

**GEAR UP Data Liaison**

**Role & Responsibilities**

# Role

The GEAR UP **Data Liaison**, designated by the District Superintendent, is responsible for working closely with the *GEAR UP Assistant Director for Data Management and Program Effectiveness* and the participating schools within the district to ensure timely and accurate transfer of required data to GEAR UP and with representatives of the Arizona Department of Education (ADE) to facilitate export of district data to State Longitudinal Data System.

# Responsibilities

* Submit all required academic data electronically, each semester, per NAU GEAR UP instructions. Data includes:
  + Courses, grades, and credits earned
  + GPAs (Years 3-6 only)
  + Class Ranks (Years 3-6 only)
* Serve as the District Liaison to the National Student Clearinghouse (NSC). This entails:
  + Ensuring District subscribes to NSC, in accordance with Annual GEAR UP work plans
  + Transmitting files to the Clearinghouse in specified format via Secure FTP
  + Sharing NSC reports with AZ /NAU GEAR UP staff
* Respond in a timely manner to ad hoc requests from GEAR UP Coordinator(s) and NAU GEAR UP staff for additional data and/or explanations of data.
* Upload data to ADE on a regular and timely basis (GEAR UP receives much data from ADE, which depends on districts’ timely uploading of data to the ADE student longitudinal database).