

## **TIMELINE FOR GEARS**

### **August/September**

- Enter your new 7<sup>th</sup> graders.
- Move your continuing GEAR UP students to the next grade level by creating a new student performance record for them. If a student is not promoted, you will still need to create a new performance record for them for the new school year, but select the same grade again. If a student does not return, just don't create a new student performance record. Please do not delete them or make them inactive.
- Enter the promoted/repeating, IEP, LEP information in the new student performance record.
- Enter your summer program activity information for your students in the appropriate school year. (For example, if a 2005-2006 7<sup>th</sup> grade student participated in a summer program, log that activity as occurring in the 2005-2006 school year.)
- Double check that course completion data has been entered on all your students for the previous school year.
- Start entering student, parent, and professional development activities. Remember, *any activity in your school that serves GEAR UP students, parents, and staff and is related to the GEAR UP goals and objectives should be recorded, even if GEAR UP does not fund the activity.*

### **October/November/December**

- After you have entered *all* of your students, print out a list of your students and their ID numbers in preparation for the online student survey. You will need this information to log them into the survey.
- Keep entering activities.
- If applicable, enter EXPLORE results.

### **January**

- Start entering the rest of the student performance data on your students, e.g., grades, absences, course information.
- If applicable, enter CRT scores in the appropriate school year student performance record.
- Keep entering activities.

### **February**

- Complete student performance data entry. All student performance data must be entered by February 28 – except for course completion data which will be entered at the end of the school year.
- Keep entering activities.

### **March/April**

- Keep entering activities.

### **May/June**

- Enter course completion data in the Student Performance Record.
- Keep entering activities!