



**NEVADA GEAR UP PROGRAM – YEAR FOUR
Subgrantee Timeline for School Year 2009-2010 (FY 10)**

ALL Annual Performance Report (APR) data **must** be current by March 15, 2010

Date Due	Data Entry Items
September 1, 2009 - February 26, 2010	Student and Parent Surveys
September 1, 2009 - March 15, 2010	In-Kind Money
No later than March 15, 2010	All APR Data Items
Ongoing: September 1, 2009 -June 4, 2010	New Student Records
Ongoing: September 1, 2009 -June 4, 2010	Staff Members
Ongoing: September 1, 2009 -June 4, 2010	Update Continuing Student Records
Ongoing: September 1, 2009 -June 4, 2010	Project Services / Activities (All types)

Date	Fiscal Items and Training
September 1, 2009	FY10 Subgrant Start Date
September 29, 2009 – Northern Nevada October 15, 2009 – Southern Nevada	FY10 GEAR UP Training
September 2009 – May 2010	FY 10 Subgrant Technical Assistance/ Compliance Review School Site Visits
November 30, 2009	FY09 Subgrant Final Reports Due
January 2010	FY10 Spring GEAR UP Training: Northern & Southern Nevada
June 4, 2010	FY10 In-kind documents to district office
June 30, 2010	FY10 In-kind documents to NDE office
June 1 – July 31, 2010	FY11 Subgrant Application Period
August 15, 2010 (Final)	FY10 Subgrant Final Amendments
August 2010 (TBA)	FY11 Subgrant Application Review
August 2010 (TBA)	FY11 Subgrant Award Notification
August 31, 2010	FY10 Subgrant End Date
September 1, 2010	FY11 Subgrant Start Date
November 30, 2010	FY10 Final Reports

Contacts:

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GEAR UP TIMELINE CHECKLIST FY10

STUDENT INFORMATION	Date Completed
STUDENT INTAKE INFORMATION - Validated by October 30, 2009	
Verify Student Name and Student ID	
Verify that all Active GEAR UP students are shown in the database	
CURRENT YEAR INFORMATION – Entry by October 30, 2009	
Transfer Inactive students	
Verify Grade level	
High 5 or More Unexcused absences - during the first 2 quarters of the school year. Enter at end of semester ONLY by February 26, 2010	
Individualized Learning/Academic Plan: Enter Date Created	
Currently Performing At or Above Grade Level – Math and English – By February 26, 2010 Enter at end of semester ONLY	
Advanced Courses Enrolled in: Math, English, Science – Yes or No - October 30, 2009	
COURSE COMPLETION 9th grade year (08-09)- Entry required by October 30, 2009 Indicate the Year and Grade the Course was Completed	
Advanced/Honors Math Courses (Geometry, Algebra II, or Algebra I Honors)	
Advanced/Honors English/Language Arts Courses	
Advanced/Honors Science (Biology) Courses	
IB Courses	
High School Tests: ACT PLAN – Scores Uploaded by NDE 04/30/10; NHSPE uploaded by NDE by 6/30/10	
SERVICES PROVIDED TO STUDENTS Entry required by March 15, 2010. Spring services by June 4, 2010	
Tutoring/homework assistance/academic enrichment	
Computer assisted lab	
Mentoring	
Counseling/advising/academic planning/career counseling	
College visit/college student shadowing	
Job site visit/job shadowing	
Summer programs	
Educational field trips	
Workshops	
Family events	
Cultural events	
Other	

SERVICES/ACTIVITIES PROVIDED TO PARENTS	
PARENT CONTRACT/AGREEMENTS: Date signed – ongoing until 100% is achieved	
Entry required by March 15, 2010 - Spring services by June 4, 2010	
Workshops on college preparation/financial aid	
Counseling/advising	
Family events	
College visits	
Other (please specify)	
SURVEY INFORMATION – Surveys are required for each school year	
Student Surveys: 90% November to February 26, 2010	
Parent Surveys: 60% November to February 26, 2010	
SERVICES PROVIDED TO TEACHERS: Entry required by March 15, 2010 - Spring services by June 4, 2010	
STAFF MEMBERS - Ongoing Add new staff as appropriate. Include Position, Name and Source of Funding	
Name of in-service, number of teachers who participated in GEAR UP sponsored Professional Development, and the hours of the activity	
IN-KIND MONEY: Should be entered at the same time that activities are entered. Deadlines for entry are March 15, 2010 - Spring services by June 5, 2010	
<ul style="list-style-type: none"> • Staff – CCSD and NCSD District offices complete in-kind for staffing. Other schools need to enter for their school site. • Each school is responsible for entering in-kind for services provided. • When entering activities in the services section, be on the look out for in-kind opportunities. • Other – entered at school site. Some examples may include: discounts on food, staff extra time, contributions from community (time, guest speakers), and parent time. See GEAR UP glossary for guidelines. 	

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