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*Revised February 2021*

# **Purpose and Frequently Asked Questions**

This guide will help you understand GEAR UP documentation and reporting requirements. As part of the national College and Career Readiness Evaluation Consortium, the Washington State GEAR UP program complies with the recommended reporting requirements to support the longitudinal evaluation project. Following these guidelines ensures that school partners comply with these requirements.

## Who is a GEAR UP Student?

A GEAR UP student is a student who is eligible to receive GEAR UP services through a cohort or priority student model.

## What are GEAR UP Services?

GEAR UP services are all activities, events, and support services that are provided by GEAR UP staff, that may or may not have funding attached. All services must be documented and WSAC approved in the school’s annual work plan and budget.

## What are Service Definitions?

Service Definitions, also called Activity Types, define the category of the services being provided. GEAR UP staff use the Service Definitions to determine the Activity Type for participation documentation and portal entry. It is imperative that these guidelines are followed as they are aligned with GEAR UP reporting and evaluation requirements.

What is the Portal?(<https://portal.wsac.wa.gov/home>)

The portal is the website used to electronically document all GEAR UP activities and participation. It does not take the place of the required back up or hard copy documentation.

It is up to each school to determine who will have access to the portal and who will have responsibility to enter activities and participation. Please communicate with WSAC to set up access and to update any staff changes at least annually.

## What is entered in the Portal?

When determining what should be documented as a GEAR UP activity, the first question is always, “Is this happening because of GEAR UP or would it occur anyway (absent GEAR UP funding or staff)?” Only activities that are directly tied to the GEAR UP work plan, budget, and staff are documented as GEAR UP activities.

All services or activities provided by GEAR UP are entered in the portal. These include:

* GEAR UP paid staff time spent working with students, including but not limited to tutoring, mentoring, counseling, providing workshops, family events, classroom activities, college visits, job site visits, etc.).
* Activities that are provided by GEAR UP, including but not limited to, field trips, assemblies, workshops, classes, and events that are planned, facilitated and/or supervised by GEAR UP staff.
* Activities paid for or required by GEAR UP, including but not limited to college placement testing, course tuition, credit retrieval courses, summer school, etc.

## What is the Service Delivery Mode?

All activities are entered using one of the three service delivery modalities:

* **Direct**: In-person services or activities.
* **Virtual Synchronous**: Services or activities delivered to students and/or family members in real time using phone or an audio-visual technology platform (e.g., Zoom, Google Classroom, Instagram Live, Facebook Live, etc.).
* **Virtual Asynchronous**: Services or activities provided to students and/or family members through a technology-mediated platform that do not occur in real time (i.e., elements of the service occur at different times). This mode may be a learning/content management system (e.g., Google Classrooms, Canvas, etc.), a messaging platform that may or may not include a response(s) from a student or family member (e.g. Google chat, texting, email, etc.), or another means of serving students or their family members in an asynchronous manner.

## Do I document participation by non-GEAR UP Students?

Yes, if non-GEAR UP students participate in GEAR UP activities, they must be entered in the portal as well, and included in any paper documentation. If you provide additional outreach activities to non-GEAR UP students, you must document and report participation just as for GEAR UP students.

## What information is not entered in the portal?

* If GEAR UP purchases materials for classroom use, but GEAR UP paid staff do not provide any direct service, this service is not entered in the portal. Examples include robotics supplies, classroom calculators, and teacher mini-grants with no specific GEAR UP activity attached to them.
* Activities that support GEAR UP goals but are not a part of an approved work plan and would exist on their own without GEAR UP are not entered in the portal. Examples include, EOC assessments, state testing, Running Start fees, or other programs that have been supported in your school prior to GEAR UP.
* Student-led conferences are not USUALLY a GEAR UP activity if your school had them in place prior to GEAR UP. However, if there is an activity that you do as part of GEAR UP to enhance student-led conferences, they may be entered in the portal.
* Activities that are less than 5 minutes in duration.

## Paper Documentation

* All GEAR UP activities must be documented with student/family sign-in sheets, attendance records, or the Individual Services Tracking Form.
* All forms can be found on the GEAR UP website at: <http://www.gearup.wa.gov/grant-management>.
* This documentation must be retained by your program with all other GEAR UP records for six years and are subject to audit at any time.

## Compliance Review

* Schools are expected to complete portal entry on at least a weekly basis. All participation must be in the portal within one week of the activity.
* WSAC staff review portal entries (<https://portal.wsac.wa.gov/home>) at least once every three weeks. WSAC staff will send a “Compliance Review” to the lead GEAR UP staff, with questions and comments noted.
* Lead GEAR UP staff are expected to respond to the Compliance Review within one week to resolve any questions or concerns.

## Need Help?

* Contact Kelly Keeney, [kellyk@wsac.wa.gov](mailto:kellyk@wsac.wa.gov) or 360-753-7838; or
* View the video recording (<https://youtu.be/jpzD12iWDjE>) of the WA State GEAR UP February 2021 Virtual Workshop: Service Definitions.

# **Service Definitions & Activity Types**

All work plan activities have been pre-assigned an Activity Type that will be used for portal entry. However, it is the GEAR UP school staff’s responsibility to understand the Service Definitions and verify that the assigned Activity Type is accurate. Please communicate any discrepancies with WSAC staff.

College Assessments

**Definition:** Any assessment taken by students to determine college readiness. GEAR UP schools are required to document all pre-college assessment participation regardless of whether GEAR UP pays for it.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous

**Examples:** The following naming conventions must be used: Name of Test – Grade Level

|  |  |  |
| --- | --- | --- |
| PSAT – 8 | ASPIRE – 9 | Accuplacer - 10 |
| PSAT – 9 | ASPIRE – 10 | Accuplacer -11 |
| PSAT – 10 | SAT – 11 | Accuplacer - 12 |
| PSAT – 11 | SAT - 12 |  |
| ASVAB – 10 | ACT -11 |  |
| ASVAB – 11 | ACT - 12 |  |
| ASVAB - 12 |  |  |

**Data Coding Notes:**

* Do not enter registering students for the assessment as an activity.
* Do not enter Smarter Balanced Assessment or other state or local tests.
* If the assessment is taken over multiple days, enter the activity as a multi-day event.
* No time will be entered for assessments.
* AP Testing is entered as “Other Fee Only” and not here.

College Visit

**Definition:** These services refer to a student’s visit to a college campus that is facilitated/supervised/led by GEAR UP staff, teachers, other school staff, or college representatives. Features of a college visit include an official tour, presentation(s) by admissions, financial aid, academic departments, athletics, student affairs, residence life, multicultural affairs, and/or other college departments.

**Note:** *Virtual tours on a college website are not counted as College Visits as they do not meet the minimum requirements. However, these can be recorded as Student Workshops if they are provided as part of a GEAR UP led activity.*

**Modes:** College visits may be conducted in any of the three service delivery modes. Virtual college visitsmust be facilitated/supervised by GEAR UP staff, teachers, other school personnel, or college representatives, but additionally, confirmed to have a) included the same elements as an in-person college visit through synchronous or asynchronous methods, and b) been completed by the student.

**Examples:** Use the following naming conventions for all college visit activities.

* Name of College – Service Delivery Mode
* University of Washington – Virtual
* University of Washington – In Person

**Data Coding Notes:**

* College visit data records must include the IPEDS number of the college. These will be added for you in the dropdown menu when you select the name of the college. If the college is not listed, contact WSAC staff to have it added.
* Do not count the travel time to and from the college as part of the college visit; however, if another service or activity was provided during the travel time (e.g., mentoring, financial aid, college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.
* Virtual tours on a college website are not counted as College Visits as they do not meet the minimum requirements. However, these can be recorded as Student Workshops if they are provided as part of a GEAR UP led activity.

Counseling/Advising

**Definition:** Services include discussing personal growth issues such as decision making, problem solving, goal setting, attendance, behavior concerns, or family issues; providing assistance on college and/or career choices/planning/interests, internships, or college planning; and/or providing assistance on coursework selection (secondary or postsecondary), course of study choices, college major selection, standardized and pre-college assessment advising and/or interpretation of scores. Services can be provided 1:1 or small groups.

The following sub-groups will be used for this Activity Type:

* **Counseling/Advising – Academic**: Sessions focused on course selection, registration, course of study choices, referral for tutoring or other academic support, standardized and pre-college assessment advising and/or interpretation of scores, or similar.
* **Counseling/Advising – College**: Sessions focused on college research, application, decision making, choices, or college planning, or similar.
* **Counseling/Advising – Career**: Sessions focused on career options and preparation or planning, internships, career research, interpretation of career aptitude assessments, or similar.
* **Counseling/Advising – Social-Emotional**: Sessions focused on decision making, problem solving, goal setting, attendance, behavior concerns, or family issues or similar.
* **Counseling/Advising – Othe**r: Content not covered above but provided in this setting to students.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous

**Examples:**

* **Counseling/Advising - Academic:**
  + High School and Beyond Plan sessions (if individualized)
  + Advising on pre-college assessment planning and registration
  + Reviewing standardized assessment results
  + Study skills
  + Home visits
* **Counseling/Advising – College:**
  + College Application Week activities (not financial aid related)
  + College research and planning
  + College representative meetings
* **Counseling/Advising – Career:**
  + Career Interest Inventories
  + Military representative visits
  + Career research (if individualized)
* **Counseling/Advising – Social-Emotional:**
  + Any sessions related to personal skills, behaviors, or family concerns
  + Home visits
* **Counseling/Advising – Other:** Any sessions with content not covered in any of the above categories.

**Data Coding Notes:**

* Do not to include counseling/advising related to *financial aid* here, as those services are distinctly reserved for recording as **Financial Aid Counseling/Advising**.
* Some Counseling/Advising sessions will cover more than one content area. In this case, chose the one that best fits based on the content of majority of the session.

Educational Field Trips

**Definition:** Services during which students leave their school and travel to another location and include an academic component that is linked to classroom activities. Examples of this service include a science demonstration on a college campus (wherein, the purpose of the event is the science demonstration not a college visit); a class trip to a science or history museum linked to curriculum; academic competitions; cultural experiences such as performing arts, museums, or similar activities; and field trips that complement and enhance existing curriculum in key content areas.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous. If virtual, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff, and additionally, confirmed to have: a) included the same elements as an in-person field trip through synchronous or asynchronous methods, and b) been completed by the student.

**Examples:**

* Academic competitions, e.g. Robotics Competition
* College sponsored academic events, e.g., UW Math Day, Engineering Days, or Health Sciences Fair
* Washington State History Museum or other similar
* Performance Art or other theater performances
* Cultural events on college campuses
* Other activities directly tied to a classroom activity, such as water testing, wind farm science, etc.
* Ropes/Challenge Courses
* Latinx Youth Conference
* CISPUS Leadership Camp

**Data Coding Notes:** None

Financial Aid Counseling/Advising

**Definition:** Services assist students in understanding and navigating the complexities of financial aid, including providing hands-on assistance with the Federal Student Aid ID, FAFSA and scholarship applications; presentations on financial aid or literacy; using financial aid or literacy curriculum; understanding and comparing financial aid award letters; and the benefits of and information on participation in college savings plans. Financial aid counseling/advising may be provided one-on-one, in small or large groups, and during or outside of the school day.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* FAFSA/WASFA information, planning, support, and completion
* Scholarship information and application activities
* Thewashboard.org activities
* Financial literacy curriculum or workshops (Money Talks, Dave Ramsey, Jr Achievement, etc.)
* College Goal Washington events
* WSECU events
* Advisory lessons focused on financial literacy and/or financial aid

**Data Coding Notes:** Regardless of the setting, mode, or format, if the content includes financial aid or financial literacy, this Activity Type must be used.

Job Site Visit/Job Shadow

**Definition:** 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, see employability and occupational skills in practice, and gain value of professional training, and potential career options.

* **Job site visit:** A physical visit to a local business/work environment facilitated/supervised/led by GEAR UP staff, teachers, or other school staff. Job site visits may include visits to local businesses, employers, and agencies to explore different professions or career options and may or may not be followed by job shadowing.
* **Job shadowing:** A one-on-one experience in which a student spends time at a business or work environment with an employee, observing typical job duties.

**Modes:** May be provided as a direct or virtual-synchronous. A job site visit or job shadowing, if **virtual**, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other school staff, and additionally, confirmed to have: a) included the same elements as a physical on-site visit or shadowing through synchronous or asynchronous methods, and b) been completed by the student.

If you provide a virtual asynchronous job site visit or job shadow, please review with WSAC staff prior to the activity to ensure it meets the requirements.

**Examples:**

* Field trip to a business, industry, or job site.
* Construction Career Day
* Pizza, Pop, and Power Tools
* Job Corps

**Data Coding Notes:** Do not include travel time to and from the job site/shadowing destination as part of the service; however, if another service was provided during the travel time (e.g., mentoring, financial aid/college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.

Mentoring

**Definition:** Services refer to actions of GEAR UP staff, teachers, or other school staff to identify students who would benefit from an ongoing supportive relationship with a trained, caring adult or other student(s), i.e., “mentor.” Mentors meet with their assigned student(s) on a regular and consistent basis, which may be on or off campus and either during or outside of the school day. Typical issues addressed during mentoring meetings include academic, social, organizational or life skill development.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* Traditional mentoring programs that match one student and one adult.
* Group mentoring that links one mentor with a small group of students.
* Team mentoring that involves several mentors working with small groups of students, ideally with a ratio of no more than four students to one adult.
* Peer mentoring that connects caring students with other student(s).
* Community member mentors
* Check & Connect
* Peer or near peer mentoring
* Hero Programs
* Link Crew
* Boys & Girls Club
* Student Success Agency
* E-mentoring that is provided through synchronous or asynchronous methods.

**Data Coding Notes: Mentoring** is distinguished from **Counseling/Advising** based on the meeting patterns defined, and the formality of the mentoring relationship. **Mentoring** is an ongoing interaction between a mentor and a designated mentee and is most often a part of a formal mentoring program.

The duration of mentoring services received is recorded for the mentees only; the mentors’ time mentoring does not count as a service.

The time the mentor receives training to become a mentor can be recorded as a Student Workshop if the mentor is a GEAR UP student (e.g., Leadership Skills Training, etc.).

One-Way Outreach

**Definition:** Services include primarily electronic communication efforts (email, texts, newsletters, mailings, website announcements, social media posts, etc.) that serve to provide information to students and families but do not involve any direct service contact with the recipient. Receipt of communication may or may not be documented.

**Modes:** May be provided in virtual-synchronous or virtual-asynchronous modes. These are not direct services.

**Examples:**

* Announcements, emails, texts, etc.
* Family Newsletter Distribution
* Google Classroom posts
* Facebook, Twitter, Instagram, Snapchat posts
* Email, texts
* Robo-phone calls

**Data Coding Notes:**

* No time is recorded for one-way outreach activities.
* Documentation is not required for records.

Other – Celebratory

**Definition:** Services that focus on celebrating or recognizing student accomplishments.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* Academic recognition activities or other celebratory events.
* Pi Day
* Attendance recognition events
* End of year celebrations
* College Bound Scholarship Re-Pledge events

**Data Coding Notes:** In general, graduation events are not a GEAR UP activity, unless there is a specific GEAR UP element. Refer to your work plan for guidance.

Other - Fee Only

**Definition:** For services or activities that GEAR UP pays for on behalf of a student, but no direct service is provided by GEAR UP or other school staff. Usually provided by an outside entity.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* AP Test Fees: name of activity should be ‘AP Test – name of subject tested’
* Accelerated/rigorous course tuition when no additional support is provided by GEAR UP staff
* College in the High School when fees are paid by GEAR UP.
* STAMP (language proficiency exam) when fees are paid by GEAR UP.
* Credit retrieval course tuition.
* Food Handlers Card and First Aid Classes (when the course is provided by non-GEAR UP staff)

**Data Coding Notes:** None

Other – National GEAR UP Week

**Definition:** Services that occur in recognition of National GEAR UP Week, but do not fit into any other Activity Type.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* College Gear Day
* Scavenger Hunts
* GEAR UP Bingo, College Knowledge Passports, Jeopardy, or other games that students complete on their own and not as a classroom activity
* Door Wars

**Data Coding Notes:** None

Student Workshops

**Definition:** Services that include interactive informational classroom-level or large- or small-group sessions that involve hands-on experiences for each student in the workshop. Workshops are offered to groups of students on topics including leadership development, student mentor training, career exploration, secondary school success and college awareness, and general elements of college readiness such as study skills, self-monitoring, goal setting, time management, problem-solving, etc. This may include 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. Workshops include a planned lesson or agenda, and all students receive the same information.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

A student workshop, if **virtual**, must similarly be facilitated/supervised/led by GEAR UP staff, teachers, or other staff, and additionally, confirmed to have: a) included the same elements as an in-person workshop through synchronous or asynchronous methods, and b) been completed by the student

**Examples:**

* **Student Workshop – Academic**
  + Study Skills Workshops
  + Test Preparation Workshops
  + High School and Beyond Plan
* **Student Workshop – College**
  + Advisory Sessions focused on college research/planning
  + College Applications
  + College Student or Alumni Panels
  + College Fairs
  + College Planning Days
* **Student Workshop – Career**
  + Mock Interviews
  + Business Week
  + Community Service
  + Advisory Sessions focused on career research/planning
  + Career Café
  + Career focused guest speakers
  + Career Fairs
  + Speed Jobbing
  + Community Service
* **Student Workshop – Social-Emotional**
  + Seven Habits of Highly Effective Teens
  + Character Strong
  + Student Workshop – Other
  + Adulting Class
  + First Aid/CPR

**Data Coding Notes:**

* Do not include financial aid workshops here; those should be recorded as Financial Aid Counseling/Advising.

Student Orientation

**Definition:** A required annual fall event for all GEAR UP students. The orientation is provided by GEAR UP staff by October 31 of each academic year to inform students of the GEAR UP services and opportunities.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous. If provided as a virtual-asynchronous activity, participation must be verified and documented to ensure all students participate.

**Examples:** Use the following naming convention: GEAR UP Student Orientation

**Data Coding Notes:** None

Summer Programs

**Definition:** Services or activities that include an experience over the course of one or multiple days during the summer and can serve to bridge knowledge between school years. Summer programs could be a statewide GEAR UP summer camp, a local summer camp funded by GEAR UP, a residential GEAR UP program hosted by a college/university/community organization, or another activity attended by a GEAR UP student that supports GEAR UP goals/objectives. These programs include academic enrichment, college preparatory programs, summer camp experiences, credit recovery, career technical education (CTE), and/or remediation programs.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* **Summer Program – Academic Enrichment**
  + Courses that are advanced or offer students an opportunity to take courses they don’t otherwise have access to during the school year.
* **Summer Program – Remedial Services**
  + Credit retrieval programs
* **Summer Program – Other**
  + GEAR UP sponsored camps (FOCUS, SEEDS, etc.)
  + School sponsored/provided camps that don’t meet definition for enrichment or remedial.
* **Summer Program – Fee Only**
  + Summer experiences that are paid for on behalf of a student but are not provided by GEAR UP staff.

**Data Coding Notes*:***For services during the summer that fall under another service definition, that definition can be used if it is distinct from a **Summer Program**.

Tutoring/Homework Assistance

**Definition:**

* Tutoring/homework assistanceservices refers to supplementary academic instruction designed to increase the academic achievement of students.
* May occur one-on-one or in small groups before school, during school, after school, during study or lunch breaks, or on weekends.
* May be provided by GEAR UP staff, hired tutors, teachers, paraeducators or other school staff, trained peers, or near-peers, and/or volunteers.

**Modes:** Service delivery mode may be:

* **Direct** – for all in-person and real time tutoring sessions (in-class tutoring, lunch study sessions, after school clubs, etc.)
* **Virtual-synchronous** - Zoom classroom support, Zoom 1:1 sessions, or any other platform that provides real time virtual support to students).
* **Virtual-asynchronous** - include lessons posted to Google Classroom, Blackboard, Canvas, etc. and not occurring in real time. Google chat, texting, email, etc. that may or may not include a response(s) from the student or other means of providing tutoring support in an asynchronous manner.

**Examples:**

* In-class support
* Lunch Study Sessions
* Before or after school homework centers
* Peer tutoring

**Data Coding Notes:** Tutoring should be recorded by these subject areas when tutoring is specific in content:

* Tutoring/HWA/Mathematics.
* Tutoring/HWA/Language Arts.
* Tutoring/HWA/Science.
* Tutoring/HWA/Social Sciences.
* Tutoring/HWA/General – when tutoring is not specific in content, such as in an after-school program.

Family College Visits

**Definition:** A family member’s visit to a college campus, with or without a student, facilitated/supervised/led by GEAR UP staff, teachers, other school staff, or college representatives. Features of a college visit include an official tour, presentation(s) by admissions, academic departments, athletics, student affairs, residence life, multicultural affairs, or other college departments.

**Modes:** A family college visit may be direct, virtual synchronous, or virtual asynchronous. A college visit, if **virtual**, must similarly be facilitated/supervised by GEAR UP staff, teachers, other school personnel, or college representatives, but additionally, confirmed to have: a) included the same elements as an in-person college visit through synchronous or asynchronous methods, and b) been completed by the family member.

**Examples:** Use the same naming convention as student college visits:

* University of Washington – Virtual
* University of Washington – In Person

**Data Coding Notes:**

* College visit data records must include the IPEDS number of the college. These will be added for you in the dropdown menu when you select the name of the college. If the college is not listed, contact WSAC staff to have it added.
* Do not count the travel time to and from the college as part of the college visit; however, if another service or activity was provided during the travel time (e.g., mentoring, financial aid, college information, etc.), record it as a separate service by the appropriate service definition, and for the actual time of the activity.
* Virtual tours on a college website are not counted as College Visits as they do not meet the minimum requirements. However, these can be recorded as Student Workshops if they are provided as part of a GEAR UP led activity.
* If a family member attends on behalf of more than one GEAR UP student, then that family member must be counted only once in the portal. Do not count a family member more than once.

Family Counseling/Advising

**Definition:** Services span a spectrum of activities that can include one-on-one or small group advising designed to meet the specific needs of the individuals engaged in the activity. These services include meeting with the GEAR UP staff, with or without a student, to discuss the student’s academic goals and progress, college planning, financial aid, career readiness, and/or other related topics.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* Home Visits
* Phone meetings (direct contact) with family members
* Conferences with GEAR UP team/staff
* Any individualized meeting or conversation with a family member
* College Bound Scholarship sign-up

**Data Coding Notes:** If a virtual-asynchronous, you must be able to document the interaction as two-way. Otherwise, report as a One-Way Outreach Activity. If a family member attends on behalf of more than one GEAR UP student, then that family member must be counted only once in the portal. Do not count a family member more than once.

Family Orientation or Celebratory

**Definition:** Orientation or Celebratory family events provide services in which the GEAR UP student’s parent or guardians participate. These events recognize the role of a family’s participation in student success, and are events not defined under a previous family event category. The Orientation is a required annual event to be offered to all families by October 31 and must provide information about GEAR UP services and opportunities.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous. If provided as a virtual-asynchronous activity, participation must be verified and documented to confirm participation.

**Examples:**

* Family Orientation
* Back to School Night
* Year-End GEAR UP Celebration
* GEAR UP Awards Night or other recognition events
* College Bound Scholarship Re-Pledge Events

**Data Coding Notes: :** If a family member attends on behalf of more than one GEAR UP student, then that family member must be counted only once in the portal. Do not count a family member more than once.

Family Workshops

**Definition:** Services include attendance with or without GEAR UP students at a workshop that supports academic success, helps students to be successful in middle and high school, demonstrates how to navigate the K-12 education system, and assists their student with college preparation or financial aid processes. These services include informational sessions focusing on the college search process, college entrance requirements, financial aid opportunities, career readiness, and other related topics.

**Modes:** May be provided via any of the service delivery modes as defined above, direct, virtual-synchronous, or virtual-asynchronous.

**Examples:**

* Family Events – three per year are required
* Guest Speakers
* Financial Aid events
* College/Career Fairs done as family events

**Data Coding Notes:** If a family member attends on behalf of more than one GEAR UP student, then that family member must be counted only once in the portal. Do not count a family member more than once.