



Discover Guide Minimum Standards

AZ GEAR UP developed the Discover Guide as a practical resource for teachers, parents, and counselors to help middle-grade students navigate the steps to complete the ECAP process. The guide includes activities to discover how students' interests, passions, and abilities can help guide them to reach their goals. The guide also includes a career interest inventory and information on career clusters to help them identify their ECAP requirements to move forward in high school with a plan.

The Discover Guide is available in print form as well as digital form (fillable PDF).

To remain in compliance with the Arizona GEAR UP 2019 – 2026 grant, schools agree to the ***Discover Guide Minimum Standards*** listed below:

I. Designate Discover Guide Liaison and a District/School Data Liaison

Provide AZ GEAR UP with the name and contact information for the person from each school campus who will serve as the primary point of contact/liaison between each school and AZ GEAR UP. The Discover Guide Liaison is responsible for coordinating items II-IX in the standards. The Data Liaison is responsible for submitting the grant's required data (item X).

II. Create and Submit an Implementation Plan

The implementation plan, which needs to be submitted to AZGU, captures the school's strategy on the dissemination of the Discover Guide.

III. Complete the Discover Guide Order Form within 15 days after viewing the Discover Guide Teacher Orientation Video and downloading the Starter Kit from Microsoft Teams or Google Drive Folder. The order form will request shipping addresses and the total number of guides the school is requesting.

IV. Disseminate Discover Guide

Participating schools commit to each 8th grader a Discover Guide during the **2021-22 school year**. 8th grade students who enroll throughout the school year can receive a guide at any time during the school year.

Schools can deliver the guides in group settings (assemblies, classroom presentations), on an individual basis (advising sessions), or by shipping directly to students' homes. All students who receive a guide must watch the **Discover Guide Student Orientation Video**.

V. Collect and submit documentation of who STUDENTS and/or PARENTS received the guide and watched the video. Documentation options include:

- 1. AZ GEAR UP Website – Students and/or parents watch the video on the AZGU website which prompts each individual student to provide their information.**
<https://in.nau.edu/gear-up/discover-guide-student-form/>
<https://in.nau.edu/gear-up/discover-guide-parent-video-form/>
- 2. Discover Guide Acknowledgement Form – upload to Microsoft Teams or Google Drive**
Educators collect signed Discover Guide Acknowledgement Form (in the back of the Discover Guide) for every 8th grader who received a guide and watched the orientation video.
- 3. Sign-in sheets/attendance rosters – upload to Microsoft Teams or Google Drive**
Collect, scan and upload official attendance rosters for the class period/date during which the orientation was provided. Attendance rosters must clearly differentiate who was present from who was absent, and any students who are not 8th graders in those classes must be crossed off. If your attendance roster contains codes, please submit a key of the codes along with the roster. Sign-in sheets with legible names can also be submitted. Scan and upload to your Microsoft Team or Google Drive Folder.

VI. Collect and submit documentation of EDUCATORS who received the guide and watched the Discover Guide Teacher Video

- 1. AZ GEAR UP Website – Educators watch the video on the AZGU website which prompts each individual educator to provide their information.**
<https://in.nau.edu/gear-up/discover-guide-student-form/>
- 2. If the video is shown in a group setting – educators should complete this form to confirm they viewed the video and received a guide.**
[Discover Guide Educator Sign-up](#)

VII. Final ECAP - Students will complete the ECAP form online before May 1, 2022.

Once students complete the activities in the Discover Guide, they must submit their ECAP information from the guide into the online [ECAP form](#).

VIII. Submit Discover Guide User Feedback

At the end of the school year, Arizona GEAR UP will administer a feedback survey for students, and educators who used the Discover Guide. The survey results will help Arizona GEAR UP better assist educators and students. Arizona GEAR UP will use information gathered through progress reports and

feedback surveys to improve future trainings, and Discover Guide content, and share best practices and success stories with participating schools.

Educator Feedback Form [Click Link Here.](#)

Student Feedback Form [Click Link Here.](#)

IX. End-of-Year Progress Report

Arizona GEAR UP developed progress reports to gather information on the effectiveness of the guide, how it was used, and assess whether the content of the guide and training for the guide are appropriate, etc. The information collected through the end-of-year progress reports will be used to improve the service, training, and product that GEAR UP offers, not to determine a school's performance or success as it relates to using the guide. The **End of Year Progress Report** is due on **May 15, 2022** and can be accessed [here](#).

X. Designated Data-Liaison Responds to Data Requests and submits time and effort form

Data Liaisons will communicate directly with AZGU's Data Management Staff to submit required data sets twice per year in the fall and spring semesters. See the Data Liaison Responsibilities document for more information.

XI. Submit a Signed Invoice and a Time and Effort Form for the Discover Guide Liaison and/or the Data Liaison, if applicable.

Annually, Discover Guide Liaisons may provide and be compensated for up to 20 hours of service (\$500.00) and Data Liaisons may provide and be compensated for up to 16 hours of service (\$480.00). Review your district's fully executed MOU for more information.

Each partner district must complete a Vendor-Authorization form once during the partnership. The AZGU Middle-Grade Program Manager will inform which districts must complete a vendor form.

Submit a reimbursement request that includes a completed Time and Effort Form per (Discover Guide and Data) Liaison and one invoice **signed by the authorized signer** at the partner school/district. Reimbursement requests will be processed twice per year in the fall and spring semesters. Schools may submit a reimbursement request at the end of each semester or only at the end of the spring semester. The final date to submit reimbursement requests for the the 2021-22 school year is **June 24, 2022**.

Submissions can be made by uploading documents to the school partner's Microsoft Teams or Google Drive folders, or by emailing the documents to the AZGU Middle-Grade Program Manager.