**Student Information Data Specifications**

The table below lists the data elements and formats for the GEAR UP Student Information. Please note:

1. The data elements we require are fairly ‘standard,’ and should be readily retrievable from your district data system (i.e., PowerSchool).
2. The data must be provided in a password-protected Excel Workbook; the order of the columns doesn’t matter but each column must have a header / title row.
3. Data is requested for your entire 2018 cohort (Class of 2018) at your GEAR UP high school(s). *(Please be aware that students in the 2017 or 2016 graduating cohorts who only have enough credits earned to be considered sophomores this year, ARE NOT GEAR UP Students. Conversely, there will be students in the 2018 cohort who do not have enough credits to be considered sophomores—but they are still GEAR UP students.* ***Be sure to filter your data by Cohort/Original Anticipated Graduation Year (i.e., 2018)****, not by class (e.g., sophomore or Grade 10, or revised graduation year) to ensure you provide data only on GEAR UP students.)*
4. Like last year, there are 26 Data Fields for each student, as listed below (not all are required).
5. There should be one row per student.
6. E-mail the password protected, completed excel spreadsheet to me at [barbara.soby@nau.edu](mailto:barbara.soby@nau.edu).
7. You may use the same password as last year, or if you want to change it, please e-mail the new password to me in a separate e-mail. Most data liaisons elected to use the same password on every spreadsheet, so you only need to send it to me once.

**GEAR UP Students – 20XX-XX**

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| --- | --- | --- |
| **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 School ID | Required | ID Number for the student at the district or school level – if different from SAIS ID. |
| Student’s SAIS ID | Required | State Student ID, i.e., SAIS ID Number |
| Graduation /Cohort Year | Optional | All data should be for the 2018 Graduating Cohort, so this data point is optional, but can be used to visually verify data. |
| Entry Date | Required | Most recent entry date at the school, in the 20XX-XX school year |
| First Name | Required | Student First Name |
| Middle Name | Optional | Student Middle Name |
| Last Name | Required | Student Last Name |
| Address1 | Required | Student’s home address |
| Address2 | Optional | If this field has data in your district Student Information System, it is required. |
| City | Required | Student’s city of residence |
| State | Required | USPS 2-Letter abbreviation for student’s state of residence |
| Zip Code | Required | 5 digit zip code |
| Email | Optional | Student’s email address |
| Home Phone | Required, if available | Student’s home phone number. 123.456.7890 or  123-456-7890 format |
| Cell Phone | Optional | Student’s cell phone number. Formatted same as above. |
| Gender | Required | Student’s gender – M or F |
| Birth Date | Required | Student’s Date of Birth in mm/dd/yyyy format |
| Hispanic/Latino | Required | Is student Hispanic/Latino? Yes or No |
| Ethnicity | Required | Student’s primary ethnicity:   * American Indian or Alaskan Native * Asian * Black / African American * Hispanic or Latino/a * White, non-Hispanic * Native Hawaiian or other Pacific Islander * Two or More Races |
| Ethnicity 2 | Optional | Student’s secondary ethnicity. Same options as above. |
| Free or Reduced Lunch-Eligible/Enrolled | Required (but may be submitted separately in October; see note on right) | Is this student eligible for Free or Reduced-Price Meals ? Yes or No (*Important note: We understand that this data may not be complete by the GEAR UP due date for this dataset. If you would rather send this list separatlye, at the same time you are required to submit F/RL data to ADE (in October), you may do so. If you choose this option, the October submittal must include, at minimum each student’s SAIS ID along with their F/R Lunch Status.)* |
| ELL | Required | Is this student an “English Language Learner? Yes or No |
| IEP /SPED | Required | Does this student have an Individual Education Plan (IEP)? Yes or No |
| Guardian Information | Required | Provide the name of at least one parent/guardian. *Note: This field can contain 2 names, for example Angelina Jolie & Brad Pitt or George and Martha Washington. It can also actually be two fields, e.g., one field for the parent/guardian’s first name and one field for the parent/guardian’s last name. In other words, report the parent/guardian name for your GEAR UP students in whatever format they are maintained in your Student Information System.* |
| Guardian Relationship | Required | The relationship of the person named in the “Guardian Information” field to the student, e.g., Parent, Stepparent, Guardian, Grandparent, etc. |

**AZ GEAR UP Schools:**

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