**Educator List Data File Specifications**

This file contains a list of all educators in GEAR UP schools in the current school year. The table below lists the data elements and formats for the Educator List. Please note:

1. The data must be provided in Excel format.
2. The Educator List should include all the educators at GEAR UP High School(s), this includes administrators, teachers, and paraprofessionals.
3. E-mail the completed excel spreadsheet to me at barbara.soby@nau.edu

**GEAR UP Teacher Information (Educators at GEAR UP schools)**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional**  | **Instructions / Definitions** |
| School Name  | Required  | GEAR UP high schools are listed below. |
| Teacher ID | Required, if available | Unique (permanent) ID Number for each teacher (not SSN, (sometimes referred to as *Arizona Educator ID*); They look something like this: 1281451281251390 |
| Educator First Name | Required |  |
| Educator Last Name  | Required |  |
| Title | Required | E.g., Teacher, Principal, Student Achievement Leader, Counselor, etc. |
| Courses/Subject Taught | Required for teachers | This can be a list of specific classes, or a general subject area, such as “Math” or English/Language Arts” or “Physical Education/Health” |

**AZ GEAR UP Schools:**

**Casa Grande Union High School District**: Casa Grande Union High School, Vista Grande High School

**Colorado River Union High School District**: Mohave High School, River Valley High School

**Douglas Unified School District**: Douglas High School

**Holbrook Unified School District**: Holbrook High School

**Humboldt Unified School District**: Bradshaw Mountain High School

**Kingman Unified School District**: Kingman High School, Lee Williams High School,

**Mingus Union High School District**: Mingus Union High School

**Winslow Unified School District**: Winslow High School

**Yuma Union High School District**: San Luis High School