**Monthly Student Enrollment Updates Data File Specs**

On the **10th of each month, beginning in October**, you will provide an add/drop report that captures all students who withdrew from the 2018 Cohort in the prior month, and all students who were added to the 2018 Cohort in the prior month. Please note the following:

1. These updates must be submitted in excel format. The exact format of these reports may vary, but they must include certain data elements, listed below.
2. E-mail the password protected, completed excel Workbook to me at barbara.soby@nau.edu

**Data Elements Required for Monthly Withdrawal Report**

|  |  |  |
| --- | --- | --- |
| **Field Name (*Column Header on Excel Spreadsheet*)** | **Required or Optional**  | **Instructions / Definitions** |
| School Name  | Required | Your GEAR UP high schools are listed below. |
| Student’s SAIS ID  | Required | State Student ID, i.e., SAIS ID Number |
| First Name  | Required | Student First Name  |
| Middle Name  | Optional | Student Middle Name  |
| Last Name  | Required | Student Last Name  |
| Withdrawal Code | Required | Standard AZ withdrawal code – a W or an S, followed by a number, e.g., W1, W2, W3, W4, W5, S1, S2, S3… etc.. |
| Withdrawal Date | Required | dd/mm/yyyy  |

**Data Elements Required for Monthly Add (New Student) Report**

Please follow the same format as shown in the Student Information Data Specifications in Section A, above. -- 26 Data Fields for each student, 21 of which are required. You may find you can use the same query you built for the initial Student data set, filtering for entry dates that fall within the specified monthly date range (e.g., 9/1/2017-9/30/2017 for the October 10th report) to capture only those students in the 2018 cohort who were new in September.

**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