last name of the educator. You can also filter your search by school if you have access to more than one.

Add Educator

The screenshot shows the 'Add Educator' form. At the top is a navigation bar with the RGI Corporation logo and tabs for Staff, Educators, Students, Recording, Reports, Utilities, and a user profile for 'test1234'. The form itself has two columns. The left column contains 'District' (dropdown), 'First Name' (text), 'Last Name' (text), 'Other 1' (text), and an 'Add Educator' button. The right column contains 'School' (dropdown), 'Middle Name/Initial' (text), 'Educator Type' (dropdown), and 'Other 2' (text).

The “**Add Educator**” function allows you to add an educator to the district and school you have access too. Required fields are:

First Name: Educator’s first name.

Middle Initial: Educator’s middle initial.

Last Name: Educator’s last name.

Educator Type: Administrator, Counselor, Educational Support Staff, Teacher.

Other 1: This is a field for local schools to track any additional information that may be important to them.

Other 2: This is a field for local schools to track any additional information that may be important to them.

Once you have entered the required fields, click on “**Add Educator**”. You will now be able to view the educators added on the previous tab in the “**List Educators**” menu option.

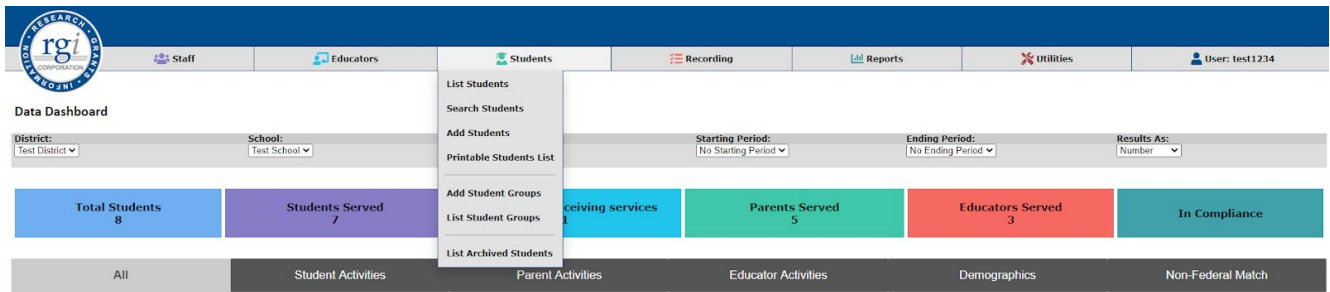
Printable Educators List

The screenshot shows the 'Build Educators List' form. At the top is a navigation bar with the RGI Corporation logo and tabs for Staff, Educators, Students, Recording, Reports, Utilities, and a user profile for 'test1234'. The form has two columns. The left column contains 'District' (dropdown), 'Educator Type' (dropdown), and buttons for 'Build List' and 'Export'. The right column contains 'School' (dropdown).

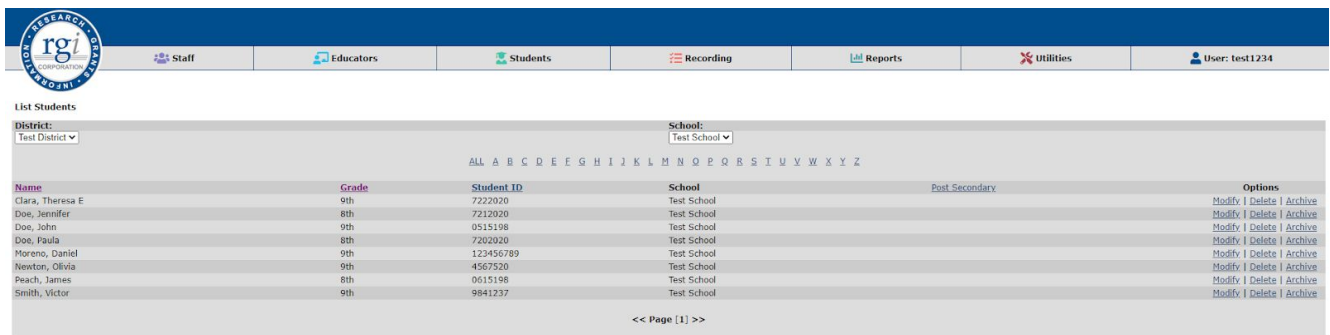
The “**Printable Educators List**” function will prompt you to the “**Build Educators List**,” where you can populate a printable list of the educators you have previously entered in the database. You can filter your search by the district and school you have access to. You will also have the option to select the educator type you are searching for. The “**Educator Type**” options are, “**All, Administrator, Counselor, Educational Support Staff, and Teacher.**” Once you have selected your educator group list, click on “**Build List.**” You also have the option to export this list to an Excel spreadsheet by clicking on “**Export.**”

III. Students

The next menu option illustrated is the “**Students**” section. Under the “**Students**” menu located on the top screen, you will have multiple selections from the drop-down menu.



List Students



Select “**List Students**” under the “**Students**” menu tab. This option provides a listing of students in the district selected. Again, if you are serving more than one school select it from the drop-down menu. You will have the option to view this list through various ways:

- Paging:** The screen will display the first 25 students at a time. You can move to the next screen by using the “>>” at the bottom of the screen or selecting a page “number” of next screens. To move back to the previous screen, use the “<<” option.
- Sorting:** The listing of students can be sorted or listed by **Name, Grade or Student ID**. If you click on the column heading, the listing will be sorted by these fields. By clicking on the letters above, the list of students will filter to display only students with last names beginning with the selected letter.
- Options:** This option allows you to modify, delete* or archive** a student. Archiving allows data to be stored on the student but will remove the student from the roster.

*Do not delete students from the database. Please contact RGI if you have duplicate students.

**Students should not be archived during the school year. It is important to report accurate data to the U.S. Department of Education for all students that have received GEAR UP services during the reporting period. If a student has withdrawn or dropped out from your school during the reporting period, please update their GEAR UP status accordingly. RGI will advise sites through email when archiving can be done (beginning of October).

Search Students

This “**Search Student**” function allows you to search for a student and view or modify/change information. The result of your search will appear at the bottom of your screen. Once you find the student, you can modify, delete or archive the student. You can also use * (asterisk) or wildcard as done in most database searches. For example, typing “**R***” into the “**First Name**” field would produce all students with first names starting with the letter R. You can also narrow your search by “**Grade Level**” by selecting the grade level in the “**MIN/MAX Grade Levels**” dropdown menu.

Add Students

This screen is where you enter new students into the database. A screen with blank fields will appear for you to enter a new student. The name of your district and a school name will already be selected. If you serve more than one school, you will need to select the appropriate school name from the pull-down menu. The definition for each data field is as follows:

- GEAR UP Status:** Indicate whether the student is a “**new**” student, a “**continuing**” student, or if the student has “**withdrawn**” from the building or “**dropout**” of school. In the first year, all students will be new. In year two, most students will be continuing, however, you may have a few new students that have enrolled that did not participate in GEAR UP the previous year. If a student has moved/changed schools or dropped out, **DO NOT** delete or archive them from the database. Change their status to “**withdrawn**” or “**dropout**” accordingly.
- First Name:** Student’s First Name.
- Middle Initial:** Student’s Middle Initial.
- Last Name:** Student’s Last Name.
- Gender:** Indicate if the student is male or female from the pull-down menu.

Ethnicity: Select ethnicity from the pull-down menu. The options are:

American Indian or Alaska Native – A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliations or community recognition.

Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia and the Indian subcontinent. This area includes, for example, China, India, Japan, Korea and the Philippine Islands.

Black or African American – A person having origins in any of the black racial groups of Africa.

Hispanic or Latino – A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

White – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Native Hawaiian or Other Pacific Islander – Hawaii or other Pacific Islands such as Samoa and Guam.

Student ID: This is an optional field.

Grade Level: Select the student's grade from the pull-down menu.

LEP: Indicate **“Yes”** or **“No”** if the student has **“Limited English Proficiency”** abilities. For the purposes of this field, Limited English Proficiency means a person whose native language is other than English and who has sufficient difficulty speaking, reading, writing or understanding the English language to deny that individual the opportunity to learn successfully in classrooms in which English is the language of instruction.

IEP: Indicate **“Yes”** or **“No”** if the student is in an Individualized Education Program.

Homeless: Indicate **“Yes”** or **“No”** if the student is identified as homeless.

Fostercare: Indicate **“Yes”** or **“No”** if the student is in foster care.

Fed Program: If applicable, select the other federally funded program the student is being served by from the pull-down menu. The options available are: Upward Bound, Upward Bound Math-Science, Veterans Upward Bound, Talent Search, 21st CCLC, Migrant Program, 2 or more. Note, only select **“2 or more”** if a student is served by 2 or more of the options listed.

PS Institution: This is to identify what postsecondary institution a 1st year college student is attending. This section is only to be completed during **Year 7** of the grant.

Other 1: This is a field for local schools to track any additional information that may be important to them.

Other 2: This is a field for local schools to track any additional information that may be important to them.

The last step to add the student to the database is to click on the **“Add Student”** button to the left of the screen.

*Please note that all required fields are in **“bold.”** You will not be able to save the record or **“Add Student”** until all bold fields are completed.

Printable Students List

The “**Printable Students List**” report allows you to print or export a list of students in the database. When you select this option, the following screen will appear. You can select a grade level or a range of grades to create your list of students. You can also create a list based on GEAR UP status or Postsecondary Institution (once students reach the first year of college).

To run the report, select the “**Build List**” button. You can also select the “**Export**” button to automatically export the list to excel.

Once you select the “**Build List**” button, the following report will appear. You can also export the list from this page by selecting the “**Export**” button.

Test School	Status	Last Name	First Name	Middle Name	District	School	Postsecondary	Grade Level	Student ID
1	Continuing	Clara	Theresa	E	Test District	Test School		9th	7222020
2	New	Doe	Jennifer		Test District	Test School		8th	7212020
3	New	Doe	John		Test District	Test School		9th	0515198
4	New	Doe	Paula		Test District	Test School		8th	7202020
5	Withdrawn	Moreno	Daniel		Test District	Test School		9th	123456789
6	New	Newton	Olivia		Test District	Test School		9th	4567920
7	New	Peach	James		Test District	Test School		8th	0615198
8	New	Smith	Victor		Test District	Test School		9th	9841237

Add Student Groups

Groups of students can be created to help in reporting services and progress for sets of students who may have received common services or completed the same courses.

Create Student Groups

To create a group, first click the “**Add Student Group**” link on the menu. Create a group name (group names cannot be changed and/or edited once the group is saved) and check off the students who you wish to add to the group. Click the “**Add selected students to group**” button to save the group.

Edit Student Groups

Student Groups may be edited by returning to the “Add Student Group” page. Use the dropdown under “List Student Groups” to select the group you wish to edit. Add or remove students in the group by checking or un-checking their corresponding checkbox. Now hit the “Update Group” button to save the changes to the group.

*Note: All database users have access to Student Groups created by others for their specific school building, however only the “Owner,” indicated by username, of the group can modify or delete the group.

List Student Groups

District	School	Owner	Name	Options
Test District	Test School	grant	AVID	
Test District	Test School	grant	AVID - 2020-2021	[Delete] [Modify]
Test District	Test School	test1234	Biology	[Delete] [Modify]
Test District	Test School	grant	Class of 2024 - Leadership	[Delete] [Modify]
Test District	Test School	grant	Geometry - Semester 1	[Delete] [Modify]

Use this option to list all the student groups you have created. You may delete a group by clicking the “Delete” link corresponding to the group name. You can also “Modify” student groups to add or remove students. Note, you will only be able to modify or delete student groups that you have created. The “Owner” lists the username of the database user that created the corresponding Student Group.

List Archived Students

Name	Grade	School	Options
Arthur, Veronica	10th	Test School	Unarchive

The “List Archived Students” option allows you to view archived students. The listing of students can be sorted or listed by name, grade or student ID by clicking on the corresponding column heading, the listing will be sorted by these fields. If more than one school is available, select the correct school from the drop-down menu. Students can be returned to the roster by selecting the “Unarchive” link on the right side of the screen. When unarchiving a student, please remember to update the students grade level and any other applicable information.

IV. Recording

The next menu option illustrated is the “Recording” section. Under the “Recording” menu located on the top screen, you will have multiple selections from the drop-down menu.

The screenshot shows the top navigation bar with the RGI logo and user information (User: TEST1234). The main menu includes Staff, Educators, Students, Recording, Reports, and Utilities. The Recording menu is open, showing options: List Student/Parent Activities, Record Student/Parent Activities, List Educators Activities, Record Educators Activities, and Record Student Progress. Below the menu is a Data Dashboard with filters for District (Test District), School (Test School), and Grade (ALL). The dashboard displays several metrics: Total Students (8), Students Served (7), Students not receiving services (1), Parents Served (5), Educators Served (3), and In Compliance. At the bottom, there are tabs for All, Student Activities, Parent Activities, Educator Activities, Demographics, and Non-Federal Match.

List Student/Parent Activities

The screenshot shows the List Student/Parent Activities page. The top navigation bar is the same as in the previous screenshot. Below the navigation bar, there are filters for District (Test District), School (Test School), and Period (Aug 2020). A Clone To dropdown menu is visible on the right. Below the filters is a table with the following columns: Name Of Activity, Category, Service Method, Activity Dates, Time of Single Activity, and Total Time of Activity. The table contains one row of data: After School Tutoring, Tutoring / HW Assist, In-Person, 8/4/20 8/6/20 8/11/20 8/13/20 8/18/20 8/20/20 8/25/20 8/27/20, 1 hrs 0 min, 8 hrs 0 min. There are Edit and Delete buttons at the end of the row.

This “List Student/Parent Activities” option allows you to view a list of the activities that have been offered to the students and/or parents. On the far right next to the activity, there is an option to “Edit” or “Delete” an activity if a change needs to be made.

If the activities for a month you need to report on closely match those from a previous month, you may use the “Clone To” function to duplicate the activities for a given month. First browse to the previous month you wish to duplicate by choosing the month and year under “Period.” Then use the drop-down menus by the “Clone” button to choose the month to which you wish to copy activities. Once you have selected the month and year, click the “Clone” button. Now browse to the month and year you cloned the activities to under “Period” and the new month will be populated. You may now modify the service by clicking “Edit.”

Record Student/Parent Services

The screenshot shows the 'Record Student/Parent Activities' form. At the top left is the RGI logo. A navigation bar contains links for Staff, Educators, Students, Recording, Reports, and Utilities. The user is identified as 'User: TEST1234'. The form fields are: District (Test District), School (Test School), Period (Oct 2020), Name of Activity (empty), Category (College Visit or shadowing), Service Method (empty), Activity Dates (empty), Time of Single Activity (empty), and Total time of Activity (empty). A large Description text area is at the bottom, with a 'Next' button below it.

The district will automatically filter to the **district** for which you have access to, if you have access to multiple districts, select the district for which you will be entering activities for.

Under “**School**” select the school that you will be entering activities for.

Under “**Period**” select the month and year that you will be entering activities for.

You can now proceed to type in the “**Name of Activity.**”

Under “**Category**” select the applying subject from the dropdown menu. To view the definitions of the various activity categories, click on the "definitions" hyperlink. A new tab will open that will list a definition for each.

Under “**Service Method**” select the applying service from the dropdown menu.

In the “**Activity Dates**” section, a calendar for the month and year that was previously selected under “**Period**” will pop up. Here you will select the dates for which the activity was offered. Multiple dates for an activity can be selected.

Once the days of the activity have been selected, under “**Time of Single Activity**” enter the full length of time of the single activity.

The “**Total time of Activity**” auto populates based on the number of days selected under the “**Activity Dates**” and the “**Time of Single Activity.**”

In the “**Description**” box, enter a detailed description of the activity. Please be sure to provide as much detail as possible.

After the description for the activity has been entered, click on “**Next.**”

Below is an example of an activity that has been entered.

Record Student/Parent Activities

District: Test District | School: Test School | Period: 08/2020

Name Of Activity: After School Tutoring | Category: Tutoring / HW Assst | Service Method: In Person

Activity Dates: 8/4/20 8/6/20 8/11/20 8/13/20 | Time of Single Activity: 1 hrs 0 min | Total time of Activity: 8 hrs 0 min

Description please.

Record Student Activities | Split Student Activities

Min/Max Grade: Any | Any | Student Group: [Dropdown]

Students Name	Grade Level	Participation %
<input checked="" type="checkbox"/> Clara, Theresa E	9th	100%
<input checked="" type="checkbox"/> Doe, Jennifer	8th	100%
<input checked="" type="checkbox"/> Doe, John	9th	100%
<input checked="" type="checkbox"/> Doe, Paula	8th	100%
<input checked="" type="checkbox"/> Newton, Olivia	9th	100%
<input checked="" type="checkbox"/> Peach, James	8th	100%
<input checked="" type="checkbox"/> Smith, Victor	9th	100%

Total Selections: 7

Record Student Activities | Split Student Activities

A listing of the students in the database will populate on the bottom section of the screen. You can filter your list of students by using **“Minimum/Maximum grade levels”**, or by selecting a **“Student Group”** from the pull-down menus. Clicking on **“Select All”** will check all students off as participating. Clicking on **“Deselect All”** will uncheck all students.

Participation %: Once the checkbox next to a student’s name is clicked, the participation percentage will populate to 100% indicating that the student participated in 100% of the Total time of the Activity (each day the activity was offered x time of single activity). The percentage can be changed by increments of 10%. As an example, if a student only participated in 4 out of 8 days that an activity was offered, their participation percentage would be changed to 50%. Be sure to update any participation percentage as applicable each time an activity is entered into the database.

After participation percentages are completed, click on **“Record Student Activities”** to finalize and record the activity.

Student/Parent activities can be split into a maximum of three categories depending on what services the students/parents received in a single activity (for a more detailed example of how to split an activity see pages 30-31 under College Visit example). If you have an activity that needs to be split into more than one activity category, once you complete entering the details of the first part of your activity, click on **“Split Student Activities.”** The Split Student Activities function will save the original activity entry to the database and automatically creates a duplicate entry of the activity.

For more in-depth tutorials on how to Record Student/Parent Activities or how to Record Split Student/Parent Activities, please watch the training videos developed by RGI Corporation. These can be found at the RGI website, www.rgicorporation.com

In the **“Description”** box, enter a detailed description of the activity. Please be sure to provide as much detail as possible. After the description for the activity has been entered, click on **“Next.”**

Record Educators Activities

District Test District	School Test School	Period 07/2020
Name of Activity GEAR UP National Conferen	Category Conference	Service Method In-Person
Activity Dates 7/6/20 7/7/20	Time of Single Activity 6 hrs 0 min	Total time of Activity 12 hrs 0 min
Description National Conference.		

Record Educator Activities | Split Educator Activities

Educators Name	Participation %
<input checked="" type="checkbox"/> Allen, Jessie	100%
<input checked="" type="checkbox"/> Cruz, Eddie	100%
<input checked="" type="checkbox"/> Kelley, Jane	100%
<input checked="" type="checkbox"/> Ochoa, Diana	100%
<input checked="" type="checkbox"/> Orozco, Carlos	100%
<input type="checkbox"/> Smith, Oscar	0%
<input type="checkbox"/> Smith, Robert	0%

Total Selections: 5

Record Educator Activities | Split Educator Activities

This screen will appear with a listing of the educators you have entered into the database for your school. Click on the educator’s names that have participated in the activity reported. You may also select all educators by clicking on the column heading **“Select All”** or **“Deselect All”** to unselect all the educators. Once you click on the checkbox next to the educator’s name, the participation percentage will populate to 100%. The percentage can be changed by increments of 10%. After the participation percentages are completed, click on **“Record Educator Activities”** to finalize and record the activity. The activity will now show up on the list of **“List Educators Activities.”**

Record Student Progress

Record Student Progress

District
Test District
MIN / MAX Grade Level
ANY to ANY

School
Test School
Student Group

Filter

Please select which progress records to update.

Course Enrollment

<input checked="" type="checkbox"/> Pre-Algebra (enroll)	<input type="checkbox"/> Engl / Lang Arts (enroll)
<input type="checkbox"/> Algebra I or equivalent (enroll)	<input type="checkbox"/> Geometry (enroll)
<input checked="" type="checkbox"/> Algebra II (enroll)	<input type="checkbox"/> Calculus (enroll)
<input type="checkbox"/> Chemistry (enroll)	<input type="checkbox"/> 2 yrs math beyond alg I (enroll)
<input type="checkbox"/> Physics (enroll)	<input type="checkbox"/> AP Course (enroll)
<input checked="" type="checkbox"/> Trigonometry (enroll)	<input type="checkbox"/> Pre-Calculus (enroll)
<input type="checkbox"/> Biology (enroll)	<input type="checkbox"/> IB Course (enroll)

Cumulative Course Completion

<input type="checkbox"/> Pre-Algebra (compl)	<input type="checkbox"/> Algebra I or equivalent (compl)
<input checked="" type="checkbox"/> Engl / Lang Arts (compl)	<input type="checkbox"/> Geometry (compl)
<input type="checkbox"/> Algebra II (compl)	<input type="checkbox"/> Calculus (compl)
<input type="checkbox"/> Chemistry (compl)	<input type="checkbox"/> 2 yrs math beyond alg I (compl)
<input type="checkbox"/> Physics (compl)	<input type="checkbox"/> AP Course (compl)
<input type="checkbox"/> Trigonometry (compl)	<input type="checkbox"/> Pre-Calculus (compl)
<input type="checkbox"/> Biology (compl)	<input type="checkbox"/> IB Course (compl)
<input checked="" type="checkbox"/> Adv Math (compl)	<input type="checkbox"/> Adv Science (compl)
<input type="checkbox"/> Adv ELA (compl)	

Progress

<input type="checkbox"/> Proficient or Above on State Assessments in Math
<input checked="" type="checkbox"/> Proficient or Above on State Assessments in English/Language Arts
<input type="checkbox"/> Promoted to the next grade level at the end of the prior school year.
<input type="checkbox"/> Did student have 10 or more unexcused absences in prior school year.

Secondary Progress

<input checked="" type="checkbox"/> Completed FAFSA / WASFA	<input type="checkbox"/> Completed FAFSA4caster
<input type="checkbox"/> Graduated HS	<input type="checkbox"/> Passed State Grad Standard - ELA
<input type="checkbox"/> Passed State Grad Standard - Math	<input type="checkbox"/> Passed State Grad Standard - Science
<input type="checkbox"/> College Coursework in HS	<input type="checkbox"/> 21st Century Cert
<input checked="" type="checkbox"/> Took SAT	<input type="checkbox"/> Took ACT
<input type="checkbox"/> Completed Scholarship Application	<input type="checkbox"/> Completed Application for Postsecondary Institutions
<input type="checkbox"/> Took PSAT	<input type="checkbox"/> Took ASPIRE

Postsecondary Progress

<input checked="" type="checkbox"/> Enrolled in College - less than 2 years	<input type="checkbox"/> Enrolled in College - 2 years
<input checked="" type="checkbox"/> Enrolled in College - 4 years	<input type="checkbox"/> College Placement - no remedial courses
<input type="checkbox"/> Completed 1st year college	<input type="checkbox"/> Enrolled - Fall
<input type="checkbox"/> Enrolled - Winter/Spr.	

Build Input Form

This section allows you to report Educational Progress for each student. Reporting for these fields will be required to be conducted at different dates throughout the school year. RGI will provide a timeline for when these data measures are due throughout the reporting report. Most of this information will need to be included in the U.S. Department of Education Annual Performance Report.

Upon selecting the “**Record Student Progress**” menu option you will be presented with the “**Build Input Form**” screen. This screen allows you to build your input screen by selecting specific items/fields to update. Once you have selected categories click on “**Build Input Form.**”

Enrolled Advanced Courses

Indicate if the student was enrolled in any of these advanced courses during the first semester of the school year. This section is for **enrolled students only**, whereas the next section will then ask for those completing the courses. Advanced courses are classes that are identified as above grade level by the student’s school. Additionally, dual credit courses, honors or AP are considered advanced courses. Middle school students who are enrolled in a foreign language course and /or will receive high school credit for the course (Language Arts) are considered advanced courses. For more information on advanced courses, please refer to page 39.

Cumulative Course Completion

Indicate if the student **successfully completed/ received credit** for any of these courses during the previous school year. The names for math classes can vary among schools. Classify courses based on content of the course. Advanced Placement Classes are courses designed to prepare students for the Advanced Placement Exams. For more information on cumulative course completion, please refer to page 39.

Progress

Proficient or Above on State Assessments in Math:

Use standardized test scores to determine whether a student is proficient or above on state assessments in Math.

Proficient or Above on State Assessments in English/Language Arts:

Use standardized test scores to determine whether a student is proficient or above on state assessments in English/Language Arts.

Other Progress Fields: Report as requested or as they occur

Secondary Progress

- Completed FAFSA/WASFA
- Graduated HS
- Passed State Grad Standard – Math
- College Coursework in High School
- Took SAT
- Completed Scholarship Application
- Took PSAT
- Completed FAFSA4caster
- Passed State Grad Standard – ELA
- Passed State Grad Standard – Science
- 21st Century Certificate
- Took ACT
- Completed Application for Postsecondary Institutions
- Took ASPIRE

Postsecondary Progress

- Enrolled in College – less than 2 year
- Enrolled in College – 4 year
- Enrolled – Winter/Spr.
- Completed 1st year of college
- Enrolled in College – 2 year
- Enrolled – Fall
- College Placement – no remediation courses

	Pre-Algebra (enroll)	Engl / Lang Arts (compl)	Completed FAFSA / WASFA	Algebra II (enroll)	Enrolled in College - less than 2 years	Trigonometry (enroll)	Enrolled in College - 4 years	Adv Math (compl)	Took SAT	Proficient or Above in English
Clara, Theresa E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doe, Jennifer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doe, John	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doe, Paula	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moreno, Daniel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Newton, Olivia	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peach, James	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smith, Victor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number of Selections	0	8	0	0	0	0	6	0	0	0

Click on these fields which apply for the student. Be sure to save changes regularly by clicking the **“Save”** button regularly. To exit this input form, select **“Save and Exit”** at the bottom of the screen.

Record Student Progress Using Groups

Please select which progress records to update.

- Pre-Algebra (enroll)
- Algebra I or equivalent (enroll)
- Algebra II (enroll)
- Chemistry (enroll)
- Physics (enroll)
- Trigonometry (enroll)
- Biology (enroll)
- Engl / Lang Arts (enroll)
- Geometry (enroll)
- Calculus (enroll)
- 2 yrs math beyond alg I (enroll)
- AP Course (enroll)
- Pre-Calculus (enroll)
- IB Course (enroll)

To record progress for student groups, select **“Record Student Progress”** from the menu and select the progress records you wish to update. Then select the student group from the dropdown menu and click **“Build Input Form.”** The input form created will only contain the students you had previously selected to be part of the group. The screen will be identical to the picture shown above.

VII. Reports

The next menu option illustrated is the “**Reports**” section. Under the “**Reports**” menu located on the top screen, you will have multiple selections from the drop-down menu.

Association Analyzer

The “**Association Analyzer**” phi coefficient report utilizes a statistical function to determine if there are strong, weak or no associations between service categories and progress outcomes at your site. To test if there are relationships between services that are provided and progress outcomes, choose a service from the dropdown menu, a progress measure from the dropdown, and click the “**Generate Report**” button.

The report will give statistics on the numbers of students who have and have not received the service and completed the progress measure. It will also provide a number called the Phi Coefficient that helps determine the level of association between the service and progress. The types of associations are given below.

Strong Positive: There is a tendency for students who complete the service category to also attain the progress category.

Weak Positive: There is some tendency for students who complete the service category to also attain the progress category.

Little or No Association: There is little or no relationship between students who complete the service category and attain the progress category.

No Calculation: A result was not possible as one of the values required in the calculation was zero.

Weak Negative: There is some tendency for students who complete the service category to not attain the progress category.

Strong Negative: There is a tendency for students who complete the service category to not attain the progress category.

Student Demographic Reports

The first report is the “**Student Demographic Report.**” This report counts and displays all of the student demographics for all the students enrolled and then for those students receiving services. When you select this option, the following screen will appear.

If you have access to more than one school, you can select the school name here. To run the report, select the “**Generate Report**” button. The following report will appear.

Student Demographic Report [Preference]

District: Test District School: Test School

Generate Report

Students Enrolled

Grade	----- Ethnicity -----							----- Gender -----				----- Status -----				
	WH	HI	AI	AS	BLK	PI	2+	UNK	M	F	IEP	LEP	New	Cont	Homeless	Fostercare
K-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8th	1	2	0	0	0	0	0	0	1	2	0	1	3	0	0	0
9th	1	3	1	0	0	0	0	0	3	2	1	1	3	1	0	0
10th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1st Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	2	5	1	0	0	0	0	0	4	4	1	2	6	1	0	0

Students Receiving Services

Grade	----- Ethnicity -----							----- Gender -----				----- Status -----				
	WH	HI	AI	AS	BLK	PI	2+	UNK	M	F	IEP	LEP	New	Cont	Homeless	Fostercare
K-4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8th	1	2	0	0	0	0	0	0	1	2	0	0	3	0	0	0
9th	1	2	1	0	0	0	0	0	2	2	0	0	3	1	0	0
10th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12th	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1st Yr	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Totals	2	4	1	0	0	0	0	0	3	4	0	0	6	1	0	0

This report has two sections. The top section “**Students Enrolled**” includes all students entered in the database. The bottom section of the report “**Students Receiving Services**” includes any student that has received at least one service in the school year.

Student/Parent Activities Report

The “**Students/Parents Activities Report**” allows you to export and/or view the activities entered for your site by month and year, method, and by recipient and/or all periods reported in the database. Printing this report prior to archiving the database allows sites to be consistent with the names and descriptions of ongoing activities. You can also export the list from this page by selecting the “**Export**” button.

By clicking on the “**Name Of Activity**,” the original activity input screen will appear for you to view the details and/or to edit the activity.

District	School	Period	Type of Activity	Method	Name Of Activity	Description	# stu. serv	# days / mo	Avg attend	Time
Test District	Test School	201910	Tutoring / HW Assist	In-Person	In-Class Tutoring	In-class tutoring for Math. Small group and one-on-one tutor ...	3	10	1.70	2 hrs 22 mins
Test District	Test School	201910	Rigorous academic curriculum	In-Person	AVID	Students participated in AVID class.	3	19	2.70	14 hrs 15 mins
Test District	Test School	201910	Parent Family Events	In-Person	GEAR UP Night	Students and parents were invited to participate in GEAR UP ...	4	1	4.00	1 hrs 0 mins
Test District	Test School	201910	Parent Workshop on College Prep / Aid	In-Person	FAFSA Night Workshop	FAFSA Workshop for Parents and Students.	3	1	3.00	1 hrs 30 mins
Test District	Test School	201910	Tutoring / HW Assist	In-Person	In-Class Tutoring_Split_20200918140806	In-class tutoring for Math. Small group and one-on-one tutor ...	3	10	1.70	2 hrs 22 mins

Educator Activities Report

The “**Educator Activities Report**” allows you to export and/or view the activities entered for your site by month and year, and/or all periods reported in the database. Printing this report prior to archiving the database allows sites to be consistent with the names and descriptions of ongoing activities. You can also export the list from this page by selecting the “**Export**” button.

By clicking on the “**Name Of Activity**,” the original activity input screen will appear for you to view the details and/or to edit the activity.

District	School	Period	Name Of Activity	Descriptions	Type of Activity	# edu. serv	# days / mo	Avg attend	Time
Test District	Test School	202007	GEAR UP National Conference	National Conference.	Conference	1	2	1.00	12 hrs 0 mins

Monthly Service Report

The “**Monthly Service Report**” counts and displays the number of activities that were provided to students for the current year. To print the report, you will need to select “**Print Preview**” from the “**File**” pull-down menu, and then select print.

Monthly Service Report

District: Test District School: Test School

Generate Report

Type of Service	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
Special Prog / STEM Tutor	0	0	0	0	0	0	0	0	0	0	0	0
Intensive Extended School	0	0	0	0	0	0	0	0	0	0	0	0
FAFSA Completion	0	0	0	0	0	0	0	0	0	0	0	0
Dual/Concurrent Enroll	0	0	0	0	0	0	0	0	0	0	0	0
CTE/Apprentice	0	0	0	0	0	0	0	0	0	0	0	0
Tutoring / HW Assist	0	3	3	6	3	3	0	0	0	0	0	7
Rigorous academic curriculum	0	3	3	0	7	7	0	0	0	0	0	0
Financial aid counsel/advising	0	0	0	0	0	0	3	0	0	0	0	7
Workshops	0	0	0	0	0	0	0	0	0	0	0	0
Educational field trips	0	0	0	0	0	0	0	0	0	0	0	0
Summer programs	0	0	0	0	0	0	0	0	0	0	0	0
Job site visit/Job shadowing	0	0	0	0	0	0	0	0	0	0	0	0
College visit or shadowing	0	0	0	0	0	0	3	0	0	0	0	7
Counsel/Acad/ Career planning	0	0	0	0	0	0	3	0	0	0	0	0
Comprehensive Mentoring	0	0	0	0	0	0	0	0	0	0	0	0
Parent Workshop on College Preparation / Financial Aid	0	3	0	0	3	3	0	0	0	0	0	0
Parent Counseling / Advising	0	0	0	0	0	0	0	0	0	0	0	0
Parent College Visits	0	0	0	0	0	0	0	0	0	0	0	0
Parent Family Events	0	4	0	0	4	4	0	0	0	0	0	0
Totals	0	13	6	6	17	17	9	0	0	0	0	21

Students Not Receiving Services Report

The “**Students Not Receiving Services Report**” option allows you to view all students within your school that have not received at least one GEAR UP service during the reporting year. From the drop down lists select your school district and school. The postsecondary feature can be used once students are in their 1st year of college. If more than one option is available, make sure to select the correct school. Click the “**Generate Report**” button to create the student list.

Students Not Receiving Services Report

District: Test District School: Test School

Postsecondary

Generate Report

Total # of students not receiving Gear Up services: 1

Name	Grade	Student Id	Postsecondary
Moreno, Daniel	9th	123456789	

Total # of students not receiving Gear Up services: 1

Report Builder

The “**Report Builder**” option allows database users to create custom data queries within the database to download or export student level data.

Report Generator

District: Test District School: Test School

Filters

- Students Demographics
- Progress Course Enrollment
- Progress Course Completion
- Progress
- Secondary Progress
- Postsecondary Progress
- Student Services

Displays

- Students Demographics
- Progress Course Enrollment
- Progress Course Completion
- Progress
- Secondary Progress
- Postsecondary Progress
- Student Services

Generate Report Download Report

The Report Builder has a “Filter” and “Display” function. The “Filter” function allows users to set any filter they may want when conducting a data query. Click on any of the “+” icons next to the Subcategory (i.e. Students Demographics) to expand the listing and set any filter needed.

The “Display” function allows users to choose which fields of data they want generated and displayed in their report. Click on any of the “+” icons next to the Subcategory (i.e. Student Services) to expand the listing and choose which data field(s) you want included in your report.

Once you have checked off the items you want included in the Filter and Display lists, click on “Generate Report” to create your report in the database. If you would like to export your report to an Excel spreadsheet, click on “Download Report.”

APR Cumulative Report

SECTION IV: APR CUMULATIVE REPORT (09/2019 - 08/2020)

District: School:

1. Demographic Data

A. Students Served		Number of Students				
Number of students you proposed to serve during the reporting period						
Actual number of students during the reporting period						
Totals						
B. Participant Distribution by Ethnic Background		Number of GEAR UP Students				
Ethnicity						
American Indian or Alaska Native		1				
Asian		0				
Black or African America		0				
Hispanic Latino		5				
White		2				
Native Hawaiian or Other Pacific Islander		0				
Two or More Races		0				
Race and/or Ethnicity Unknown		0				
Totals		8				
C. Participation by Gender		Number of GEAR UP Students				
Gender						
Male		4				
Female		4				
Totals		8				
D. Participant Distribution by Grade and Status (Cohort Students)						
Grade Level	# of Continuing GEAR UP Students	# of New GEAR UP Students	# of GEAR UP Students Who Withdrew	# of GEAR UP Students Who Dropped Out	# of Active GEAR UP Students	# of Total GEAR UP Students
K-4	0	0	0	0	0	0
5th	0	0	0	0	0	0
6th	0	0	0	0	0	0
7th	0	0	0	0	0	0
8th	0	0	0	0	0	0
9th	1	1	1	4	4	5
10th	0	0	0	0	0	0
11th	0	0	0	0	0	0
12th	0	0	0	0	0	0
1st Yr	0	0	0	0	0	0
Totals	1	6	1	7	7	8
E. Participation with Limited English Proficiency		Number of GEAR UP Students				
GEAR UP students with Limited English Proficiency		2				
F. Participation with Individualized Education Programs (IEPs) as Required by the Individuals with Disabilities in Education Act Amendment of 1997 (IDEA)		Number of GEAR UP Students				
GEAR UP students with Individualized Education Programs		1				
G. Homeless		Number of GEAR UP Students				
GEAR UP students that are Homeless		0				
H. Foster Care		Number of GEAR UP Students				
GEAR UP students in Foster Care		0				

The “APR Cumulative Report” provides a summary of all current data in the database for your site. This includes demographics, activities provided to students/parents and teachers. Outcome data such as advanced course enrollment, course completion and educational progress measures are also captured in this report. Note that activity data, advanced course enrollment and progress data such as at or above baseline measures are re-set at the beginning of each school year period in September/October.

Outcome Tracker

The “**Outcome Tracker**” report provides sites with the grant objectives. The “**Target**” percentage is the goal for the grant as a whole. Each site will have a “**Baseline**” year and percentage. The “**Status**” represents either an increase or decrease in the baseline and the target when compared to the percentage entered in the “**Measurement**” percentage field.

Outcome Tracker

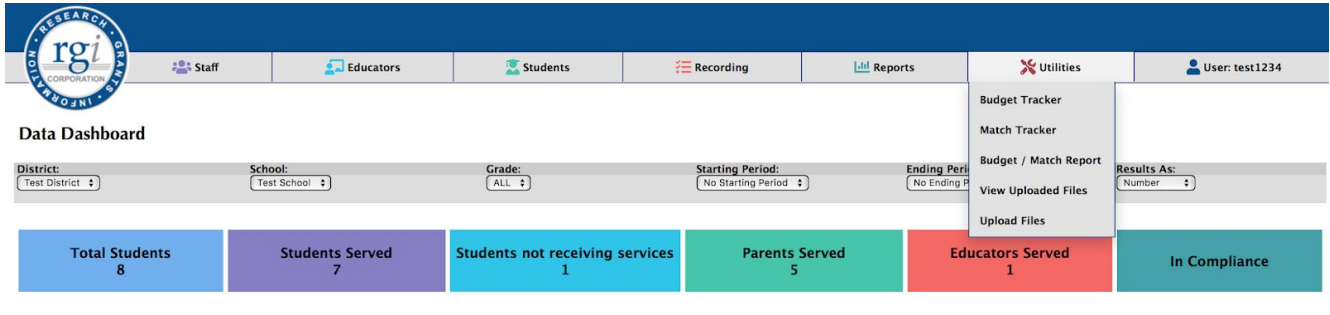
District: School:

Test District

Objective	Target	Baseline		Measurement		Status	
		Year	Pct	Year	Pct	vs. Baseline	vs. Target
Outcome 1a By 7th grade, Alaska Native students meeting proficiency on State PEAKS Math Assessment will increase to 25.5%.	25.5%	N/A	N/A%	2020	0 %	0%	-25.5%
Outcome 1b By 7th grade, Alaska Native students meeting proficiency on State PEAKS English Language Arts Assessment will increase to 24.6%.	24.6%	N/A	N/A%	2020	0 %	0%	-24.6%
Outcome 1c By 8th grade, Alaska Native students meeting proficiency on State PEAKS Science Assessment will increase to 29.5%.	29.5%	N/A	N/A%	2020	0 %	0%	-29.5%
Outcome 1d By 9th grade, Alaska Native students enrolling in Algebra I will increase to 74.7%.	74.7%	N/A	N/A%	2020	0 %	0%	-74.7%
Outcome 1e By 12th grade, Alaska Native students taking advanced courses in Math will increase to 61.4%.	61.4%	N/A	N/A%	2020	0 %	0%	-61.4%
Outcome 1f By 12th grade, Alaska Native students taking advanced courses in Science will increase to 34.4%.	34.4%	N/A	N/A%	2020	0 %	0%	-34.4%
Outcome 1g By the end of each year, teacher professional development on Math, Reading, Science, working with LEP students and local cultures will increase to 100 teachers.	100	N/A	N/A	2020	0	0	-100
Outcome 2a By 10th grade, Alaska Native students meeting proficiency on State PEAKS Math Assessment will increase to 17.8%.	17.8%	N/A	N/A%	2020	0 %	0%	-17.8%
Outcome 2b By 10th grade, Alaska Native students meeting proficiency on State PEAKS English Language Arts Assessment will increase to 22.1%.	22.1%	N/A	N/A%	2020	0 %	0%	-22.1%
Outcome 2c By 12th grade, Alaska Native students graduating with a diploma will increase to 94%.	94%	N/A	N/A%	2020	0 %	0%	-94%
Outcome 2a By the end of each grade, Alaska Native students knowledge about financial aid will increase to 67.2%.	67.2%	N/A	N/A%	2020	0 %	0%	-67.2%
Outcome 2b By the end of 12th grade, Alaska Native students knowledge about applying to college will increase to 67.2%.	67.2%	N/A	N/A%	2020	0 %	0%	-67.2%
Outcome 3c By 2024, of Alaska Native students who enroll and attend a college/university will increase to 55%.	55%	N/A	N/A%	2020	0 %	0%	-55%

VIII. Utilities

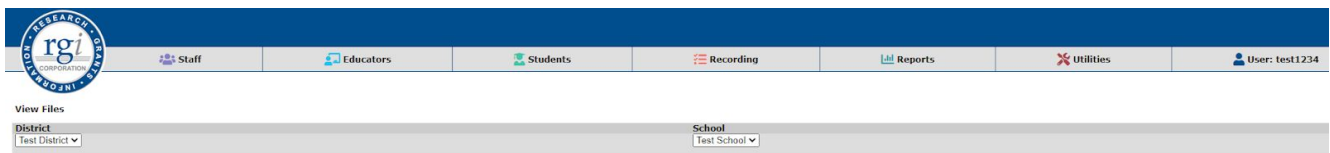
The next menu option illustrated is the “Utilities” section. Under the “Utilities” menu located on the top screen, you will have multiple selections from the drop-down menu.



The screenshot shows the RGI Corporation dashboard. The top navigation bar includes the RGI logo and menu items: Staff, Educators, Students, Recording, Reports, Utilities, and User: test1234. The Utilities menu is open, showing options: Budget Tracker, Match Tracker, Budget / Match Report, View Uploaded Files, and Upload Files. Below the menu is a "Data Dashboard" with filters for District (Test District), School (Test School), Grade (ALL), Starting Period (No Starting Period), and Ending Period (No Ending Period). A "Results As:" dropdown is set to "Number". The dashboard displays six data points in colored boxes: Total Students (8), Students Served (7), Students not receiving services (1), Parents Served (5), Educators Served (1), and In Compliance.

[View Uploaded Files](#)

This “View Uploaded Files” allows you to view any files that you have previously uploaded to the database this year.



The screenshot shows the "View Files" section of the RGI Corporation dashboard. It features a navigation bar with the RGI logo and menu items: Staff, Educators, Students, Recording, Reports, Utilities, and User: test1234. Below the navigation bar, there are filters for District (Test District) and School (Test School).

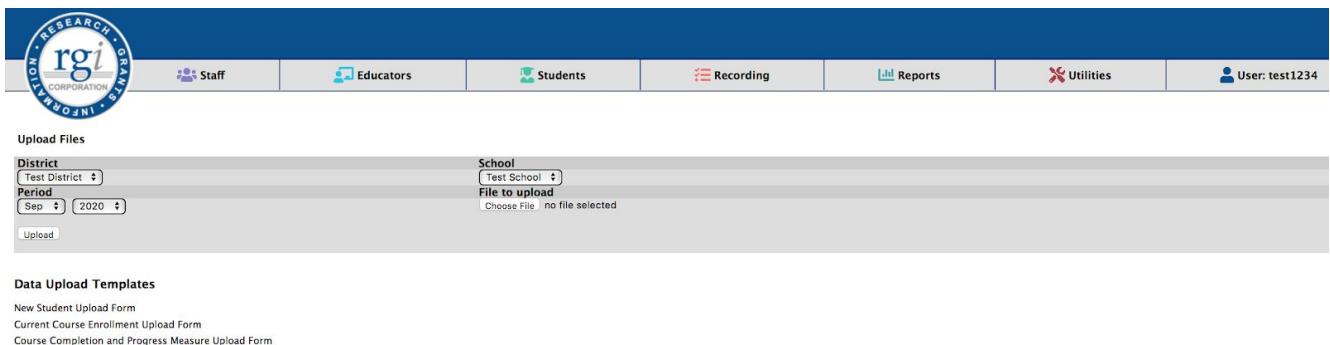
[Upload Files](#)

This function is used to upload files with student data. You can specify what month and year should this file be under. There are three Data Upload Templates available for Student data. They are the following:

- New Student Upload Form
- Current Course Enrollment Upload Form
- Course Completion and Progress Measure Upload Form

Instructions are provided for each of the templates on the first tab of the downloaded csv file.

Click “Choose File” to upload the file. After you have uploaded the file click “Upload” to assure your file has uploaded correctly.



The screenshot shows the "Upload Files" section of the RGI Corporation dashboard. It features a navigation bar with the RGI logo and menu items: Staff, Educators, Students, Recording, Reports, Utilities, and User: test1234. Below the navigation bar, there are filters for District (Test District) and School (Test School). The "Period" filter is set to "Sep" and "2020". There is a "File to upload" section with a "Choose File" button and a message "no file selected". An "Upload" button is also present. Below the upload section, there is a "Data Upload Templates" section with three links: "New Student Upload Form", "Current Course Enrollment Upload Form", and "Course Completion and Progress Measure Upload Form".

IX. User

The next menu option illustrated is the “User” section. Under the “User” menu located on the top screen, you will have multiple selections from the drop-down menu.



The screenshot shows the top navigation bar with the RGI logo and menu items: Staff, Educators, Students, Recording, Reports, Utilities, and a user profile for 'User: test1234'. A dropdown menu is open under the user profile, showing 'Change Password' and 'Log Out'. Below the navigation bar is the 'Data Dashboard' section with filters for District (Test District), School (Test School), Grade (ALL), Starting Period (No Starting Period), Ending Period (No Ending Period), and Results As (Number). At the bottom, there are six data cards: Total Students (8), Students Served (7), Students not receiving services (1), Parents Served (5), Educators Served (3), and In Compliance.

Change Password

This section of the database allows users to change their passwords. When you select the “Change Password” option, the following screen will appear.



The screenshot shows the 'Change Password' form. It includes a navigation bar at the top with the RGI logo and menu items. The form has three input fields: 'Current Password', 'New Password', and 'Confirm New Password'. A 'Change Password' button is located at the bottom left of the form.

As a current user, you may change your password at any time. The password must be at least 8 characters. Type in your current password, your new password and your new password again in the confirm password field. Then click the “Change Password” button.

*If at any time you forget your password, contact RGI and we can reset your password.

X. Reporting Guidelines Introduction

This guideline was developed for GEAR UP staff to define the GEAR UP activity categories and examples of how to report the GEAR UP services/activities in the database. The student/parent activities definitions were adapted from the 2013 College and Career Readiness Evaluation Consortium (CRREC).

For information on how to report Course Enrollment, Cumulative Course Completion, Proficient or Above on State Assessment for Math, Proficient or Above on State Assessment for English/Language Arts and other student progress measure data, please refer to the pages 19-21 of the RGI Database Manual. If you have any questions, please contact our office.

XII. GEAR UP Student Services/Activities

Definition of Activity Headers

Name of Activity – The title of the activity provided (i.e. College Visit to WSU Pullman)

Category – The name of the service/activity that is associated with the Activity (i.e. Workshops)

Service Method – The service/activity delivery method (i.e. In-Person)

Activity Dates – The dates that the service/activity was provided.

Time of Single Activity – The **Full length of time** that the service/activity was offered.

Total Time of Activity– The total time for the number of days and hours/minutes that the service/activity was offered (auto populates).

Description – A detailed description of the activity provided (i.e. 2-hour college visit and tour to WSU Pullman)

College Visits/College Student Shadowing

College visits are a physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments. College student shadowing is a one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student experiencing typical college life. To record these activities in the database please see below:

- College visits - can be split into a maximum of three activity categories depending on what services the students received on a certain college visit. The top activity categories that are used (but not limited to) to record college visit are Financial aid counsel/advising, Workshops and/or Counsel/Advising/Academic/Career
- College visit example – 9th grade students attended a 4-hour college visit to WSU-Pullman
 - Students toured the college campus totaling 2 hours;
 - Students listened to an hour-long financial aid presentation; and
 - Students attended an hour-long admissions workshop.
- College visit is recorded as follows:

Name of Activity	Category	Service Method	Activity Dates	Time of Single Activity Hr/Min	Total Time of Activity	Description
College Visit to WSU Pullman - campus tour	College Visits/college shadowing	In-Person	(select dates from calendar)	2 hrs 0min	2 hrs 0min	2 hour college visit and tour at WSU Pullman
College Visit to WSU Pullman - financial aid presentation	Financial aid counsel/advising	In-Person	(select dates from calendar)	1 hrs 0min	1 hrs 0min	1 hour financial aid counseling during WSU Pullman college visit
College Visit to WSU Pullman - admissions workshop	Counsel/Advising/Academic/Career planning	In-Person	(select dates from calendar)	1 hrs 0min	1 hrs 0min	1 hour Counseling Session during WSU Pullman college visit

College student shadowing is a one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing typical college life.

- College student shadowing – can be split into a maximum of three service categories depending on what services the student received during the college shadow. The top service categories that are used (but not limited to) to record college shadowing are: Financial aid counsel/advising, Workshops and/or Counsel/Advising/Academic/Career.

Comprehensive Mentoring

Comprehensive mentoring services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 HEOA, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.

- Comprehensive Mentoring – Programs may include: 1) traditional mentoring programs that match one youth and one adult; 2) group mentoring that links one adult with a small group of young people; 3) team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult; and 4) peer mentoring that connects caring youth with other adolescents.

Counseling/Advising/Academic/Career Planning

Counseling/advising/academic planning/career counseling services span a spectrum of activities with individual students or small groups of students.

- Counseling/Advising/Academic/Career planning services are broken down into four subcategories and are defined as:
 - 1) Counseling:** Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.
 - 2) Advising:** Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.

3) Academic planning: Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.

4) Career counseling: Providing assistance about career choices, career planning, internships, or career interests.

Career & Technical Education/Apprenticeships

Career and Technical Education (CTE)

CTE promotes and supports locally based middle and high school programs that provide 21st century, academic and technical skills for all students. (Career and Technical Education Essentials, n.d., Retrieved August 14, 2019, from <https://www.k12.wa.us/student-success/career-technical-education/career-technical-education-essentials>). Career and technical education help students:

- Explore careers in middle and high school, especially careers in high-demand, high-growth fields such as healthcare and green technologies
- Identify a career goal
- Write a High School and Beyond Plan, with help from school career and guidance counselors, that identifies the high school and college-level academic and skills-based classes, training programs and apprenticeships that will best prepare them for their career path of choice.
- Take classes in high schools, at skills centers and at community and technical colleges that apply math, science and other academic subjects in real-life, hands-on ways
- Pursue a rigorous Programs of Study to a registered apprenticeship, industry certifications and two- and four-year college options.
- Earn tuition-free college credits as well as high school credits required for graduation
- Become leaders by participating in skills competitions and community service

Apprenticeships

Apprenticeship programs allow students to explore a career and develop occupational skills while in school. Apprenticeships combine academic and technical classroom instruction with work experience through an apprenticeship program. It provides the foundation for youth to choose among multiple pathways – to enroll in college, begin full-time employment, or a combination.

Dual or Concurrent Enrollment Programs

Dual enrollment refers to an arrangement where students are enrolled in courses that count for both high school and college credit. These programs are also called “**dual credit**” or “**concurrent enrollment**.” At its core, dual enrollment allows students to progress to their next academic challenge without having to wait until high school graduation. This includes programs such as running start, college in the high school, etc. These programs:

- Prepare students for the academic rigors of college by exposing them to the type of intense curriculum that research has found to promote bachelor’s degree attainment.
- Lower the cost of postsecondary education for students by enabling them to earn free college credits (depending on state policy) and shorten their time to degree completion.
- Provide students with more realistic information about the academic and social skills that they will need to succeed in college through their participation in actual college courses.
- Provide curricular options for students, particularly in high schools that, due to small size or inadequate funding, are unable to offer interesting and exciting electives.

Educational Field Trips

Educational field trips are services during which students leave their school or travel to another location and include an academic component that is linked to classroom activities. Some common types of educational field trips include: 1) a science demonstration and enrichment program on a college campus. The primary purpose of the event is science demonstration and enrichment activities not visiting the college; 2) a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. To record these services/activities in the database please see below:

- Educational field trips - can be split into a maximum of three activity categories depending on what services the students received on an educational trip. The top activity categories that are used (but not limited to) to record educational field trips are, Workshops, College visits/college shadowing and/or Counsel/Advising/Academic/Career.

FAFSA Completion

FAFSA Completion is the completion of the Free Application for Federal Student Aid. Federal student aid is financial aid from the federal government to help students pay for educational expenses at an eligible college or career school.

Financial Aid Counseling/Advising

Financial aid counseling/advising services assist students understanding and navigating the complexities of financial aid.

- Financial aid counseling/advising services may include: 1) providing hands-on assistance with scholarship applications; 2) presentations on financial aid or literacy; 3) facilitating a financial aid or literacy curriculum; 4) discussing the benefits and how-to's of participating in college savings plans; and 5) providing hands-on assistance with the FAFSA.

Intensive Extended School Day or School Year

Intensive extended school day or school year services provide an intensive extended school day, school year, or summer program that offers {GEAR UP statute §1070a–24. Activities b) Permissible activities for states and partnerships (9)}:

- Additional academic classes; or
- Assistance with college admissions applications.

Job Site Visit/Job Shadowing

Job site visit/job shadowing services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A **job site visit** is a physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff.

- **Job site visits** should include an individual or group visit to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.

- A **job shadowing** is a one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.

Rigorous Academic Curriculum

Rigorous academic curriculum services are defined as supporting the development or implementation of rigorous academic curricula, which may include college preparatory, Advanced Placement (AP), or International Baccalaureate (IB) programs, and providing participating students access to rigorous core academic courses that reflect challenging State academic standards. Some examples of a Rigorous Class can be an AP or IB Class, an Honors Class or one of the required Secondary Classes needed for entrance into Postsecondary Education. This list is not all inclusive.

Special Programs/STEM Tutoring

Special Programs

Special Programs are projects designed to improve student achievement or other educational outcomes in science, technology, engineering, or math. These projects can address creating or expanding partnerships between schools, local educational agencies, State educational agencies, businesses, not-for-profit organizations, or institutions of higher education (IHEs) to give students access to internships, apprenticeships, or other work-based learning experiences in STEM fields.

Special Programs could include (but are not limited to): 1) Project Lead the Way; 2) TI MathForward; 3) Robotics; 4) Coding, etc.

STEM Tutoring

STEM Tutoring is tutoring in science, technology, engineering or mathematics. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends.

Summer Programs

Summer programs are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year-round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission.

- Summer programs include: 1) academic enrichment; 2) college preparatory programs/camp experience; 3) credit recovery; and/or 4) remediation programs.

Tutoring/Homework Assistance

Tutoring/homework assistance services provide additional academic instruction designed to increase the academic achievement of students.

- Tutoring/homework assistance can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends.
- Tutoring/homework assistance can be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteer
- In-Class Tutoring – A participant is a student physically in the class during the time that the activity is offered **AND** is receiving the service during class time.

Workshops

Workshops are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students.

- Workshops - can be split into a maximum of three activity categories depending on what services the students received during a certain workshop. The top activity categories that are used (but not limited to) to record workshops are Financial aid counsel/advising, College visits and/or Counsel/Advising/Academic/Career.
- Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students.

XIII. GEAR UP Parent Services/Activities

Parent Counseling/Advising

Parent counseling/advising services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family members designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss a student's academic goals, college plans, school progress, etc.

- **Parent counseling:** Meeting with parents/guardians to discuss student's personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.
- **Parent advising:** Providing individual assistance to parents/guardians on their student's college choices, college planning, financial aid planning, etc.

Parent College Visits

Parent college visit services take place on college campuses. A physical visit to a college campus by a parent/ guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit and should include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

Parent/Family Workshops on College Preparation/Financial Aid

Parent/Family Workshops of college prep/financial aid services include a parent/guardian or adult family member's attendance with or without their child(ren) at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.

Parent Family Event

Parent Family Events are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success and are not defined under a previous category.

XIV. GEAR UP Additional Definitions

High School Graduation

High school graduation status should be applied to students who received a high school diploma. Students who completed the 12th grade but did not receive a high school diploma are not included: students who complete summer courses to receive a high school diploma are included.

Postsecondary Enrollment

Postsecondary enrollment is defined as at least part-time enrollment in a postsecondary, degree-granting institution by the fall semester after high school graduation.

Postsecondary Persistence

Student persistence is defined as enrollment at any higher education institution into the second year. This definition assumes that a student enrolled in a college in the fall after high school graduation and remained enrolled the following fall. This definition accounts for the fact that students may not attend college for part of a year (e.g. stop-out for one semester) but when he or she re-enrolls the following fall, he/she is still pursuing postsecondary education (i.e. persisting).

Postsecondary Graduation

Postsecondary graduation is defined as graduation from a 2- or 4-year postsecondary institution up to six years after high school graduation.

XV. GEAR UP Database Frequently Asked Questions

School year vs. APR year

A school year for grantees on the RGI database runs from September 1st through August 31st of the following year. Student, parent and teacher data entered in the current RGI database is used for the upcoming Annual Performance Report, ex. 2017-18 school year data is reported in the 2019 Annual Performance Report year.

Homeless Students

A student is identified as homeless as defined by the McKinney-Vento Homeless Assistance Act. The McKinney-Vento Act defines homeless children as "**individuals who lack a fixed, regular, and adequate nighttime residence.**" The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship or a similar reason
- Children and youth living in motels, hotels, trailer parks, or camp grounds due to lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g. park benches, etc)
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations
- Migratory children and youth living in any of the above situations

Foster Care Students

A student is identified as foster care as defined by Title IV of the Social Security Act.

Federally Funded Programs

These are programs that are federally funded (i.e. Upward Bound, Talent Search, 21st Century, Migrant Education Programs, etc.) and provided similar student services to those of GEAR UP such as tutoring, comprehensive mentoring, workshops, etc. If a student is served by more than one of the programs listed in the dropdown menu in the database, you can select "**2 or more**" from the dropdown menu. Free/Reduced Price lunch programs **do not** count as a federally funded program.

Archiving Students

Do not archive students throughout the school year (September 1st – August 31st). If a GEAR UP student leaves your school, change their status to "**withdrawn**" if they have withdrawn and moved to a different school or to "**dropout**" if the student has completely dropped out of school. RGI will notify sites through email when students can be archived.

Cumulative Course Completion

Indicate if the student **successfully completed/ received credit** for any of these courses during the previous school year. The names for math classes can vary among schools. Classify courses based on content of the course. Advanced Placement Classes are courses designed to prepare students for the Advanced Placement Exams. To determine if a course is successfully completed please refer to how your district defines successful completion. Our guidance to sites has been that if a student attains the letter grade that allows them to advance to the next course without any form of remediation, traditionally a C, then the student has successfully completed the course. If a student receives a lower grade but they are allowed to advance to the next course without any required remediation, the student can be marked off as successfully completing the course. Each school district is a little different, so please feel free to contact our office if there are any questions or if there is a specific case that you may want to discuss.

Advanced Courses

An advanced course would be considered any Honors, AP, Running Start, College in the High School and any advanced classes with titles such as Advanced Biology, Advanced English, etc.

- A student would also be in an advanced course if the class was at a higher level than the typical class of their grade/ peer group. For example, if a 9th grader completed Algebra II, this would be considered advanced since this course is traditionally given in 10th grade and beyond. A 10th grader taking geometry; however, would not be considered at an advanced level. Similarly, if a 10th grader took Physics, they would also be considered advanced since this course is primarily offered to 12th grade students.
- When reporting advanced course completion for math, science and/or English/Language Arts please ensure at least one semester/ class was completed successfully, not just enrolled in before checking the completed box. We are trying to determine if a student has successfully completed at least one semester/ term at an advanced level for this measure. **Note that this is different from the other measures that deal with specific courses (e.g. Algebra I) which requires the completion of the entire (typically year-long) sequence before being marked complete in the database.**

5th Year Seniors

Please add your 5th year seniors to your database rosters (if you served them through GEAR UP activities) but be sure to note in their profile under Other 1 or Other 2 that they are 5th year seniors. This way, RGI will be able to separate them from our aggregate APR data. If they will not be in the school building and will not receive or be participating in GEAR UP services, then you do not need to add them.