

TIMELINE FOR GEARS

August/September

- Double check that your summer program activity information has been entered for your students in the appropriate school year (e.g., if a 2007-2008 8th grade student participated in a summer program, log that activity as occurring in the 2007-2008 school year).
- When you receive them, enter CRT scores in the appropriate school year student performance record. For example, enter the scores for a student who was in 8th grade in 2007-2008 in that student's 2007-2008 student performance record (even though you probably will receive the scores when that student is a 9th grader in 2008-2009).
- Enter your new 7th graders.
- Move your continuing 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, please make them inactive, enter the date of inactivity, and state the reason. Please do not delete them!
- Enter the promoted/repeating, IEP, LEP information in the new student performance record.
- Start entering student and parent activities. You will need to have all your students entered into GEARS so you can accurately record which students participated in a given activity. 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

- October 1 – All students must be entered and/or updated in GEARS.
- When the online student survey is available, make sure that *all* your students are entered into GEARS and then print out a list of your students and their ID numbers. You will use their ID numbers to log them into the survey.
- Keep entering activities.
- If applicable, enter EXPLORE results.
- Remember to keep your student list current: 1) add new students as they transfer in; 2) make inactive those students who leave your school.

January

- Start entering the rest of the student performance data on your students, e.g., grades, absences, course information.
- Keep entering activities and remember to keep your student list current.

February

- Complete student performance data entry. All pertinent student performance data needed for the APR *must* be entered by February 27 for the APR – except for the course completion data and cumulative GPA fields.
- Keep entering activities and remember to keep your student list current.

March/April

- Keep entering activities and remember to keep your student list current.
- March 31 – Deadline for entering student and parent activities into GEARS to include in the APR
- April 15 – APR submitted to U.S. Department of Education.

May/June

- June 15 – Deadline for entering course completion data and the cumulative GPA for school year in the Student Performance Record (if a student fails a course, then it is not completed!).
- Keep entering activities. Don't forget summer programs!
- End of June – Data sent over to Northwest Regional Educational Laboratory for analysis.