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| --- | --- | --- |
|  **District:**  | Name of School Distirct | **Term:** July 1, 2017– June 30, 2018 |
| **School:** | Name of High School | **Number of Students to be Served: XXX** |
|  |
| **Objective 1** | *Increase the academic performance and preparation for postsecondary education for GEAR UP students.* | Timeline |
| 1.1. 70% of GEAR UP students will complete pre-algebra by 8th grade, algebra I by ninth grade, and algebra II, geometry and one other higher level math course by the end of 12th grade.1.2. 85% of GEAR UP students complete the EXPLORE, Aspire, and ACT and the percentage demonstrating academic preparedness for college by meeting EPAS CCR benchmarks increases gradually to baseline +5% on ACT in 12th grade. |
| 1.1Rigorous/Advanced Coursework  | To the extent possible, the **Guidance Department** will enroll GEAR UP students in rigorous/ advanced coursework, including higher level math, AP and dual enrollment courses, this year, as follows: 1. **Prior to the students’ first day of school**, the **GEAR UP Coordinators** will work with the **registrar** and **the counseling department** to ensure that at least 70% of non-SPED GEAR UP students are enrolled in higher level math during the 2017-18 school year including Financial Algebra, IGSCE Additional Math, Math Analysis, Pre-Calculus, Calculus, AP Statistics, College Algebra, and Other Higher Level Math.
2. **Prior to the students’ first day of school**, the **GEAR UP Coordinators** will work with the **registrar** and **the counseling department** to ensure that GEAR UP students are enrolled in appropriate dual enrollment classes based on the students’ postsecondary/career plans and academic history, and course capacity. Dual Enrollment classes through *Community College Partnership name* include: Advanced Digital Photography, Agriscience, Criminal Justice, Digital Design, Early Childhood Education, Entertainment Marketing, Hospitality Management II, EMS II, Sports Medicine and Rehabilitation, Vocational Construction, Vocational Welding, Horticulture, Education Professions, Engineering, Industrial Cooperative Education II & III, and Journalism.
3. **Prior to the students’ first day of school**, the **GEAR UP Coordinators** will work with the **registrar** and **the counseling department** to ensure that GEAR UP students are enrolled in appropriate Advanced Placement (AP) courses based on the students’ postsecondary/career plans and academic history, and course capacity. AP courses offered at SLHS for seniors include: Biology, Calculus AB, Chemistry, English Language and Composition, English Literature and Composition, Environmental Science, Spanish Language and Culture, Spanish Literature, Studio Art 2 D Design, Studio Art Drawing, US Government and Politics, World History, Physics, Environmental Science.
 |   |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
|  | $0 | $0 |
| **SUBTOTAL 1.1 Rigorous / Advanced Coursework** | **$0** | **$0** |
| 1.2GEAR UP Funded Technology | 1. **Administration** will work with the **Math Department** and the **Instructional Coaches** to ensure the promethean boards are used throughout the year in senior-level math classes and that appropriate technology training is available to the users, as needed.
2. The **Assistant Principal** will work with **Senior Teachers** to utilize the *Swivl Camera* to enhance instruction and learning and to ensure **GEAR UP** students have access to Compass to view the lesson uploads. The camera check-out system will be monitored by the **Assistant Principal**.
 | A,B,C,D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| N/A | $0 | $0 |
| **SUBTOTAL 1.2 GEAR UP Funded Technology** | **$0** | **$0** |
| **Objective 2** | *Increase the rate of high school graduation and participation in postsecondary education of GEAR UP students.* | Timeline |
| 2.1. Significantly more GEAR UP students graduate from high school on time than students from matched comparison group.2.3 Significantly more GEAR UP students will be enrolled in postsecondary education by the fall semester following their graduation from high school than students in a carefully matched control group.2.4 Significantly more GEAR UP students will be on track for graduating from college by completing their freshman year in good academic standing… than students in control group.2.5 Significantly more GEAR UP students will be placed into college level English and math without the need for remedial courses than students in control group.3.5 By the end of GEAR UP students’ 12th grade year, baseline plus 10% of GEAR UP students will have completed the FAFSA. |
| 2.1P.E.P.S. | **The GEAR UP Coordinators** and the **Guidance Department** in accordance with *AZ GEAR UP Minimum Standards for Senior PEPS*, will holdat least one postsecondary education planning session (“PEPS”) with each GEAR UP senior. Senior PEPS will be completed based on each student’s junior-year postsecondary plan, as follows: For university-bound students, PEPS will be completed on or before **September 30, 2017**.For 2+2/3+1, Community College, and Technical Institute-Bound students, PEPS will be completed on or before **December 30, 2017**.For Workforce and Military-Bound students, PEPS will be completed on or before **February 28, 2018.***Note: In May, 2017 the Guidance Department and the GEAR UP Coordinators will meet to develop a plan to collaboratively complete credit checks, ECAPS, and PEPS. The plan will be communicated to the State Office.* | A, B, C |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| N/A | $0 | $0 |
| **SUBTOTAL 2.1 P.E.P.S.** | **$0** | **$0** |
| 2.2 PEPS Action Steps for University, 3+1/ 2+2 Bound Students | 1. **The GEAR UP Coordinators** and the **Guidance Department** will assist, support and encourage students whose postsecondary plan, as articulated during their Junior Year PEPS, **is to earn a bachelor’s degree by attending a 4-year university or pursuing a 2+2/3+1 educational pathway**, to take the steps necessary to achieve their postsecondary goals. The **GEAR UP Coordinators** will develop a tracking tool (spreadsheet) to share with the **Guidance Department** to use to track each students’ action steps (including those listed below and in sections 2.3 – 2.7 of this workplan).

Per *AZ GEAR UP Minimum Standards for Senior PEPS*, the actions or steps students must take include:1. Complete college application(s) by deadline, including portfolios, essays, letters of recommendation, transcripts, etc. **(see 2.4)**
2. Take, or re-take the SAT or ACT as early as possible, (obtains fee-waiver, if applicable).
3. Take necessary placement tests (e.g. Accuplacer), as applicable.
4. Complete the FAFSA, in October/November, 2017 unless not eligible. **(see 2.5)**
5. If eligible, apply for the College Success Arizona (CSA) Next Steps Scholarship by deadline. **(see 2.6A)**
6. Apply for other scholarships. **(see 2.6)**
7. Learn about TRiO programs (Student Support Services) at targeted school(s).
8. Apply for Summer Bridge Program, if applicable. **(see 2.2B)**
9. Advise Coordinator / Counselor of acceptance to University / Community College.
10. Review college acceptance letters and financial aid packages; accept desired offers with GEAR UP Coordinator advice and support, as needed.
11. Advise Coordinator / Counselor of awarded Scholarships.
12. Advise Coordinator / Counselor of enrollment in school of choice.
13. **The GEAR UP Coordinators** will assist, support and encourage students to attend the **summer bridge program** at University or Community College they will be attending (complete applications by deadline and send all required materials). (*Timeline B, C*)
 | A,B,C,D |
| 2.3PEPS Action Steps – Community College & Technical Institute Bound Students | 1. **The GEAR UP Coordinators** and the **Guidance Department** will assist, support and encourage students whose postsecondary plan, as articulated during their Junior Year PEPS, is to obtain an associate’s degree or certificate at a **community college or technical school** to take the necessary steps to achieve their postsecondary goals.

Per *AZ GEAR UP Minimum Standards for Senior PEPS*, the steps students must take include:1. Correctly applies / registers, as applicable. **(see 2.4)**
2. Takes necessary placement tests. (e.g. Accuplacer)
3. Completes the FAFSA, in October/November, 2017, unless not eligible. **(see 2.5)**
4. Applies for scholarships. **(see 2.6)**
5. Advises Coordinator / Counselor of acceptance to College or School.
6. Reviews college acceptance letters and financial aid packages; accepts desired offers with GEAR UP Coordinator advice and support, as needed
7. Advises Coordinator / Counselor of awarded Scholarships.
8. Advises Coordinator / Counselor of enrollment in school of choice.
9. **The GEAR UP Coordinators** will assist, support and encourage students to attend any **summer bridge programs** offered by the community college or technical institute they will be attending (complete applications by deadline and submit all required materials). (*Timeline B, C*)
 | B,C,D |
| 2.4College Application Completion | **The GEAR UP Coordinators** and the **Guidance Department,** will collaborate to assist, support and encourage students whose postsecondary plan, as articulated during their Junior Year PEPS, is to pursue a degree or certificate at a **4-year university**, **community college (including 2+2/3+1) or technical institute** to complete and submit their college applications as early as possible, as described below: (*Timeline A, B*). * The **Guidance Counselors** will make all necessary arrangements for college representatives, including *University Names,* and technical schools (using “school choice data” from students’ 2016-17 PEPS) to be on the SLHS Campus **in the fall semester** to help small groups of students complete applications for the colleges of their choice.
* **The GEAR UP Coordinators** will identify students who want to attend *Community College Name* who did not complete the AWC application and placement testing in 2016-17, and follow up to ensure they do so.
* The **GEAR UP Coordinators** and **Guidance Counselors** will use the agreed-upon tracking tool (See 2.2A) to track each student’s progress toward completing their college application, including: submitting transcripts, paying application fee, ensuring ACT scores are provided to college, reviewing and comparing acceptance letters and financial aid packages, paying enrollment deposits, registering for orientation and applying for housing, as applicable for each student.
 | A, B, C |
| 2.5FAFSA Completion  | **The GEAR UP Coordinators** and **Guidance Department** will ensure all eligible GEAR UP students whose postsecondary plan, as articulated during their Junior Year PEPS, **is 4-year university**, **2+2, 3+1, Community College or Technical Institute,** and their parents**,** complete and submit their FAFSA **in October / November 2017**, by taking the following steps:* Enter into a data sharing agreement with the Arizona Commission for Postsecondary Education (by July 2017) to receive FAFSA Completion data, and designate who will serve as the FAFSA “Finish Line” portal ‘users’ by submitting the User Access Request Form to the *Commission*.
* Ensure all eligible students and parents obtain an FSA ID by **9/22/2017**, if this has not already been accomplished. *In particular, the* ***GEAR UP Coordinators*** *will work with students to obtain their FSA IDs and complete FAFSA worksheets prior to the FAFSA fiesta* ***in October 2017*** *(see 2.11).*
* Provide support and assistance as students and parents complete the FAFSA on-line with attention to school-specific priority deadlines. *In particular, the* ***Guidance Counselors*** *will utilize the students FAFSA worksheets to guide students through the FAFSA at the FAFSA fiesta in October (See 2.11), and individually and in small groups throughout the fall and winter as needed.*
* Ensure each student reads/understands the Student Aid Report (SAR), submits verification documentation if required, submits corrections if needed, and ensures school of choice has received SAR.
* Effectively use the FAFSA completion data to target students and parents whose FAFSAs are not submitted or complete.
* Prominently display FAFSA and other financial literacy information visuals in strategic locations on your campus.
 | A,B |
| 2.6Scholarship Application Completion | **The GEAR UP Coordinators,** and the **Guidance Counselors** will assist, support and encourage eligible students whose postsecondary plan, as articulated during their Junior Year PEPS, **is 4-year university**, **2+2, Community College or Technical Institute** to complete and submit appropriate scholarship applications as follows:1. **College Success Arizona (CSA) Next Steps Scholarship**. Using the report of students at the school eligible for this scholarship (provided by the State Office), the **GEAR UP Coordinators** will assist eligible students by:
	1. hosting an information event, or events, about the scholarship **(Jan-Feb, 2018)** and;
	2. guiding the application process **(due mid-March 2018)**, including ensuring students are prepared for the required interview (**April 2018** in Phoenix, if notified) and orientation (June in Phoenix, if awarded).
2. **Earn to Learn.** The **GEAR UP Coordinators** willfollow-upwith students who are involved in the program to ensure final steps are taken to receive funds, and consider signing up students in senior year who meet requirements.
3. **Arizona Community Foundation.** The **GEAR UP Coordinators** will ensure that all students with the postsecondary plans listed above, complete the online application through which their eligibility will be matched against all available scholarships.
4. **Other Scholarships.** The **GEAR UP Coordinators** will work with students to identify and apply for other appropriate scholarships, using a variety of resources.
 | A, B, C, D |
| 2.7PEPS Action Steps – Military (other than 4 yr. Military Schools) & Workforce Bound Students | **The GEAR UP Coordinators** and the **Guidance Counselors** will assist, support and encourage students whose postsecondary plan, as articulated during their Junior Year PEPS, is to join the **military** or **workforce** immediately after high school graduation,to take the necessary steps, to ensure their plan is well thought-out and all options considered. Per *AZ GEAR UP Minimum Standards for Senior PEPS*, the steps these students must take include:1. Takes ASVAB
2. Researches job training requirements in fields of interest
3. Requests letters of recommendation
4. Updates resume
5. Practices mock interviews and mock phone messages and emails to use when inquiring about job opportunities.
 | A, B, C, D |
| 2.8Coordination with Existing Academic Support Services | The **GEAR UP Coordinators** and the **Guidance Counselors** will assist, support and encourage students to avail themselves of existing academic support services to the extent they are available, including: * AzMerit Preparation
* Community College Placement Test Prep
* Tutoring
* Existing Credit Recovery Courses
* ACT / SAT Preparation
 | A,B,C,D |
| 2.9GEAR UP Supplemental Academic Support Services  | 1. The **Principal** will hire one or two teachers to facilitate one credit recovery class before school and one after school **throughout the school year**. The **Guidance Counselors** will ensure GEAR UP students who are in need of credit recovery register for the available courses.
2. Additionally, the **Principal** will establish, and fill a part-time position of **GEAR UP Graduation Coach**, including writing a clear job description/expectations and designating a supervisor; the **GEAR UP Graduation Coach** will support the **Credit Recovery Teacher(s)** by managing the administrative tasks related to the courses, as well as monitoring, advising and supporting GEAR UP students enrolled in those courses. **Counselors**, the **GEAR UP Graduation Coach** and the **Credit Recovery Teachers** will collaborate to monitor attendance, credit completion, and continuous recruitment for the credit recovery courses.
3. **At the end of the school year**, the **GEAR UP Coordinators** will collaborate with the **Guidance Department** to identify students who can benefit from recovering credit in **summer 2018** and will guide the students through the registration process. If GEAR UP students need credit recovery, **in June 2018**, the **Principal** will hire a teacher to provide the credit recovery.
 | A,B,C,D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 2.9A Two credit recovery teachers and one GU Grad Coach2.9B Summer 2018 credit recovery teacher | $XXX$XXX | $0$0 |
| **SUBTOTAL 2.9 GEAR UP Supplemental Support Services** | **$XXX** | **$0** |
| 2.10Coordination with Existing Intervention Services | The **Assistant Principal** and other **Administrative staff, as designated by the AP,** will assure GEAR UP students receive the benefit of existing intervention services at the school for:1. Absence Intervention
2. Drop-out Recovery
 | A, B, C, D |
| 2.11Student & Parent Workshops/Events/ Strategies  | **The GEAR UP Coordinators** will host Parent and Student Workshops/Events in accordance with *AZ GEAR UP Minimum Standards and Guidelines for GEAR UP Events,* as follows:1. At the beginning of the school year, the **GEAR UP Coordinators** will purchase GEAR UP t-shirts and various college-themed items. The t-shirts will be given to students throughout the school year as they complete their postsecondary plan action steps including: completing college applications, submitting the FAFSA, applying for scholarships, and enrolling at the college of their choice. The college-themed items will be given to students at GEAR UP-sponsored events to incentivize attendance and to promote participation.
2. The **GEAR UP Coordinators** will communicate the necessary information to the ***NAME of HS* PTO** about the FAFSA Fiesta, college application workshops **(see 2.4)** and college signing (see 2.11D) events, so that the PTO can design / create flyers and inform parents about these events.
3. The **GEAR UP Coordinators** will collaborate with the **Guidance Department** to host a “FAFSA Fiesta” in **October 2017** for students and parents, at which the **Guidance Department** and **GEAR UP Coordinators** will provide assistance to students and parents completing the FAFSA and, if needed, obtaining FSA IDs. College-themed items will be given to students who complete their FAFSAs during the event. The **Guidance Department** and the **Coordinators** will encourage students and parents who were unable to attend the Fiesta, to attend an *Community College Name* FAFSA workshop (held every Thursday). **(See also 2.5)**
4. The **GEAR UP Coordinators** will host at least one CSA Next Steps Scholarship information session and arrange necessary travel for students who are invited for an interview **(see 2.6 A)**.
5. The **GEAR UP Coordinators** will collaborate with the **Administration** to host a Senior-Signing Day event(s) to solidify the students’ commitment to going to college and to promote a college-going culture throughout the SLHS student body.
6. The **GEAR UP Coordinators** will purchase graduation stoles to give to students who complete Senior Year Action Steps to wear at graduation.
 | A, B, C, D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 2.11A GEAR UP t-shirts 2.11A College-themed items2.11B Mailings and flyers to promote events 2.11C FAFSA fiesta supplies2.11D CSA info session and travel 2.11E Senior-signing Day supplies2.11F Graduation stoles | $XXX$XXX$XXX$XXX$XXX$XXX$XXX | $XX |
| **SUBTOTAL 2.11 Student & Parent Workshops / Events / Strategies** | **$XXX** | **$XX** |
| **Objective 3** | *Increase GEAR UP students’ and their families’ knowledge of postsecondary education options, preparation and financing.* | Timeline |
| 3.1. By the end of 11th grade, 85% of GEAR UP students respond correctly to questions about financial aid and the costs/benefits of postsecondary education.3.2. By the end of their students’ 12th grade year, 80% of GEAR UP parents will have completed at least one activity to help them assist their students in their academic preparation for college.3.3. By 11th grade, 75% of GEAR UP students respond on the student survey that they expect to attend college.3.4. By the end of students’ 11th grade year, 70% of GEAR UP parents respond correctly to questions on the parent survey about financial aid and the costs/benefits of postsecondary education. |
| 3.1Communication with Families | The **GEAR UP Coordinators** will have contact with all GEAR UP parents/guardians as follows:1. **Communication to all parents: By the first day of school for the 2017-18 school year,** mail letters (provided by the State Office in English and Spanish) to every parent/guardian. This letter includes the child’s postsecondary plan based on junior year PEPS and asks parents to contact the Coordinator as soon as possible if their child’s plan has changed. **State Office** will mail the letters [*Timeline A].*  The **GEAR UP Coordinators** will provide a spreadsheet with students’ mailing addresses. **(see also 4.9 E)**
2. **Communication with new students and families.** Throughout the school year, the **GEAR UP Coordinators** will promptly identify all students *new*to the 2018 cohort at the high school and provide an orientation to GEAR UP and a PEPS to identify postsecondary plan; and send “welcome to GU” letter (provided by the State Office) home to families of new students.
 | A,B,C,D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| N/A | $0 | $0 |
| **SUBTOTAL 3.1 Communication With Families** | **$0** | **$0** |
| **Objective 4 Other** | Complete Administrative Responsibilities in a timely and accurate manner | Timeline |
| 4.1 GEAR UP Staff | The **School District** will retain and supervise two **GEAR UP Coordinators**, and one **GEAR UP Assistant,** according to district policy, and assist with plan implementation and financial reporting responsibilities, when applicable.  | A, B, C, D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 4.1 GEAR UP Coordinator (2) Salary + Benefits4.1 GEAR UP Assistant (1) Salary + Benefits | $XXX$XXX | $XXX$XXX |
| **SUBTOTAL 4.1 GEAR UP Staff** | **$XXX** | **$XXX** |
| 4.2GEAR UP Task Force | The GEAR UP **Task Force,** with members designated by the **Principal** in Spring 2017, will participate in meetings and provide guidance and support to the GEAR UP Coordinator as necessary for successful implementation of the program. | A,B,C,D |
| 4.3GEAR UP Space | The **Principal** will maintain dedicated GEAR UP “space” on his/her campus; the **GEAR UP Coordinators** will work with the district to establish and maintain the GEAR UP Office(s), including the supplies necessary for the performance of typical job duties. | A,B,C,D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 4.3 GEAR UP Space + facilities match | $XXX | $XXX |
| **SUBTOTAL 4.3 GEAR UP Space** | **$XXX** | **$XXX** |
| 4.4Data Liaison Responsibilities | 1. The **District Data Liaison** will submit GEAR UP Course information to the NAU GEAR UP Office in agreed-upon format. *(Timeline A)*
2. The **District Data Liaison** will submit graduation data for the Class of 2017 in agreed-upon format. (*Timeline A*)
3. The **District Data Liaison** will submit all required academic data electronically, each semester, including summer, per NAU GEAR UP instructions. (Data includes course grades, credits earned, GPAs, and Class Ranks)*.*
4. The **District** will renew its subscription to the National Student Clearinghouse (NSC) StudentTracker for High Schools Program by September 1, 2017. The **District Data Liaison** will submit/import information on students in the Graduating Class of 2017 to the Clearinghouse by September 30, 2017 and will forward all aggregate reports received from NSC to the NAU GEAR UP Office. {If desired, and the district has the student information, districts may obtain data for earlier graduating cohorts as well, as far back as 2011}.
5. The **District Data Liaison** will provide clarification, updates and additional information, when requested by the State Office, regarding Arizona Department of Education (ADE) data for GEAR UP students in your district.
 | A, B, C, D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 4.4D NSC StudentTracker Subscription | $XXX | $XXX |
| **SUBTOTAL 4.4 Data Liaison Responsibilities** | **$XXX** | **$XXX** |
| 4.5Coordinator / Counselor  Training | 1. The **GEAR UP Coordinators** and **Assistant,** will participate in the NAU GEAR UP hosted training at the beginning of the 2017-18 school year.
2. The **GEAR UP Coordinators** and three **Senior Counselors,** designated by the **Principal,** will participate in a one-day training in Phoenix, September 8, 2017.
3. The **GEAR UP Coordinators** and **Assistant** will participate in all Coordinator trainings, meetings, and webinars held during the 2017-18 school year.
 | A, B, C, D |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 4.5 Coordinator & Counselor Training – travel to/from NAU North Valley | $XXX | $XXX |
| **SUBTOTAL 4.5 Coordinator / Counselor Training** | **$XXX** | **$XXX** |
| 4.6GEAR UPConferences | N/A |  |  |
| **DESCRIPTION OF RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| N/A | $0 | $0 |
| **SUBTOTAL 4.6 GEAR UP Conferences** | **$0** | **$0** |
| 4.7School Staff Orientation | The **GEAR UP Coordinators** will provide GEAR UP Orientation for 100% of staff (teachers and administrators) at the school which will include an overview of the 2017-18 work plan / activities; and provide orientation for any teachers who are absent from the teacher in-service and for any new teachers hired after the start of school according to *Arizona GEAR UP* *Guidelines for On-Site Teacher Orientation to GEAR UP.* | A |
| 4.8Translation | As applicable and/or necessary, the **GEAR UP Coordinators** will arrange for translation of all GEAR UP documents that are mailed or distributed to students/parents, and will arrange for interpretation at GEAR UP family events as needed. | A, B, C, D |
| 4.9Data & Reports | 1. On **weekly** basis, the **GEAR UP Coordinators** will submit sign-in sheets and service logs to the NAU GEAR UP Office for all services / student & parent participation. Sign in sheets and logs must comply with *AZ GEAR UP Participation Data Documentation Standards* (e.g., include date and duration of service, as well as Nature of Service from list of “approved” Nature of Service codes). *(A, B, C, D)*
2. The **GEAR UP Coordinators** will provide a copy of each GEAR UP student’s unofficial transcript to the NAU Office **at the end of each semester**, by deadlines indicated on GEAR UP Year 6 Calendar. *(Timeline B,C)*
3. The **GEAR UP Coordinators** will collaborate with the District **Fiscal Liaison** to assure **monthly** submission of GEAR UP Financial Packets to the NAU Office. *(Timeline A, B, C, D)*
4. The **GEAR UP Coordinators** will provide copies of students’ scholarship award offer letters to the State Office.
5. At the end of the school year **(May/June 2018**), the **GEAR UP Coordinators** will provide a spreadsheet with students’ mailing addresses and cell phone numbers, formatted per State Office instructions.
6. The **GEAR UP Coordinators** will submit data on students’ progress toward postsecondary enrollment, in accordance with *Arizona GEAR UP Year 6 Postsecondary Enrollment Documentation Standards* on dates indicated on GEAR UP Year 6 Calendar*.*
7. The **GEAR UP Coordinators** will collect FERPA release forms (provided by the State Office) from all students and submit to the State Office by the date indicated on the GEAR UP Year 6 Calendar*. (Timeline D)*
 | A, B, C, D |
| 4.10Coordination with Federal TRiO Programs | The **GEAR UP Coordinators** will meet with the TRiO representative to coordinate services/avoid duplication.  | A, B, C, D |
| 4.11Implementing‘TXT GU’ | The **GEAR UP Coordinators** will implement the Signal Vine text messaging system according to *Arizona GEAR UP* *Guidelines for txtGU in Year 6.* | A, B, C, D |

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| **Timeline Key** |
| **A: July 1, 2017 – September 30, 2017** | **C: January 1, 2018 – March 31, 2018** |
| **B: October 1, 2017 – December 31, 2017** | **D: April 1, 2018– June 30, 2018** |

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| **SUMMARY: RESOURCE NEEDS AND ESTIMATED COSTS / COST SHARE** |
| **Activity** | **Reimbursement** | **Cost Share** |
| 1.1 Rigorous / Advanced Coursework |  |  |
| 1.2 GEAR UP Funded Technology |  |  |
| 2.1 P.E.P.S. |  |  |
| 2.9A Two credit recovery teachers and one GU Grad Coach2.9B Summer 2018 credit recovery teacher |  |  |
| 2.11A GEAR UP t-shirts2.11A College-themed items2.11B Mailings and flyers to promote events2.11C FAFSA Fiesta supplies2.11D CSA info session and travel2.11E Senior-signing Day supplies2.11F Graduation stoles |  |  |
| 3.1 Communication With Families |  |  |
| 4.1 GEAR UP Coordinator (2) Salary + Benefits4.1 GEAR UP Assistant (1) Salary + Benefits |  |  |
| 4.3 GEAR UP Space + facilities match |  |  |
| 4.4D NSC StudentTracker Subscription, 1 for *Name of HS* |  |  |
| 4.5 Coordinator Training – travel to/from NAU North Valley |  |  |
| 4.6 GEAR UP Conferences |  |  |
| **TOTAL ALL WORKPLAN TASKS** | **$XX** | **$XX** |