



GEAR UP Calendar of Data Deadlines 2008-2009

Due on the last day of every month:

- Match contributions
- Student activity participation data
- School personnel contact info (if there is a change)

September

- 19 Attend yearly data training
- 19 Update student lists
- 30 Ensure every student has an updated GU compact in cumulative file signed by student and parent/guardian (compact updated in 2006 and needs to be signed only once, not every year)

October

- 31 Distribute student letter to all GU students (includes student survey and senior verification)

December

- 19 Complete student survey and senior verification

January

- 15 Begin to check senior FAFSA list weekly

March

- 1 Entry for first semester completed, including:
 - First semester grades in Math, English, Science, Early College
 - Student activity participation data
 - Match contributions
 - School questionnaire
 - School year data (grade level)
 - Complete any missing demographic and required data

July

- 31 Annual District Plans complete and certified
New Enrollment student data compiled and submitted
Entry of all end-of year data, including:
 - Postsecondary planning info for seniors
 - Final grades in Math, English, Science, Early College
 - Student activity participation data
 - Match contributions (certified by superintendent)
 - School year data (promoted, retained, graduated)
 - Complete any missing demographic and required data
 - Exit graduates and others who will not be returning