

## GEAR UP EVALUATION TIMELINES 2010-2011

MONTH	Evaluation Activity	Detail	Responsible	DUE DATE	DATA Return Date*
June 2010	Staff Survey	Online survey link emailed to school staff.	HCA/ GU Director	June 15 <sup>th</sup>	July 16 <sup>th</sup>
July 2010	Attendance Data Entry	All attendance/activity information for the 09-10 school year	GU Staff	Ongoing	N/A
August 2010	Database Transition	Participant Roll Over, Service Term Bulk Assign MS to HS	HCA	August 31 <sup>st</sup>	N/A
September 2010	Database Schedules	Create activity schedule & enroll students	GU Staff	Ongoing	N/A
	Parent Surveys	Outgoing parent surveys/data collection	GU Staff	December 31 <sup>st</sup>	May 31 <sup>st</sup>
October 2010	Database Completion: GU 08	Upload of all new 9 <sup>th</sup> grade students	HCA	October 29 <sup>th</sup>	N/A
November 2010	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing	N/A
	Parent Surveys	Outgoing parent surveys/data collection	GU Staff	December 31 <sup>st</sup>	May 31 <sup>st</sup>
December 2010	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing	N/A
	Parent Surveys	Outgoing parent surveys/data collection	GU Staff	December 31 <sup>st</sup>	May 31 <sup>st</sup>
January 2011	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing	N/A
	Student Surveys	Online links for data collection	GU Staff	March 11 <sup>th</sup>	May 31 <sup>st</sup>
February 2011	Student Surveys	Online links for data collection	GU Staff	March 11 <sup>th</sup>	May 31 <sup>st</sup>
March 2011	Final Attendance Data Entry	All attendance/activity information complete	GU Staff	March 25 <sup>th</sup>	N/A
	Parent & Staff Services Information	Hard copy count of parent and staff service submitted to HCA	GU Staff	March 25 <sup>th</sup>	N/A

*Due dates can vary based upon program scheduling.*

*\* Hoffman Clark will provide school level results approximately 4-6 weeks after the survey deadline OR APR submission.*