



# DATA COLLECTION PLAN

<b>Washington State GEAR UP Data Collection Plan</b>			
<b>Type of Data to Be Collected</b>	<b>Frequency</b>	<b>Target Population</b>	<b>Data Collection Method</b>
Student Demographics	Weekly	All students	OSPI CEDARS
Tutoring Participation	Weekly	All students	WSAC Portal
Mentoring Services	Weekly	All students	WSAC Portal
College Admissions and Financial Aid Advising and Guidance	Weekly	All students	WSAC Portal
College Visits and Education Field Trips	Weekly	All students and parents	WSAC Portal
Standardized Test Results	Annually	All students	OSPI CEDARS, ACT
Family Workshops	Quarterly	All parents	WSAC Portal
Student Course Enrollment & Completion	Weekly	All students	OSPI CEDARS
Student Grades & Transcripts Records	Annually	All students	OSPI CEDARS
Summer Activity Participation	Summer	All students	WSAC Portal
Transition Services	Annually	8 <sup>th</sup> and 12 <sup>th</sup> graders	WSAC Portal
College and Career Exploration Activities	Weekly	All students	WSAC Portal
Professional Development Participation and Evaluation	Six times per year.	School staff participants	WSAC Attendance and Evaluation Records
Postsecondary Applications	Annually	12 <sup>th</sup> graders	WSAC Portal
FAFSA Completion	Annually	12 <sup>th</sup> graders	WSAC Portal, Survey, US Dept of Education
Student and Parent Knowledge/Aspirations for College	Semi-annually	All students and parents	Dept. of Ed. Survey
Promotion to Next Grade Level	Annually	All students	OSPI CEDARS
Average Daily Attendance	Weekly	All target schools	OSPI CEDARS
High School Graduation	Annually	12 <sup>th</sup> graders	OSPI CEDARS
Postsecondary Enrollment	Annually	College freshman	ERDC
Enrollment in Remedial Courses at College Level	Annually	College freshman	ERDC
Grade Point Average	Annually	All students	OSPI CEDARS



Please use the following GEAR UP Student Service Definitions when determining the Activity Type to assign to a particular activity. It is imperative that you follow these guidelines; as they are being used to evaluate not only the Washington GEAR UP program, but also that of 15 other states. If you have any questions about how to assign an Activity Type, please contact Kelly Keeney at [kellyk@wsac.wa.gov](mailto:kellyk@wsac.wa.gov).

**General Reminders:**

1. In general, an activity should be at least 15 minutes in duration to be considered “portal worthy.”
2. Kelly will review your portal activity at least monthly and will notify you if corrections are needed. Using the tables below will help to keep this follow up to a minimum, saving both of you time.
3. If you don’t see an activity listed, please check with Kelly before entering.
4. When you have a Family Event, you must create the activity as a Family Event AND enter the number of ADULT participants. Do not enter any siblings or non-adult family members as participating.

GEAR UP Student Service Definitions	
ACTIVITY TYPES/SERVICE CATEGORY DESCRIPTION	EXAMPLE ACTIVITIES
<p><b><u>Tutoring/Homework Assistance:</u></b><sup>1</sup></p> <p><b>Tutoring/homework assistance</b> services provide additional academic instruction designed to increase the academic achievement of students. Tutoring can occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks or on weekends and be provided by GEAR UP staff, hired tutors, teachers, trained peers, and/or volunteers. <i>Tutoring should be recorded by subject area (Mathematics, English, Reading, Science, General) when tutoring is specific in content. General tutoring, such as in an afterschool program, should be recorded as Tutoring/HWA - General.</i></p> <p><b>Virtual</b><sup>2</sup> <b>tutoring/homework assistance:</b> Virtual tutoring services include services that are provided via remote access through the internet or other means.</p> <p><b>NOTE:</b> Data entry needs to indicate whether tutoring is “in-person” or “virtual.”</p>	<ul style="list-style-type: none"> <li>• Math Specialists</li> <li>• Math Lab</li> <li>• Saturday School Intervention</li> <li>• Breakfast/Lunch Math Club</li> <li>• After School Academic Support</li> <li>• Peer Academic Mentoring Programs</li> <li>• After School Tutoring Programs</li> <li>• Saturday Study Day</li> <li>• In Class Assistance</li> <li>• Graduation Support</li> </ul> <p>*If you provide virtual tutoring, please contact Kelly for clarification.</p>

**Comprehensive Mentoring:**<sup>3</sup>

**Comprehensive mentoring** services are provided when GEAR UP staff, teachers, or other school staff identifies students who would benefit from an ongoing supportive relationship with a trained, caring adult or older student, i.e., “mentor.” Mentors meet regularly with their assigned student(s). Meetings may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organization or life skill development. Per the 2008 Higher Education Opportunity Act, comprehensive mentoring must provide students with financial aid information, and encourage students to stay in school, enroll in rigorous and challenging coursework, apply for postsecondary education, and, if applicable, the GEAR UP scholarship.

**Virtual comprehensive mentoring:** This includes services that are provided via remote access through the internet or other means.

Mentoring Programs may include:

- Traditional mentoring programs that match one youth and one adult.
- Group mentoring that links one adult with a small group of young people.
- Team mentoring that involves several adults working with small groups of young people, ideally with a ratio of no more than four youth to one adult.
- Peer mentoring that connects caring youth with other adolescents.
- E-mentoring that functions via email and the internet.

**NOTE:** Data entry needs to indicate whether mentoring is “in-person” or “virtual.”

- Cross Age or Peer Mentoring
- One on One Interventions
- Staff Mentoring/Academic Interventions
- Check & Connect
- Link Crew
- Community Member Mentoring
- Boys & Girls Club Programs

**Financial Aid Counseling/Advising:**

**Financial aid counseling/advising** services assist students understanding and navigating the complexities of financial aid, including providing hands-on assistance with the FAFSA and scholarship applications, presentations on financial aid or literacy, using financial aid or literacy curriculum, and the benefits and how-tos of participation in college savings plans.

**Virtual financial aid counseling/advising:** Virtual financial aid/counseling/advising includes services that are provided via remote access through the internet or other means.

**NOTE:** Data entry needs to indicate whether financial aid counseling/advising is “in-person” or “virtual.”

- “The Vault”
- “16 Summers”
- College Bound Scholarship Sign Up Events
- FAFSA Completion
- FAFSA Forecaster
- WSECU Workshops
- Financial Literacy Curriculum
- College Goal Washington Events
- Financial Aid Information
- Scholarship Information and Application Events
- Thewashboard.org Activities

**Counseling/Advising/Academic Planning/Career Counseling**

**Counseling/advising/academic planning/career counseling** services span a spectrum of activities with individual students or small groups of students. Services are defined as follows:

**Counseling:** Discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues.

**Advising:** Providing assistance on course selection (secondary or postsecondary), college and/or career choices, or college and/or career planning.

**Academic planning:** Providing assistance on coursework selection, course of study choices, college major selection, assessment advising or interpretation of scores, or assistance with placement tests.

**Career counseling:** Providing assistance about career choices, career planning, internships, or career interests.

**Virtual counseling/advising/academic planning/career counseling:** Virtual counseling/advising/academic planning/career counseling includes services that are provided via remote access through the internet or other means.

**NOTE:** Data entry needs to indicate whether counseling/advising/academic planning/career counseling services are “in-person” or “virtual.”

**Student Led Conferences:** should be entered as a Family Event so that family participation is reflected.

- “Aspirations to Action” Curriculum
- “Why Try” Curriculum
- Washington Career Bridge
- EXPLORE, PLAN, and ACT Results
- College and Military Rep Visits
- College WOIS: Career Exploration
- Navigation 101
- Speed Jobbing
- Career Cruising
- Career Inventories
- Life Binders
- Big Future
- ReadySetGrad Activities
- Advisory Activities
- Sharing college preparation assessment results (EXPLORE, PLAN, ACT, etc.)

**College Visit/College Student Shadowing**

**College visit/college student shadowing:** services that take place on a college campus.

**College visit:** A physical visit to a college campus by a student facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. College visits should include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

**College student shadowing:** A one-on-one experience in which a middle or high school student spends a day on a college campus with an undergraduate student seeing college life for a typical undergraduate.

**Virtual college visit:** Virtual college visit includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.

**NOTE:** Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.

- College Campus Visits

**(Note: College Fairs do not belong in this category; they are a Student Workshop.)**

<p><b><u>Job Site Visit/Job Shadowing</u></b></p> <p><b>Job site visit/job shadowing</b> services offer students exposure to the workplace in an occupational area of interest and reinforces the link between classroom learning, work requirements, and the need for postsecondary education. Students witness the work environment, employability and occupational skills in practice, the value of professional training, and potential career options.</p> <p><b>Job site visit:</b> A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits should include visits to local businesses, employers, and agencies to explore different professions or career selections, and can be followed by job shadowing.</p> <p><b>Job shadowing:</b> A one-on-one experience in which a middle or high school student spends a day at a business or work environment with an employee seeing typical job duties.</p> <p><b>Virtual job site visit:</b> Virtual job site visit includes services that are provided via remote access through the internet or other means. Virtual job visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical job visit.</p> <p><b>NOTE:</b> Data entry needs to indicate whether job site visit services are “in-person” or “virtual.”</p>	<ul style="list-style-type: none"> <li>• Job Shadow Programs</li> <li>• Field Trip to a Business, Industry, or Job Site</li> </ul> <p><b>(Note: Career Fairs do not belong in this category; they are a Student Workshop.)</b></p>
<p><b><u>Summer Programs</u></b></p> <p><b>NOTE: Summer programs can also include non-school year services for year-round schools</b></p> <p><b>Summer programs</b> are services that include an experience over one or multiple days during the summer (or other non-school year time, i.e., for year round schools). Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, or a residential GEAR UP program hosted by a college/university/community organization, or another camp attended by a GEAR UP student that supports the GEAR UP mission. These programs include academic enrichment, college preparatory programs/camp experience, credit recovery, and/or remediation programs.</p> <p><b>NOTE:</b> Data entry needs to indicate whether summer programs are providing services for “academic enrichment” or “remedial services.” In addition, summer programs may include other services that should be recorded as such, i.e., college visit.</p>	<p><b>Sample Academic Enrichment:</b></p> <ul style="list-style-type: none"> <li>• Summer Academic Camps</li> <li>• Summer Camps</li> <li>• Summer Leadership Camps</li> <li>• Rigorous Coursework taken in Summer Session</li> </ul> <p><b>Sample Remedial Services:</b></p> <ul style="list-style-type: none"> <li>• Credit Recovery taken in Summer Session</li> <li>• Summer School Tutoring</li> </ul>

<p><b><u>Educational Field Trips</u></b></p> <p><b>Educational field trips</b> are services during which students leave their school or travel to another location, and include an academic component that is linked to classroom activities. Examples would include a science demonstration on a college campus (the purpose of the event was the science demonstration not a college visit), a class trip to attend a science or history museum linked to curriculum, academic competitions, cultural experiences such as performing arts, museums, or similar activity, and field trips that complement and enhance existing curriculum in key content areas. <i>Educational field trips should be recorded by subject area (Mathematics, English, Reading, Science, Other).</i></p>	<ul style="list-style-type: none"> <li>• High School Campus Visits by Middle School Students</li> <li>• Museum of Flight</li> <li>• Olympia Capitol Visits</li> <li>• Mobius Science Center</li> <li>• Seattle Science Center</li> <li>• Washington State History Museum</li> <li>• Seattle Art Museum</li> <li>• Fred Hutchinson Hutch High</li> <li>• Life Management Conference</li> <li>• Seattle Art Museum</li> <li>• Pizza, Pop, and Power Tools</li> <li>• Horizons Conference</li> <li>• WE Day</li> </ul>
<p><b><u>Student Workshops</u></b></p> <p><b>Student workshops</b> are services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experience for each student in the workshop. Workshops are offered to groups of students on topics like secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal-setting, time management, and problem-solving. This includes guest speakers that motivate students and highlight careers. Workshops are informational in nature and are not intended to provide direct counseling or guidance to individual or small groups of students. <i>Workshops should be recorded by subject area.</i></p> <p><b>Virtual student workshops:</b> Virtual student workshops include services that are provided via remote access through the internet or other means.</p> <p><b>NOTE:</b> <i>Data entry needs to indicate whether workshops are “in-person” or “virtual.”</i></p>	<ul style="list-style-type: none"> <li>• Guest Speakers</li> <li>• College Fairs</li> <li>• Career Fairs</li> <li>• College/Career Fairs</li> <li>• Ropes Course</li> <li>• After School Book Clubs</li> <li>• Writing Club</li> <li>• Presentations by HS Staff/Students to Middle School Students</li> </ul>
<p><b><u>Tests/Test Preparation</u></b></p> <p>College preparation assessments such as EXPLORE, PLAN, ACT, and PSAT, SAT are entered when it is a GEAR UP initiative.</p> <p>Test preparation activities including an SAT/ACT preparation workshop, PSAT/PLAN preparation workshop. MSP or HSPE preparation activities.</p> <p><b>NOTE:</b> Do not enter “registered for SAT/ACT” as an activity. You should only enter when you have confirmed the student actually took the test.</p>	<ul style="list-style-type: none"> <li>• EXPLORE, ASPIRE, PLAN, ACT</li> <li>• ReadStep, PSAT, SAT – only if GEAR UP is paying for the tests, or providing the waivers.</li> </ul> <p><i>Do not enter MSP or HSPE testing, however, if GEAR UP provides preparation activities, you should enter those.</i></p>

**Student Orientation**

**Student orientation** refers to the annual fall event to inform students of the available opportunities in GEAR UP.

- Required annual event.

**College Application**

**College application** completion must be tracked by individual student. Instructions:

1. Login to the WSAC Portal.
2. Choose the GEAR UP Program from your program choices.
3. Note that *'Students'* is now added to your other GEAR UP Portal choices which include *'Activities'*, *'Activity Reports'*, *'Master Calendar'*, *'Professional Development'*, and now *'Students'*.
4. Click on the *'Students'* link.
5. From here you can search for your GEAR UP students either by SSID, First Name, or Last Name. (You will need to type the student's full first or last name out. Unlike adding the student to an activity, it will not self-populate). You can also search without filtering, which will give you all your students enrolled in your school.
6. Click on the student's, linked SSID number.
7. This will take you to the individual student's record.
8. Across the top, you will see three tabs, *'Activities'*, *'College Apps'*, and *'Notes'*.
9. Below that are two tabs, *'Student Activities'* and *'Parent/Family Activities'*.
10. Click on the *'College Apps'* tab.
11. Click on the *' + Add Application'* button.
12. Much like adding a College Visit Activity, you will add the college the student has applied to by starting to type the name of the college in the *'College'* drop-down box and then the date. Later, if the student is accepted to that college, you will put a check mark in the *'Accepted by College'* box.
13. Click on the *'Save'* button at the bottom right hand corner of the *'College Application'* box.
14. The college the student applied to will now show up on the student's *'College Apps'* tab.
15. From here, you can add multiple applications.
16. In addition, when you click back on the *'Activities'* tab you will have the option of viewing the students individual participation in activities and add follow-up notes in the *'Note'* tab .

Do not create an activity called "College Application." This is now entered from the Student Tab.

**Other**

This category is RARELY used. Please check with Kelly before assigning activities to Other. Listed to the right are some acceptable examples that do not require approval.

- Community Service Projects
- Student Only Recognition Events

## GEAR UP Parent/Family Service Definitions

SERVICE CATEGORY DESCRIPTION	EXAMPLE ACTIVITIES
<p><b>Parent/Family Workshops of college prep/financial aid</b> services include a parent/guardian or adult family member’s attendance at a workshop that demonstrates how to assist their student with college preparation or financial aid information. These services include informational sessions for parents focusing on college entrance requirements and financial aid opportunities.</p> <p><b>Virtual parent/family workshops:</b> Virtual parent/family workshops include services that are provided via remote access through the internet or other means.</p> <p><i><b>NOTE:</b> Data entry needs to indicate whether workshops are “in-person” or “virtual.”</i></p>	<ul style="list-style-type: none"> <li>• College and Career Fairs with Family Participants</li> <li>• “The Vault”</li> <li>• “16 Summers”</li> <li>• College Bound Scholarship sign up events</li> <li>• FAFSA Completion</li> <li>• FAFSA Forecaster</li> <li>• WSECU workshops</li> <li>• Financial Literacy Curriculum</li> <li>• College Goal Washington events</li> <li>• Financial Aid Information</li> <li>• Scholarship Information and Application Events</li> <li>• thewashboard.org Activities</li> <li>• College Application Activities</li> <li>• Providing college awareness, preparation, planning information to families.</li> <li>• Sharing EXPLORE, PLAN, ACT results, information nights</li> <li>• Dual Credit Options</li> </ul>
<p><b>Parent/Family Counseling/advising</b> services span a spectrum of activities that can include one-on-one or small group advising for parents/guardians/adult family member designed to meet the specific needs of the individuals engaged in the activity. These services include when a parent/guardian or adult family member meets with the GEAR UP school staff or counselor, with or without a student, to discuss student’s academic goals, college plans, school progress, etc.</p> <p><b>Counseling:</b> Meeting with parents/guardians to discuss student’s personal growth issues such as decision making, goal setting, behavior concerns, family issues, home visits, etc.</p> <p><b>Advising:</b> Providing individual assistance to parents/guardians on their student’s college choices, college planning, financial aid planning, etc.</p>	<ul style="list-style-type: none"> <li>• Student Led Conferences</li> <li>• Individual in-person meetings, phone meetings with family (not robo-calls).</li> <li>• Providing information about course requirements, registration, transition to high school activities.</li> <li>• Academic planning and intervention.</li> </ul>
<p><b>Parent/Family College visit</b> services take place on college campuses. A physical visit to a college campus by a parent/guardian, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, college representatives, or other school staff. The primary objective of the event would be to conduct a college visit. Should include an official tour, presentation(s) by admissions, academic departments,</p>	<ul style="list-style-type: none"> <li>• College Visits</li> </ul>

<p>athletics, student affairs, residence life, multicultural affairs, or other college departments.</p> <p><b>Virtual college visits:</b> Virtual parent/guardian college visits includes services that are provided via remote access through the internet or other means. Virtual college visits must be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff and include the same elements as a physical college visit.</p> <p><b>NOTE:</b> <i>Data entry needs to indicate whether college visit services are “in-person” or “virtual,” as well as the name and/or type of college visited, i.e., 2- or 4-year college.</i></p>	
<p><b>Family events</b> are services in which parents or families participate. These services involve GEAR UP students and their families/guardians or just their parents/guardians. Family events include GEAR UP activities that recognize the role of families in student success, and are not defined under a previous category.</p>	<ul style="list-style-type: none"> <li>● Recognition Events</li> <li>● Family Math Night</li> <li>● Back to School Night</li> <li>● Annual required Family Orientation</li> </ul>

1: Partial definition from the following: U.S. Department of Education. (2005). *Supplemental Educational Services Non-Regulatory Guidance*. Washington, DC. Retrieved from: [www.ed.gov/policy/elsec/guid/suppsvcsguid.doc](http://www.ed.gov/policy/elsec/guid/suppsvcsguid.doc)

2: Virtual services can take place via internet, webinar, or other virtual means.

3: Partial definition from the following: Higher Education Opportunity Act (2008). Retrieved from: [www.gpo.gov/fdsys/pkg/PLAW-110publ315/pdf/PLAW-110publ315.pdf](http://www.gpo.gov/fdsys/pkg/PLAW-110publ315/pdf/PLAW-110publ315.pdf)



# STUDENT EVENT PARTICIPATION LOG

**Directions:**

1. Use this form to document participation in all GEAR UP student events. You will use this form to enter participation records into the WSAC Portal Database. The form must be accurate and legible.
2. For ALL student events, the student is required to sign-in. Computer generated forms are not acceptable documentation, unless the student initials to verify participation.
3. The log should match the Expenditure Detail Form for attendance when food is provided.
4. Keep this form on file; do not submit to WSAC unless requested.

**Name of Activity:** \_\_\_\_\_ **Date of Activity:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ to \_\_\_\_\_ **Supervised by:** \_\_\_\_\_

	Student Name	Grade Level	Student Signature
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3			
4			
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24			
25			

**Attach additional sheets if needed.**

\_\_\_\_\_  
**GU Coordinator Signature**

\_\_\_\_\_  
**Date**



# FAMILY EVENT PARTICIPATION LOG

**Directions:**

1. Use this form to document participation in all GEAR UP family events. You will use this form to enter participation records into the WSAC Portal Database. The form must be accurate and legible.
2. For ALL family events, you must also include the student name. Indicate with a Y/N if the student attended or not.
3. The log should match the Expenditure Detail Form for attendance when food is provided.
4. Keep this form on file, do not submit to WSAC unless requested.

**Name of Activity:**                      **Date of Activity:**  
**Time of Activity:**                      to                      **Supervised by:**

	Student Name	Grade Level	Attended? (Y)es or (N)o	Family Member Names	# Adults Attending
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
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22					
23					
24					
25					

**Attach additional sheets if needed.**

**GU Coordinator Signature** \_\_\_\_\_



# PROFESSIONAL DEVELOPMENT PARTICIPATION LOG

**Directions:**

1. Use this form to document participation in all professional development events. You will use this form to enter participation records into the WSAC Portal Database. The form must be accurate and legible.
2. For ALL professional development events, the attendee is required to sign-in.
3. The log should match the Expenditure Detail Form for attendance when food is provided.
4. Keep this form on file; do not submit to WSAC unless requested, or if you are billing for food provided during the event.

**Name of Activity:** \_\_\_\_\_ **Date of Activity:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ to \_\_\_\_\_ **Supervised by:** \_\_\_\_\_

	<b>Attendee Name (PRINT)</b>	<b>Attendee Signature</b>	<b>Position</b>
1			
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4			
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**Site Coordinator Signature:** \_\_\_\_\_

**Attach additional sheets if needed.**



# PRIORITY MODEL ELIGIBILITY VERIFICATION

## Instructions

Priority Model schools must document student eligibility for GEAR UP services. Below are the guidelines for determining eligibility.

1. Students are eligible to participate in GEAR UP activities and receive GEAR UP services if they meet any one of the following poverty indicators:
  - a. Eligible for free/reduced meals at school (whether they apply or not).
  - b. Family receives public assistance such as TANF, food stamps, or state Medicaid.
  - c. Family receives social security disability.
  - d. Student is in foster care or homeless.
  - e. Other measures of poverty, including: family has been unemployed recently, incarcerated parent, student lives with a grandparent, or other known circumstance.
2. Once a student is determined to be eligible for GEAR UP services, the student remains eligible through high school graduation – even if the student’s eligibility status changes.
3. Schools may add eligible students to the roster at anytime during the grant cycle. For example:
  - a. If a new student enrolls in the district and meets the eligibility criteria, that student is eligible for services.
  - b. If a previously non-eligible student’s status changes so that the student is now eligible for GEAR UP services, then the student may begin to receive services immediately.

## Required Documentation

1. Complete the “School Tracking Form.” This form is signed by the building administrator verifying student eligibility. Since this information is confidential, it should be retained in a secure file by the school. Do not send this form to WSAC.
2. Once you’ve determined eligibility, complete the “School Reporting Form”. The form should include all students who are eligible for GEAR UP services during the current school year, whether they have participated or not. Submit this form (see submittal instructions below) to WSAC quarterly on the following dates:
  - **October 15, 2014**
  - **January 15, 2015**
  - **March 15, 2015**
  - **June 15, 2015**



## PRIORITY MODEL ELIGIBILITY VERIFICATION

3. Submit the "School Reporting Form" using the WSAC Portal:
  - a. Please note, before submitting electronically, you will need to have the verification document signed, scanned, and saved to your computer.
  - b. Go to: <https://fortress.wa.gov/WSAC/portal>.
  - c. Enter your User Name (your e-mail address) and Password.
  - d. Under Common, select *Messages and Files*, and then select *Inbox*.
  - e. Click on the *Create a new secure message to WSAC* link on the top right of the page.
  - f. Select GEAR UP from the *Select a Program Mailbox* drop down box.
  - g. Fill in the *Subject* line accordingly.
  - h. Select the file (from your computer) that you want to add to the Attachments field, by clicking on the *Browse...* button.
  - i. Add a comment to the blank box, if necessary.
  - j. Click on the *Send Message* link on the top of the page.

***All information submitted to the WSAC will be kept confidential, and will be used for service eligibility determination only.***



