**GEAR UP WISL (Weekly Individual Service Log)**

***Attachment Cover Sheet Instructions***

**Purpose of WISL Attachment Cover Sheet:**

There are two types of documentation **Coordinators/Assistants** submit related to student and parent participation in GEAR UP services: **Weekly Individual Service Logs** and, attached to the WISL when applicable, **Sign-In Sheets and/or Rosters** for *group events/activities***.**  In an effort to make it easier for Coordinators and Assistants to submit participation data, the State Office has developed the attached WISL Attachment Cover Sheet. Using the cover sheets will eliminate the need for you to write the date of the group event/activity; the duration of the group event/service/activity and the nature (NOS Code) of the group event/service/activity on **every** page of the sign-in sheets/rosters. By using the cover sheet, you will just write the information once for each event or activity.

**Instructions for use of Cover Sheets:**

Use one cover sheet for each event/activity for which you have sign-in sheet(s)/roster(s) that are being sent with the WISL**.**  Of course, some activities/events may have only one sign-in sheet / roster and others will have multiple pages. Some weeks you will have sign-in sheets for multiple events, and some weeks you may not include sign-in sheets at all, depending on the schedule of events/activities/services. Cover sheets are recommended when there are multiple sign-in sheets or roster pages for one event/activity. If there is only one sign-in sheet or a one-page roster, a cover sheet is not needed. In those cases, simply write the Attachment Number, Date and Duration of the Event and the NOS Code and Mode directly onto the Sign-in sheet or roster. When cover sheets are used:

1. Type or hand-write the attachment number on the top right-hand side of the cover sheet. This number should match the number you provided on the WISL itself, in the row that references the attachment. This number must also be written or typed onto each page of that attachment.
2. Enter all information in the box on the lower left-hand side of the cover sheet (the box on the lower right is for GEAR UP Office use only). The Date, Duration, NOS Code and Event Name should match what is on your approved Event Notification Form and the Date, Duration, and NOS Code should match the date, duration and NOS Code on the corresponding row on the WISL itself.
3. **Note:** it is especially important to indicate the number of pages in each set of sign-in sheets/rosters for each group event/activity/service, so we can be sure we receive all of the information.
4. Scan each event’s/activity’s sign-in sheets/rosters individually with the corresponding cover sheet, and email to your Site Support Specialist with the WISL.