



## GEAR UP Middle-Grade Data Liaison

### Role & Responsibilities

#### Role

The GEAR UP **Data Liaison**, designated by the District Superintendent or School Principal, is responsible for working closely with the *GEAR UP Assistant Manager of Business Intelligence & Operations* and the participating schools within the district to ensure timely and accurate transfer of required data to GEAR UP to facilitate reporting to the US Department of Education.

#### Responsibilities

- Submit all required data for the eighth-grade classes of 2021 and 2022 electronically, per Arizona GEAR UP instructions. Data includes:

Data Type	Timeline
Student Demographic Information	Requested once, due January 30, 2022
Course List	Requested once, due January 30, 2022
Course Catalog in excel format, if available	Requested once, due January 30, 2022
Course Grades and Credits	Requested three times - due January 30, 2022 (fall grades), May 30, 2022 (spring grades), and August 2022 (summer grades if applicable)
Standardized Test Scores	Requested once, due May 30, 2022
Attendance	Requested twice, due January 30, 2022 and May 30, 2022
Enrollment, Withdrawal Code, YES Code	Requested three times - due January 30, 2022 (fall enrollment), May 30, 2022 (spring enrollment) and August 2022 (summer enrollment if applicable)

- Respond in a timely manner to requests from Arizona GEAR UP staff for explanations of data.