

## GEAR UP EVALUATION TIMELINES 2011-2012

MONTH	Evaluation Activity	Detail	Responsible	DUE DATE
August 2011	Database Transition	Participant Roll Over, Service Term Bulk Assign MS to HS for GU 08	HCA	August 31
September 2011	Database Schedules	Create activity schedule re data dictionary & enroll students	GU Staff	Ongoing
	Parent Surveys	Outgoing parent surveys/data collection	GU Staff	December 31
October 2011	Database Completion: GU 08	Upload of all new 9 <sup>th</sup> grade students	HCA	October 30
November 2011	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing
	GEAR UP Scorecard	Data	HCA	November 1, 2012
December 2011	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing
	Parent Surveys	Outgoing parent surveys/data collection	GU Staff	December 31
January 2012	Attendance Data Entry	Ongoing attendance/service provision data entry	GU Staff	Ongoing
	Student Surveys	Online links for data collection Hard Copies sent out	GU Staff	Electronic: March 16 Paper: March 1
February 2012	Student Surveys	Online links/hard copy for data collection	GU Staff	Electronic: March 16 Paper: March 1
March 2012	Final Attendance Data Entry	All attendance/activity information complete	GU Staff	March 23
	Parent & Staff Services Information	Hard copy count of parent and staff service submitted to HCA	GU Staff	March 23
April 2012	Annual Performance Report	Final submission of APR	HCA/ GU Director	April 15
May 2012	Staff Survey	Online survey link emailed to school staff.	HCA/ GU Director	April 1
July 2012	Attendance Data Entry	All attendance/activity information	GU Staff	Ongoing

*Due dates can vary based upon program and school schedules.*