



**NEVADA GEAR UP PROGRAM – YEAR SIX**  
**Subgrantee Timeline for School Year 2011-2012 (FY12)**

**ALL** Annual Performance Report (APR) data **must** be current by March 16, 2012

<b>Date Due</b>	<b>Data Entry Items</b>
September 1, 2011 - February 29, 2012	Student and Parent Surveys
September 1, 2011 - March 16, 2012	In-Kind Money
No later than March 16, 2012	All APR Data Items
<b>Ongoing: September 1, 2010 -June 8, 2012</b>	<b>Staff Members</b>
<b>Ongoing: September 1, 2010 -June 8, 2012</b>	<b>Update Continuing Student Records</b>
<b>Ongoing: September 1, 2010 -June 8, 2012</b>	<b>Project Services / Activities (All types)</b>

<b>Date</b>	<b>Fiscal Items and Training</b>
September 1, 2011	FY12 Subgrant Start Date
<b>September 29, 2011 – Northern Nevada</b> <b>October 4, 2011 – CCSD</b>	<b>FY12 GEAR UP Training</b>
October 2011 – May 2012	FY 12 Subgrant Technical Assistance/ Compliance Review School Site Visits
November 30, 2011	FY11 Subgrant Final Reports Due
January 2012 (Date TBD)	FY12 Spring GEAR UP Training: Northern & Southern Nevada
June 8, 2012	FY12 In-kind documents to district office for verification
June 30, 2012	FY12 In-kind documents to NDE office
August 15, 2012 (Final)	FY12 Subgrant Final Amendments
August 31, 2012	FY12 Subgrant End Date
September 1, 2012	FY13 Subgrant No Cost Extension Start Date
November 30, 2012	FY12 Final Reports Due

Contacts:

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## GEAR UP TIMELINE CHECKLIST FY12

STUDENT INFORMATION	Date Completed
<b>STUDENT INTAKE INFORMATION - Validated by October 31, 2011</b>	
Verify Student Name and Student ID	
Verify that all Active GEAR UP students are shown in the database	
<b>CURRENT YEAR INFORMATION</b>	
Inactive Students ( Information to Patti) <b>By October 31, 2011</b>	
Individualized Learning/Academic Plan: Enter Date Created	<b>Done</b>
Verify Grade Level	<b>CCSD</b>
Advanced Courses Enrolled in: Math, English, Science – Yes or No - <b>October 31, 2011</b>	
AP Course Completed - Yes or No - <b>October 31, 2011</b>	
Currently Performing At or Above Grade Level – Math and English – <b>By February 29, 2012</b> <b>Enter at end of fall semester ONLY</b>	
High 5 or More Unexcused absences - during the first 2 quarters of the school year. <b>Enter at end of fall semester ONLY by February 29, 2012</b>	<b>CCSD</b>
<b>COURSE COMPLETION 11<sup>th</sup> grade year (2010-11)- Entry required by October 31, 2011</b> Indicate the Year and Grade the Course was Completed	
Math Courses (Pre-Algebra, Algebra I, Geometry, Algebra II)	
Science Courses (Biology, Chemistry)	
IB Courses (Valley HS only)	
High School Tests FY 11: ACT – Scores Uploaded by NDE 08/31/11; NHSPE uploaded by NDE by 09/30/11; SAT Scores for 10 <sup>th</sup> grade uploaded by 8/31/11	<b>DONE</b>
<b>SERVICES PROVIDED TO STUDENTS</b> <b>Entry required by March 18, 2011 and Spring services by June 8, 2012</b>	
Tutoring/homework assistance	
Rigorous academic curricula	
Comprehensive mentoring	
Counseling/advising/academic planning/career counseling	
Financial Aid Counseling/advising	
College visit/college student shadowing	
Job site visit/job shadowing	
Summer programs	
Educational field trips	
Workshops	
Family events	
Other (describe in service name)	

<b>SERVICES/ACTIVITIES PROVIDED TO PARENTS</b>	
<b>PARENT CONTRACT/AGREEMENTS: Date signed – ongoing until 100% is achieved</b>	
<b>Entry required by March 16, 2012 - Spring services by June 8, 2012</b>	
Workshops on college preparation/financial aid	
Counseling/advising	
Family events	
College visits	
Other (please specify)	
<b>SURVEY INFORMATION – Surveys are required for each school year</b>	
Student Surveys: <b>90%</b> November to February 29, 2012	
Parent Surveys: <b>60%</b> November to February 29, 2012	
<b>SERVICES PROVIDED TO TEACHERS: Entry required by March 16, 2012 - Spring services by June 8, 2012</b>	
<b>STAFF MEMBERS - Ongoing</b> 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	
<b>IN-KIND MONEY: Should be entered at the same time that activities are entered. Deadlines for entry are March 16, 2012 - Spring services by June 8, 2012</b>	
<ul style="list-style-type: none"> <li>• Staff – CCSD and NCSD District offices complete in-kind for staffing. Other schools need to enter for their school site.</li> <li>• Each school is responsible for entering in-kind for services provided.</li> <li>• When entering activities in the services section, be on the look out for in-kind opportunities.</li> <li>• 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.</li> </ul>	

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