



NEVADA GEAR UP PROGRAM – YEAR THREE
Subgrantee Timeline for School Year 2008-2009 (FY 2009)

ALL Annual Performance Report (APR) data must be current by March 15, 2009

Date Due	Data Entry Items
September 1, 2008 - January 31, 2009	Student and Parent Surveys
September 1, 2008 - March 15, 2009	In-Kind Money
No later than March 15, 2009	All APR Data Items
Ongoing: September 1, 2008 -June 5, 2009	New Student Records
Ongoing: September 1, 2008 -June 5, 2009	Staff Members
Ongoing: September 1, 2008 -June 5, 2009	Update Continuing Student Records
Ongoing: September 1, 2008 -June 5, 2009	Project Services / Activities (All types)

Date	Fiscal Items and Training
September 1, 2008	FY 2009 Subgrant Start Date
September 30, 2008 – Northern Nevada October 2, 2008 – Southern Nevada	FY 2009 Data Training
January 2009	FY09 Spring Data Training: Northern & Southern Nevada
September 2008 – May 2009	FY 2008 Subgrant Technical Assistance/ Compliance Review School Site Visits
June 1 – July 31, 2009	FY 2008 Subgrant Application Period
August 15, 2009 (Final)	FY 2009 Subgrant Amendments
August 2009 (TBA)	FY 2010 Subgrant Application Review
August 2009 (TBA)	FY 2010 Subgrant Award Notification
August 31, 2009	FY 2008 Subgrant End Date
September 1, 2009	FY 2010 Subgrant Start Date
November 30, 2009	FY 2009 Subgrant Final Reports
August 31, 2010	FY 2010 Subgrant End Date

Contacts:

Charlotte Curtis
 GEAR UP State Coordinator
 Nevada Department of Education
 1749 Moody Street, Suite 40
 Carson City, Nevada 89706-2543
 (775) 687-9243 Fax: (775) 687-9113
ccurtis@doe.nv.gov

Victoria Hauan, Grants & Projects Analyst
 (775) 687-9222 Fax: (775) 687-9113
vhauan@doe.nv.gov
 Jackie Lethbridge, AA III
 (775) 687-9244 Fax: (775) 687-9113
jlethbridge@doe.nv.gov

GEAR UP TIMELINE CHECKLIST

STUDENT INFORMATION	Date Completed
STUDENT INTAKE INFORMATION - Validated by October 30, 2008	
Student Name, Student ID, Gender, DOB, Ethnicity	
School Program Information: FRL, LEP Status, IEP Status	
CURRENT YEAR INFORMATION - Validated by October 30, 2008	
Verify Grade level	
Retained in Grade: Yes or No	
High 5 or More Unexcused absences - during the first 2 quarters of the school year, Fall 2008: by February 28, 2009	
PARENT CONTRACT/AGREEMENTS: Date signed – ongoing until 100% is achieved	
Individualized Learning Plan: Date Created	
Current Year Weighted GPA (Beginning of 9 th grade)	
Currently Performing At or Above Grade Level – Math and English – By February 6, 2009	
Advanced Courses Enrolled in: Math, English, Science – Yes or No - October 30, 2008	
STUDENT OUTCOMES – COURSE COMPLETION 8th grade year (2007-2008) Entry required by October 30, 2008	
Advanced/Honors Math Courses (Algebra I): Indicate year/grade the course was completed.	
Advanced/Honors English/Language Arts Courses: Indicate year/grade the course was completed.	
Advanced/Honors Science (Biology) Courses: Indicate year/grade the course was completed.	
EDUCATIONAL PROGRESS BY GEAR UP STUDENTS	
English/Language Arts assessment, 8 th grade CRT – Completed by NDE 09/30/08	
Math Assessment, 8 th grade CRT – Completed by NDE 09/25/08	
Writing assessment, 8 th grade CRT – Completed by NDE 09/30/08	
ACT EXPLORE – Completed by NDE 01/31/09	
SERVICES PROVIDED TO STUDENTS: Entry required by March 15, 2009. Spring services by June 5, 2009	
Tutoring/homework assistance/academic enrichment	
Computer assisted lab	
Mentoring	
Counseling/advising/academic planning/career counseling	
College visit/college student shadowing	
Job site visit/job shadowing	
Summer programs	
Educational field trips	
Workshops	
Family events	
Cultural events	
Other	

STUDENT INFORMATION	Date Completed
SERVICES / ACTIVITIES PROVIDED TO PARENTS: Entry required by March 15, 2009. Spring services by June 5, 2009	
Workshops on college preparation/financial aid	
Counseling/advising	
Family events	
College visits	
Other (please specify)	
SERVICES PROVIDED TO TEACHERS: Entry required by March 15, 2009. Spring services by June 5, 2009	
Name of in-service, number of teachers who participated in GEAR UP sponsored Professional Development, and the hours of the activity.	
SURVEY INFORMATION – Surveys are required for each school year	
Student Surveys: 90% November to January 31, 2009	
Parent Surveys: 60% November to January 31, 2009	
STAFF MEMBERS - Ongoing	
Add new staff as appropriate. Include Position, Name and Source of Funding	
IN-KIND MONEY: Should be entered at the same time that activities are entered. Deadlines for entry are March 15, 2009. Spring services by June 5, 2009	
<ul style="list-style-type: none"> • Staff – CCSD and NCSD District offices complete in-kind for staffing. Other schools need to enter for their school site. • Each school is responsible for entering in-kind for services provided. • When entering activities in the services section, be on the look out for in-kind items. • Other – entered at school site. Some examples may include: discounts on food, staff extra time, contributions from community (time, guest speakers), and parent time. See GEAR UP glossary for guidelines. • SB404 and SB185 – Entered by GEAR UP State Office. 	