**Students’ Academic Progress File Specifications**

The Academic Progress data file provides students’ GPAs and credits earned, for each term, and cumulative. The table below lists the data elements and formats for this file. Please note:

1. The data must be provided in Excel format; do not worry about the order of the columns, but be sure each column has a header / title row.
2. The GPAs and credits included in this excel spreadsheet should include those for all the students in the 2018 Graduating Class/Cohort who attend the GEAR UP High School(s) in your District for [Fall/Spring] Semester 20XX.

**GEAR UP Students [Fall/Spring] Semester 20XX-XX Academic Progress - Specifications**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional**  | **Instructions / Definitions** |
| School Name  | Required  | Your GEAR UP schools are listed below. |
| School Year | Optional | All data should be for the 20XX-XX School Year, so this data point is optional (but can be used to visually verify data). |
| Term | Optional/ Required if you report GPAs and credits by quarter, rather than by semester | All data should be for the [Fall/Spring] semester, but if you report credits or GPA by quarters, then the Term ID is required.  |
| Student First Name | Required |  |
| Student Last Name | Required |  |
| SAIS ID | Required |  |
| Number of Credits Earned | Required, if applicable  | Number of credits student earned in the specified marking period. |
| Cumulative Credits Earned | Required, if applicable | Number of credits student has earned, to date, up to and including the specified marking period.  |
| Semester GPA | Required | Student’s unweighted GPA for the specified marking period. |
| Cumulative GPA | Required | Student’s cumulative unweighted GPA up to and including the specified marking period. |

**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