

Coordinator Manual  
Section 6 - Additional Forms  
& Resources



**Washington State GEAR UP · District Name**  
Address Line 1 · Address Line 2 · City, State Zip  
Phone: · Email: · [www.gearup.wa.gov](http://www.gearup.wa.gov)



# PRIVACY NOTICE

**Directions:** Provide a copy of the Privacy Notice to each student/family receiving GEAR UP services.

## **Our Commitment to Privacy**

Your privacy is very important to us. Our policy is to respect and protect the privacy of our participants and families. We are providing this notice to explain how we collect and use your information and, most importantly, how we protect your privacy.

## **The Information We Collect**

Washington State GEAR UP does not collect share any personal information that would allow anyone to readily identify a specific individual.

## **How We Use Information**

We only use non-identifying and summary information in reports to the State of Washington and Department of Education and other organizations. We never disclose any information that can be used to identify an individual participant or his or her family. We never sell or give away any personal information on our program participants.

## **Our Commitment to Security**

To prevent unauthorized access to your information, safeguard its accuracy, and provide protection of private information, we have put in place physical, electronic, and managerial procedures to safeguard and secure the information we collect.

## **How to Contact Us**

If you have other questions or concerns about these privacy policies, please contact us.

Washington State GEAR UP  
Marcie Sample, Associate Director for College Access and Support  
Washington Student Achievement Council  
917 Lakeridge Way  
PO Box 43430  
Olympia, WA 98504-3430  
(360) 753-7788  
[marcies@wsac.wa.gov](mailto:marcies@wsac.wa.gov)



# PRIVACY NOTICE

**Cada familia que participa en el programa de GEAR UP recibirá la noticia de privacidad.**

## **Our Commitment to Privacy**

Su privacidad es muy importante a nosotros. Nuestra política está establecida para respetar y proteger la privacidad de los participantes y sus familias. Ofrecemos esta noticia para explicar como mantenemos y usamos su información y, aún más importante, como protegemos su privacidad.

## **The Information We Collect**

De parte del programa del estado de Washington, GEAR UP no comparte colectivamente ningún informe que le permitiría que otros pudieran identificar a un individuo (ni a estudiante ni familiar).

## **How We Use Information**

Solamente usamos información que no indentifica al individuo y un resumen del informe en nuestros reportajes al estado de Washington y el Departamento de Educación y a otras organizaciones. Nunca ofrecemos ningún informe que se pueda usar en identificar un participante individual o su familia. Nunca vendemos ni damos ninguna información de los participantes en nuestro programa.

## **Our Commitment to Security**

Para guardar la seguridad de su información, aseguramos la protección de información; hemos puesto en operación un sistema físico y electrónico para mantener y asegurar la información que recibimos.

## **How to Contact Us**

Si tiene usted preguntas o quiere más información, favor de llamarnos.

Washington State GEAR UP  
Marcie Sample, Associate Director for College Access and Support  
Washington Student Achievement Council  
917 Lakeridge Way  
PO Box 43430  
Olympia, WA 98504-3430  
(360) 753-7788  
[marcies@wsac.wa.gov](mailto:marcies@wsac.wa.gov)



## MEDIA RELEASE

I hereby consent and agree that Washington State GEAR UP, its employees, or agents have the right to take photographs, digital images, or video/film of me (and/or my property) and to use them for educational and promotional materials. I further consent that my name may be revealed therein or by descriptive text or commentary.

I hereby release to Washington State GEAR UP, its agents, and employees all rights to exhibit this work publicly or privately, including postings to program web pages and to market and sell copies. I waive any rights, claims or interests I may have to control the use of my identity or likeness in the photographs, digital images, video or film and agree that any uses described herein may be made without compensation.

Student's Name:

*(please print)*

Parent/Guardian Name:

*(please print)*

Signature:

Date: \_\_\_\_\_

*(Parent or guardian signature is required for those under age 18.)*



## AUTORIZACIÓN DE PRENSA

Por la presente yo consiento y acuerdo que el programa GEAR UP del Estado de Washington, sus empleados o funcionarios tienen el derecho a tomar fotografías, imágenes digitales o video de mi (y/o mi propiedad) y a usarlos para materiales educativos y promocionales. Yo además consiento que mi nombre podría ser revelado en el mismo o por el texto descriptivo o comentario.

Por la presente, yo relevo todos los derechos al programa GEAR UP del Estado de Washington, sus funcionarios y empleados para exhibir este trabajo públicamente o en privado, incluyendo publicaciones a las páginas web y para la comercialización y venta de copias. Yo renuncio cualquier derecho, reclamo o intereses que podría tener para controlar el uso de mi identidad o semejanza en las fotografías, imágenes digitales o videos y estoy de acuerdo que cualquier uso descrito en la presente puede ser realizado sin compensación.

Nombre del estudiante:

*(por favor imprima)*

Nombre del Padre/Tutor:

*(por favor imprima)*

Firma:

Fecha: \_\_\_\_\_

*(Se requiere la firma de un padre o tutor para aquellos menores de 18 años.)*



## 7<sup>th</sup> GRADE BENCHMARKS

**GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.**

- Attend GEAR UP 7th grade orientation.
- Family attends GEAR UP 7th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math, language arts, and science classes.
- Prepare for taking pre-algebra next year.
- Earn a minimum cumulative GPA above 2.4 on a 4.0 scale. A 3.0 GPA is the minimum for many colleges.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Meet Standard on Smarter Balanced (ELA and Math).
- Promote to eighth grade.
- Participate in GEAR UP activities.
- Visit a postsecondary school campus.
- Attend events to learn about going to college and financial aid.
- Complete "The Vault" financial literacy curriculum.
- Learn about three or more postsecondary schools or programs.
- Learn about three or more careers.
- Participate in study skills and tutoring activities.
- Sign up for College Bound Scholarship.



## 8<sup>th</sup> GRADE BENCHMARKS

GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.

- Attend GEAR UP 8th grade orientation.
- Family attends GEAR UP 8th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math (pre-algebra or above is recommended), language arts, and science classes. Prepare for taking Algebra next year.
- Earn a minimum cumulative GPA above 2.4 on a 4.0 scale. A 3.0 GPA is the minimum for many colleges.
- Create a High School and Beyond Plan.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Promote to ninth grade.
- Participate in GEAR UP activities.
- Visit a postsecondary school campus.
- Take the ACT ASPIRE test.
- Attend events to learn about going to college and financial aid.
- Complete "The Vault" financial literacy curriculum.
- Learn about three or more careers.
- Learn about three or more postsecondary schools or programs.
- Participate in study skills and tutoring activities.
- Meet Standard on MSP-Science.
- Meet Standard on Smarter Balanced (ELA & Math).
- Receive 21<sup>st</sup> Century Scholar Certificate.
- Sign up for College Bound Scholarship.



## 9th GRADE BENCHMARKS

**GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.**

- Attend GEAR UP 9th grade orientation.
- Family attends GEAR UP 9th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math (algebra or above is recommended), language arts, and science classes.
- Earn a minimum 3.0 cumulative GPA by the end of 11<sup>th</sup> grade.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Update your High School and Beyond Plan.
- Create a Student Portfolio to use during high school years.
- Enroll and pass foreign language class.
- Promote to tenth grade and be on track to graduate on time.
- Participate in GEAR UP activities.
- Visit a postsecondary school campus.
- Know the Washington Minimum College Admission Standards and choose courses that will help you meet these requirements while also working toward high school graduation.
- Attend events to learn about going to college and financial aid.
- Register for [www.thewashboard.org](http://www.thewashboard.org), a free scholarship service.
- Research five to ten postsecondary schools or programs.
- Research three or more careers.
- Participate in study skills and tutoring activities.
- Complete Career Guidance WA curriculum.



# 10th GRADE BENCHMARKS

**GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.**

- Attend GEAR UP 10th grade orientation.
- Family attends GEAR UP 10th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math (geometry or above is recommended), language arts, and science classes.
- Earn a minimum 3.0 cumulative GPA by the end of 11<sup>th</sup> grade.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Update your High School and Beyond Plan and Portfolio.
- Enroll and pass foreign language class.
- Take the ACT<sup>®</sup> ASPIRE Test.
- Participate in study skills and tutoring activities.
- Promote to eleventh grade and be on track to graduate.
- Participate in GEAR UP activities.
- Conduct in depth research of postsecondary options and careers, including going on postsecondary campus visits, to 3 to 5 programs aligned with your career interests.
- Know the Washington Minimum College Admission Standards and choose courses that will help you meet these requirements while also working toward high school graduation.
- Attend events to learn about going to college and financial aid.
- Complete the FAFSA Forecaster.
- Register for [www.thewashboard.org](http://www.thewashboard.org), a free scholarship service.
- Complete Career Guidance WA curriculum.
- Pass Biology End of Course (EOC) Exit Exam.
- Meet Standard on 11<sup>th</sup> grade Smarter Balanced Assessment-Math.
- Meet Standard on 11<sup>th</sup> grade Smarter Balanced Assessment-ELA.



# 11th GRADE BENCHMARKS

**GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.**

- Attend GEAR UP 11th grade orientation.
- Family attends GEAR UP 11th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math (trigonometry or above is recommended), language arts, and science classes.
- Earn a minimum 3.0 cumulative GPA by the end of 11<sup>th</sup> grade.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Update your High School and Beyond Plan and Portfolio.
- Enroll and pass foreign language class if you have not already completed two credits.
- Take the ACT<sup>®</sup> Test.
- Participate in study skills and tutoring activities.
- Promote to twelfth grade and be on track to graduate on time.
- Participate in GEAR UP activities.
- Conduct in depth research of postsecondary options and careers, including going on postsecondary campus visits, to 3 to 5 programs aligned with your career interests.
- Know the Washington Minimum College Admission Standards and choose courses that will help you meet these requirements while also working toward high school graduation.
- Attend events to learn about going to college and financial aid.
- Complete the FAFSA Forecaster.
- Register for [www.thewashboard.org](http://www.thewashboard.org), a free scholarship service.
- Complete 16 Summers curriculum.
- Attend one or more college recruiting events at your school.
- Pass Biology End of Course (EOC) Exit Exam.
- Pass Math (M1) and (M2) EOC Exam or Meet Standard on 11<sup>th</sup> Smarter Balanced-Math.
- Meet Standard on Smarter Balanced –ELA.



# 12th GRADE BENCHMARKS

**GEAR UP recommends that all students meet these grade level specific benchmarks in order to graduate from high school ready for the postsecondary program or college of their choosing. Use this checklist to help you plan and keep track of your progress.**

- Attend GEAR UP 12th grade orientation.
- Participate in GEAR UP activities.
- Family attends GEAR UP 12th grade orientation and participates in quarterly family workshops.
- Perform at or above grade level in math (calculus or above is recommended), language arts, and science classes.
- Maintain a minimum 3.0 cumulative GPA.
- Enroll and pass foreign language class if you have not completed two credits.
- Stay alcohol-free, drug-free, crime-free, and tobacco-free.
- Update your High School and Beyond Plan and Portfolio.
- Participate in study skills and tutoring activities.
- Take the ACT<sup>®</sup> Test.
- Visit the postsecondary school(s) you want to attend.
- Apply to three or more postsecondary schools or programs.
- Know the Washington Minimum College Admission Standards and choose courses that will help you meet these requirements while also working toward high school graduation.
- Attend events to learn about going to college and financial aid.
- Register for [www.thewashboard.org](http://www.thewashboard.org), a free scholarship service. Apply for one or more scholarships.
- Complete the Free Application for Federal Student Aid (FAFSA) or Washington Application For State Financial Aid (WASFA).
- Complete 16 Summers curriculum.
- Research three or more careers. Do at least one job shadow.
- Attend one or more college recruiting events at your school.
- Pass Biology End of Course (EOC) Exit Exam.
- Pass Math (M1) and (M2) EOC Exam or Meet Standard on 11<sup>th</sup> Smarter Balanced-Math.
- Meet Standard on Smarter Balanced –ELA.
- Graduate.



## Top Washington State GEAR UP Resources

**College Knowledge Family Newsletters:** Monthly family newsletters with college readiness information for students by grade-level (7, 8, 9, 10, 11, 12). These newsletter templates come pre-loaded with info and areas to customize and add your events and contact information to personalize for your school!

<http://gearup.wa.gov/resources/family-newsletters>

**College Spotlight Flyers and the ABC's of College Posters:** Use to help create a college-going culture in your school and community. Display in your school, on a bulletin board, in a newsletter, PowerPoint presentation, or even on your social media pages.

<http://gearup.wa.gov/resources/college-going-culture>

**Financial Aid 101: 2016-17:** Use this guide to learn how you can begin finding and applying for money to finance your education!

<http://gearup.wa.gov/file/financial-aid-101-2016-17>

**GEAR UP College Knowledge Games & Activities for Students and Families:** Use this collection of college knowledge and cooperative learning games with students or during family events.

<http://gearup.wa.gov/file/gear-college-knowledge-games-activities-students-and-families>

**Getting Ready for Campus Visits: A GEAR UP Handbook for Providing Campus Visits for Middle and High School Students:** Includes best practices and resources to help plan meaningful on-campus experiences. Contains replicable, customizable tools.

<http://gearup.wa.gov/file/getting-ready-campus-visits-gear-handbook-providing-campus-visits-middle-and-high-school>

**Preparing Students with Disabilities for Postsecondary Education: A Resource Guide for Use with GEAR UP School Staff:** Designed to assist those who work with high school students with disabilities who plan to continue their education in postsecondary institutions, including vocational and career schools, two- and four- year colleges, and universities.

<http://gearup.wa.gov/file/preparing-students-disabilities-postsecondary-education-resource-guide-use-gear-school-staff>

**Scholarships:** View listing of upcoming scholarship opportunities as well as an archive of past annual opportunities to help plan for the next year. In addition to theWashBoard.org, a listing of scholarships is located on gear up.wa.gov at:

<http://gearup.wa.gov/resources/scholarships>

**Senior Year Binder System: Advisor’s Guide to a Student Organizational Plan for College Admissions & Financial Aid:** This binder system can be used with high school seniors to help them stay organized during the college and financial aid application process. This manual provides guidance on how to assemble the binder, provides examples, and explains the rationale.

<http://gearup.wa.gov/file/senior-year-binder-system-advisor%E2%80%99s-guide-student-organizational-plan-college-admissions>

**Supporting Transgender Students: College Admissions & Financial Aid. A Resource Guide for College Access Professionals:** Designed to assist college access professionals who work with high school students who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ). The information provided has an emphasis on supporting transgender youth who plan to continue their education at a postsecondary institution.

<http://gearup.wa.gov/file/supporting-transgender-students-college-admissions-financial-aid-resource-guide-college-access>

**Washington Campus Visit Information for GEAR UP Groups: Fall 2016-17:** Washington’s colleges and universities offer a variety of activities for middle and high school tour groups. This matrix provides the necessary contact and background information to help coordinate a GEAR UP campus visit. This resource will be updated annually in the summer and as needed.

<http://gearup.wa.gov/file/washington-campus-visit-information-gear-groups-fall-2016-summer-2017>

**Washington State GEAR UP Bulletin:** This weekly program bulletin is distributed via email. It includes program specific reminders and information, but also includes a wealth of resources that support college and career readiness programming. It continues to be one of our more popular program resources, and the free distribution has expanded beyond GEAR UP schools. To subscribe, email Beth Kelly at [bethk@wsac.wa.gov](mailto:bethk@wsac.wa.gov).

## Find us!

[gearup.wa.gov](http://gearup.wa.gov)



[facebook.com/gearupwa](https://www.facebook.com/gearupwa)



[twitter.com/gearupwa](https://twitter.com/gearupwa)



[instagram.com/gearupwa](https://www.instagram.com/gearupwa)



[pinterest.com/gearupwa](https://www.pinterest.com/gearupwa)



<http://bit.ly/gearupwa>



snapchat: gearupwa



Welcome to Washington State GEAR UP's guide to ensuring maximum brand recognition through consistent use and application of our logo. These guidelines should be distributed to and used by any staff member, partner or vendor intending to implement the Washington State GEAR UP brand identity, whether in print materials or through online documents.

These guidelines cover the following elements:

- The logo and logo versions
- Maintaining clear space around the logo
- The logo minimum size
- Improper usage of the logo
- Color palette and usage

Following these guidelines will help us establish a strong, recognizable identity. When in doubt, always remember that consistency is key.

## LOGO AND LOGO VERSIONS

There are three versions of the GEAR UP logo, each is intended for use with a specific audience. Use the guidelines below to determine when to use each version of the logo.

Students/Teens - Use this version of the logo in cases where the primary audience is students



Parents/Administrators - Use this version of the logo in cases where the primary audience is parents and/or administrators

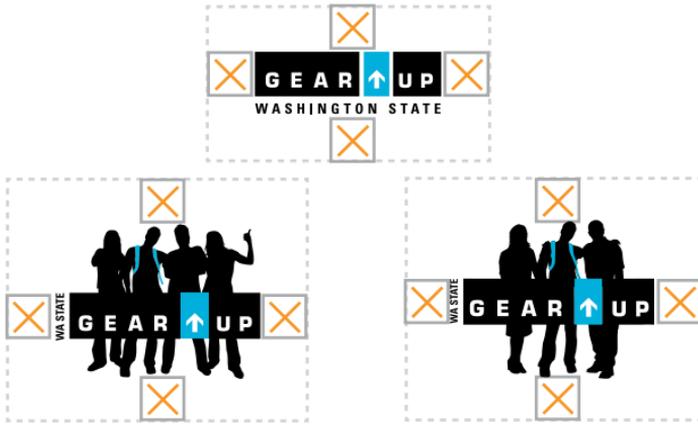


General Purpose - Use this version of the logo when general or board audiences are being addressed and/or for general GEAR UP materials such as business papers



## LOGO CLEAR SPACE

Always separate content or design elements from the logo by using an appropriate amount of clear space around the logo. This space should be equal to the height of the black box that the words GEAR UP appear in.



## THE LOGO LOCKUP

The lockup is the prescribed arrangement of the elements of the identity. Do not re-size or re-arrange the elements of the identity.

The text GEAR UP should always appear in the blocks and should not be moved



The text Washington State should always appear below the GEAR UP blocks in this arrangement



The text GEAR UP should always appear in the blocks and should not be moved

The text WA State should always appear vertical to the left side of the logo



## LOGO MINIMUM SIZE

Do not scale the general purpose logo smaller than .75" wide. Do not scale the student and parent versions smaller than 1" wide. By following these guidelines you will preserve the visual impact and legibility of the GEAR UP logos.



.75"



1"



## USE THE IDENTITY IN BLACK & WHITE OR IN FULL COLOR



# COLOR SPECIFICATIONS

The colors of your logo can be used in four different ways, shown below. When you work with a designer, printer or other vendor to create printed or online materials, always provide them with this document to ensure the GEAR UP colors remain consistent. A variety of file formats are included on the CD accompanying this logo usage guide.

**PMS colors** are most often used for materials printed by a print shop. The Pantone Matching System colors (PMS) are to be used in offset lithographic printing. Each color is printed separately in an ink created to match the color.



312 C



Pantone Black C

**CMYK colors** are most often used by print shops for digital printing and for offset lithographic printing when full-color images are used. Cyan, magenta, yellow and black (CMYK), referred to as the four "process" colors, combine as tiny dots in prescribed ratios to create the full spectrum of colors we know. The formulas above outline the prescribed ratios that will create the colors used in the logo.



C 96  
M 0  
Y 11  
K 0



C 0  
M 0  
Y 0  
K 100

**RGB colors** are most often used for all materials and productions that will appear primarily on a screen, such as PowerPoint presentations and projected slide shows.



R 0  
G 174  
B 218



R 0  
G 0  
B 0

**Hexadecimal colors** are formulated specifically for use on the web.



#00AFDB



#000000

# IMPROPER LOGO USAGE



Do not separate, resize or rearrange the elements of the logo



Do not change the colors



Do not stretch or distort the shape of the logo



Do not enclose the logo in a shape



Do not add drop shadows or any other effects



Do not add or change typefaces

**Fee Waiver Request 2016-2017**

Valid only if submitted by August 31, 2017

The ACT<sup>®</sup> test fee waiver program assists economically disadvantaged high school juniors and seniors. Only a limited number of fee waivers are authorized by ACT each year, beginning in the fall. Once funds are exhausted, fee waiver requests will be denied.

**Am I eligible for a fee waiver?**

To use a fee waiver, you must meet ALL eligibility requirements.

1. Currently enrolled in 11th or 12th grade.
2. Either a United States citizen or testing in the United States, US territories, or Puerto Rico.
3. Meet one or more of the following indicators of economic need (check all that apply).

- Enrolled in a federal free or reduced-price lunch program at school.
- Enrolled in a program for the economically disadvantaged (for example, a federally funded program such as GEAR UP or Upward Bound).

**Note:** If you are participating in one of these programs, but you are not economically disadvantaged, you are not eligible for a fee waiver.

- Reside in a foster home, are a ward of the state, or are homeless.
- Family receives low-income public assistance or lives in federally subsidized public housing.

- Family's total annual income is at or below the USDA levels for free or reduced-price lunches listed in the chart below.

Number in Household (including student)	Total Annual Income Before Taxes* (in last calendar year)
1	\$21,978
2	\$29,637
3	\$37,296
4	\$44,955
5	\$52,614
6	\$60,273
Each additional	plus \$7,696 each

\*See <http://www.fns.usda.gov/school-meals/income-eligibility-guidelines>

**What fee(s) does this fee waiver cover?**

- This fee waiver covers the registration fee for one test option – either the ACT (no writing) or the ACT with writing.
- The registration fee covers one report to your high school and up to four college choices (at the time you register).
- The fees for two test prep products (ACT Online Prep<sup>™</sup> and ACT<sup>®</sup> Kaplan Online Prep Live) are also covered by this fee waiver.

**Note:** You may not use this fee waiver to pay for any additional fees, products, or services.

**How is this fee waiver used?**

- You may use this waiver to register for one ACT National test date.
  - This waiver is considered used once you register or submit a standby request.
  - If you do not test on the date you registered for, you may apply your used waiver toward a future test date registration fee.
- Note:** You will be required to pay the test date change fee.
- Eligible students may use a maximum of two separate fee waivers.
  - You cannot use the fee waiver to receive a refund for a test fee that you already paid.

**How to apply this fee waiver:**

If you are:	Then...
<b>Registering online</b>	<ol style="list-style-type: none"> <li>1. Log on to <b>www.actstudent.org</b> and follow the steps through the registration process. On the Order Summary screen, enter the serial number from the top-right corner of this voucher into the Voucher/Waiver Number space.</li> <li>2. Click on the "apply" button to validate the serial number.</li> <li>3. Complete the credit card information to pay for any additional fees not covered by this waiver.</li> <li>4. Finally, click "Submit" to complete your registration.</li> </ol>
<b>Registering by paper registration packet</b>	<ol style="list-style-type: none"> <li>1. Enter the serial number from the top-right corner of this form in Block W of the registration folder.</li> <li>2. Return the completed and signed fee waiver (this document) with your completed registration folder.</li> </ol>

**STUDENT:** Print the information requested below. You must **personally** sign the Certification Statement.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Current Grade in School (check one): \_\_\_\_\_ 11th \_\_\_\_\_ 12th

**CERTIFICATION STATEMENT:** I certify that I understand and meet all eligibility requirements for this waiver.

Student's Signature \_\_\_\_\_  
(Do not print)

**SCHOOL/AGENCY OFFICIAL:** Verify the student meets the eligibility requirements and check the indicator(s) of economic need above. Print the information below and **personally** sign the Certification Statement.

**CERTIFICATION STATEMENT:** I certify that the student named on this form meets all eligibility requirements for a waiver, including the indicator(s) of economic need checked above.

Signature \_\_\_\_\_

Title \_\_\_\_\_

School/Agency Name (print) \_\_\_\_\_

Office Phone \_\_\_\_\_

**Altered or photocopied forms are not valid.**

**NOTICE:** ACT may request written evidence of student eligibility in order to monitor school/agency compliance. Non-eligible students may be billed. Non-compliant schools/agencies may not be eligible for more waivers.



### **Introduction**

We have student and family incentives and printed publications available to GEAR UP schools. Incentives and resources do not come out of your program budget. They are available for free, but must be distributed only to GEAR UP students or GEAR UP families.

### **When can orders be placed?**

**August:** The main order for GEAR UP incentives and resources for the school year is due. This is the time to order items for family events, student incentives and publication resources you will need for implementation.

**Throughout School Year:** Small orders can be made throughout the year (Ex: you are taking a group of students on a field trip and want each of them to have a lanyard to hold their name tag).

**Timeline:** When placing an order please allow 7 business days for your order to be filled.

*Note:* Because of the volume of orders placed in August/September the time it will take for your order to be reviewed and filled can take longer than 7 days. Order early to allow enough time for your order to be filled and shipped prior to the start of the school year.

### **Where is the form to place an order?**

The Program Resource Order form can be accessed from the Grant Management page on [www.gearup.wa.gov](http://www.gearup.wa.gov). The direct link to the form is <http://www.gearup.wa.gov/webform/program-resource-order-form>.

### **How do I place an order?**

- Access the online form by going through the Grant Management page or directly linking to the form.
- Read all of the instructions (top of the form and for some items).
- Any line item that has a \* is a required field and must be filled in to submit the form.
- There are three sections that incentives and resources are located:
  - Student incentives
  - Family night incentives
  - Publications
- Select items from the different sections and provide a brief distribution plan for the items.
- Review your order for accuracy and then click “submit” at the bottom of the form.

### **I placed an order, what happens now?**

Once your order has been submitted your order is automatically sent to the email address you provided and to [katherinek@wsac.wa.gov](mailto:katherinek@wsac.wa.gov) for review. If there are no questions pertaining to your order it will be filled within 7 business days. If there are questions regarding your order you will be contacted via phone or email and your order will not be filled until the question(s) are answered.

### **Questions**

If you have any questions about incentives, resources, or how to order them please email [katherinek@wsac.wa.gov](mailto:katherinek@wsac.wa.gov).



March 21, 2016

GEAR UP Parent/Guardian,

Your student is currently enrolled in one or more AP courses at West Valley High School and I hope that your student will consider taking the AP exam. If the registration fee is a financial barrier, our GEAR UP program has funding available to assist students in paying for the AP exam. There is no family income requirement to receive assistance through GEAR UP.

The regular price for each exam is \$92 and the reduced price is \$15 for students with free/reduced lunch status. In order to qualify for the reduced price, students must submit the attached form *"2015-16 Advanced Placement, Cambridge and International Baccalaureate Test Fee Payment Low-Income Student Verification"* to the business office when the fee is paid.

**STEPS TO REQUEST FEE ASSISTANCE THROUGH THE GEAR UP PROGRAM, IN THE FORM OF A REIMBURSEMENT CHECK:**

1. Pay the AP exam fee(s) to the business office. If a student has free/reduced lunch, the low-income student verification form, mentioned above, must be turned in to the business office to qualify for the reduced fee.
2. Submit the **original** receipt with the attached *"GEAR UP AP Exam Fee Assistance Form"* to the GEAR UP office.
3. GEAR UP will request that the reimbursement check be mailed to the parent/guardian after the last AP exam is taken on May 11<sup>th</sup>. It may take 3-4 weeks for the check to be received. If a parent/guardian cannot afford to pay the fee initially or cannot wait for the reimbursement check, please do not let this be a barrier to your student taking the exam. Please contact me, before paying for the exam, for more information on how you can request the funds be paid through GEAR UP.

**OTHER IMPORTANT NOTES:**

- Students can request funding support for more than one AP exam.
- Please verify your student's free/paid lunch status prior to submitting the form. If a student has free/reduced lunch, but does not submit the low-income student verification form to the business office in order to qualify for the reduced rate, GEAR UP may only reimburse the parent/guardian \$15 for the exam as this is the amount the student could have paid if the form had been submitted.

Please let me know if you have any questions.

Thank you,

Rosalie Sigler, MSW  
GEAR UP Site Coordinator  
(509) 340-7103



## GEAR UP AP Exam Fee Assistance Form

Due: Monday, May 2<sup>nd</sup> 2016 to GEAR UP Office

Student Name: \_\_\_\_\_

Is the original receipt attached?  Yes

(If you misplaced your receipt, request a copy from the business office.)

Which AP exam(s) did you register to take?

**AP Literature (Mr. Carasco’s Class): Monday, May 4<sup>th</sup>**

\$15 Reduced Fee

\$92 Full Price

**AP Biology (Mr. Warren’s Class): Monday, May 9<sup>th</sup>**

\$15 Reduced Fee

\$92 Full Price

**AP Language and Composition (Mrs. Worth’s Class): Wednesday, May 11<sup>th</sup>**

\$15 Reduced Fee

\$92 Full Price

A.	<b>Enter total cost of exam(s) being taken.</b> This amount should match your attached receipt.	\$
B.	<b>Enter the amount that your family can afford to pay.</b>	\$
C.	<b>Subtract line B from line A and enter that amount here.</b> This is the amount that GEAR UP will request be reimbursed to the parent/guardian in the form of a check following the last AP exam date listed above. This check may take 3-4 weeks to be received.	\$

*I understand that I am responsible for the non-refundable restocking fee if my student does not take the exam(s).*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



December 15, 2015

11<sup>TH</sup> Grade GEAR UP Parents and Guardians,

This year, all 11<sup>th</sup> grade students are encouraged to take the SAT and/or ACT. The application for a 4 year university will require scores from at least one of these exams and scores can also be used at some community colleges as an English placement exam. Most scores tend to increase the second time a student takes the exam; therefore, we recommend students take one or both no later than spring 2016 and again fall 2017.

This year, our GEAR UP program has been awarded funding to help pay for SAT or ACT exams. If your student does not qualify for a fee waiver, GEAR UP can help pay for 50% of the cost of SAT or ACT exams, including subject tests and optional essays, but *cannot* reimbursement for late fees. GEAR UP will inform families via School Messenger email when the funding is no longer available.

To apply for fee assistance, students must:

1. Register and pay for the entire exam fee.
2. Print a receipt.
3. After a student receives their test scores, they can submit the attached "GEAR UP SAT/ACT Fee Reimbursement Form", the **original** printed receipt and copy of test scores to the GEAR UP office. Check reimbursements will be mailed home and can take 30-45 days. GEAR UP must have scores to verify that the exam was taken.

If a student who does not qualify for a waiver has a family financial hardship and cannot pay for the exam, please contact me.

Please do not hesitate to call or email me with any questions.

Thank you,

Rosalie Sigler, MSW  
GEAR UP Site Coordinator  
rosalie.sigler@wvwsd.org  
(509) 340-7103

Student Name: \_\_\_\_\_

## GEAR UP SAT/ACT Fee Reimbursement Form

Due: June 10, 2016 to GEAR UP Office

**Step 1:** Register and pay for the SAT and/or ACT exam.

- ACT: <http://www.act.org>
- SAT: <https://sat.collegeboard.org>

**Step 2:** Print a receipt and attach.

**Step 3:** After receiving test scores, print scores and attach. **IMPORTANT:** If you register for the June 4<sup>th</sup> SAT or June 11<sup>th</sup> ACT test dates, you must submit this form and your receipt by the June 10<sup>th</sup> deadline and submit your scores as soon as they are sent to you.

**Step 4:** Please indicate which test(s) were purchased. GEAR UP will reimburse 50% of fees purchased. If your family has a financial hardship and cannot pay for the exam, please contact Rosalie Sigler. Please note: If your receipt includes late fees, GEAR UP cannot reimburse that portion of your fee.

	SAT (with essay)	\$54.50
	SAT (without essay)	\$43
	SAT Subject Test	\$26
	SAT (additional) Subject Test	\$18

	ACT (with essay)	\$56.50
	ACT without essay	\$39.50

**Step 5:** Mailing Address (Must match address in Skyward database)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***I confirm that the attached receipts and exam scores were purchased for my student during the 2015-2016 academic school year.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## College Application Fee FAQs

Where do I find the forms and instructions?

<http://www.gearup.wa.gov/file/college-application-fee-assistance-form>

How do we distribute college application fees?

It is important to think about how the funds budgeted will be distributed. Is it first come, first served? Or is it based on need? Or does every GEAR UP student receive one application fee? What will you do with any remaining balance? Can students request more than one application fee? It's important to think about the process you use to ensure equitable access to assistance. Also, think about how you will promote to students that there are funds available before you start distributing. We recommend that you have this written down as a procedure before you start distribution.

Who can claim the \$50 fee assistance waiver for their college application? Is it anyone in the GEAR UP Cohort or is it only free and reduced lunch students?

It is up to the GEAR UP program staff, in consultation with the administration and/or counseling staff to determine who will receive the application fee assistance. All GEAR UP students are eligible, from the program's perspective, as long as you have funding available. However, if you are concerned about running out of funds, then you may opt to prioritize by need.

If you opt to prioritize FRPL students for assistance, that there may be families who have need but don't have FRPL status. There may also be families who exceed the FRPL guidelines, but still may need assistance due to special circumstances. School counselors often know this information.

If a student is paying \$50 for a college application fee we would pay \$35 and they pay their \$15 share, right?

The mechanics of this process need to be determined by your district. Some options include:

1. School helps the student complete the application process and pays the application fee with a district credit card, in the example above, the whole \$50. Then, the student would pay \$15 to the school district.
2. The student/family pays the application fee and requests reimbursement from the school. They provide the receipt, and the district issues a check for the application fee, less the \$15 to the student/family.

If the student is on free and reduced lunch do they still have to pay their \$15 part of the fee?

There is an option on the College Application Assistance Form for GEAR UP to pay the full application fee. If it is determined that the \$15 is a hardship, GEAR UP may pay the full fee.

Is the student able to request assistance for more than one \$50 college application fee?

Yes, if funds are available and there is a need, you may pay for up to 3 college application fees for a student.

**SAMPLE GEAR UP School**

Date of Trip: November 1, 2016

Time of Trip: Depart school at 7:00am, return by 5:00pm

**Location:** University of GEAR UP, Olympia WA

**Participants:** 15 GEAR UP students

**Contact:** Field Trip Organizer Name

[email address](#)

*phone*

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9:50am	<b>Arrive</b> Students arrive at Visitor’s Center.
10:00am – 11:00am	<b>Campus Tour – led by UGU Students</b> Academic buildings, the Library, the Student Union Building, Residence Halls, Bookstore, and the Rec Center.
11:00am – 12:00pm	<b>Admissions &amp; Financial Aid Presentation/ Workshops</b> Including applications, financial aid, and admissions.
12:00pm – 1:00pm	<b>Student Panel Q&amp;A</b> Meet with current students and ask questions about what it is really like to be a college student.
1:00pm – 1:30pm	<b>Lunch on campus</b>
1:30pm-2:30pm	<b>Classroom Session</b> Students will sit in on pre-selected classes led by professors. A Q& A will follow the class so that students can find out more about college coursework.
2:30pm-3:00pm	<b>Support Services Presentation</b> Tutoring programs, health services, disability services, and more from the special services team.

**Time and Effort**  
HOURS WORKED BY CALENDAR DAY

Name: \_\_\_\_\_

Month/Year: \_\_\_\_\_

Organization: \_\_\_\_\_

Total Hours \_\_\_\_\_

Day of the Month	Code (see table)	Number of Hours	Description of services	Code #	Activities
1					
2					
3				1	Provided information to students and/or families to help students learn about college and/or career opportunities, preparation, and information. May include class activity, job shadow, guest speakers, etc.
4					
5					
6				2	Prepared class activity to help underachieving students and/or promote rigor.
7					
8				3	Implemented effective prevention strategies to decrease dropout rate.
9					
10				4	Chaperoned and/or facilitated a GEAR UP field trip.
11				5	Provided job shadow or career opportunity for students.
12					
13				6	Tutored or mentored students outside of classroom time.
14					
15				7	Prepared students for standardized testing, including PSAT, SAT, PLAN, EXPLORE, ACT, ASVAB, COMPASS, ACCUPLACER, READYSTEP.
16					
17				8	Provided information about financial aid, including FAFSA, scholarships, College Bound Scholarship.
18					
19					
20				9	Provided information to students and/or families about the college application process.
21					
22				10	Prepared students for careers in Math, Science, Engineering, and Technology with specific classroom based activities or career information.
23					
24					
25				11	Developed family and community partnerships to increase parent engagement.
26					
27				12	Planned and/or participated in a GEAR UP-sponsored event or meeting.
28					
29				13	Participated in professional development which will benefit GEAR UP students.
30					
31				14	Provided services for invoicing, in-kind match, budgeting, data collection, or other administrative functions of the GEAR UP grant.
<b>TOTALS</b>					

**SAMPLE**

I HEREBY CERTIFY THAT THIS TIME SHEET IS A TRUE STATEMENT OF THE TIME WORKED BY ME.

EMPLOYEE'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_