

FAIRMONT STATE GEAR UP REPORTING/DATA COLLECTION

FAIRMONT STATE GEAR UP REPORTING

GPRA (Government Performance and Results Act) (See Appendix)

The Government Performance and Results Act of 1993 is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In doing so, it is expected that GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

PARENT/GUARDIAN PERMISSION FORMS

FSU GEAR UP Parent/Guardian Permission Form: Parents/guardians must sign a form giving permission for their child/children to participate in FSU GEAR UP programs, services and activities. The schools must keep an up-to-date list on-site verifying those students who have their parents'/guardians' permission to participate in GEAR UP. Only students with a signed permission form on file may participate in FSU GEAR UP. This form also grants permission for the student's county to release data from the West Virginia Education Information System (WVEIS) to be used in GEAR UP reporting. The release is in effect for the duration of the grant.

FSU GEAR UP Parent/Guardian Media Permission Form: Parents/Guardians must sign a form giving permission for their child/children to be in a FSU GEAR UP photo, picture, video, or television clip (any form of visual media). The schools must keep an up-to-date list on-site verifying those students who have their parents'/guardians' permission for media involvement. Only students with a signed permission form on file may appear in any form of media.

GEAR UP BASELINE DATA

A baseline data survey with specific federal questions must be completed in year one of the grant to establish baseline information before the cohort obtains GEAR UP services. Every two years, no less than the 5 student and 5 parent federal questions (see Appendix) must be asked of all FSU GEAR UP students and parents, reportable to the U.S. Department of Education and on the APR. The return rate of the surveys required is 80% for students and 50% for parents.

GEAR UP DATA COLLECTION SYSTEM – POETS

GEAR UP ANNUAL PERFORMANCE REPORT (APR)

(Source: File: APR)

The Annual Performance Report (See Appendix) is mandatory and is submitted annually to the U.S. DOE by April 15th to document:

- progress on meeting our grant goals and objectives
- student data and participation rates
- students' educational progress in core (math) courses
- retention rates
- advancement to next grade level rates
- expenditures to date
- match
- students' and parents' expectations and knowledge of financial aid
- hours of service provided to GEAR UP students, parents, and teachers
- professional development activities
- cohort or program progress or accomplishments
- other

Reporting Period:

Year 1: September 1, 2005 - March 30, 2006

Year 2: March 31, 2006 – March 31, 2007

Year 3: March 31, 2007 – March 31, 2008

Year 4: March 31, 2008 – March 31, 2009

Year 5: March 31, 2009 – March 31, 2010

Year 6: March 31, 2010 – March 31, 2011

Year 7: Extension if requested by grantee; APR due March 31, 2011 – March 31, 2012

Final Closeout Report – DUE WITHIN 90 DAYS after August 31 of the last day of the grant.

APR Submission: Electronically submitted to the U.S. DOE. An authorized individual in GEAR UP will have a project PR # and password. The electronic process will not allow the submittal of incomplete or incorrect data because of ERROR reports which will flag the report if items are missing or incorrect.

Major Components of the APR: *Executive Summary; Narrative Questions; Narrative Budget Questions; Progress on Objectives; Charts of Educational Progress; Hours of Service; Surveys; Budget.* The budget expenditure and Match report will be broken into the following reporting categories: Salaries, Fringe, Travel, Materials & Supplies, Contracts, Other, Equipment, and Scholarships. Fiscal systems must be able to report expenditures according to these budget categories.

Time Needed to Complete the APR: This is a very time-consuming report and will take approximately 400-500 hours to complete over a 6 week period.

Signature: There is a cover page that needs to be signed by the project director and the certifying official of the institution and sent to the US DOE on or before the due date along with the six sections of the report.

GEAR UP BIENNIAL EVALUATION REPORT

A Biennial Evaluation is a statutory requirement that is required every two years. Guidelines as to the report's contents are obtained from the US DOE.

FSU GEAR UP MID-YEAR MEASUREABLE OBJECTIVES REPORT

In January of every year of the grant, a Measureable Objective Report (internal) is required of GEAR UP and LEA county schools to assess the progress to-date in meeting FSU GEAR UP goals. The FSU GEAR UP Director will assess the reports and meet with school principals, county coordinators, site coordinators, liaisons, and FACE coordinators where progress is not sufficiently being made or where there are concerns or issues generated from the report, in an effort to effectively remediate any problem areas. The Measureable Objectives Report Form is available through the GEAR UP office and is distributed to the site coordinators on a thumb drive

GEAR UP ANNUAL WORK PLAN

The Annual Work Plan is submitted to the US DOE GEAR UP Program Officer in August as required. The Work Plan describes and includes specific programs and activities for the year. The Work Plan includes specific descriptive items that typically require Federal approval.

FAIRMONT STATE GEAR UP DATA & DATA COLLECTION

GEAR UP SURVEY FORMS – Research and data collection are key components in evaluating the progress in meeting GEAR UP goals. The survey forms listed below are disseminated to the Site Coordinators as needed and are also located in the Appendix of this manual:

- ◆ Administrator Survey
- ◆ Mentoring/Tutoring
- ◆ Mentor Survey
- ◆ Mid-Year Measureable Objectives Survey
- ◆ 2008-2009 Parent Survey
- ◆ Parent Survey (prior years)
- ◆ Parent Survey Short Version
- ◆ Partner Survey
- ◆ School Climate Assessment
- ◆ Student Survey
- ◆ Teacher Survey
- ◆ Tutor Survey

TYPES OF MEASURABLE OBJECTIVES DATA

- High school graduation rates and drop-out rates
- College-going rates; college application/acceptance; college enrollment
- PROMISE, GEAR UP incentive awards, & financial aid/scholarships
- Tracking student/parent participation in GEAR UP activities
- Knowledge of university/college and financial aid requirements

- Monitoring of students to ensure correct course completion
- Completion of Algebra/Math sequences
- Grades and correlation to GEAR UP services
- Dual-enrollment/AP courses taken