



## GEAR UP Calendar of Data Deadlines 2009-2010

### **Due on the last day of every month:**

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

### September

- 14 Attend yearly data training (will be online this year)
- 30 Close out 08-09 data entry and move to 09-10 school year  
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

- 30 Distribute student letter to all GU students (includes senior verification)

### December

- 18 Seniors complete the senior verification

### February

- 1 Begin to check senior FAFSA list weekly and follow up with all seniors

### 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

- 23 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