

College Bound/NJ GEAR UP Database User's Guide



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Introduction

The Commission on Higher Education (CHE) requires that each program provide this reference manual to all staff members who work with the database.

The user guide includes:

- Requirements for an accurate and complete database.
- Best practices for file management.
- Explanations of input requirements.
- Descriptions of data entry forms and reports.
- Tips on how to correct errors.
- Frequently Asked Questions.
- Field definitions for each table.
- Instructions for submitting the database via secure upload.

If you have a question or problem, email a description of the problem, error messages, and examples of specific students when applicable.

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Main GEAR UP /College Bound Line
(609) 984-2699

Microsoft Access References

Online Tutorials

Microsoft offers online tutorials and training for the Access Database.

Visit <http://office.microsoft.com/> for:

- Access help and how-to and online training
- Online training

Discussion Groups

Ask questions, share information, or exchange ideas with others, including experts from around the world.

<http://www.microsoft.com/office/community/en-us/default.aspx>

Books

- Access 2003 for Windows Visual QuickStart Guide
- Microsoft Access 2003 Bible
- Access 2003 for Dummies
- Microsoft Office Access 2007 On Demand
- Access 2007 for Dummies

Best Practices for Managing the Database

Computer System

- We recommend using the Windows XP operating system with service pack 3. Go to Microsoft.com to download the latest service pack.
- Upgrade to Access 2007 if possible.
- Turn off the “Enable Offline Files” option: From the start menu, open "My Computer." On the menu, click Tools -> Folder Options -> Offline Files Tab.

File Management

Access files are more stable when used on a single computer and not transported. Using the file on computers with different operating systems, security patches, and versions of Access can lead to instability (forms and buttons not working, corrupt data, miscellaneous error messages).

- A password has been installed on your database. Do not remove it.
- Keep the file on one dedicated computer and access it entirely from that location.
- Keep the file on a hard drive and do not move it. There are some known issues with Access files stored on multi-user servers.
- Do not keep the working version of the file on a thumb drive. If you wish to keep the backup copy on the thumb drive, keep it in a secure location.
- Limit the number of people that access and enter the data.
- Create backup copy of the file monthly or after entering a large amount of data. In Access 2007 go to the circular “Office” button at the top left. Select Manage -> Back Up Database. Save the file to your archive folder. In older versions of Access, go to the location of the file. Right-click and select “Copy.” Then open the archive folder and right click then select “Paste.” Rename the file and include the date in the file name.
- **DO NOT CHANGE OR DELETE** the tables, queries, reports, forms or macros that CHE put in the database. If you need to make your own objects, make a copy if needed and put your program/school name in the name. For example: PCCC-HSPA Retests or NJCU-9th Grade Birthdays.
- Only use the secure upload website to transfer your database to CHE. We will not accept emailed files.

Reporting

The heavy reporting times where your data must be reported are November for the Final Report and March for the GEAR UP Annual Report. Be sure to plan your data entry carefully throughout the year to avoid being overwhelmed during peak reporting times.

- Data entry for the school year should close by September 1 of the following school year.
- Data entry for the summer should close by November 1.

Data Integrity

Check the participation records. The form now shows all records at once for each student. Make sure that:

- The grade levels are sequential with the year.
- Students are not in the same grade in different years – unless you know they were held back.
- Students are not in different grade levels in the same year.
- Students are not switched from GEAR UP to College Bound.

- There are a maximum of 2 records per year – one calendar summer and one academic year.
- The grade level on the participation table matches the grade level on the grade table for the given year. Otherwise, students may not be credited for taking and completing grade-level courses.

Clearly define for your program what makes a student active. Remember that only information for active students is analyzed.

Updates

- Check that your most up-to-date file is sent to CHE.
- When you upload the database for revisions, do not enter or change anything in your copy until the updated version has been returned.
- Before downloading updated database files, move the latest file into the archive folder and rename it with the date incorporated in the new file name.
- Check that the file that is returned works properly.
- If anything doesn't work, alert CHE immediately via email with a description of the problem, error messages, and specific student to which the problem applies.

The database manual and an updated Q & A page are online at www.nj.gov/highereducation/gearup/directors

Accurate Data

CHE collects and analyzes data on College Bound and GEAR UP students in order to comply with federal and state reporting requirements.

The database enables programs to track student progress; submit data in a common format; and use the data for program improvement and advocacy. This data must be precise in order to show true program performance. Results of analysis of indicators including graduation and college enrollment rates could affect future funding of College Bound and GEAR UP programs.

For GEAR UP programs, student eligibility for the NJ GEAR UP scholarship is determined by the participation data that you enter. Carefully consider what determines "active" status.

Errors that occur in data entry must be corrected. Remember to make corrections in your database and know which version you're working in so the same errors are not carried over year after year. You will need to make corrections if it contains at least one of the errors below.

Read the Frequently Asked Questions Section on page 81 for additional information.

Error	Page
Student names are misspelled.	Page 7
Grade levels on the participation and grade tables don't match.	Page 22
There is no indication that 12 th -grade students have graduated.	Page 76
There is no indication that any students have taken the SAT.	Page 75
Student is in multiple grades in one academic year or in the same grade in different academic years.	Page 77
Missing gender, ethnicity, or birthday in the Student Information form.	Page 79

GEAR UP Reporting Requirements

The same data is input for GEAR UP and College Bound students. However, federal reporting requirements rely on specific data indicators to evaluate the NJ GEAR UP State Project's success on a national level.

The following information is required for all active students. Extra students added only to meet recruitment targets will put the program at a severe disadvantage when performance indicators and percentages are calculated.



Note

You are expected to collect test scores, grades, and activity participation for **all** active students in your program.

If a significant number of your active students do not have this data, the program will not meet its objectives

Important Data for GEAR UP Evaluation and Reporting

- Grade Level
- Race/Ethnicity
- Gender
- Levels of math, science, and English classes (e.g., advanced, honors, college prep, and AP)
- Course enrollment, 1st or 2nd quarter grades, final grades, and course completion of math, science, and English classes
- Elementary, middle or high school where student is enrolled
- Number of absences
- Indication of whether student was retained in grade
- Dates and scores on NJ ASK 8, PSAT, SAT, ACT, and HSPA exams
- Graduation from high school
- Completion of college applications
- Enrollment in college
- Student and parent participation in GEAR UP activities

Menu Outline

The menu outline shows locations of all forms and reports needed for data entry and reporting.

Menu Outline

Data Entry

Main Data Entry Form:

Includes tabs for: Student Information, Participation, School Enrollment, Grades/Test Scores, Postsecondary/College Choice, Advising/Mentoring Notes, Medical Information, and Notes.

Batch Data Entry

Report Card Data

HSPA Scores

NJ ASK 8 Scores

Add Participation Records-Academic Year

Add Participation Records-Calendar Summer

Mailing Labels

Active Student Labels

Parent Labels

Parent-Student Labels

Parent-Student Labels By Grade

Mentor Labels

Alternate Contact Labels

College Bound/GEAR UP Final Report

Roster Reports

Academic Year

Calendar Summer

College Bound Only AY and Summer

GEAR UP Only AY and Summer

Course Enrollment and Completion

Algebra I Enrollment with C or Better

Chemistry Enrollment with C or Better

Other

Seniors' College Choice and Major

Enrollment and Completion

8th Graders in Pre-Algebra

9th Graders in Algebra I

11th Graders in Chemistry

Informational Reports

Ad Hoc Student List

Birthday List

Students Repeating a Grade

Students and Schools by Grade AY

Students and Schools by Grade CS

GEAR UP Students Ethnicity and Gender

College Bound Students Ethnicity and Gender

Senior Report

GEAR UP Scholarship-Eligible Seniors

SAT Report

PSAT Report

GEAR UP APR

Final Grade of B or Better

English

Math

Science

Advanced Course Enrollment Roster Report

English

Math

Science

Test Scores

HSPA

NJ ASK 8

PSAT

SAT

Academic Year Ending

Error Checks

Missing Test Scores

HSPA

NJ ASK 8

PSAT

SAT

Other Missing Information

School Enrolled

High School Graduation Status

Course Grades

College Post Graduation Plan

Duplicates in Participation Table

Same Grade Different Years

Same Year Different Grades

Mentor Information

GEAR UP Mentor Applicants

Mentor Information

Activity Logs

Data Entry

Counseling

Family/Cultural

Field Trips

Test Prep

Workshops

Large-Scale Activities

Summer Classes

Academic Year Classes

Mentoring Activities

Tutoring-Individual

Tutoring-Group

Reports

Counseling

Family/Cultural

Field Trips

Test Prep

Workshops

Large-Scale Activities

Summer Classes

Academic Year Classes

Mentoring Activities

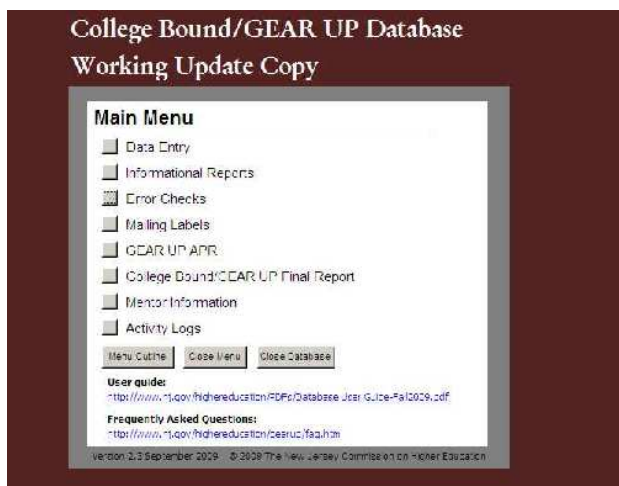
Tutoring

Entering Data

Data entry forms provide an easy way to input data and automatically fill relevant data in related forms. The “tab” or “enter” keys can be used to move quickly in order between fields.

To reduce input errors, use the Main Data Entry form to input all data instead of entering directly into the tables. The social security number and name will pre-fill on any related forms.

Click **[Data Entry]** from the main menu. Select **Main Data Entry** to open the Student Information Form. All other forms can be accessed through the tabs on this form.



The following pages describe the forms that you will use to enter student data. For details about what is required in each field, see the Table Definitions starting on page 84.

Tab Name	Page
Student Information	7
Participation Data	9
School Enrollment	19
Grades/Test Scores	20
Report Card Data	21
NJ ASK 8	27
HSPA	30
PSAT	33
SAT	34
SAT II	35
ACT	36
College Choice and Other Post Grad Options	37
Mentor/Counselor Notes	38
Mentor/Counselor Information	39
Medical Information	39
Student Departure	40
GEAR UP Mentor Applicant	42

Student Information

Enter student contact, demographic, and relevant family information. A student should only be entered here once.

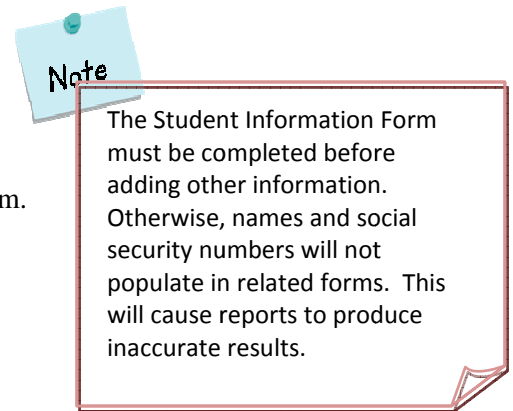
1. To add a new record click the **[Add]** button at the top of the form.
2. Enter data.
3. Click the **[Save]** button when finished.

Change the spelling of the first and/or last name:

1. Make the corrections on the Student Information form,
2. Click [Save].
3. Click the [Update Spelling] button to propagate the corrections to all other corresponding forms.

Do not continue until you have clicked the update spelling button. *Changes to the social security number will automatically update on all forms and tables.*

Deleting a record from the student enrollment form will delete all other related records for this student in the database (participation, grades, test scores, etc.) except the activity logs.



Student Information	Participation	School Enrollment	Grades/Test Scores	Postsecondary/College Choice	Advising/Meeting Notes	Medical Information Tab	Student Discipline	Notes
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Student Information

Required Fields in Red

Last Name:
 First Name:
 Middle Initial:
 Social Security:
 Student ID (from school district):

Date of Birth:
 Gender:
 Race/Ethnicity:
 Email Address:

Initial Enrollment Date (MM/YY):
 Academic:
 No show:

Contact Information

Add Address
 Home Phone Out of Service

Parent/Guardian Full Name(s):
 Student Lives With:

Street Address:
 City:
 State:
 Zip Code:

Home Phone:
 Mother Work Phone:
 Mother Cell Phone:

Father Work Phone:
 Father Cell Phone:

Parent Email(s):

Alternate Contact Information

Add Alternate Address
 Alternate Phone Out of Service

Alternate Contact Name:
 Relationship to Student:

Street Address:
 City:
 State:
 Zip Code:

Alternate Phone:

Contact Info Notes:

Family Information

Family Income:
 Family Income Range:
 Family Size:
 Free/Reduced Lunch:
 Gear Up Programs Only:

Level of Education of Mother:
 Level of Education of Father:
 Country of Origin:

Student ID – the use of this field is optional. Enter the id assigned by the school or district. Some programs have found that it is easier to obtain test scores and report cards using a student id instead of a social security number.

Race/Ethnicity – only select an option from the drop-down box. **Do not type categories that are not listed** or nationalities such as Indian, Jamaican or Puerto Rican. Use the country of origin field to indicate nationality.

The Federal Government uses the following categories are used to define race or ethnicity:

- American Indian or Alaska Native. A person having origins in any of the original peoples of North, Central, and South America and who maintains tribal affiliation or community attachment.
- Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Pacific Islander or Native Hawaiian. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- African American, non Hispanic. A person having origins in any of the black racial groups of Africa and does not identify with Hispanic ethnicity.
- Hispanic, not elsewhere classified. A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish/Latino culture or origin, regardless of race.
- White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Contact and Alternate Contact Information – these fields are used to create mailing labels. If Bad Address or Bad Alternate address is checked, no label will print for that address.

Family Information – This section is optional. You do not need to collect financial data or tax forms to determine eligibility in the program. For GEAR UP program, you will need to indicate that the student is eligible for free or reduced lunch.

Participation

A record is required for each student to show participation in the program. *Complete all fields.*

- A session is a period in which a student participates in the program (calendar summer or academic year). Each student should have a separate record for each session.
- An “active” student has met the requirements for attendance that you have determined for your program.
- An “inactive” student is not currently participating in the program but may return for a future session.
- Only students marked as “active” in your will be included on reports. You are expected to collect test scores and course grades for all students that you say are active in your program.
- Year
 - For academic year participation, select the four-digit academic year end. For example, for the 2007-08 academic year, select 2008.
 - For calendar summer participation, select the four-digit calendar year. For the calendar summer following the 2007-08 academic year, select 2008.
- For each new session, you must add a new record for each student, *even returning students*. Select “new” for the student’s first session with the program. For all following sessions, select “returning.”
- There should be one record per participation type per year. The grade for each participation type and year combination should be unique. For example, there should not be a record for calendar summer 2007 with a grade 8 and another record for calendar summer in 2007 with grade 9.

A light blue note box with a green pushpin icon at the top left. The word "Note" is written in bold black text. The box contains three bullet points.

Note

- The grade should never be zero or blank.
- Do not write over existing records except to make corrections.
- A student should never go from GEAR UP to College Bound.

For students with existing records, check that the years and grade levels are in sequence and that there are no duplicates unless you know the student was held back a grade. Also check that there is one new record. The only exception is if a student transitions from College Bound to GEAR UP. In this case, the first GEAR UP record after the switch should be a new academic year record.

To enter data:

1. Click the **[Participation]** tab on the Student Information form.
2. To add a new participation record, begin typing into the blank row at the bottom of the list. *Complete all fields.*
3. Click the **[Save]** button when finished.
4. Click **[Close Form]** or another tab to continue entering other information.

Participation

Last Name: Smith, First Name: Michael, Social Security: 001-11-0000

Year	Grade	Active/Inactive	New or Returning	Program Type	Participation Type	Student in SYETP	Note
2008	8	A	New	Gear Up	Calendar Summer	N	
2008	8	A	Returning	GEAR UP	Academic Year Ending	N	
2009	9	A	Returning	GEAR UP	Calendar Summer	N	
2010	10	A	Returning	GEAR UP	Academic Year Ending	N	
2010	10	A	Returning	GEAR UP	Calendar Summer	N	

4 Records

Student Actions

There are several significant participation actions. This section provides instructions on how to enter and update the database according to the following scenarios

A new student enters the program

For a new student entering College Bound or GEAR UP, complete the following forms:

- **Student Information**
- **Participation**
- **School Enrolled**

Test scores and course grades should be entered as they become available.

Student temporarily stops attending

If a student stops attending or does not return after completing a session:

- If an active record was entered in advance for the student for a session, change the Active/Inactive field from "A" to "I".

Student who is inactive returns to the program

If a student who is inactive returns to the program in a new session:

- Add a new record for the new session. The student should be listed as a returning student. Update the contact information if needed.

New student never attends

If a new student is entered into the database but never attends, delete his/her record from the Student Information Form or check the "No Show" box on the form.

College Bound student becomes GEAR UP

Students may enter the College Bound program and later become GEAR UP participants. This can happen if a middle school student attending a non-GEAR UP target school changes to a GEAR UP target school.

1. When the new academic year begins, enter a new academic year participation record. Select GEAR UP for the program type and mark the student as “New.” Do not switch students in the summer session.
2. Update the school-enrolled form with the new school information.
3. If this change occurs mid-session, update the existing records for the session to reflect the changes mentioned above.

Students should never switch from GEAR UP to College Bound.

Year	Grade	Active/Inactive	New or Returning	Program Type	Participation Type	Is Student in SYETP	Note
2010	10	A	Returning	College Bound	Academic Year Ending	N	
2010	10	A	Returning	College Bound	Calendar Summer	N	
2011	11	A	Returning	College Bound	Academic Year Ending	N	
2011	11	A	Returning	College Bound	Calendar Summer	N	

Student moves to the next grade level

If a student advances to the next grade level at the completion of the academic year and returns for the summer session:

For students who attended the summer program:

- Add a new calendar summer record. Keep the same grade level as the most recent academic year session.
- When the student returns for the next academic year session, add a new academic year record in the participation section with the grade level increased.

For students who did not attend the summer program:

- When the new school year starts, add a new academic year record with the grade level increased.

Do not increase the student’s grade level until the next academic year. For the summer session, select the grade that the student has just completed not the grade that the student will enter in the next academic year.

Year	Grade	Active/Inactive	New or Returning	Program Type	Participation Type	Is Student in SYETP	Note
2010	10	A	Returning	College Bound	Academic Year Ending	N	
2010	10	A	Returning	College Bound	Calendar Summer	N	
2011	11	A	Returning	College Bound	Academic Year Ending	N	
2011	11	A	Returning	College Bound	Calendar Summer	N	

Student is retained in the same grade

If a student did not advance to the next grade level after the academic session:

- Add a new record for the current session but give the student the same grade level.
- Add a note stating that the student was held back for your reference.

Year	Grade	Active/Inactive	New or Returning	Program Type	Participation Type	is Student in SYETP	Note
2011	11	A	Returning	GEAR UP	Academic Year Ending	N	
2012	11	A	Returning	GEAR UP	Academic Year Ending	N	

Student leaves the program permanently

If a student is no longer participating in the program for reasons **other** than graduation and the student's absence seems permanent, complete the Student Departure Tab on the Main Data Entry Form. Do not continue to add participation records.

If a student returns:

- Remove the date from the "Date student left the program" field.
- Modify the "Explanation for leaving the program" memo field with updated information, such as the date the student originally left the program.

Student graduates from high school and the program

If the student is graduating from the program and is a 12th grader:

- Create a new record in the College Choice/Post Grad Data form.
- Enter the college choice name or other choice.
- Check the "Graduated high school" box if the student graduated high school.

Run the "Senior Report" from the Informational Reports menu to verify your graduating seniors. Run the "Students Missing Graduation Status" report from the Error Checks Menu to check if any 12th graders have not been marked as graduating high school.

Automatically Add New Participation Records for All Active Students

You may perform a batch entry of participation records to save time from searching students individually and entering new participation records one-by-one. This process allows you to see all active students from the previous session and select which students to add for the new year.

Academic Year Records

1. Click **[Data Entry]** from the main menu.
2. Click **[Add Participation Records-Academic Year]**.



3. Click **[Step 1]**. This step generates a list of students based on the active students in the previous academic year and most recent calendar summer. For example, if you enter 2009 to add students for the 2008-09 academic year, the list will include active students in the 2007-08 academic year and the 2009 calendar summer.

Add Participation Records - Academic Year

Follow the steps below to automatically add new ACADEMIC YEAR participation records.

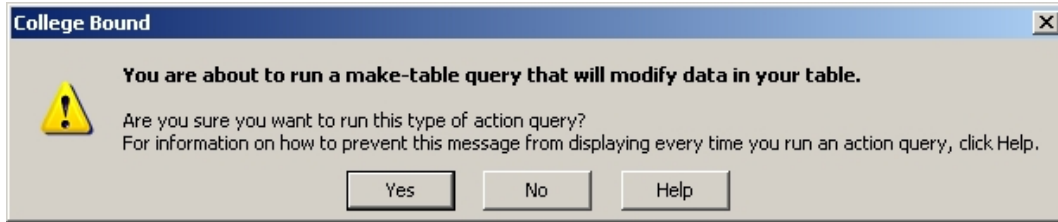
To increase accuracy and reduce time spent on data entry, use the steps below to automatically create new participation records for returning students. This process creates a new list based on active participants from the last academic year session. You may add new students to the end of the list and choose not to add a new record for a student that will not be returning to the program.

Step 1 Create a list of students to choose from to automatically create participation records for the new ACADEMIC YEAR ENDING session.

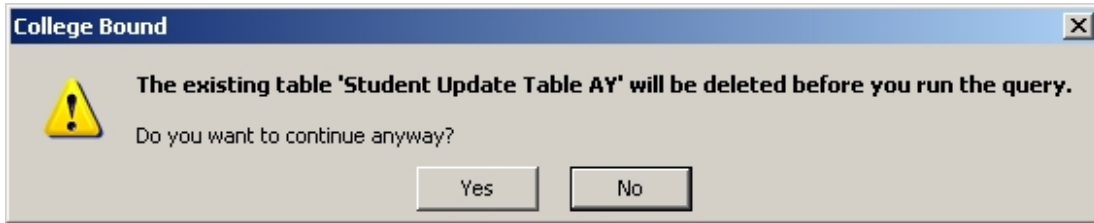
Step 2 Click this button only if step 1 has been executed. This will show the list created in Step 1 and allow you to edit the list before completing the process.

Step 3 Add all of the new records created in steps 1 and 2 to the Participation Table for the new ACADEMIC YEAR ENDING session

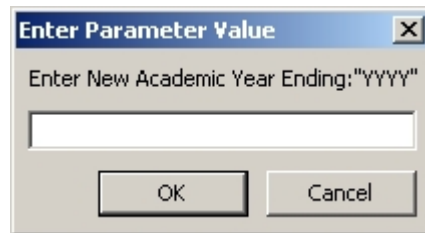
4. A box will pop up to ask if you want to run a make-table query to modify data in your table. Click **[Yes]**.



5. A box will pop up stating that the existing table "Student Update Table AY" will be deleted. Click [Yes].



6. Enter the end of the new academic year. If this year is 2006-07, enter 2007. Click [OK].



7. A box will pop up to ask if you want to paste rows into a new table. Click [Yes].



8. A form will pop up with records for all students who were active in the previous academic year and the most recent calendar summer.
 - Fields will be filled based on information from past sessions.
 - To update the student records, change the fields in the form if needed.
 - Add new participation record (Yes/No) – You must select "Yes" for students to be added to the participation table.
 - Active/Inactive (A/I) – The default selection is "A." You must change the field to "I" if you want to add inactive students.
 - Click [Close Form].

If you believe that a student is missing, check the student's participation records through the Main Data Entry form to make sure that all years and grade levels are correct. You will have to manually add that student's record through the main data entry form.

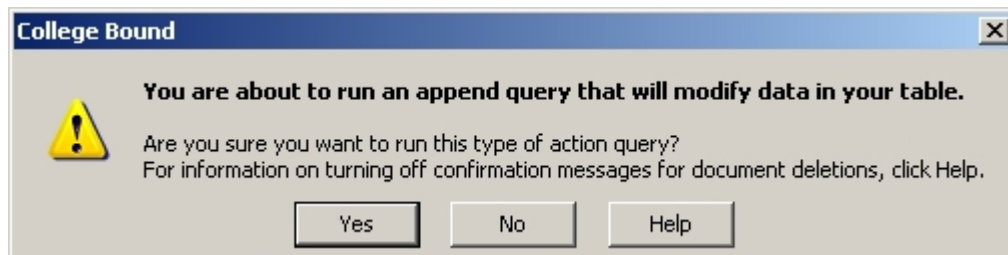
Update Students Participation for Next Academic Year Ending Session										
Includes all students who participated the previous academic year and most recent calendar summer. If you do not select "Yes" in the "Add New Participation Record" column, a new record will NOT be created.										
Year	Social Security	Last Name	First Name	Grade	Add New Participation Record	Active/Inactive	New or Returning	CB Participation Type	Program Type	Is Student in SYEPT
2008	000-00-0000	Begum	Fahima	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Bellamy	StarAsia	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Combs	Eent	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Eaton	Deion	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Free	QuaTae	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Gonzalez	Eleodora	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Gruillon	Yasmin	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Halim	Fahiana	7	-	A	Returning	Academic Year Enc	Gear Up	N
2008	000-00-0000	Jackson	Janelle	7	-	A	Returning	Academic Year Enc	Gear Up	N

9. Click [Step 2]

A form will pop up that is populated with the modified data from Step 1. You may use the step 2 form to make changes before completing Step 3. Click [Close Form].

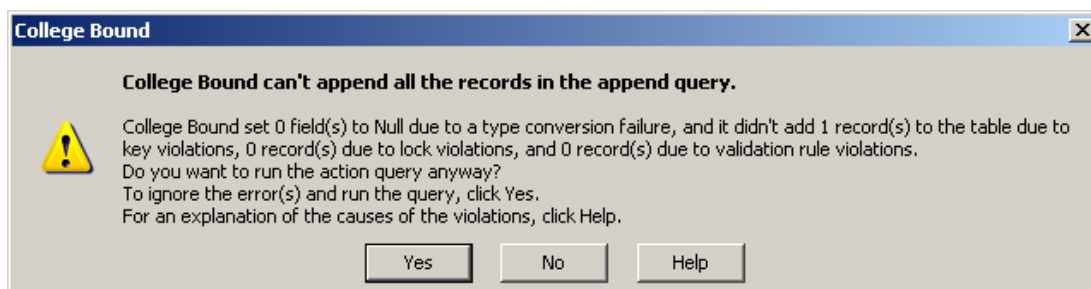
10. Click [Step 3]

Step 3 adds all records marked "Yes" to the participation table for new academic year session. A box will pop up to ask if you are sure you want to run an append query that will modify data in your table. Click [Yes].



Key Violation Error

If you receive the error message below, one or more of the records you are trying to add already exists with the same year, session and grade level. Click [Yes] to run the query anyway. Only non-duplicate records will be appended. Access will not tell you which records were not added. You must use the participation form or table to verify or correct individual student information.



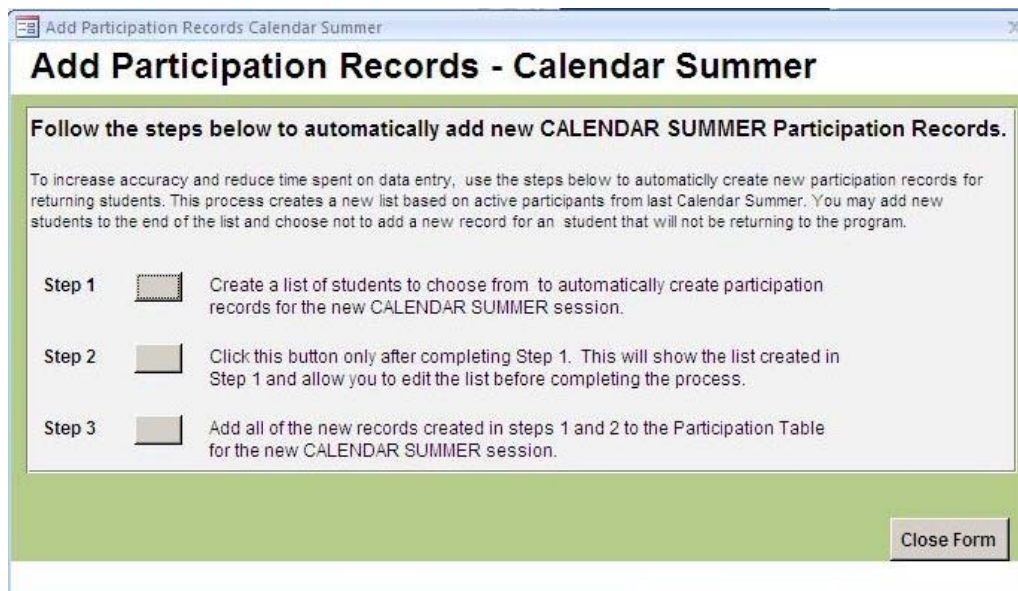
Calendar Summer Records

Note
 If a summer student will switch from College Bound to GEAR UP, do not change the program type until the academic year.

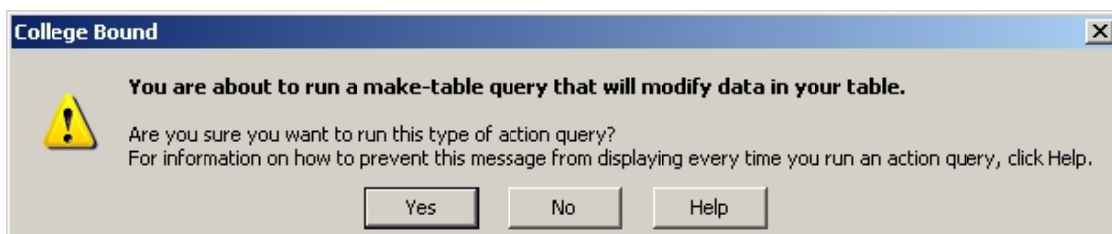
1. Click **[Student Data]** from the main menu.
2. Click **[Add Participation Records-Calendar Summer]**
 For each new Calendar Summer session, you must add a new record for each student, even returning students.



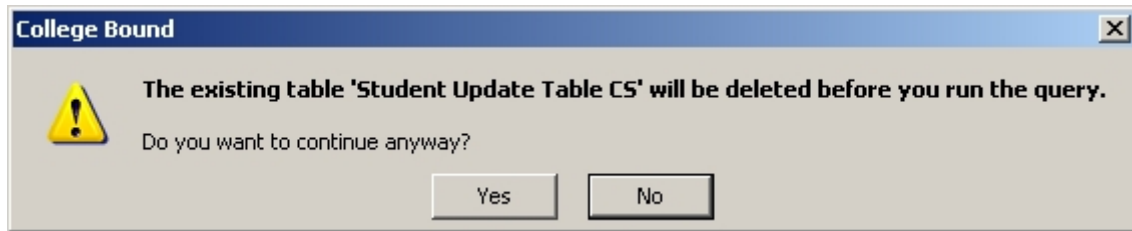
3. Click **[Step 1]**. This step generates a list of based on active students from the last academic year and the previous calendar summer. For example, if you enter 2009, the list will include active students in the 2008-09 academic year and the 2008 calendar summer.



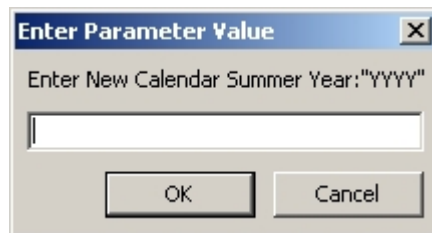
4. A box will pop up to ask if you want to run a make-table query. Click **[Yes]**.



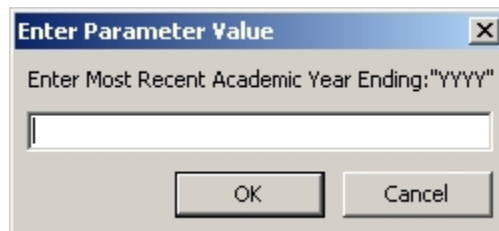
5. A box will pop up to tell you that the existing table Student Update CS will be deleted. Click **[Yes]**.



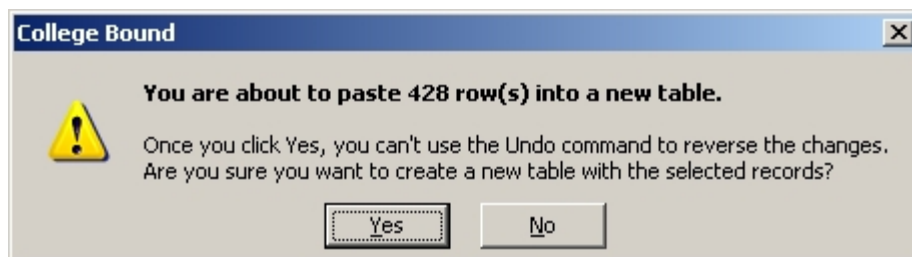
6. Enter the new calendar summer year. If the academic year that just completed is 2006-07, enter 2007. Click **[OK]**.



7. Enter the most recent academic year end. If this is 2006-07, enter 2007. Click **[OK]**.



8. Enter the previous calendar summer year. If this year is 2006-07, enter 2006. Click **[OK]**.
9. Click **[Yes]** to paste rows.



10. A form will pop up with records for all students who were active in the previous summer and last academic year.
 - To update the student records, update the fields in the form.
 - Add new participation record (Yes/No) – You must select “Yes” for students to be added to the participation table.
 - Active/Inactive (A/I) – The default selection is “A.” You must change the field to “I” if you want to add inactive students.
 - Click **[Close Form]**.

If you believe that a student is missing, check the student's participation records through the Main Data Entry form to make sure that all years and grade levels are correct. You will have to manually add that student's record through the main data entry form.

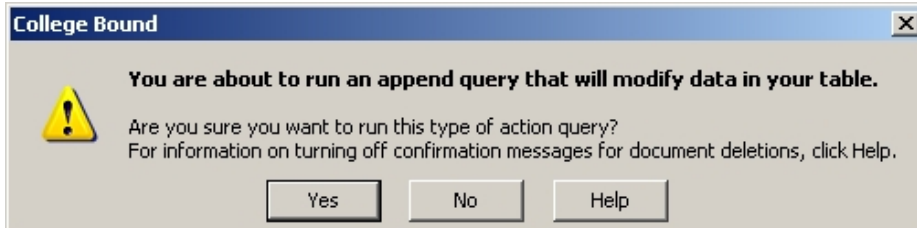
11. Click **[Step 2]**

A form will pop up that is populated with the modified data from Step 1. You may use the step 2 form to make changes before completing Step 3. Click **[Close Form]**.

Year	Social Security	Last name	First Name	Grade	Add New Participation Record	Active/Inactive	New or Returning	CB Participation Type	Program Type	Is Student in SYEPT
2010	000-00-0000	Adams	Shanice	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Avent	Jatrael	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Brito	Cindy	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Byrd	Stephanie	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Collick	J-Nelle	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Greene	Shanzayah	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	James	Raven	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Jones	Keshand	8		A	Returning	Calendar Summer	Gear Up	
2010	000-00-0000	Kamal	Shahida	8		A	Returning	Calendar Summer	Gear Up	

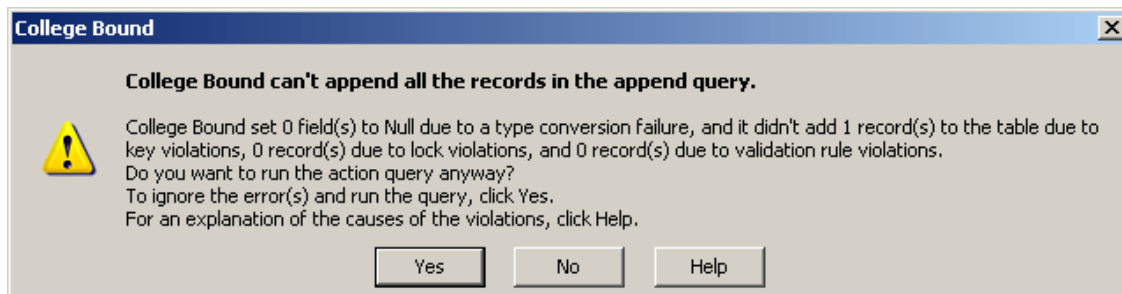
12. Click **[Step 3]**

Step 3 adds all records marked “Yes” to the participation table for new academic year session. A box will pop up to ask if you are sure you want to run an append query that will modify data in your table. Click **[Yes]**.



Key Violation Error

If you receive the error message below, one or more of the records you are trying to add already exists with the same year, session and grade level. Click **[Yes]** to run the query anyway. Only non-duplicate records will be appended. Access will not tell you which records were not added. You must use the participation form or table to verify or correct data.



School Enrollment Data

Enter the school that the student presently attends. There should be only one school per year. If a student changes schools mid-year, update the current record. Only add new records when the student switches schools. You do not have to add new record every year.

The schools listed in the “School Attending” drop-down box come from entries already in the School Enrolled Table. If no schools are listed or the school you wish to select is not listed, type in the school name. The school will show up in the drop down box from this point on. Be consistent with spelling, spacing, and punctuation. For example, Access considers St. Anthony, Saint Anthony, and St Anthony 3 separate schools. The same is true for PS 4, P.S. 4, and PS# 4.

Note

Make sure students in grades 9 through 12 have a high school entered.

Verify the school district at the Department of Education website:
<http://www.state.nj.us/education/directory>

1. Click the **[School Enrollment]** tab on the Main Data Entry form.
2. To add a new record, begin typing into the blank row at the end of the list. *Complete all fields.*
3. Click the **[Save]** button when finished.

The screenshot shows a web-based form titled "School Enrollment Data" within a "Student Information Form" interface. The interface includes several tabs: Student Information, Participation, School Enrollment, Grades/Test Scores, Public/Private/College Choice, Advising/Mentoring Notes, Medical Information Tab, Student Departure, and Notes. The "School Enrollment" tab is active.

At the top of the form, there are fields for "Last Name" (Smith), "First Name" (Michael), and "Social Security" (001-11-0000). Below these are two rows of enrollment data. The first row is for the year 2008, with "School Attending" set to "2", "School District" set to "Fellersville", and "Public or Private" set to "Public". The second row is a new, empty record marked with an asterisk. The form includes buttons for "Delete", "Undo", "Save", and "Close Form".

Year	School Attending	School District	Public or Private	Abolish District?	Note
2008	2	Fellersville	Public	Y	
*					

Grades/Test Scores

Enter students' report card grades and standardized test scores. For the PSAT, SAT, SATII, and ACT: if you know the student took the test, but do not have the score, enter the date the test was taken. A check box will be added to the record and the student will be counted as having taken the test.

To go to the student grade forms, click [**Grade/Test Score Data**] on the Student Information Form.

1. Click the button with the test name to enter scores and indicate whether the student has taken the test.
2. Click [**Close Form**] to return to the Main Data Entry form.

Form Name	Page
Report Card Data	21
NJ ASK 8	27
HSPA	30
PSAT	33
SAT	34
SAT II	35
ACT	36

The screenshot shows the 'Grades/Test Scores' section of the Student Information Form. At the top, there are tabs for 'Student Information', 'Participation', 'School Enrollment', 'Grades/Test Scores', 'Postsecondary/College Choice', 'Armsing/Mentoring Notes', 'Medical Information Tab', and 'Student'. The 'Grades/Test Scores' tab is active. Below the tabs, the form title 'Grades/Test Scores' is displayed. There are three input fields: 'Last Name' with the value 'Sull', 'First Name' with the value 'Michael', and 'Social Security' with the value '001-11-0000'. Below these fields are several buttons for different tests: 'Report Card Data', 'NJ ASK 8', 'HSPA', 'PSAT', 'SAT', 'SAT II', and 'ACT'. A tooltip message is visible, stating: 'If a student took the PSAT, SAT, SAT II or ACT and you do not have a score, click the button for the test and enter a date.' In the top right corner of the form area, there is a 'Close Form' button.

Course Grades

For each year that students participate in the program, grades should be entered and updated through this form.

NJ GEAR UP programs are required to supply course completion, and enrollment data, and grades to the US Department of Education. **If you do not have the report card at data entry time:** select the course names in the appropriate report period. Return to the student record and enter the grades when available.

1. Click the [**Grade/Test Score Data**] tab on the Student Information Form.
2. Click [**Report Card Data**] to enter or update student grades.
3. To add a new record click the [**Add**] button at the top of the form.
4. Enter report card data.
 - Select the appropriate report period: 1st, 2nd, 3rd, 4th, 5th, Final, Fall Final or Spring Final. For block scheduling, select “Fall Final” for courses completed in the first half of the year and “Spring Final” for course completed in the second half.
 - Select from the list of choices for each class name if available. If the course is not on the list, you may type it into the box. If you are typing course names:



Note

Spring and Fall Final should only be used for block or half-year classes. Final is used for full-year courses. Do not use Spring/Fall Final to enter mid-term grades or exams. There should never be a Spring/Fall Final and Final as the report period for the same course in the same year.

- Do not abbreviate course names.
 - Be consistent with spellings of course names.
 - Do not enter a number or letter with the course name that indicates a grade level.
 - Enter Algebra I instead of Algebra 9 or English III instead of English H.
 - Select Math-General, Science-General, etc. when applicable. Use your judgment to determine if a course is “general” Do not type Mathematics or Science.
- Select Honors, College Prep, AP, or Advanced in the “Level” field.

To add a record for a new report period if the course names are the same as the prior report period, click [**Copy to New Record**].

- This will copy the current information to an identical new record in the grade table.
 - Change the *Report Period, Absences, Class Name, Level and Grade* as needed.
 - Click the [**Save**] button when finished.
5. Click [**Close Form**] to return to the Grades/Test Scores tab.



Note

Course completion is required for the GEAR UP APR. If you do not have a final report card for the prior year, but know that the student advanced to the next-level course, select pass for the last course grade.

For example if a student was in Algebra I in 2008, and know that they are in Geometry in 2009,

- Return to the 2008 record and add a new final report period.
- For Algebra I, select “Pass” for the course grade.

Course Grades

Previous Next Add Delete Save Undo Close Form

Last Name: Smith First Name: Michael Social Security: 001 1 0000 Student ID Number:

Copy To New Record Copy existing case information to a new record. Change report period, absences and course info as needed.

Academic Year: 2006 Grade: 8 Report Period: Fall Absences:

Subject	Class Name	Level	Grade
Math	Math-General	Regular	A-
Science	Science-General	Advanced	A-
English	Language Arts	Advanced	A-
Technology	Computer Literacy/Innovation	Honors	A-
Social Science	Social Studies General	AP	A-

GPA: GPA Scale: 4.0 Class Size: Rank:

Entering Grades

Class Names: Select from the list if available. Do not include level in class name.

Level: Select from the list only. Do not enter a number (e.g. 1 or 8).

Grade: Select the letter grade from the list.

For districts with block scheduling or where students complete a course in 1/2 year select "Fall Final" and "Spring Final" instead of "Final".

Make sure the grade level is the same for all Report Periods in the current school year!

Does this Grade Level Match the Participation Table?

Match the Grade Levels with the Participation Record

There may be records in the Grade Table where the grade level doesn't match the grade level on the Participation Table. To properly credit students with taking grade-level courses these two numbers have to match.

Click **[Does this Grade Level Match the Participation Table?]**. Follow the instructions on the menu to run the "Report to Show Unmatched Grade Levels" to show student names, report periods and the mismatched grade levels.

1. Check whether the grade on the Participation Table is correct. If not, go to each student's record and correct the grade.
2. Run the report again. If all participation records are correct, go to step 3.
3. Run the "Query to Fix Unmatched Grades" to update the Grade Table with the grade level on the Participation Table for the year entered. The query will force the grade level on the Grade Table to match the grade level on the Participation table.

If an error box pops up saying that Access can't update certain record, click "Yes" to ignore. Some records might not be automatically updated by the query. These records will have to be fixed manually through the forms or tables. Re-run the report to see which records to change.

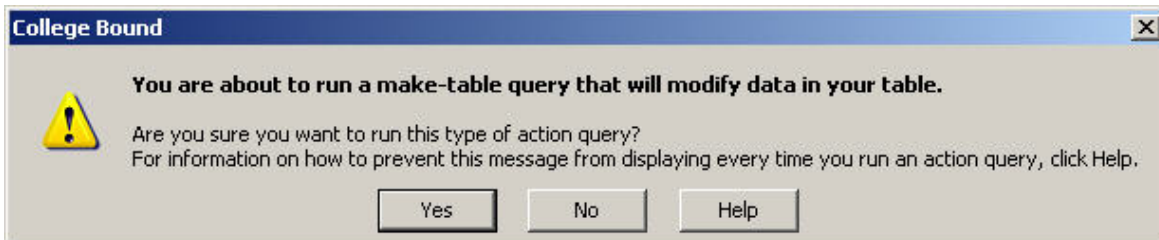
Batch Course Grade Entry

The batch grade entry process will streamline the process of adding course grades. You may enter data by year, grade level of students and report period without having to open into individual student records.

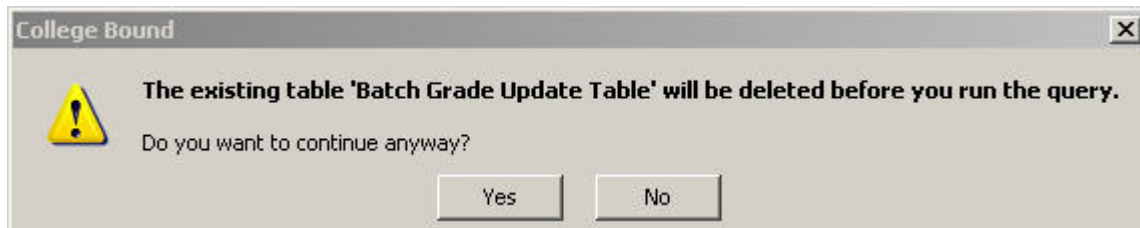
From the Main Menu, click **[Data Entry]**, then **[Report Card Data]** under Batch Data Entry.



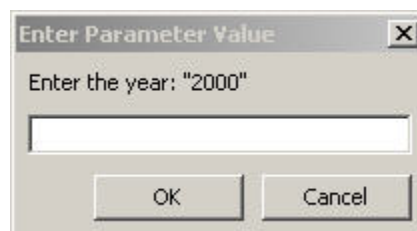
1. Click **[Yes]** to run the make table query.



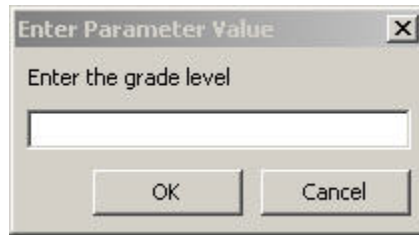
2. Click **[Yes]** to delete the existing “Batch Grade Update Table.”



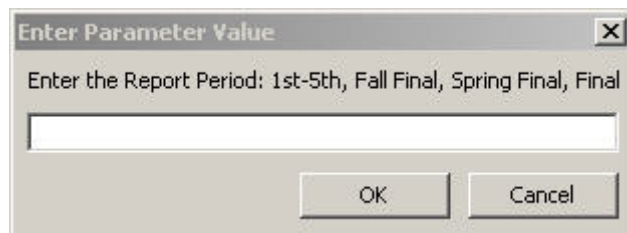
3. Enter the four-digit academic year end and click **[OK]**.



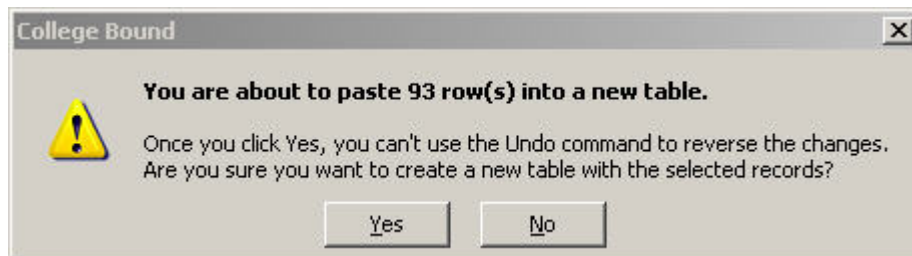
4. Enter the grade level and click **[OK]**. You may only enter one grade level at a time.



5. Enter the report period and click **[OK]**. Type in 1st, 2nd, 3rd, 4th, 5th, Fall Final, Spring Final or Final. You may only enter one report period at a time.



6. Click **[Yes]** to add rows to a new table.



7. The grade form will open with the active students in the year and grade entered. The students are listed in alphabetical order by last name.
 - a. Search by the student's last name or use the scroll bar to find the desired record.
 - b. Enter the number of absences if available.
 - c. Select the courses, levels, and course grades.
 - d. Click the **[Add Records to Grade Table]** button. Click **[OK]**.

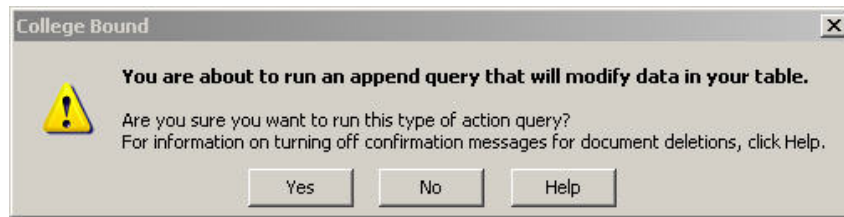
Batch Course Grade Entry

Entering Grades

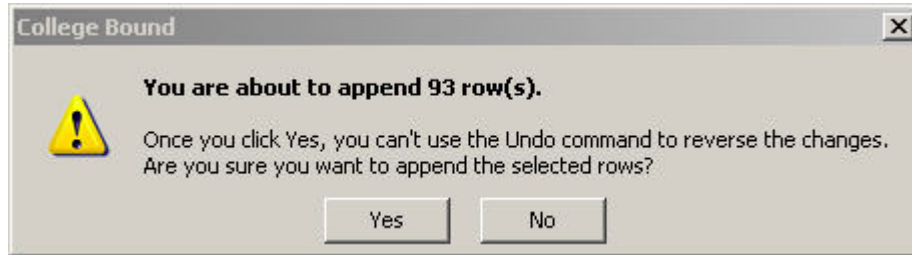
- 1) Use the scroll bar to click "Find Last Name" to locate records.
- 2) Enter Course Information.
- 3) When all entries are complete, click "Save Records."
- 4) Click "Add Records to Grade Table."

*If your district uses block scheduling, select a Report Period of "Fall/Final" and "Spring/Final" to show that classes were completed in the 1st half and 2nd half, respectively.

Year	SSN	Last Name	First Name	Grade	Report Period*	Absences
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Subject	Class Name		Class Level	Course Grade		
Math	<input type="text"/>		<input type="text"/>	<input type="text"/>		
Science	<input type="text"/>		<input type="text"/>	<input type="text"/>		
English	<input type="text"/>		<input type="text"/>	<input type="text"/>		
Technology	<input type="text"/>		<input type="text"/>	<input type="text"/>		
Social Science	<input type="text"/>		<input type="text"/>	<input type="text"/>		

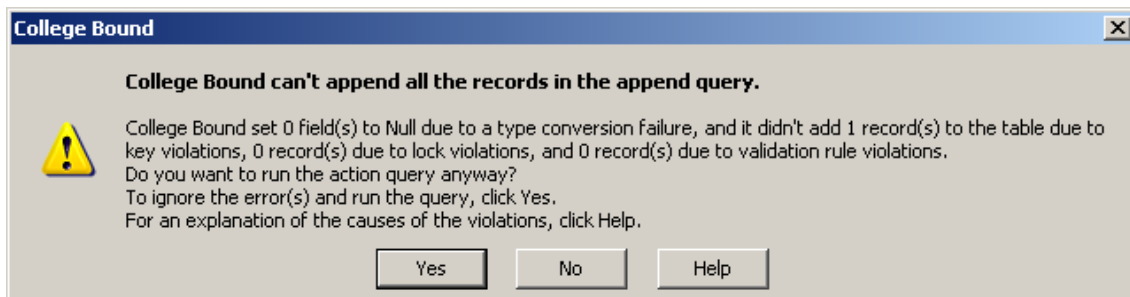


8. Click **[OK]** to add records to the Grade table.



Key Violations Error

You will receive the error message below if one or more of the records you are trying to add already exist with the same year, report period and grade level. Click **[Yes]** to run the query anyway. Only non-duplicate records will be appended. Access will not tell you which records were not added. You will have to check the records individually through the Course Grades form or through the Grades table.



NJ ASK 8

Enter test results for the New Jersey Assessment of Skills and Knowledge 8 Test.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[NJ ASK 8]** to enter test scores.
3. To add a new record click the **[Add]** button at the top of the form.
4. Enter test scores.
5. Click the **[Save]** button when finished.
6. Click **[Close Form]** to return to the Grades/Test Scores tab.

NJ ASK 8 Proficiency Level– When you enter scores into the NJ ASK 8 form and click [Close], a query will run that will calculate the proficiency level and add it to the NJ ASK 8 table. The next time the form is opened, the proficiency level will be filled in.

The screenshot shows the 'NJ ASK 8' data entry form. At the top, there are navigation buttons: 'Previous', 'Next', 'Add', 'Delete', 'Undo', 'Save', and 'Close Form'. Below these are input fields for 'Last Name' (Smith), 'First Name' (Michee), 'Social Security' (001 11 0000), and 'Student ID Number'. There is also a 'Date NJ ASK 8 Taken' field. The main section of the form has three columns: 'Score' and 'Proficiency Level'. Under 'Score', there are three rows: 'Language Arts and Literacy', 'Mathematics', and 'Science', each with an empty input field. To the right of these is a 'Proficiency Level' section with a text box that reads: 'The proficiency level will be updated automatically in the NJ ASK 8 Table when this form is closed.'

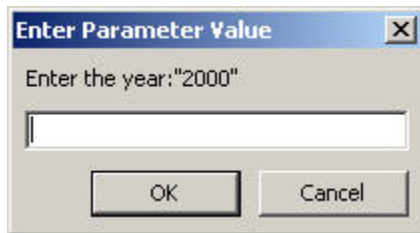
Batch NJ ASK 8 Data Entry

The batch data entry form will allow you to enter test scores for multiple students without going into individual records. The batch NJ ASK 8 score entry process can only be done once per year. Otherwise, you will receive an error. We strongly suggest that you use this feature when you have a significant number of test scores to enter at once. Otherwise, go into the individual student records and enter individual scores through the Main Data Entry Form.

1. From the Main Menu, click **[Data Entry]**, then under Batch Data Entry, Click **[NJ ASK 8 Scores]**.



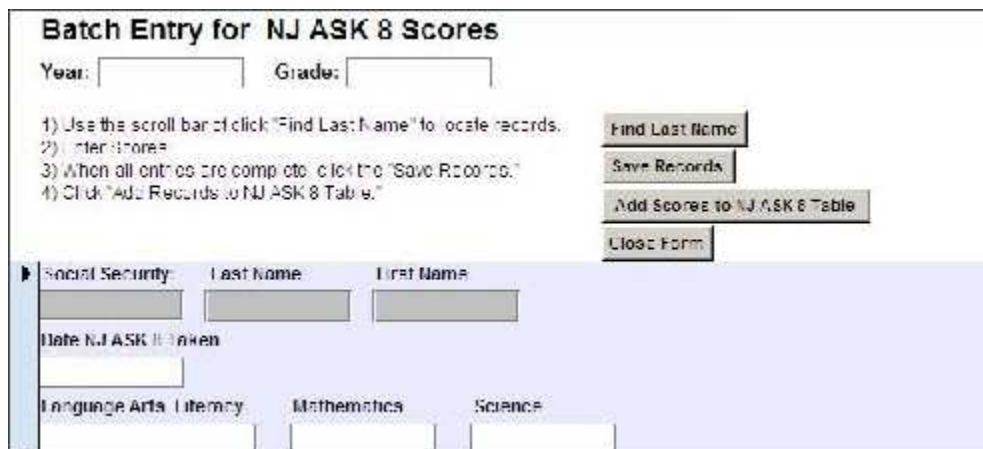
2. Enter the academic year end. Click **[OK]**.



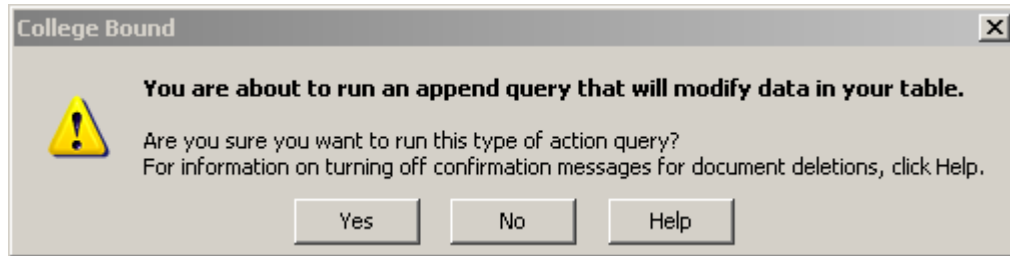
3. When you receive a message saying how many rows to paste into the table, Click **[Yes]**.



4. The batch entry form will open with all of the active 8th graders for the year entered. The students will be listed in alphabetical order by last name. You may scroll using the side bar or click **[Find Last Name]** to search for specific students.

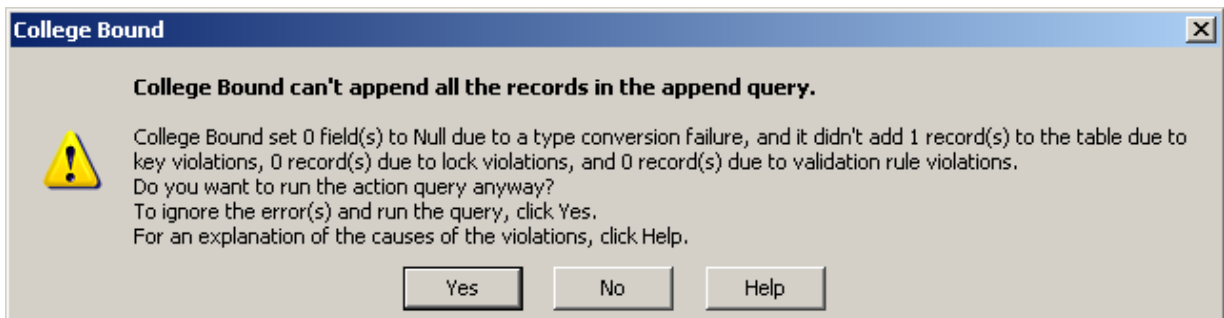


5. Enter the NJ ASK 8 scores. When finished entering scores, click **[Add Scores to NJ ASK 8 Table]**.
6. Click **[Yes]** to run the append query.



Key Violation Error

You will receive the error message below if one or more of the records you are trying to add already exist with the same year and social security number. Click **[Yes]** to run the query anyway. Only non-duplicate records will be appended. Access will not tell you which records were not added. You will have to check the NJ ASK 8 table to review records.



HSPA

Enter test results for students who take the High School Proficiency Assessment. The results are reported for Language Arts, Mathematics and Science. The student can have multiple records, but the date the test was taken must be unique.

HSPA Proficiency Level– When you enter scores into the HSPA form and click **[Close]**, a query will run that will calculate and the proficiency level field in the HSPA Table (partial proficiency, proficient, advanced proficiency). The next time the form is opened, the proficiency level will be filled in.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[HPSA]**.
3. To add a new record click the **[Add]** button at the top of the form.
4. Enter test scores.
5. Click the **[Save]** button when finished.
6. Click **[Close Form]** to return to the Grades/Test Scores form.

The screenshot shows the HSPA data entry form. At the top, there are navigation buttons: 'Previous', 'Next', 'Add', 'Edit', 'Undo', 'Save', and 'Close Form'. The form contains the following fields:

- Last Name:
- First Name:
- Social Security:
- Student ID Number:
- Date -SPY Taken:
- First time/Retest:
- Language Arts:
- Mathematics:
- Writing:
- Science:

On the right side, there is a box titled 'Proficiency Levels' with the text: 'The proficiency levels will be updated automatically in the HSPA table when this form is closed.'

Batch HSPA Data Entry Form

The batch data entry form will allow you to enter test scores for multiple students without going into individual student records. The batch HSPA score entry process can only be done once per year. Otherwise, you will receive an error. We strongly suggest that you use this feature when you have a significant number of test scores to enter at once. Otherwise, go into the individual student records and enter scores through the Main Data Entry Form.

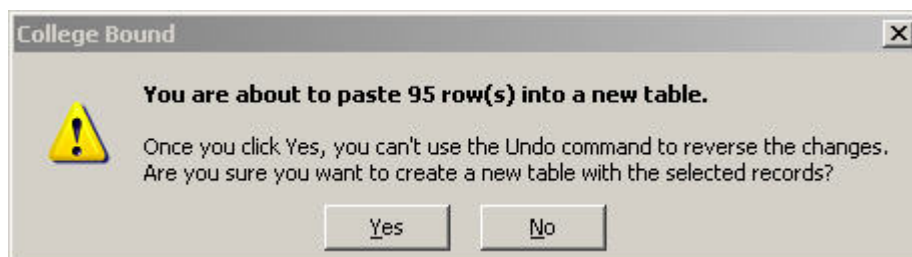
1. From the Main Menu, click **[Data Entry]**, then **[HSPA Scores]** under batch data entry.



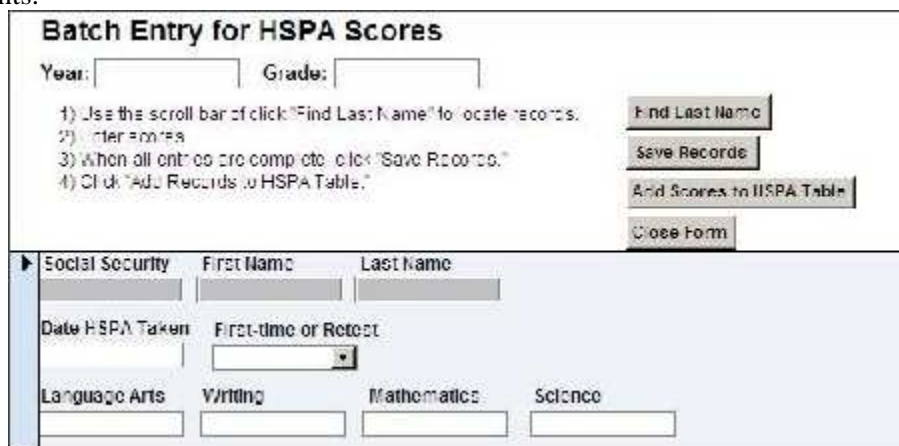
2. Enter the academic year end. Click **[OK]**.



3. Click **[Yes]**.

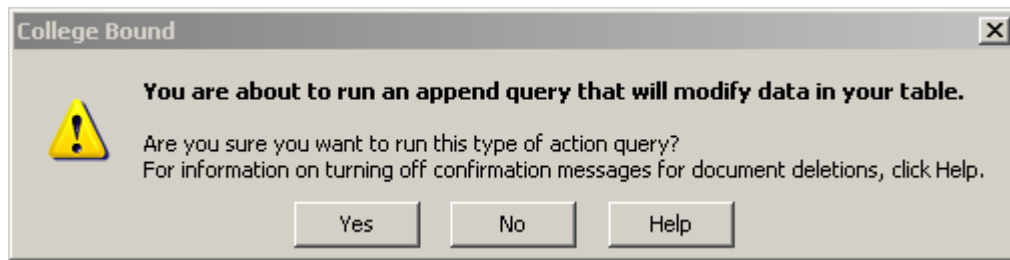


The batch entry form will pop up with all of the active 11th-graders for the year entered. The students will be listed in alphabetical order by last name. You may scroll using the side bar or click **[Find Last Name]** to search for specific students.



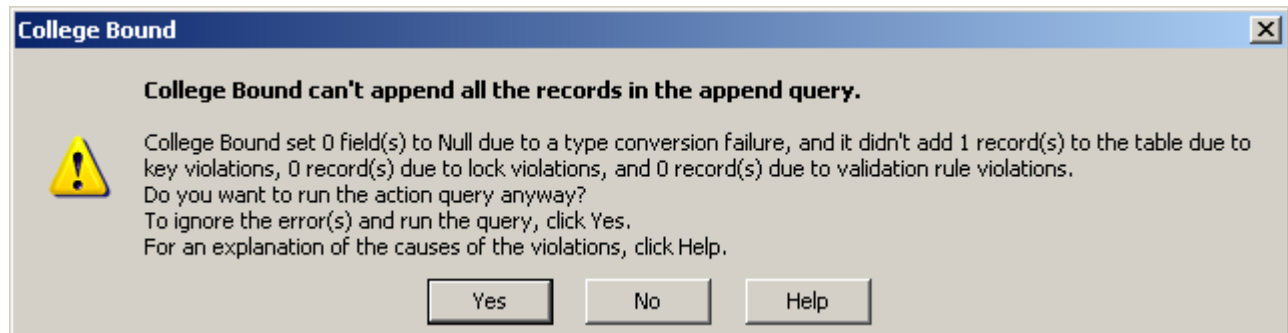
4. Enter the HSPA scores. When finished entering all scores, click **[Add scores to HSPA Table]**.

5. Click **[Yes]**.



Key Violation Error

You will receive the error message below if one or more of the records you are trying to add already exist with the same year and social security number. Click **[Yes]** to run the query anyway. Only non-duplicate records will be appended. Access will not tell you which records were not added. You will have to check the HSPA table to review records.



PSAT

Enter PSAT scores. The scores are reported for Critical Reading, Mathematics, and Writing. The student can have multiple records in this section, but there can only be one entry per date.

If you know the student took the test, but do not have the score, enter the date the test was taken. A check box will be added to the record and the student will be counted as having taken the test.

Note

Students should take the PSAT no later than 11th grade in order to be eligible for National Merit Scholarships. For details, see <http://www.nationalmerit.org>.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[PSAT]**.
3. To add a new record, begin typing the date the test was taken in the last empty row. Enter test scores if available.
4. Click the **[Save]** button when finished.
5. Click **[Close Form]** to return to the Grades/Test Scores tab.

The screenshot shows a software window titled "PSAT". At the top, there are buttons for "Delete", "Undo", "Save", and "Close Form". Below these are input fields for "Last name:" (containing "Jbren"), "First Name:" (containing "Eric"), and "Social Security:" (containing "800 80 8000"). A warning message states "Date must be entered or scores will not save".

Below the form fields is a table with the following columns: "Date of PSAT", "PSAT Taken", "PSAT Critical Reading Score", "PSAT Math Score", "PSAT Writing Score", and "Total PSAT Combined".

Date of PSAT	PSAT Taken	PSAT Critical Reading Score	PSAT Math Score	PSAT Writing Score	Total PSAT Combined
5/3/2008	<input checked="" type="checkbox"/>	20	20	20	60
1/1/2010	<input checked="" type="checkbox"/>	20	10	20	50

SAT

Enter scores for the SAT Reasoning Test. Scores are reported for Critical Reading, Math, and Writing. The students can have multiple records in this section, but there can only be one entry per date.

If you know the student took the test, but do not have the score, enter the date the test was taken. A check box will be added to the record and the student will be counted as having taken the test.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[SAT]**.
3. To add a new record, begin typing the date the test was taken in the last empty row. Enter test scores if available.
4. Click the **[Save]** button when finished.
5. Click **[Close Form]** to return to the Grades/Test Scores tab.

The screenshot shows a software window titled "SAT". At the top right are buttons for "Undo", "Undo", "Save", and "Close Form". Below these are input fields for "Last Name:" (Abreu), "First Name:" (Erk), and "Social Security:" (800 80 8000). A note states "Data must be entered or scores will not save".

Date of SAT:	SAT Taken:	SAT Critical Reading Score:	SAT Math Score:	SAT Writing Score:	Total SAT Combined
11/2002	<input checked="" type="checkbox"/>	200	200	200	600
	<input checked="" type="checkbox"/>				

SAT II

Enter test results for students who take the SAT II subject tests. The student can have multiple records in this section, but there can only be one entry per date.

If you know the student took the test, but do not have the score, enter the date the test was taken. A check box will be added to the record and the student will be counted as having taken the test.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[SAT II]**.
3. To add a new record click the **[Add]** button at the top of the form.
4. Enter the date the test was taken.
5. Enter the test scores if available.
6. Click the **[Save]** button when finished.
7. Click **[Close Form]** to return to the Grades/Test Scores tab.

SAT II

Previous Next Add Delete Undo Save Close Form

Last Name: First Name: Social Security:

Date of SAT II: SAT II Taken:

Subject Tests	Languages Reading Only	Languages Reading and Listening
Writing: <input type="text"/>	French: <input type="text"/>	Chinese: <input type="text"/>
Literature: <input type="text"/>	German: <input type="text"/>	French: <input type="text"/>
American History: <input type="text"/>	Modern Hebrew: <input type="text"/>	German: <input type="text"/>
World History: <input type="text"/>	Italian: <input type="text"/>	Japanese: <input type="text"/>
Math Level I: <input type="text"/>	Latin: <input type="text"/>	Korean: <input type="text"/>
Math Level II: <input type="text"/>	Spanish: <input type="text"/>	Spanish: <input type="text"/>
Biology E/M: <input type="text"/>		English Language Prof Test: <input type="text"/>
Chemistry: <input type="text"/>		
Physics: <input type="text"/>		

ACT

Enter test results for students who take the ACT. The student can have multiple records in this section, but there can only be one entry per date.

If you know the student took the test, but do not have the score, enter the date the test was taken. A check box will be added to the record and the student will be counted as having taken the test. The composite average score includes English, Math, Reading, and Science scores. All four values must be entered for the average to calculate.

1. From the Main Data Entry Form, Click the Grades/Test Scores Tab.
2. Click **[ACT]**.
3. To add a new record, begin typing the date the test was taken in the last empty row. Enter test scores if available.
4. Click the **[Save]** button when finished.
5. Click **[Close Form]** to return to the Grades/Test Scores tab.

Date of ACT	ACT Taken	English	Mathematics	Reading	Science	Writing (Optional)	Composite Average Score
1/1/2009	<input checked="" type="checkbox"/>	22	20		20		
2/1/2009	<input checked="" type="checkbox"/>	17	18		10		

College Choice and Other Post Graduation Options

Enter information about graduating seniors' post-graduation plans, including college. There should be only one record per student.

1. Click the [College/Post Grad Data] tab on the Main Data Entry form.
2. The “College Choice” field must be completed with a college/university name or an entry from the drop-down box, if the student is not enrolled in college. If the student enlists in the armed services also select the branch.
3. When a 12th-grade student graduates, click the box next to “**Graduated High School (if 12th Grade).**”
4. If a student has completed at least one college application, click the box next to “**Completed College Application.**”

Note

The “Post-Secondary Choice” field name must have an entry or the “Graduated High School” box will not save.

You will be asked to make corrections if you have not marked the seniors who graduated high school. Run the Missing High School Graduation Status report to check the status of the active 12th graders.

College Choice and Other Post-Graduation Options

Last Name: _____ First Name: _____ Social Security: _____
 ALREC: _____ ERK: _____ B00-B0-B000

Post-Secondary Choice (Select from list or type new): _____ College City: _____ State: _____ Choice / Acceptance St: _____ / Attending:

College Major Choice: _____

Completed College Application Did Student File FAFSA
 Graduated High School Date FAFSA File: _____
 EOF Student

Mentor/Counselor Notes

Record the dates and meeting notes between the mentors/counselors and the students. It was developed primarily for NJ GEAR UP but College Bound programs can use this section as well. The student can have multiple records in this section.

1. Click the **[Mentor/Counselor Data]** tab on the Main Data Entry Form.
2. To add a new record click the **[Add]** button at the top of the form.
3. Enter data.
4. Click the **[Save]** button when finished.

The screenshot shows a web application window titled "Student Information Form" with several tabs: "Student Information", "Participation", "School Enrollment", "Grades/Test Scores", "Postsecondary/College Choice", "Advising/Mentoring Notes", "Medical Information Tab", and "Student Det...". The "Advising/Mentoring Notes" tab is active. The form contains the following elements:

- Navigation buttons: Previous, Next, Add, Delete, Save, Undo, Close Form.
- Text input fields: Last Name (Smith), First Name (Michael), Social Security (001-11-0000).
- Dropdown menus: Mentor/Counselor Initials, Meeting Date.
- Text input fields: Meeting Subject, Notes from Meeting, Decision/Action for student.
- Buttons: Update Mentor Table.
- Text: Click here to update mentor initial list with latest active mentor data.
- Footer: Records - Use the Previous/Next buttons to scroll through.

Mentor/Counselor Information

Record the mentor/counselor data. All contact information for this staff position should be input here. Each mentor/counselor should only have one record.

1. From the Main Menu, Click [**Mentor Information**] -> [**Mentor Information**].
2. Enter data.
3. If a mentor/counselor leaves the program, his or her record should be made inactive by selecting "Y" in the Active/Inactive field.
4. Click [**Save**].

Medical Information

This is an optional form that is provided for the program staff to record students' insurance, medical and emergency contact information. There should only be one record per student.

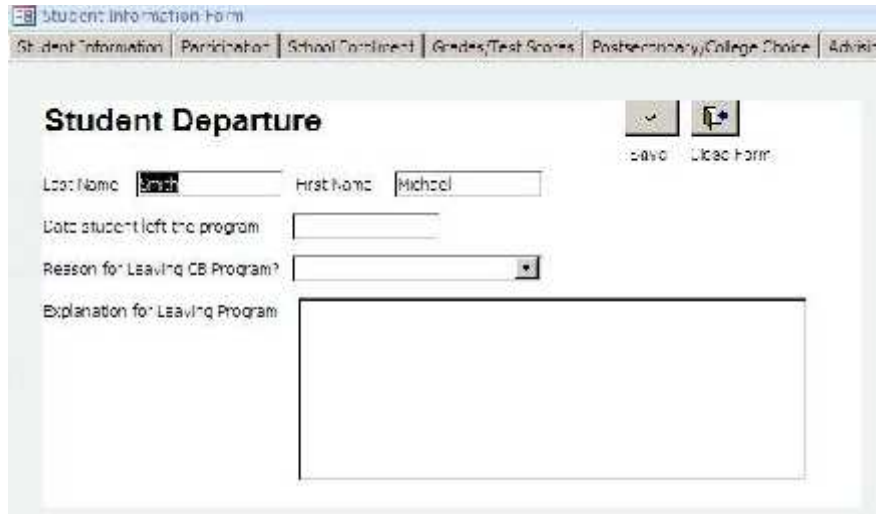
1. Click the [**Medical Information**] tab on the Main Data Entry form.
2. Enter medical information.
3. Click [**Save**].

The emergency contact, medical problems, and allergies information is used for the Ad Hoc Student List.

Student Departure

This form has moved from the main student information form. Only complete this section if a student leaves the program permanently. If you believe the student will return at a later date do not fill out this section. Instead, make his/her participation record inactive until they return.

Completing this form will **not** lock other data entry forms.



The screenshot shows a web browser window titled "Student Information Form". The browser's address bar and tabs are visible at the top. The main content area is titled "Student Departure" and contains several input fields and a dropdown menu. The fields are: "Last Name" (containing "Smith"), "First Name" (containing "Michael"), "Date student left the program" (empty), "Reason for Leaving CB Program?" (a dropdown menu), and "Explanation for Leaving Program" (a large text area). There are two buttons in the top right corner: "Save" and "Load Form".

Notes

Use the notes form for any general or program information useful for maintaining student records. CHE does not use this information for analysis. You may add multiple notes for each student. The date field automatically shows the current date, but can be edited.

The screenshot shows a web-based form titled "Student Information Form" with a tabbed interface. The active tab is "Notes". The form contains the following elements:

- Navigation and Action Buttons:** A row of buttons including "Previous", "Next", "Add", "Delete", "Save", "Notes Review", and "Close Form".
- Student Information:** Fields for "Last Name" (Smith) and "First Name" (Michael).
- Date:** A date field showing "07/20/11".
- Notes:** A large text area for entering notes.
- Footer:** A status bar with "Records: 1 of 1", a "Unfiltered" indicator, and a "Search" field.

GEAR UP Mentor Applicant

This form records data from GEAR UP mentor applicants.

1. From the Main Menu, Click [**Mentor Information**], then [**GEAR UP Mentor Applicants**].
2. Enter mentor applicant data.
3. Click [**Close Form**] to return to the Student Data Menu.

NJ GEAR UP Mentoring Program Applicants
Date:

Applicant Information

Student Number:

Last Name: First Name: Mentor Title:

Address: City: State: Postal Code:

Phone Number: Alternate Phone:

Email Name:

College/University:

College Year:

Program Applied To: INROADS Title: BOF Student:

Followup Date:

Background Check Status

Date Background Check Initiated:

Background Check COMPLETED

Date Background Check Completed:

Interview Process

Interview Date: Offer Made Date:

Interview Time: Accepted offer:

Missed Interview:

If offer declined: Reason Offer Declined:

If no interview scheduled: Reason Interview not Scheduled:

Hiring Status

Applicant Not Hired Do Not Follow Up:

Hired: Date Hired: Trained: Date of Training:

Inactive: Date Inactive:

Tracking

Activity Logs

A new process has been added to capture student participation hours in the database. This process will increase the accuracy of reporting; tie participation to individual students; and enhance program ability to counsel individual students on educational path; and eliminate separate reporting mechanisms.

Activities are broadly categorized by type. Programs enter activities one at a time and check off active participating students in that activity. Checked students are entered into a new activity tables. Activity tables keep detail on specific students while the Activity Reports will only show general counts by activity type and program type.

Note

Currently, the forms only allow you to add students to the activity tables. At this time, the only way to edit or delete is by manually changing data in the tables.

Entering Activities

From the Main Menu go to **[Activity Logs]**, click on the activity category under Data Entry to bring up the form to enter activity information.

- All fields are required except the number of additional GEAR UP students.
- All activity times must be entered in increment of hours (0.5, 1, 1.5, etc).
- For program type (GEAR UP/College Bound) and grade level, check all that apply.
- Reports will only be available if activities have been entered.

Note

The session type, year, program type and grade levels are used to create the list from which you will choose students who participated in this activity.

When you click **[OK]** a form will pop up with the information entered as well as a list of students who were active in the session, program and grades entered. This list is sorted by last name and shows the grade and program type. Activity name, date, length and number of additional students can be edited here before submitting.

Each form will be described on the following pages. Counseling will be used to as an example to show the process for entry and viewing Activity Reports. All other categories are similar unless otherwise noted.

Counseling Activities

The screenshot shows a software window titled "Activity Form-Counseling" with a sub-header "Counseling Activities". The form contains the following fields and controls:

- Counseling Session Type:** A drop-down menu.
- Location/Description:** A text input field.
- Academic Year End:** A text input field.
- Activity Length (Hours):** A drop-down menu.
- Session:** A drop-down menu.
- Date:** A date input field.
- College Bound:** A checked checkbox.
- GEAR UP:** A checked checkbox.
- Additional Students:** A text input field.
- Grade Level:** A row of checkboxes for grades 6, 7, 8, 9, 10, 11, and 12.
- Buttons:** "OK" and "Close Form" buttons at the bottom left.

1. Select a Counseling Session Type from the drop-down box. The choices are:
 - Admissions Presentation
 - EOF Presentation
 - College Information Session
 - Created New PEP
 - Updated PEP
 - Counseling Session
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the date.
7. Select College Bound, GEAR UP or both for the program type.
8. Enter the number of additional GEAR UP students, if any.
9. Select all grade levels that apply.
10. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The session type, location/descriptions, date, length and number of additional students can be edited here before they are added to the table.
2. Click the box next to the student(s) and/or parent(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Counseling.

Temp Counseling Form

To use this form for use as a sign-in sheet, press Ctrl-P to Print.

Counseling Session Type: Admissions Presentation

Location/Description: College

Activity Date: 2/23/2009

Activity Length (Hours): 2

Session: Academic Year Ending

Additional: 10

1. Check students and/or parent to add

2. Click Save


3. Click Save to Activity List

4. Click Close Form

First Name	Last name	Grade	Student Attended	Parent Attended	Program Type
Eric	Acreu	7	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up
Mohammed	Acuassi	8	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up
Murshed	Armed	10	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up
Imran	Ai	8	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up
Larissa	Allen	12	<input type="checkbox"/>	<input type="checkbox"/>	College Bound
Karina	Amaro	9	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up
Brian	Aras	11	<input type="checkbox"/>	<input type="checkbox"/>	Gear Up

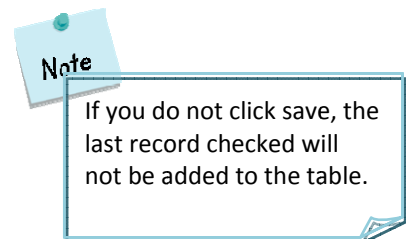
Caution on Saving

On for all activities using this checklist, you will see a small pencil on the left hand side next to the name you have checked. When you change data in a record and haven't yet saved the new information, the record selector (at the left side of the form) displays a pencil icon.

<input type="checkbox"/>	Alma	Begum
	Rojina	Begum
<input type="checkbox"/>	Yasmin	Begum

When you click the save button on step 2 or the Access save icon, the pencil changes to a triangle arrow. This indicates that you are finished editing.

<input type="checkbox"/>	Alma	Begum
	Rojina	Begum
<input type="checkbox"/>	Yasmin	Begum



Counseling Activity Report

From the Activity Log menu, click [**Counseling**] under reports. Activities will be separated by type, then program type and sorted by date. The report calculates the number of students, parents, and additional students and hours spent in each activity. All other activity reports are similar to the counseling activity report shown on the next page.

Counseling Activity Report

Counseling Session Type: Admissions Presentation

College Bound									
Title	Date	Activity Length	Students Attending	Service Hours	Parents Attending	Parents Service Hours	Additional Students	Additional Service Hours	
College	2/22/2009	2.5	4	10	3	7.5	--	--	
Total College Bound			4	10	3	7.5			
Gear Up									
Title	Date	Activity Length	Students Attending	Service Hours	Parents Attending	Parents Service Hours	Additional Students	Additional Service Hours	
College	2/22/2009	2.5	5	12.5	7	17.5	10	25	
Total Gear Up			5	12.5	7	17.5	10	25	
Total Admissions Presentation			9	22.5	10	25	10	25	

Counseling Session Type: College Information Session

College Bound									
Title	Date	Activity Length	Students Attending	Service Hours	Parents Attending	Parents Service Hours	Additional Students	Additional Service Hours	
University	2/29/2009	2	3	6	2	4	--	--	
Total College Bound			3	6	2	4			
Gear Up									
Title	Date	Activity Length	Students Attending	Service Hours	Parents Attending	Parents Service Hours	Additional Students	Additional Service Hours	
University	2/29/2009	2	7	14	2	4	20	40	
Total Gear Up			7	14	2	4	20	40	
Total College Information Session			10	20	4	8	20	40	

Family/Cultural Events

The screenshot shows a software window titled 'Activity Form-Family/Cultural'. The main heading is 'Family/Cultural Events'. The form contains the following fields and controls:

- Event Type: A drop-down menu.
- Location/Description: A text input field.
- Academic Year End: A text input field.
- Activity Length (Hours): A drop-down menu.
- Session: A drop-down menu.
- Date: A text input field.
- College Bound: A checked checkbox.
- GEAR UP: A checked checkbox.
- Additional Students (Optional): A text input field.
- Grade Level: A row of checkboxes for grades 6, 7, 8, 9, 10, 11, and 12.
- Buttons: 'OK' and 'Close Form' at the bottom left.

1. Select a Family/Cultural Event type from the drop-down box. The choices are:
 - Award Ceremony
 - Cultural Field Trip
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the date.
7. Select College Bound, GEAR UP or both for the program type.
8. Enter the number of additional GEAR UP students, if any.
9. Select all grade levels that apply.
10. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The event type, location/description, date, length and number of additional students can be edited here before submitting.
2. Click the box next to the student(s) and/or parent(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Family/Cultural.

Field Trips

The screenshot shows a window titled 'Activity Table-Field Trips' with a sub-header 'Field Trips'. The form contains the following elements:

- Trip Type: A drop-down menu.
- Location/Description: A text input field.
- Academic Year End: A text input field.
- Activity Length (hours): A drop-down menu.
- Session: A drop-down menu.
- Date: A text input field.
- College Bound: A checked checkbox.
- GEAR UP: A checked checkbox.
- Additional Students: A text input field.
- Grade Level: Radio buttons for grades 6, 7, 8, 9, 10, 11, and 12.
- Buttons: 'OK' and 'Close form'.

1. Select a Field Trip Type from the drop-down box. The choices are:
 - College Fair
 - College Visit
 - Educational Trip
 - Job Visit
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the date.
7. Select College Bound, GEAR UP or both for the program type.
8. Enter the number of additional GEAR UP students, if any.
9. Select all grade levels that apply.
10. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The field trip type, location/description, date, length and number of additional students can be edited here before submitting.
2. Click the box next to the student(s) and/or parent(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

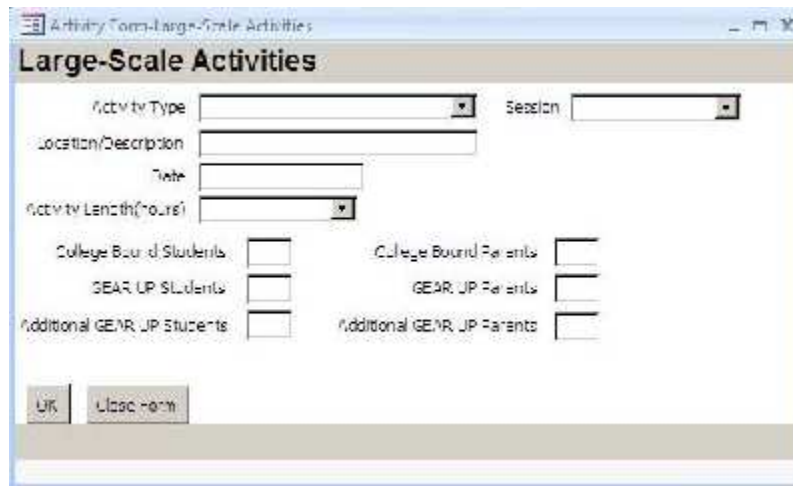
The information will be saved into the Activity Table-Field Trips.

Large-Scale Activities

Use the Large-Scale Activities form to enter activities where specific names of attendees or parents are not needed. For example

- Orientations
- Recruitment presentations
- Additional GEAR UP students attending tutoring.

You may also use this form to record counts of attendees at family or cultural event where more than one representative for a student may attend.



1. Select a Large-Scale Activity Type from the drop-down box. The choices are:
 - Orientation
 - Recruitment Presentation
 - Tutoring (Additional GU Students)
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the date.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the number of students and parents in each category if applicable.
7. Click **[OK]**.

The information will be saved into the Activity Table-Large-Scale Activities.

Mentoring Activities

The screenshot shows a window titled "Activity Form-Mentoring" with a sub-header "Mentoring Activities". The form contains the following fields and controls:

- Mentoring Activity Type: A drop-down menu.
- Location/Description: A text input field.
- Academic Year End: A text input field.
- Activity Length (hours): A drop-down menu.
- Session: A drop-down menu.
- Date: A text input field.
- Number of Mentors: A text input field.
- College Bound: A checked checkbox.
- GEAR UP: A checked checkbox.
- Additional Students: A text input field.
- Grade Level: A section with checkboxes for grades 6, 7, 8, 9, 10, 11, and 12.
- Buttons: OK, Clear All, and Close Form.

1. Select a Field Trip Type from the drop-down box. The choices are:
 - Community Service
 - Character Building
 - Mentor Retreat
 - Mentor-Led Workshop
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the date.
7. Enter the number of mentors in attendance.
8. Select College Bound, GEAR UP or both for the program type.
9. Enter the number of additional GEAR UP students, if any.
10. Select all grade levels that apply.
11. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The field trip type, location/description, date, length and number of additional students can be edited here before submitting.
2. Click the box next to the student(s) and/or parent(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Mentor Activities.

Academic Year Classes

Record participation in classes offered during the academic year. Attendance will be entered by date, with the assumption that the classes are offered once per week. Only students who are active in the academic year session will be available for selection.

The screenshot shows a window titled "Activity Form-Academic Year Classes". The main title is "Academic Year Classes". The form contains the following elements:

- Date: [Text Input]
- Academic Year End: [Text Input]
- Hours Offered: [Dropdown Menu]
- Hours with Computer or Internet Assistance: [Dropdown Menu]
- College Bound:
- GEAR UP:
- Grade Levels: 7 8 9 10 11 12
- Buttons: OK, Close Form

1. Enter the date.
2. Enter the four-digit academic year end.
3. Select the number of hours the courses were offered.
4. Select the number of hours that computer or internet assistance was offered.
5. Select College Bound, GEAR UP or both for the program type.
6. Select all grade levels that apply.
7. Click **[OK]**.

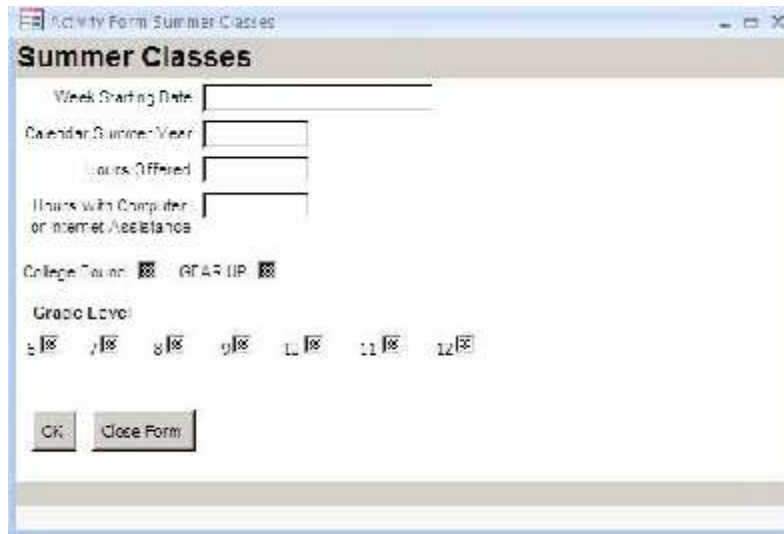
A form listing student who meet the criteria entered will pop up.

1. The date, hours offered with internet assistance, and hours offered can be edited here before submitting.
2. Click the box next to the student(s) who attended the academic year course for this date.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Academic Year Classes.

Summer Classes

Record participation in classes offered during summer. Attendance will be entered by week. Only students who are active in the summer session will be available for selection.



The screenshot shows a software window titled "Activity Form Summer Classes" with a sub-header "Summer Classes". The form contains several input fields: "Week Starting Date" (a date picker), "Calendar Summer Year" (a text field), "Hours Offered" (a text field), and "Hours with Computer or Internet Assistance" (a text field). Below these are two checkboxes for "College Bound" and "GEAR UP", both of which are checked. A "Grade Level" section contains radio buttons for grades 5 through 12, all of which are selected. At the bottom of the form are two buttons: "OK" and "Close Form".

1. Enter the date of the Monday of each week that you have summer classes.
2. Enter the four-digit calendar summer.
3. Select the number of hours each day that courses were offered.
4. Select the number of hours that computer or internet assistance was offered.
5. Select College Bound, GEAR UP or both for the program type.
6. Select all grade levels that apply.
7. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The date, weekly hours offered, and hours offered with internet or computer assistance can be edited before adding to the activity table,
2. Next to the student(s) who attended the summer courses, enter the number of days during that week that they attended.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

Any student that does not have a zero next to his/her name will be saved into the Activity Table-Summer Classes.

To use this form for use as a sign-in sheet, press Ctrl-P to Print.

Week Starting Date: 06/21/2009

Weekly Hours Offered: 5

Hours with Computer/Internet: 1

1. Select days attended for each active student

2. Click Save

Save

3. Click Save to Activity Table

Save to Activity Table

4. Click Close Form

Close Form

First Name	Last Name	Grade	Days Attended	Program Type
Israel	Arnell	11	2	Gear Up
Ishana	Ahmed	11	0	Gear Up
India	Alexander	11	1	Gear Up
Haydee	Alonso	11	2	Gear Up
Ishian	Anderson	11	0	Gear Up
Nickasha	Hennet	10	1	Gear Up
Tray-Zen	Wardner	11	0	Gear Up
Asmin	Hollis	11	0	Gear Up
Kiana	Hogg	11	0	Gear Up
Hintany	Horne	10	0	Gear Up

Test Prep

The screenshot shows a window titled "Activity Form-Test Prep" with a sub-header "Test Prep Activities". The form contains the following fields and controls:

- Test Prep Type:** A drop-down menu.
- Location:** A text input field.
- Academic Year End:** A text input field.
- Date:** A text input field.
- Activity Length (hours):** A drop-down menu.
- Additional Students:** A text input field.
- College Bound:** A checked checkbox.
- Computers/Internet Assistance:** A checked checkbox.
- GEAR UP:** A checked checkbox.
- Grade Level:** A row of checkboxes for grades 6, 7, 8, 9, 10, 11, and 12, all of which are checked.
- Buttons:** "OK" and "Close Form" buttons at the bottom left.

1. Select a Test Prep type from the drop-down box. The choices are:
 - NJ ASK 8
 - HSPA
 - PSAT
 - SAT
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Enter the date.
7. Select College Bound, GEAR UP or both for the program type.
8. Enter the number of additional GEAR UP students, if any.
9. Select all grade levels that apply.
10. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The test type, date, session length, computer assistance offered, and number of additional students can be edited here before submitting.
2. Click the box next to the student(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Test Prep.

Tutoring

There are two methods for tracking participation in tutoring. Both forms add data into the tutoring activity table.

1. Group Sessions: if a group of students generally spend the same amount of time in a tutoring session.
2. Individual Sessions: if students' time spent in tutoring varies by the individual.

Use the Large-Scale Activities form to enter additional GEAR UP students.

The screenshot shows a web-based form titled "Tutoring" with the following elements:

- Title: Tutoring
- Instruction: Use this form to log participation in tutoring when the time spent in the session is the same for all students in attendance.
- Fields: Date, Location/Description, Academic Year End, Session Length.
- Program Type: College Bound (checked), GEAR UP (checked).
- Grade Level: Radio buttons for 6, 7, 8, 9, 10, 11, 12.
- Buttons: OK, Close Form.
- Text: Enter additional GEAR UP Students under Large-Scale Activities.

For group sessions

1. Enter the date of the session.
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Select College Bound, GEAR UP or both for the program type.
6. Select all grade levels that apply.
7. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The location, date, and session length can be edited here before adding to the activity table.
2. Click the box next to the student(s) who attended the session.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Tutoring.

Activity Form-Tutoring Individual Sessions

Tutoring - Individual Sessions

Use this form to log participation in sessions where time in tutoring may vary from student to student.

Date

Location/Description

Academic Year end

Enter additional GEAR UP Students under Large-Grade Activities.

College Bound GEAR UP

Grade Level

6 7 8 9 10 11 12

OK Close Form

For individual sessions

1. Enter the date of the session.
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select College Bound, GEAR UP or both for the program type.
5. Select all grade levels that apply.
6. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The location/description and date can be edited here before submitting.
2. In the drop-down box next to the student(s) who attended, select the number of hours spent in the session.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Tutoring.

Workshops

The screenshot shows a window titled 'Activity Table-Workshops' with a form titled 'Workshops'. The form contains the following fields and controls:

- Workshop Type: dropdown menu
- Title: text input field
- Location: text input field
- Academic Year End: text input field
- Activity Length (hours): dropdown menu
- Session: dropdown menu
- Date: text input field
- College Bound: checkbox
- GEAR UP: checkbox
- Additional Students: text input field
- Grade Level: checkboxes for 8, 9, 10, 11, 12
- Buttons: OK, Close Form

1. Select a Workshop type from the drop-down box. The choices are:
 - College Goal Sunday
 - Conflict Resolution
 - Financial Aid
 - Learn Do Earn
 - Preparing for College
 - Recruitment Presentation
 - Study Skills
 - Time Management
 - Other (type in box)
2. Enter the location or other description of the activity.
3. Enter the four-digit academic year end.
4. Select the activity length in hours.
5. Enter the session type (calendar summer or academic year ending).
6. Select College Bound, GEAR UP or both for the program type.
7. Enter the number of additional GEAR UP students, if any.
8. Select all grade levels that apply.
9. Click **[OK]**.

A form listing student who meet the criteria entered will pop up.

1. The workshop type, location/description, title, date, length, and number of additional students can be edited here before submitting.
2. Click the box next to the student(s) and/or parent(s) who attended the activity.
3. Click **[Save]**.
4. Click **[Save to Activity Table]**.

The information will be saved into the Activity Table-Workshops.

Informational Reports

The database includes a list of reports that allows you to quickly review your data. All years must be entered in 4-digit format (YYYY). For example, if the academic year is 2005-06 enter 2006 when prompted for the year.

Report Name	Page
Ad Hoc Student List	59
Birthday List	61
Student Repeating a Grade	61
Students and Schools by Grade AY	61
Students and Schools by Grade CS	61
Students by Ethnicity and Gender	62
Senior Report	62
GEAR UP Scholarship Eligible Seniors	63
SAT Report	63
PSAT Report	63

Ad Hoc Student List

The Ad Hoc Student List form can be used to create a report with selected student. The report shows students' parent/guardian and emergency contact information. The report can be used for a field trip list.

1. From the Informational Reports Menu, click [**Ad Hoc Report**].
2. Complete the form as shown below. Required fields are Session, College Bound/GEAR UP, and the grade levels of students to choose from. Click [**OK**].

The screenshot shows a window titled "Ad Hoc Student List Form" with a header "Ad Hoc Student List". The form contains the following fields and controls:

- List title/Unesco:
- Session:
- Academic Year End:
- Date:
- Log: Bound
- LEARN U
- Grade Level: 6 7 8 9 10 11 12
- Buttons: OK, Close Form

3. A list of students meeting the criteria on the form will appear. You may edit the Title and date. Click on the students to add to the list. Click Save.
If there is a pencil next to the entry, the program thinks you are still editing and will not include that record in the results. When you click save, the pencil will change to an arrow.
4. Click [**View Report**]. Print if needed. When finished, click [**Close Form**].



Ad Hoc Student List

Field Trip

2/29/2009

Last name	First Name	Grade	Program Type	Parent/Guardian Name(s)	Home Phone	Allergies	Medical Problems
Ahmed	Murshed	10	Gear Up	Jahanara Ahmed	(973) 555-1234		
Emergency Contact:		Secondary Emergency Contact:					
Phone:		Phone:					
Relationship:		Relationship:					
Amaro	Karina	9	Gear Up	Guadalupe Barreto	(973) 555-1234		
Emergency Contact:		Secondary Emergency Contact:					
Phone:		Phone:					
Relationship:		Relationship:					
Arias	Brian	11	Gear Up	Jose & Blanca Arias	(973) 555-1234		
Emergency Contact:		Secondary Emergency Contact:					
Phone:		Phone:					
Relationship:		Relationship:					

Birthday List

Shows all currently active students by ascending date of birth.

Birthday List for All Active Students 2008

Birthday	First Name	Last Name	Program Type
1/2	Imran	Ali	Gear Up
1/5	Manuela	Usupina	Gear Up
1/5	Manuela	Douglas	Gear Up

Student Repeating a Grade

Shows students listed in the same grade level for the years entered.

Students Repeating a Grade Level

This report should be reviewed to make sure the appropriate school appears given the student's grade level. Example: 12th grade student should not have an elementary or middle school listed.

Gear Up		Grade 9		Number of Students Repeating			
Last Name	First Name	First Year	First Year Grade	First Year Program Type	Current Year	Current Year Grade	Current Year Program Type
Debra	Roch	2007	9	Gear Up	2008	9	Gear Up

Students and Schools by Grade

Students and Schools by Grade CS- Shows all students who attended the summer program and their schools by name by grade and year specified.

Students and Schools by Grade AY - Shows all students who attended academic year program and their schools by name by grade and year specified. *The Student and Schools by Grade AY report is similar to the calendar summer report shown below.*

List of Students and Schools by Grade Calendar Summer 2008

This report should be reviewed to make sure the appropriate school appears given the student's grade level. Example: 12th grade student should not have an elementary or middle school listed.

Gear Up

Student Count 88

Grade 0	Students in Grade 0	62
Last name	First Name	School Attending
Abreu	Itzel	International High School
Ahmed	Lahaina	Passaic County Tech. Institute
Alexander	India	Rosa Parks High School
Alfonso	Haydee	Passaic County Tech. Institute
Anderson	Laban	Passaic County Tech. Institute
Alfonso	Haydee	Passaic County Tech. Institute

Students by Ethnicity and Gender

For the year entered, this report lists active students by ethnicity and gender for the academic year and calendar summer. There are separate reports for College Bound and GEAR UP.

College Bound Gender and Ethnicity 2009

	Total
Female	
African-American Non-Hispanic	51
American Indian or Alaskan Native /or of Pacific Islander	1
Hispanic or elsewhere classified	21
White, Non-Hispanic	7
Total Female	85

Senior Report

Shows active 12th graders. (College bound 11th graders who were only active in the summer are considered seniors.) The report lists:

- Name
- Address
- High school
- Graduation status
- FAFSA completion status
- SAT taken and scores
- Race/Ethnicity
- Birthday
- Gender

Program directors are required to verify this information before data analysis of College Bound/GEAR UP data can begin.

College Bound/GEAR UP Senior Report 2008

College Bound		Graduated High School	Filed FAFSA	Took SAT	Highest SAT Score				Race/Ethnicity	Birthday	Gen
First Name	Last Name				Verbal	Math	Writing	High School			
Laressa	Allen	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	380	420	470	Parthen Academy	African-American Non-Hispanic	8/27/80	Fe
Address: 701 Main Street Phone: (201) 555-5555		Hamden NJ 07622									
Erica	Wilson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	410	420	430	John F. Kennedy High School	African-American Non-Hispanic	8/16/80	Fe
Address: 100 Main Street Phone: (201) 555-5555		Hamden NJ 07622									
Christy	Irving	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	420	470	450	Scotts High School	African-American Non-Hispanic	1/10/80	Fe
Address: 100 Main Street Phone: (201) 555-5555		Hamden NJ 07622									

GEAR UP Scholarship Eligible Seniors

Lists GEAR UP students who started the GEAR UP Program in 7th grade and are active in their senior year. Directors must verify this list before students can be considered for the NJ GEAR UP scholarship.

GEAR UP Scholarship-Eligible Seniors 2009

Scholarship-eligible seniors are:
 1) GEAR UP active seniors in their senior year.
 2) Students that had an active participation record on or before 2008.

If this list isn't correct, check the current participation records to make sure your seniors are marked active.

Total Eligible Students: 1

Last name	First Name	Street Address	City	State	Zip Code	High School
Abuwalid	Yilmazlar	404 Triton Ave #2	Rahway	NJ	07067	Tate P. Kennedy High School

SAT Report

For active students in the year entered, this report lists:

- If student took the SAT
- Last test date
- Program Type
- Highest Scores in Math, Science and Writing

Results are grouped by the grade level of the student in the year entered.

SAT Report 2008

This report shows the SAT scores for all active students that took the test during the academic year entered. Dates are the last test date and the highest Verbal, Math, and Writing Scores.

Last Name	First Name	Program Type	Latest Test Date	Highest Score		
				Verbal	Math	Writing
<i>Total Students in Grade: 9 = 1</i>						
Smith	Michael	Gear Up	11/2008	800	850	750
<i>Total Students in Grade: 11 = 9</i>						
Secun	Robins	Gear Up	5/3/2008	370	650	380
Secun	Yamun	Gear Up	5/3/2008	420	620	460
Dolsy	Sinad	Gear Up	5/3/2008	440	630	410
Dookatt	Felice	Gear Up	10/4/2007	450	650	470
Faredee	Faris	Gear Up	6/10/2008	280	330	320
Sevilia	Jaen	Gear Up	6/10/2008	310	320	340
...

PSAT Report

For active students in the year entered, this report lists:

- If student took the PSAT
- Test date
- Program Type
- Math, Science and Writing scores

Results are grouped by the grade level of the student in the year entered.

PSAT Report for APR and Final Report 2009

This report shows students who are active in the current year that have taken the PSAT between the dates entered.
For the GEAR UP APR this should be 4/1 of last year to 3/1 of this year. For the College Bound/GEAR UP Final

Grade: 10	Total: 1	
<hr/>		
Last name	First Name	Last Test Date
Chavez	Denise	3/11/2008

Mailing Labels

Several mailing labels print 30 to a page in 1” x 2 5/8” size similar to Avery template 5160.

Active Student labels	Labels for active students for the year entered.
Mentor labels	Labels for active mentor/counselors.
Parent labels	Labels for active students, addressed to the parents for the specified year.
Parent-Student labels	Labels for active students, addressed to the parent regarding the student.
Parent-Student labels by Grade	Labels for active students, addressed to the parent regarding the student for grade level specified.
Alternate Contact Labels	Labels for the alternate contacts for active students.

Erik M. Aoreu
100 Main Street
Hometown, NJ 07801

Itze Aoreu
100 Main Street
Hometown, NJ 07804

Mohammed A. Abuase
100 Main Street
Hometown, NJ 07803

Murshed Ahmed
100 Main Street
Hometown, NJ 07802

Tanzina Ahmed
100 Main Street
Hometown, NJ 07802

Tanzvir S. Ahmed
100 Main Street
Hometown, NJ 07801

India T. Alexander
100 Main Street
Hometown, NJ 07801

Haydee M. Alfonso
100 Main Street
Hometown, NJ 07822

Imran Ali
100 Main Street
Hometown, NJ 07801

Kanna Amaro
100 Main Street
Hometown, NJ 07824

Fabian A. Anderson
100 Main Street
Hometown, NJ 07814

Brian J. Aulac
100 Main Street
Hometown, NJ 07804

GEAR UP APR

This menu lists reports needed to complete the GEAR UP APR. Be sure to run the error check reports before these reports. Only active students will be counted in these reports.

Final Grade of B or Better

For English, math, or science: Counts active students by grade with a final, fall final or spring final grade of B or better. *The math and science reports are similar to the English report shown below.*

GEAR UP Students with Final English Grade of B or Better

	English Grade	Student Count
Grade level 6		14
	A	3
	B	11
Grade level 7		17
	A	6
	B	11
Grade level 8		31
	A	11
	B	20

Advanced Course Enrollment

For English, math or science: Lists and counts active students by grade with a course name in any report period where the “Level” field is AP, College Prep, Advanced or Honors. *The math and science reports are similar to the English report shown below.*

GEAR UP Advanced English Enrollment 2008

All Grade Levels in Advanced English Courses:		3	
Grade level 9	Total in Advanced English Courses:		1
First Name	Last name	English Class	English Class Level
Zakireh	Holland	English	Honors
Grade level 11	Total in Advanced English Courses:		2
First Name	Last name	English Class	English Class Level
Michal	Josevita	English III	Honors
Carmel	McEveer	English II	Honors

Enrollment and Completion

- 8th Graders in Pre-Algebra Counts active 8th grade students taking Pre-Algebra any report period. Of those students, the report counts the number with final passing grades.
- 9th Graders in Algebra I Counts active 9th grade students taking Algebra I in any report period. Of those students, the report counts the number with final passing grades.
- 11th Graders in Chemistry Counts active 11th grade students taking Chemistry any report period. Of those students, the report counts the number with final passing grades.

The Algebra and Chemistry reports are similar to the Pre-Algebra report shown below.

Pre-Algebra Enrollment and Completion 2008

This report shows GEAR UP and College Bound students active in 8th grade who completed or enrolled in Pre-Algebra in 8th grade.

Gear Up	Enrolled	Passed	
	3	3	
Last name	First Name	Last Report Period	Last Math Grade
Chever	Emilia	Final	0
Johnson	Denasia	Final	0
Johnson	Bennett	Final	0

Test Scores

- HSPA Counts and lists active 11th grade students in the year entered and lists HSPA scores and test dates for Math and Language Arts. It also counts the number of students passing and the average score on each section.
- NJ ASK 8 Counts and lists active 8th grade students in the year entered and lists NJ ASK 8 scores and test dates for Math, Science and Language Arts Literacy. It also counts the number of students passing and the average scores on each section. *The NJ ASK 8 report is similar to the HSPA report shown below.*

HSPA Report 2008

Gear Up		Average Language Arts Score	217.74	Average Mathematics Score	212.74		
Passed Mathematics: 19		Passed Language Arts: 21					
Last name	First Name	Date HSPA Taken	First Time or Retest	Language Arts		Mathematics	
				Score	Proficiency	Score	Proficiency
Arias	Diana	3/10/2008		210	Proficient	168	Partial Proficiency
Begun	Rojina	3/15/2008	Excuse	242	Proficient	244	Proficient
Begun	Yasmin	3/10/2008	Excuse	244	Proficient	228	Proficient
Blebe	Leslie-Ann	3/10/2008		221	Proficient	166	Partial Proficiency
Coley	Brenda	3/10/2008	Excuse	225	Proficient	210	Proficient
Colon	Marta	3/15/2008	Excuse	183	Partial Proficiency	215	Proficient

PSAT

Shows students who are active in the current year and the test dates for those who have taken the PSAT between the dates entered. For the GEAR UP APR, this should be 4/1 of last year to 3/31 of this year. *This report does not list scores.*

SAT

Shows students who are active in the current year and the test dates for those who have taken the PSAT between the dates entered. For the GEAR UP APR, this should be 4/1 of last year to 3/31 of this year. *This report does not list scores. The SAT Report is similar to the PSAT report shown below.*

PSAT Report for APR and Final Report 2009

This report shows students who are active in the current year that have taken the PSAT between the dates entered. For the GEAR UP APR this should be 4/1 of last year to 3/1 of this year. For the College Bound/GEAR UP Final

Grade: 10	Total: 1	
Last name	First Name	Last Test Date
Clayton	Denise	3/11/2008

Roster Report: Academic Year End

Totals new and returning students by program and grade for students active in the academic year entered.

Roster Report Academic Year 2008

College Bound		
New or Returning	Grade	Students
Returning	8	1
	12	4
	Total Returning	5
Gear Up		
New or Returning	Grade	Students
New	8	25
	7	3
	9	3
	9	2
	10	3
	11	1

Course Completion by Grade

- Math Lists all math courses and totals students by grade level with a passing grade.
 Science Lists all science courses and totals students by grade level with a passing grade.
The science completion report is similar to the math completion report shown below.

GEAR UP APR Math Completion 2008

	Grade	Students Completing
Algebra I	8	6
Algebra I	9	22
Algebra I	10	1
Algebra II	10	1
Algebra II	11	7
Algebra II	12	1
Calculus	12	3
Geometry	9	2
Geometry	10	5
Geometry	11	5
Geometry	12	1

College Bound/GEAR UP Final Report

Roster Reports

- Academic Year** Lists new and returning students by program and grade for students active in the academic year entered.
- Calendar Summer** Lists new and returning students by program and grade for students active in the calendar summer entered.
- College Bound Only AY and Summer** Lists new and returning College Bound students by program and grade for students active in the academic year entered and previous calendar summer.
- GEAR UP Only AY and Summer** Lists new and returning GEAR UP students by program and grade for students active in the academic year entered and following calendar summer.

All roster reports are similar to the academic year report shown below.

Roster Report Academic Year 2008

College Bound		
New or Returning	Grade	Students
Returning		
	8	1
	12	4
	Total Returning	5

Gear Up		
New or Returning	Grade	Students
New		
	8	25
	7	3
	8	3
	9	3
	10	3
	11	1

Course Enrollment and Completion

Algebra I Enrollment and Completion with C or Better

Counts and lists active 9th-grade students taking Algebra I by grade in any report period. Of those students, the report shows the grade when the course was taken, the last report period and last course grade and counts the number with final grades of C or better.

Chemistry Enrollment and Completion with C or Better

Counts and lists active 11th-grade students taking Chemistry by grade in any report period. Of those students, the report shows the grade when the course was taken, the last report period and last course grade and counts the number with final grades of C or better. *The Chemistry report is similar to the Algebra I report shown below.*

College Bound/GEAR UP Algebra I Enrollment Report Current 9th Graders 2008

Gear Up

Grade When Course Taken: 8		Students in Grade: 7	Final Grade C or Better: 0
First Name	Last Name	Last Of Math Grade	Last Of Report Period
Hector	Corcoran	F	Final
Nymahar	James	A	#th
Victor	Ida	A	#th

Grade When Course Taken: 9		Students in Grade: 40	Final Grade C or Better: 11
First Name	Last Name	Last Of Math Grade	Last Of Report Period
Kerira	Amam	D	Final
Linnaye	Baker	D	Final
Ashley	Burton	F	Final
Stephanie	Cade	C	3rd
Hector	Corcoran	F	3rd

Test Scores

HSPA

Counts and lists active 11th grade students in the year entered and lists HSPA scores and test dates for Math and Language Arts. It also counts the number of students passing and the average score on each section.

NJ ASK 8

Counts and lists active 8th grade students in the year entered and lists NJ ASK 8 scores and test dates for Math, Science and Language Arts Literacy. It also counts the number of students passing and the average scores on each section. *The NJ ASK 8 report is similar to the HSPA report shown below.*

HSPA Report 2008

Gear Up		Average Language Arts Score	217.74	Average Mathematics Score	212.74		
<i>Passed Mathematics: 19</i>		<i>Passed Language Arts: 21</i>					
Last Name	First Name	Date HSPA Taken	First Time or Retest	Language Arts		Mathematics	
				Score	Proficiency	Score	Proficiency
Arias	Diana	3/10/2008		210	Proficient	198	Partial Proficiency
Begum	Rajna	3/15/2008	First Time	242	Proficient	244	Proficient
Begum	Vasvir	3/10/2008	First Time	244	Proficient	228	Proficient
Dixie	Leslie Ann	3/10/2008		221	Proficient	186	Partial Proficiency

- PSAT Shows students who are active in the current year and the test dates for those who have taken the PSAT between the dates entered. For the GEAR UP APR, this should be 4/1 of last year to 3/31 of this year. *This report does not list scores.*
- SAT Shows students who are active in the current year and the test dates for those who have taken the PSAT between the dates entered. For the GEAR UP APR, this should be 4/1 of last year to 3/31 of this year. *This report does not list scores. The SAT report is similar to the PSAT report shown below.*

PSAT Report for APR and Final Report 2008

This report shows students who are active in the current year that have taken the PSAT between the dates entered. For the GEAR UP APR this should be 4/1 of last year to 3/1 of this year. For the College Bound/GEAR UP Final Report, this should be 9/1 of last year to 8/31 of this year.

Grade: 11	Total: 1			
		Last name	First Name	Last Test Date
		Hyatt	Aaron	10/10/2006
Grade: 12	Total: 2			
		Last name	First Name	Last Test Date
		Cooper	Lemar	10/10/2006
		Santos	Liz	4/1/2006

Other

Seniors' College Choice and Major For 12th grade students, lists the college choice, desired major, whether the student will be EOF and the graduation status.

College Choice and Major for Graduating Seniors 2005

Last name	First Name	College Choice Name	College Major Chosen	EOF	Graduated
Acala	Madeley	Passaic County Community College	Education - Math	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Berrett	Marv	Passaic County Community College	Nursing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cugin	Nakeisha	Ramapo College of NJ	Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Coon	Jasmine	Ramapo College of NJ	Unknown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Davis	Javon	Passaic County Community College	Unknown	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Letman	Curtis	Syracuse University	Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Espinosa	Tina	College of St. Elizabeth	Education	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Error Check Reports

These reports automate verification of data. Each report will show if information is missing for a specific area (e.g., SAT scores). Review the error reports at least once per month to ensure that time consuming corrections don't have to be made right before reporting time. Prior to submitting your database, run the reports to ensure that your data is accurate. If there is data missing, your database will be returned to you to make corrections before resubmitting.



Missing Test Scores	
Report Name	Page
HSPA	74
NJ ASK 8	74
PSAT	74
SAT	75

Other Missing Information	
Report Name	Page
School Enrolled	75
High School Graduation Status	76
Course Grades	76
College/Post Graduation Plan	77

Duplicates in Participation Table	
Report Name	Page
Same Grade Different Years	77
Same Year Different Grades	77

Missing Test Scores

Students missing HSPA scores

- This report lists by school the active academic year 11th-grade students who are missing HSPA one or more of the following: first-time/retest status, date HSPA was taken, and scores for the language arts and mathematics.
- If all student records have complete HSPA data, no names will appear.

11th Grade Students missing HSPA Scores 2007

Last Name	First Name	School/Program	Program Type	First time or Retest	Date HSPA Taken	Language Arts	Mathematics	Science
School: Foxfield Prep Centerberg								
Tomas	Carlus		College Bound	First time	01/2007	244	197	
School: John F. Kennedy High School								
Case	Erica		Gear Up	First time	01/2007	204	193	
School: Hightstown Senior								
Case	Mark		Gear Up	First time	01/2007	204	185	

Students missing NJ ASK 8 scores

- This report lists by school and last name the active academic year 8th-grade students that are missing one or more of the following: date NJ ASK 8 was taken and scores for language arts, mathematics, and science.
- If all student records have complete NJ ASK 8 data, no names will appear.

8th Grade Students Missing ASK 8 Scores 2008

Last Name	First Name	Program Type	Date NJ ASK 8 Taken	Language Arts and Literacy Score	Mathematics Score
School: IS					
Ed's	Judy	Gear Up			
Case	Stacy	Gear Up			
Proffitt	Denise	Gear Up			
Olson	Madie	Gear Up			
Quoket	Travis	Gear Up			
Larry	J. Lynn	Gear Up			
Levinson	Levinson	Levinson			

Students missing PSAT scores

- This report lists by grade the active academic year students in 9th, 10th or 11th grade who are missing one or more of the following: date PSAT was taken and scores for critical reading, math, and writing.
- If all student records have complete PSAT data, no names will appear.

9th-11th-Grade Students missing PSAT Scores report 2009

Last Name	First Name	Date of PSAT	PSAT Critical Reading Score	PSAT Math Score	PSAT Writing Score
Grade	9				
Abreu	Israel				
Alfonso	Tobias				
Alexander	India				
Alfonso	Haydee				
Almonte	Diamanti				
Anderson	Fabian				

Students missing SAT scores

- This report lists by grade the active academic year students in 11th or 12th grade who are missing one or more of the following: if SAT was taken, test date, and scores for critical reading, math, and writing.
- If all student records have complete SAT data, no names will appear.

11th and 12th Grade Students Missing SAT Scores 2009

Last Name	First Name	Program Type	Date of SAT	SAT Critical Reading Score	SAT Math Score	SAT Writing Score
Grade	11					
Almonte	Michael	Gear Up				
Almonte	Jenny	GEAR UP				
Anderson	Kathryn	Gear Up				
Boucher	Kester	Gear Up				
Bravo	Brianne	Gear Up				
Hince	Henry	Gear Up				
Martin	Paul	Gear Up				

Students missing school enrolled data

- This report lists the active academic year students that are missing name of the school they attend.
- If all student records have complete school data, no names will appear.

Students Missing School Enrolled Report

Last Name	First Name	Grade	Participation Year	Active/Inactive	School Enrolled Year	School attending
Abreu	Eric	9	2009	A		

Students missing college/post graduation information

- This report lists the active student in 12th grade that have no post graduation choice.
- If all student records have complete post-graduation data, no names will appear.

Seniors Missing Post-Graduation Status 2004

Last Name	First Name	Post Graduate Choice	Branch of Armed Services
Lane	Tyrick		
Thompson	Canelle		
Walker	Eric		

Duplicates in the Participation Table

There should be a maximum of two participation records per student for each academic year end: one Academic Year record and one Calendar Summer record. The grade levels should be the same for both sessions in a given year. There are two types of duplicates reports:

Same Grade in Different Years

Different Grades in the Same Year

Both of these reports will show duplicate records in the Participation table for all years. To correct the duplicates, go to the Student Enrollment form, then the Participation Data Form. Scroll through the entries for the student and change year and/or grade as needed.

Duplicates in the Participation Table - Different Grades in the Same Year

The students below are listed with the same grade levels in different years. Please correct and rerun the report.

<i>Year</i>	<i>Last name</i>	<i>First Name</i>	<i>Grade</i>	<i>CB Participation Type</i>	<i>Program Type</i>
2003	Huggins	Dorc	10	Academic Year Ending	College Bound
2003	Huggins	Dorc	9	Academic Year Ending	College Bound
2007	Ilali	Abia	12	Academic Year Ending	College Bound
2007	Ilali	Abia	11	Academic Year Ending	College Bound
2004	Cruickell	James	10	Academic Year Ending	College Bound
2004	Cruickell	James	9	Academic Year Ending	College Bound
2001	Seri	Hayate	11	Calendar Summer	College Bound
2001	Seri	Hayate	9	Calendar Summer	College Bound
2005	Adedash	Nacm	11	Calendar summer	College Bound
2005	Adedash	Nacm	10	Calendar summer	College Bound

Duplicates in the Participation Table - Grade Year Different Year

The students below are listed with the same grade levels in different years. Please correct and rerun the report.

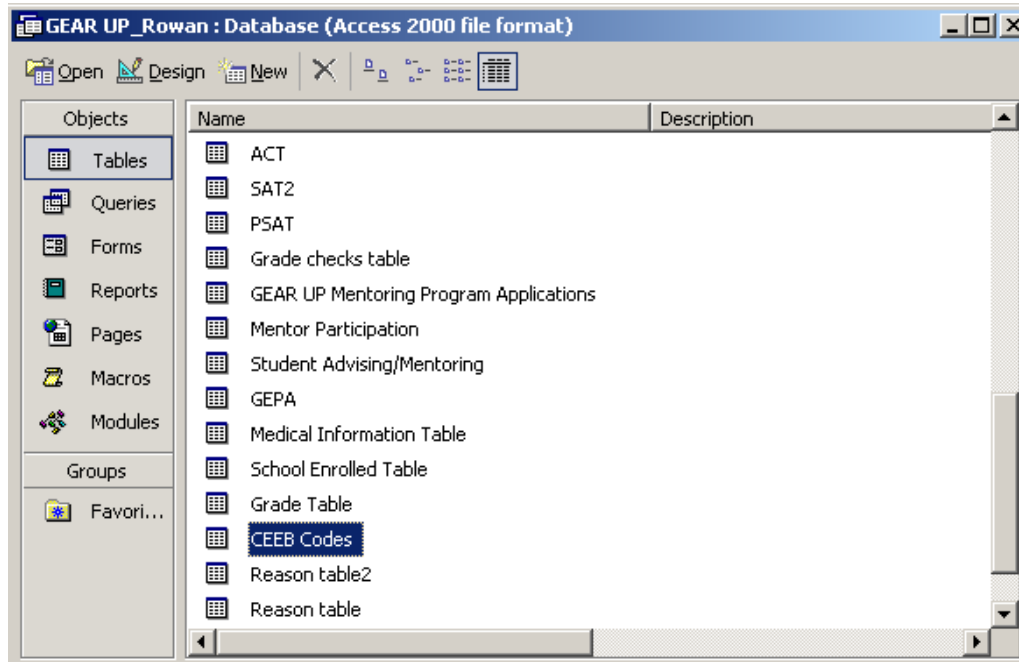
<i>Year</i>	<i>Last name</i>	<i>First Name</i>	<i>Grade</i>	<i>CB Participation Type</i>	<i>Program Type</i>
2007	Kamara	Mayali	6	Academic Year Ending	Gear Up
2006	Kamara	Mayali	6	Academic Year Ending	Gear Up
2007	Bartleign	Dreanor	6	Academic Year Ending	Gear Up
2006	Bartleign	Dreanor	6	Academic Year Ending	Gear Up
2009	Silene	Anjunelle	7	Academic Year Ending	Gear Up
2008	Silene	Anjunelle	7	Academic Year Ending	Gear Up
2000	Acevedo	Johnathan	9	Academic Year Ending	College Bound
1999	Acevedo	Johnathan	9	Academic Year Ending	College Bound
2006	Chadman	Ayanrich	9	Academic Year Ending	College Bound
2005	Chadman	Ayanrich	9	Academic Year Ending	College Bound


Other Errors

Student grade level is zero or blank

Making corrections though the table

1. From the main menu, click **[close form]** to display the access menus. Click the Tables icon on the left side of the window.



2. Open the Participation table. Click on the heading of the Grade column and click the Sort A to Z button  on the toolbar to sort the grades in alphabetical (numeric) order. If there are students with grades that are zero or blank, they will appear at the top of the list.

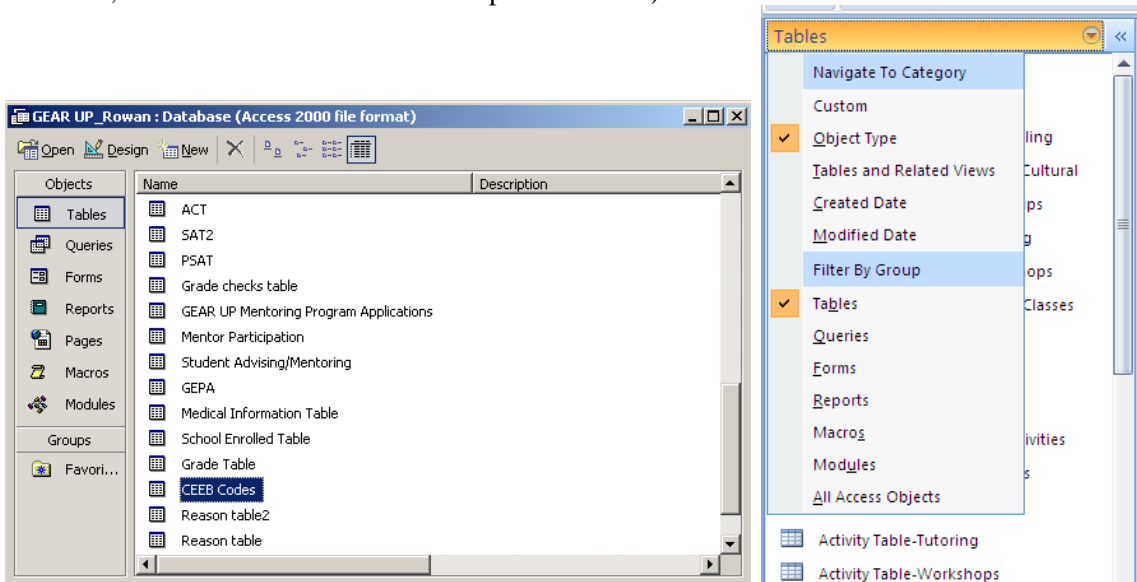
Participation : Table							
New or R	Year	CB Participation Type	Active/Inactive	Grade	Program Type	Is Student in SYEPT	
Return	2005	Academic Year Ending	I	0	Gear Up	N	
New	1998	Calendar Summer	A	5	College Bound	N	
New	1998	Calendar Summer	A	5	College Bound	N	
New	1998	Calendar Summer	A	5	College Bound	N	
New	1998	Calendar Summer	A	5	College Bound	N	
New	1998	Calendar Summer	A	5	College Bound	N	


3. Correct the grade and close the table.

Gender, Birth date, or Race/Ethnicity is Blank

Making corrections though the table

1. From the main menu, click **[Close Form]** to display the access menus. Click the Tables icon on the left side of the window. (In Access 2007 –see picture on the right), Click the double arrows on the left of the window, then select Tables from the drop-down menu)



2. Open the Student Information Info table. Click on the heading of the race/ethnicity column and click the Sort A to Z button  on the toolbar to sort the race/ethnicity in alphabetical order. If there are students with this field blank, they will appear at the top of the list.
3. Enter a race/ethnicity from the list on page.
4. To check for missing gender repeat steps 2 using the gender column. Enter the correct gender in any blank fields. For the birth date, type in the student birthday the following format: MM/DD/YYYY.
5. Close the table.

Frequently Asked Questions

The latest list of questions and answers is available online at www.nj.gov/highereducation/gearup/faq.htm.

Reports

Q: *Why is the data I entered not appearing on the reports? Why are there students with data like test scores and grades in the tables, but are not showing up on the reports or are showing up on a missing data report?*

A: There could be several reasons:

1. Reports and queries only take active students. Make sure the missing student(s) are marked as active on the participation form.
2. Some reports only list specific grade levels for the year entered.
 - The HSPA report only lists active 11th graders
 - The NJ ASK 8 Student only lists active 8th graders
 - The PSAT report only lists active 9th, 10th, and 11th graders

If you enter scores 2008 NJ ASK 8 scores for a student who did not have an 8th grade record for 2008 or is now in a 9th grade or higher, then try to run the 2008 NJ ASK 8 report, that student will not appear.

3. Review the report descriptions to be sure you're clear on what the report is supposed to show. Although CHE tries to find a balance between required data and program needs, sometimes the reports are tailored to CHE reporting and not necessarily customized.
4. If none of the above applies and you believe the student should be included, email a description of your problem with names of specific students to CHE for review.

Q: *Why do I still have students in the missing grades report but they do have grades in the table?*

A: If students are missing grades for at least one out of the three main subject areas (math, science, and English), they will show up on this report, even if there are grades for the other classes.

Activity Logs

Q: *What if more than one parent (or additional family member) attends an event?*

A: For the purpose of the APR, we need to know if the student is represented, not necessarily how many people attended for each student. Continue to check the box if at least one parent/guardian attended for the student. If you would like to account for the entire number of attendees at events, etc. you may use the large-scale activities form.

Q: *What is someone is on a college visit where they also attend an admissions presentation.*

A: Separate the number of hours spent in each activity. Enter the field trip and admission information separately.

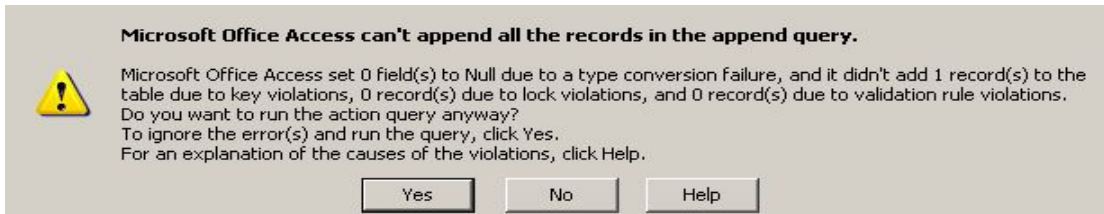
Q: *Do I need to complete every field on the Activity forms?*

A: Yes. The only exception is Additional GEAR UP students.

Q: *Can I update the event name, date, location, etc. on the form that lists the students before adding the event to the table?*

A: Yes.

Q: *After I check the student names and click “Add to Activity Table”, I get an error about key violations. What is this?*



A: If students have already been added to the table for the same activity type and date, the error will pop up. The message will tell you how many records it will not add. If you click “Yes,” all other records that are not duplicates will be added

Q: *Why did the database save one fewer student than I checked in the activity log?*

A: You must click “Save” prior to clicking “Save to activity table.” See page 45 for more details about saving activity information.

Other Questions

Q: *The data I entered has disappeared. What happened?*

A: First, make sure you are only using one copy of the file. Store it in one location and keep older versions in an archive folder. If you use a USB drive, save often as you enter data and properly close the file and shut down the device before ejecting.

If you are storing the file on a server, your institution’s system might be rolling back to an earlier version. If the above solutions don’t work, you may need to contact Microsoft Support and/or your IT department.

Q: *What if a student takes more than one math or science class in a year?*

A: The Fall Final and Spring Final report period choices were added to the database to track grades for block scheduled courses when students complete a course in one half of the year and take another in the second half.

This option can also be used if students take more than one class in the same subject if one or more of the courses is for a full year. Choose Final report period for one class, then either Spring or Fall for the second class. The database will not allow two Final report periods in the same year.

Q: *Why do I get the following error when I run a report and I get this error: “An expression in argument 2 has an invalid value.”?*

A: This is a problem with macros between Office 2007 and older versions of Access. Contact CHE and we will have you upload your file for updates.

Q: *Data that I previously entered is missing from the tables. What happened?*

A: Make sure that you are sure which file you are working from. Move all old files into an archive folder and clearly name your current file to include the current date.

If you are saving the file to a server, it is possible that the database is being rolled back to an earlier version. Always click save before leaving a form or closing the database.

Q: *Why does nothing happen when I click on the menu buttons?*

A: For Office 2007 users, if you open your file and get the following security warning at the top of the database window, the form buttons might not work:



- 1) On the Message Bar, click Options. The Microsoft Office Security Options dialog box appears.
- 2) Click Enable this content, and then click [OK].

To always allow all content:

- 1) Click the “Office” button at the top left corner of the window.
- 2) Then the Access Options button.
- 3) Select “Trust Center” then the “Trust Center Settings” button.
- 4) Select the second option “Never show information about blocked content”



If this doesn't work, contact CHE. Sometimes reinstalling the menu form corrects the problem.

Q: *I changed the spelling of a student's name. Now the Participation and School Enrolled forms are blank. What happened?*

A: Make sure that when you change a record, you click “Save” before clicking “update spelling.” If you did, then the new record should be there.

Close and reopen the form. Everything should appear correctly. With some versions of Access, it isn't showing in the form but it's in the table. You can still enter data and have it be related to the correct student record. If that doesn't work, go into the participation table and delete the records for that student and add them again.

Sometimes the form needs to refresh itself. There is no “refresh all” option in Access 2003 or before. If you have Access 2007 try the “Refresh All” Button on the “Home” tab before closing and reopening the form.

Checklist for College Bound Database

You should run the error check reports at least once per month to keep your data current.

_____ Run Error Check Reports

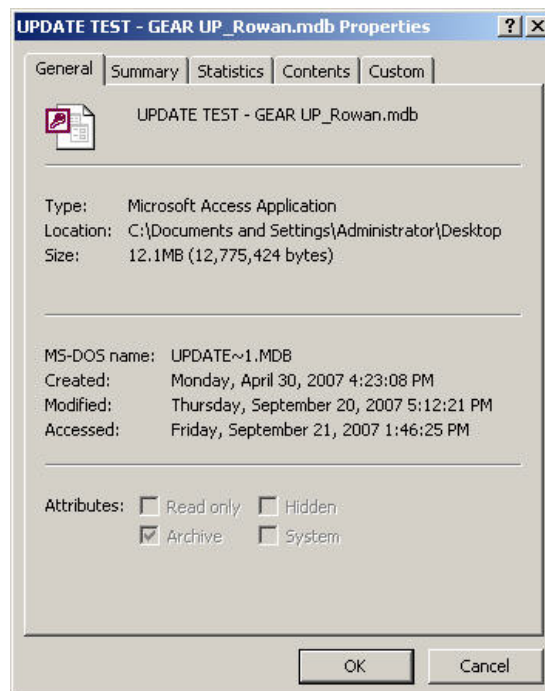
- _____ Students missing High School Graduation Status
- _____ Students missing college/post graduation information
- _____ Students who have not advanced to the next grade level
- _____ Students missing school enrolled data
- _____ Students missing grades
- _____ Students missing NJ ASK 8 Scores
- _____ Students missing HSPA Scores
- _____ Students missing PSAT Scores
- _____ Students missing SAT Scores
- _____ Students with duplicate participation records

_____ Upload the database: Make sure you have compacted the latest file that you are working in and not the shortcut to the file or an older version. To find your file:

If you use a shortcut to the database: Right Click the shortcut and select properties. The “target” field will tell you the location of the file.

OR

To find the location, go to **File -> Database Properties**. Click the **[General]** tab.



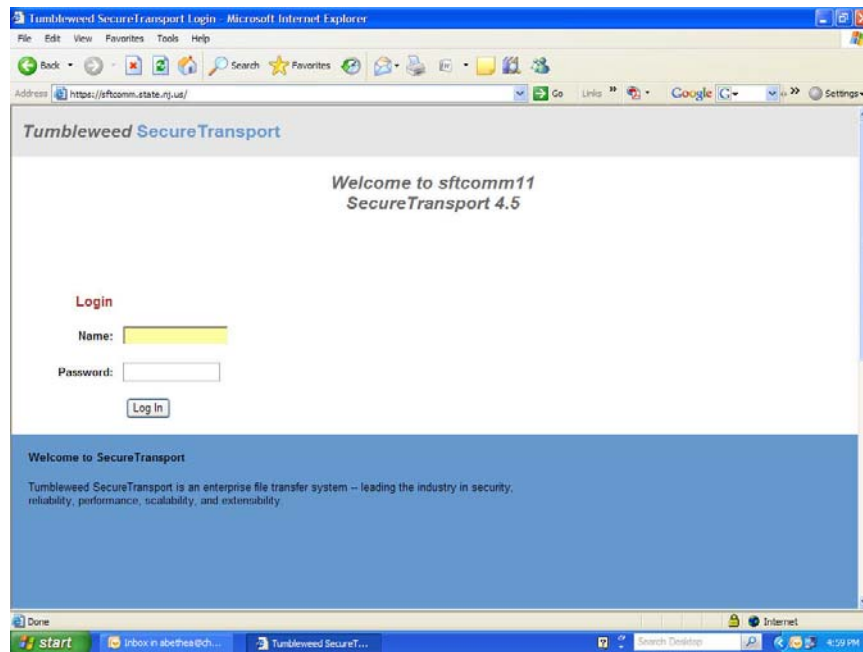
Secure File Transfer

1. Save your GU/CB Access database and the electronic version of C6 with the following file names.

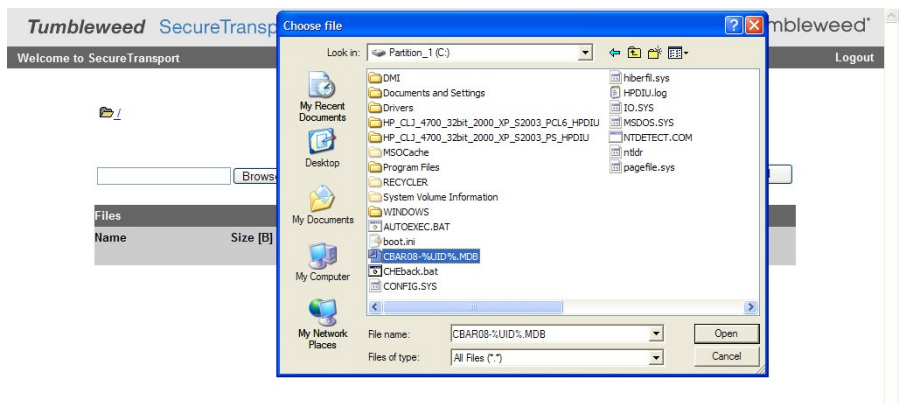
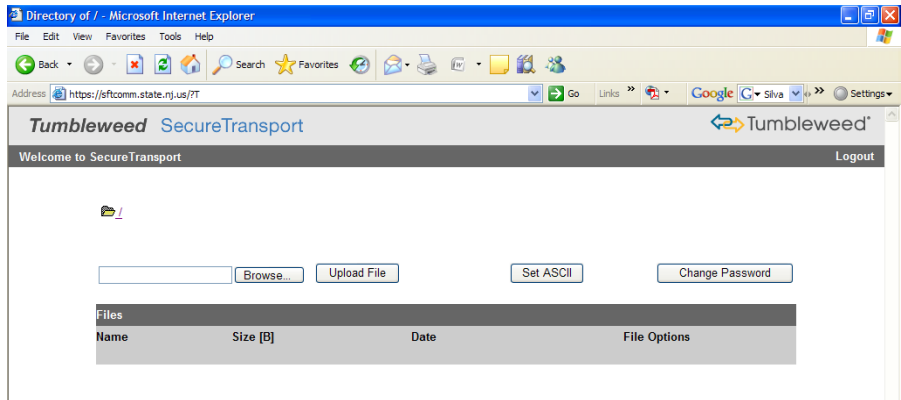
	GEAR UP File Names	College Bound File Names
Database file must be saved with the exact filename (all upper case)	GURPT-%UID%.MDB	CBAR08-%UID%.MDB
C6 must be saved with the exact filename	C6GURPT-%UID%.MDB	N/A

NOTE: If you do not name the files as above, the upload will still occur, but the files will **not** be delivered to CHE's folder for pickup. If you refresh the screen or logout and then log back in, the files you uploaded should have disappeared from your folder on sftcomm. If it hasn't, the filenames were not recognized for automated handling. You can delete it from the server by clicking on the file options icon to the right of the filename. Check the filenames carefully, rename them using the appropriate names from the list above, and upload again.

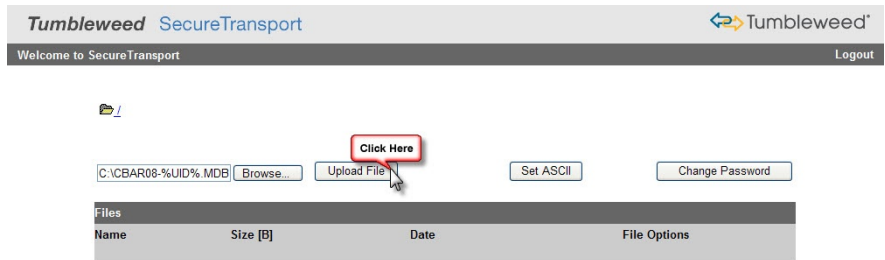
2. Using Internet Explorer or Mozilla Firefox, go to: <https://sftcomm.state.nj.us>
 - If a popup window opens asking you to choose a security certificate, click OK.
 - You might be prompted install an ActiveX control from Tumbleweed Software. While not necessary, it is and is highly recommended to show popups showing the status and progress of your upload.
3. Logon using the user id and password provided. **DO NOT change your assigned password.** Resetting it has to be done by Office of Information Technology personnel, and will cause delays.



4. Click the browse button, then select one of the files you have prepared and named according to the above instructions. *NOTE: You can only upload one file at a time.*



5. Press the Upload File button.



6. When the upload completes, you may be taken to a blank screen. If this occurs, hit the Back arrow in your browser. The file you uploaded should **NOT** appear. If you named it correctly, it will already have been moved to CHE’s folder. (If it’s still there, give it a minute or two and refresh the screen to check again before reporting a problem.)

Some users have reported that the file appears in their folder after uploading with an additional extension added after the correct extension (“MDB”). The file will not be delivered to CHE in this case. Please see the note at the end of these instructions for a solution...

7. If you are automatically returned to screen 2 as illustrated above, then proceed to upload your second file. If this does not occur click on the refresh button or back arrow to return to screen 2.
8. To begin uploading the **second file**, go to step 4 and repeat the process.
9. Logout and close the browser window once you have received the Transfer Complete message.
10. CHE will receive email messages on successful uploads and on successful transfers to our folder.
11. Once received, we will make every effort to promptly acknowledge receipt of your submission via email. Our acknowledgement message is not generated automatically.

NOTE: If your file was not delivered to CHE because of the problem described in step 6 (an extra extension at the end of the filename like *database.mdb.mdb*):

Go to **My Computer** > **Tools** > **Folder Options** > **View** > **Files and Folders** > **Hide extensions for known file types** and make sure that the checkbox next to that option is **UNCHECKED**.

Look in the folder where you saved the file. If the file name has an additional lowercase extension, right-click, select rename, and remove the extra extension. Then try uploading again.

Table Definitions

This section describes the structure of all tables in the College Bound database. Each table below shows the field names, field type (or format), length of characters allowed, description, and whether the field is required. Use this section as a reference when questions arise about what data should be entered in the form fields. “*” Indicates a primary key field that required to make each record unique.

Student Enrollment

Field Name	Type	Length	Description	Required
Social Security *	Text	15	Social security number. If you are unable to obtain a valid ssn, make it a combination of the institution's CEEB and three other digits. Do NOT make all the digits the same (ex. 111-11-1111).	Yes
Last name	Text	17	Student's last name	Yes
First Name	Text	11	Student's first name	Yes
Middle Initial	Text	1	Student's middle initial	No
Race/Ethnicity	Text	40	Make a selection from list: "Not Reported"; "African-American Non-Hispanic"; "American Indian or Alaskan Native"; "Asian"; "Native Hawaiian or Pacific Islander"; "Hispanic, not elsewhere classified"; "White, Non-Hispanic"	Yes
Gender	Text	6	Select one: Male, Female	Yes
Date of Birth	Text	8	Student's birth date	Yes
Initial Enrollment Date	Text	8	Date "MM/YY" student entered the program	Yes
CEEB	Text	6	College entrance exam code. Automatically entered for your program	Yes
Street Address	Text	28	Student's place of residence	Yes
City	Text	17	Student's city	Yes
State	Text	2	State-Default is NJ	Yes
Zip Code	Text	5	Student's zip code	Yes
E-mail Address	Text	50	Student's e-mail address	No
Home Phone	Text	25	Student's home phone number	No
Alternate Phone	Text	25	Student's emergency number, parent work number, cell phone, etc	No
Country Of Origin	Text	25	Country where student was born	No
Student ID Number	Text	50	School or District Id Number (optional)	No
Mother Cell Phone	Text	20	Mother Work Phone	No
Alternate Contact	Text	50	Name of alternate contact person	No
Alternate Contact Relationship	Text	50	Relationship of alternate contact to student	No
Alternate Contact Street Address	Text	50	Alternate contact street address	No
Alternate Contact City	Text	50	Alternate contact city	No
Alternate Contact State	Text	2	Alternate contact state	No
Alternate Contact Zip Code	Text	10	Alternate contact zip code	No
Bad Alternate Address	Check Box	1	Check if alternate address not valid	No
Alternate Phone Out of Service	Check Box	1	Check if alternate contact phone out of service	No
Home Phone Out of Service	Check Box	1	Check if home phone out of service	No

Student Enrollment

Field Name	Type	Length	Description	Required
Bad Address	Check Box	1	Check if main address not valid.	No
Father Cell Phone	Text	20	Father cell phone	No
Mother Work Phone	Text	20	Mother work phone	No
Father Work Phone	Text	20	Father work phone	No
Contact info Notes	Memo		Contact info notes	No
Parent Email	Text	50	Parent email address	No
Parent/Guardian Name	Text	40	Parents' names. This field is used in the generation of the mailing labels. Make sure this information is input in an acceptable manner for mailing labels.	Yes
With whom does student live	Text	25	Make a selection from the list: "Both Mother And Father"; "Mother Only"; "Father Only"; "Grandparent"; "Aunt or Uncle"; "Legal Guardian"	Yes
Level of education of mother	Text	30	Mother's highest level of education. Select from; "Through 8th Grade"; "Some High School"; "Completed High School"; "GED"; "Some College"; "Associate Degree"; "Bachelor's Degree"; "Master's Degree"; "Doctorate"	Yes
Level of education of father	Text	30	Father's highest level of education. Select from; "Through 8th Grade"; "Some High School"; "Completed High School"; "GED"; "Some College"; "Associate Degree"; "Bachelor's Degree"; "Master's Degree"; "Doctorate"	Yes
Family Income	Currency	8	Parents' annual income	No
Family Income Range	Text	20	Parents' annual income range. Select one: "Under 20,000"; "20,000 - 29,999"; "30,000 - 39,999"; "40,000 - 49,999"; "50,000 - 59,999"; "60,000 - 69,999"; "70,000 - 79,999"; "80,000 - 89,999"; "90,000 - 99,999"; "100,000 or more"	No
Family size	Integer	2	Number of family members in the home, based on what is reported to the IRS	No
Free/Reduced Lunch	Text	1	Student recipient of free or reduced lunch Select Y=yes or N=no. Required for NJ GEAR UP only	No
Date student left the Program	Date	8	Date student left before program completion. Once this field is filled, all forms when opened for this student are locked allowing no further changes.	No
Reason For Leaving program	Text	50	Predefined reasons for student leaving the program: "Moved"; "Medical Problems"; "Work/Family Issues"; "Attendance"; "Deceased". Do NOT use this field for students who graduate.	No
Explanation for leaving the program	Memo	-	Notes to document why a student is no longer with the program	No

Participation

Field Name	Type	Length	Description	Required
Social Security *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Year *	Text	5	Calendar Year	Yes
Active/Inactive	Text	1	Select A=active or I=inactive. Indicate if student is currently participating in the program	No
Grade *	Number	2	Grade level 6, 7, 8, 9, 10, 11 or 12. If the participation type is summer, the grade will be the last grade the student completed. If the participation type is academic year ending, enter the grade the student is currently in.	Yes
New or returning	Text	9	Is the student new or returning to the program? Select New or Returning	Yes
Program Type	Text	20	Select College Bound or NJ GEAR UP	Yes
Participation Type *	Text	30	Select one. Calendar summer, or Academic Year Ending	Yes
Is Student in SYETP	Text	5	Does the student participate in the Summer Youth Employment Training Program? Default is No	No
Note	Text	50	Note about participation in this session	No

School Enrolled Table

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year *	Text	4	Input Academic Year End (e.g., 2006 for academic year 05-06)	Yes
School attending *	Text	35	Select the school name from the drop down box. If school is not listed, input the new school's name. Type the complete school name; avoid using abbreviations.	Yes
School District	Text	40	School district	No
Abbott District Y/N	Text	7	Is the school in an Abbott District? Select Yes or No.	No
Public or Private	Long Integer	4	Select Public or Private for the type of school	No
Note	Text	50	Notes about school	No

College Choice

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number	Yes
Last name	Text	17	Student's last name	Yes
First Name	Text	11	Student's first name	Yes
Did Student file FAFSA	Text	4	Select Yes or No, for whether the students filed the Free Application for Federal Student Aid (FAFSA)	No
When was FAFSA filed	Date	8	Date the student filed the FAFSA	No
College Name or Other Post Grad Options *	Text	50	Name of the college or university that the student plans to attend, or select other appropriate options from the drop down box. Ex. "Not Attending", "Employed", "Armed Services"	Yes
If enlisted in Armed Services list branch	Text	10	If post grad option selected is 'Armed Services'; select the branch from the drop down box: Air force, Army, Marines, Navy.	No
College City	Text	35	City where the institution is located.	Yes
College State	Text	2	State in which the institution is located	Yes
College Major Chosen	Text	50	Student's intended major course of study	Yes
EOF student (for New Jersey institutions only)	Text	4	Select Yes or No. Select yes if the student has been accepted into the EOF Program	No
Check box if student graduated high school	Check Box	1	Select this box if student graduated High School	No
Completed College Application	Check Box	1	Select if student has completed at least one college application	No

HSPA

Fieldname	Type	Length	Field Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Student ID Number	Text	50	School district's student Identification number	No
Date HSPA Taken *	Date	8	Date of HSPA test. Format mm/dd/yy	Yes
First-time/Retest	Text	12	Select First-time or Retest	No
HSPA Raw Score Language Arts and Literacy	Long Integer	4	Language Arts and Literacy Score	No
HSPA Raw Score Mathematics	Long Integer	4	Mathematics Score	No

Grade

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year *	Text	6	Academic year end (e.g. 2000 for academic year "99-00")	Yes
Grade Level *	Text	3	grade the student is in this academic period	Yes
Report Period *	Text	5	Select "1 st ", "2 nd ", "3 rd ", "4 th ", "5 th ", "Fall Final", "Spring Final" or "Final".	Yes
Student ID Number	Text	50	School district's student ID number	No
Class Size	Text	4	Size of student's graduating class	No
Rank	Text	4	Student rank from junior or senior year	No
Math Class	Text	25	Math class taken	No
Math Class Level	Text	10	Math class level	No
Math Grade	Text	5	Math grade	No
Technology Class	Text	25	Technology class taken	No
Technology Class Level	Text	10	Technology class level	No
Technology Grade	Text	5	Technology grade	No
English Class	Text	25	English class taken	No
English Class Level	Text	10	English class level	No
English Grade	Text	5	English grade	No
Social Science Class	Text	25	Social Science class taken	No
Social Science Class Level	Text	10	Social Science class level	No
Social Science Grade	Text	5	Social Science grade	No
Science Class	Text	25	Science class taken	No
Science Class Level	Text	10	Science class level	No
Science Grade	Text	5	Science grade	No
Student GPA	Text	10	Enter student grade point average for each report period entered	No
GPA scale	Text	3	Enter whether grades are calculated on a scale of 4.0 or 5.0. Select One	No

NJ ASK 8

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Student ID Number	Text	50	School district's student id number	No
Date NJ ASK 8 Taken *	Date	8	Date of NJ ASK 8 test. Format mm/dd/yy	Yes
Language Arts and Literacy Score	Long Integer	4	Language Arts and Literacy Score	No
Mathematics Score	Long Integer	4	Mathematics Score	No
Science Score	Long Integer	4	Science Score	No
Social Studies Score	Long Integer	4	Social Studies Score	No
Visual and Performing Arts Score	Long Integer	4	Visual and Performing Arts Score	No
Health and Physical Education Score	Long Integer	4	Health and Physical Education Score	No
World Languages Score	Long Integer	4	World Languages Score	No

ACT

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year End	Text	4	Academic Year in which the test was taken	No
Date of ACT *	Date	8	Date of ACT test. Format mm/dd/yy	Yes
English	Long Integer	4	English Score	No
Mathematics	Long Integer	4	Mathematics Score	No
Social Studies	Long Integer	4	Social Studies Score	No
Natural Science	Long Integer	4	Natural Science Score	No
Composite Average Score	Long Integer	4	Composite Average Score	No

PSAT

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year End	Text	4	Academic Year in which the test was taken	No
Date of PSAT *	Date	8	Date of PSAT test. Format mm/dd/yy	Yes
PSAT Critical Reading Score	Long Integer	4	Critical Reading Score	No
PSAT Critical Reading Percentile	Long Integer	4	Critical Reading Percentile	No
PSAT Math Score	Long Integer	4	Math Score	No
PSAT Math Percentile	Long Integer	4	Math Percentile	No
PSAT Writing Score	Long Integer	4	Writing Score	No
PSAT Writing Percentile	Long Integer	4	Writing Percentile	No
Total PSAT Combined	Long Integer	4	Total PSAT combined score	No
PSAT Combined Percentile	Long Integer	4	PSAT combined percentile	No

SAT

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year End	Text	4	Academic Year in which the test was taken	No
Date of SAT *	Date	8	Date SAT test taken. Format mm/dd/yy	Yes
SAT Critical Reading Score	Long Integer	4	Critical Reading Score	No
SAT Critical Reading Percentile	Double	8	Critical Reading Percentile	No
SAT Math Score	Long Integer	4	Math Score	No
SAT Math Percentile	Double	8	Math Percentile	No
Total SAT Combined	Long Integer	4	Total SAT combined score	No
Percentile for SAT Combined	Double	8	SAT combined percentile	No

SAT II

Field Name	Type	Length	Description	Required
ssn # *	Text	15	Social security number	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Academic Year End	Text	4	Academic Year in which the test was taken	No
Date of SATII *	Date	8	Date SATII test taken. Format mm/dd/yy	Yes
Writing	Long Integer	4	Writing Score	No
Literature	Long Integer	4	Literature Score	No
American History	Long Integer	4	American History Score	No
World History	Long Integer	4	World History Score	No
Math level IC	Long Integer	4	Math level IC Score	No
Math Level IIC	Long Integer	4	Math Level IIC Score	No
Biology E/M	Long Integer	4	Biology E/M Score	No
Chemistry	Long Integer	4	Chemistry Score	No
Physics	Long Integer	4	Physics Score	No
RO French	Long Integer	4	RO French Score	No
RO German	Long Integer	4	RO German Score	No
RO Modern Hebrew	Long Integer	4	RO Modern Hebrew Score	No
RO Italian	Long Integer	4	RO Italian Score	No
RO Latin	Long Integer	4	RO Latin Score	No
RO Spanish	Long Integer	4	RO Spanish Score	No
R/L Chinese	Long Integer	4	R/L Chinese Score	No
R/L French	Long Integer	4	R/L French Score	No
R/L German	Long Integer	4	R/L German Score	No
R/L Japanese	Long Integer	4	R/L Japanese Score	No
R/L Korean	Long Integer	4	R/L Korean Score	No
R/L Spanish	Long Integer	4	R/L Spanish Score	No
R/L English Language Pro Test	Long Integer	4	R/L English Language Pre Test Score	No

Mentor

Field Name	Type	Length	Description	Required
Mentor Initials*	Text	5	Create a code of three to five characters to represent the mentor initials or code in the database	Yes
Mentor Last name	Text	17	Mentor's last name	Yes
Mentor First name	Text	11	Mentor's first name	Yes
Address1	Text	30	Enter address of the mentor	No
Address2	Text	30	Enter additional information if necessary for mentor address	No
City	Text	20	Mentor city	No
State	Text	2	Mentor state. Default is NJ	No
Zip Code	Text	9	Mentor zip code	No
E-mail Address	Text	50	Enter Mentor/Counselor's e-mail address	No
Phone	Text	15	Mentor's telephone number	No
Date Hired	Date	8	Date the mentor was hired. Format: mm/yy	No
Date Inactive	Date	8	Date the mentor became inactive Format: mm/yy	No
Inactive Active	Text	1	Select Y for inactive	No

Medical Information

Field Name	Type	Length	Description	Required
Social Security*	Text	15	Social security number.	Yes
Last name	Text	17	Student's last name	Yes
First name	Text	11	Student's first name	Yes
Name of Insured	Text	50	Name of the policyholder	No
Insurance Carrier Name	Text	50	Name of the primary insurance company	No
Policy Number	Text	15	Policy number of the insured. Note: This may be the social security number	No
Group Number	Text	15	Policy Group number	No
Allergies	Text	50	List any allergies the student may have	No
Medical Problems	Text	50	List any medical issues that could interfere with the student's participation	No
Primary Emergency Contact	Text	50	List the name of the primary contact in the event of an emergency	No
Primary Emergency Contact Phone	Text	12	Phone number of the primary emergency contact	No
Primary Emergency Contact Relationship	Text	30	Emergency contact's relationship to the student	No
Secondary Emergency Contact	Text	50	List the name of the secondary contact in the event of an emergency	No
Secondary Emergency Contact Number	Text	12	Phone number of the secondary emergency contact	No
Secondary Emergency Contact Relationship	Text	30	Secondary emergency contact relationship to the student	No
Physician's Name	Text	50	Name of the primary care physician	No
Physician's Telephone	Text	12	Telephone number to the physician's office	No
Hospital Preference	Text	50	Name of the hospital the student and /or family prefers	No

*Primary key field required to make each record unique.

GEAR UP Mentoring Program Applications

Field Name	Type	Length	Description	Required
Student Number	Long Integer	4	Auto number field. Generated when new entries are added	No
Date	Date/Time	8	Date applicant was entered in the database	No
FirstName	Text	50	Mentor's first name	No
LastName	Text	50	Mentor's last name	No
Mentor Initials*	Text	5	Create a code of three to five characters to represent the mentor initials or code in the database	No
Address	Text	60	Mentor street address	No
Address 2	Text	60	Mentor street address line 2	No
Address 3	Text	60	Mentor street address line 3	No
City	Text	50	Mentor city	No
StateOrProvince	Text	20	Mentor state. Default is NJ	No
PostalCode	Text	20	Zip code	No

GEAR UP Mentoring Program Applications

Field Name	Type	Length	Description	Required
Info Mailed	Yes/No	1		No
PhoneNumber	Text	30	Mentor's telephone number	No
Phone Number #1	Text	50	Additional telephone number	No
EmailName	Text	50	E-mail address	No
College/University enrolled	Text	50	Mentor's college	No
Hired	Yes/No	1	Check box if applicant was hired	No
Date Hired	Date/Time	8	Date the mentor was hired. Format mm/dd/yyyy	No
Trained	Yes/No	1	Check box if applicant was trained	No
Date of Training	Date/Time	8	Date the mentor was trained	No
Worked	Yes/No	1		No
Inactive	Yes/No	1	Check box if mentor is inactive	No
Date Mentor Inactive	Date/Time	8	Date the mentor became inactive. Format:mm/dd/yyyy	No
ApplicantNotHired-DoNotFollowUp	Yes/No	1	Check box if applicant was not hired and there will be no follow up	No
BackgroundCkCOMPLETED	Yes/No	1	Check box if background check was completed	No
DateBackgroundCompleted	Date/Time	8	Date that background check was completed	No
DateBackgroundtoCHE	Date/Time	8	Date the background check form was sent to CHE	No
ProgramAppliedTo	Text	50	GEAR UP program that applicant interviews with	No
Followup	Date/Time	8	Date staff followed-up with applicant	No
EOF Student	Yes/No	1	Select if the applicant is an EOF student	No
INROADS Intern	Yes/No	1	Select if the applicant is an INROADS intern	No
College Year	Text	50	Mentor's year in college. Select from Freshman thru Professional	No
Reason Not Hired	Memo	-		No
Interview Time	Text	10	Time for the interview	No
Interview Date	Date/Time	8	Date for the interview. Format: mm/dd/yyyy	No
Interview Date Missed	Yes/No	1	Check box if applicant missed interview	No
Reason Interview not Scheduled	Text	100	Reason for not scheduling an interview; no longer available, no longer interested, salary is an issue, time conflict, applicant not qualified	No
Offer Made Date	Date/Time	8	Date for when the offer was made	No
Mentor Accepted offer	Yes/No	1	Check box if student accepted the offer	No
Reason Offer Declined	Text	100	Reason for declining the offer; no longer available, no longer interested, salary is an issue, time conflict	No

Activity Table-Academic Year Classes

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social Security number	No
Date	Text	10	Class date	Yes
First Name	Text	11	First Name	No
Last name	Text	17	Last Name	No
Grade	Integer	2	Grade Level	No
Program Type	Text	20	Program Type: College Bound or GEAR UP	No
Hours Offered	Text	5	Number of hours the class was held	Yes
Attended	Yes/No	1	Student attendance	No
Hours with Computer/Internet Assistance	Text	255	Number of hours that computer or internet was offered in class	No
System Date	Date/Time	8	Date activity was entered	No

Activity Table-Counseling

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	Yes
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type – College Bound or GEAR UP	No
Counseling Session Type	Text	35	Counseling session category	Yes
Location/Description	Text	50	Description of session or location where it was held.	Yes
Student Attended	Yes/No	1	Student attendance	No
Parent Attended	Yes/No	1	Parent attendance	No
Additional Students	Text	255	Number of additional GEAR UP students	No
Activity Length	Text	50	Length of activity in hours	Yes
Date	Text	10	Date activity occurred	Yes
Session	Text	20	Session when program occurred - Academic year or Calendar summer	No
System Date	Date/Time	8	Date activity was entered	No

Activity Table-Family/Cultural

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type – College Bound or GEAR UP	Yes
Event Type	Text	35	Type of event	Yes
Location/Description	Text	40	Location where held or description	Yes
Student Attended	Yes/No	1	Student attendance	No
Parent Attended	Yes/No	1	Parent attendance	No
Activity Length	Text	50	Length of activity in hours	Yes
Date	Text	10	Date activity held	Yes
Session	Text	20	Session when program occurred - Academic year or Calendar summer	No
Additional Students	Text	255	Additional GEAR UP students attending	No
System Date	Date/Time	8	Date when activity entered	No

Activity Table-Field Trips

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
Date	Text	10	Date when activity occurred	Yes
Field Trip Type	Text	50	Type of field trip	Yes
First Name	Text	11	First name	No
Last name	Text	17	Last Name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type – College Bound or GEAR UP	No
Location/Description	Text	50	Description of trip or location where trip occurred.	Yes
Student Attended	Yes/No	1	Student attendance	No
Parent Attended	Yes/No	1	Parent attendance	No
Session	Text	30	Session when program occurred - Academic year or calendar summer	No
Activity Length	Text	50	Length of activity in hours	Yes
Additional Students	Text	255	Additional GEAR UP students attending	No
System Date	Date/Time	8	Date when activity entered	No

Activity Table-Large Scale Activities

Field Name	Type	Length	Description	Required
Activity Type	Text	50	Type of activity	Yes
Session	Text	20	Session when program occurred - Academic year or calendar summer	No
Date	Text	10	Date when activity occurred	No
Location/Description	Text	50	Description of activity or location where activity occurred.	No
Activity Length	Text	2	Length of activity in hours	No
College Bound Students	Text	3	Number of College Bound students attending	No
GEAR UP Students	Text	3	Number of GEAR UP students attending	No
College Bound Parents	Text	3	Number of College Bound parents attending	No
GEAR UP Parents	Text	3	Number of GEAR UP parents attending	No
Additional GEAR UP Students	Text	3	Number of Additional GEAR UP Students attending	No
Additional GEAR UP Parents	Text	3	Number of Additional GEAR UP parents attending	No
Year	Text	5	Calendar Year- To be removed in next update	No
System Date	Date/Time	8	Date when activity was entered	No

Activity Table-Summer Classes

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
Date	Text	10	Date of the Monday starting the week	Yes
First Name	Text	11	First Name	No
Last name	Text	17	Last Name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type-GEAR UP or College Bound	No
Hours Offered	Text	5	Hours that classes are offered during the week	Yes
Days Attended	Integer	2	Number of days that the student attended during the week	Yes
Hours with Computer/Internet Assistance	Text	5	Number of hours where computer or internet assistance is offered.	No
System Date	Date/Time	8	Date when activity was entered	No

Activity Table-Test Prep

Field Name	Type	Length	Description	Required
Social Security	Text	15	Social security number	No
Grade	Integer	2	Grade level	No
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Program Type	Text	20	Program type-GEAR UP or College Bound	No
Date	Text	10	Date when activity occurred	Yes
Test Prep Type	Text	50	Type of test prep – NJ ASK 8, HSPA, GEPA, SAT, PSAT or type other.	Yes
Activity Length	Text	50	Activity length in hours	Yes
Attended	Yes/No	1	Student attendance	No
Year	Text	4	Academic year end	No
Computers-Internet Assistance	Text	50	Check if computers or internet used in course	No
Additional Students	Text	255	Number of additional GEAR UP students attending	No
Session	Text	50	Session when program occurred - Academic year or calendar summer	No
System Date	Date/Time	8	Date when activity was entered	No

Activity Table-Tutoring

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
Date	Text	10	Date when student attended tutoring	Yes
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type-GEAR UP or College Bound	No
Location/Description	Text	50	Location of tutoring session	Yes
Hours of Tutoring	Text	255	Number of hours that student attended	Yes
System Date	Date/Time	8	Date when activity was entered	No

Activity Table-Workshops

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type-GEAR UP or College Bound	No
Workshop Type	Text	35	Workshop type	Yes
Title	Text	50	Workshop title	Yes
Location	Text	40	Location where workshop was held	Yes
Student Attended	Yes/No	1	Student attendance	No
Parent Attended	Yes/No	1	Parent attendance	No
Activity Length	Text	50	Length of workshop in hours	Yes
Date	Text	10	Date when workshop was held	Yes
Session	Text	20	Session when program occurred - Academic year or calendar summer	No
Additional Students	Text	255	Number of additional GEAR UP Students attending	No
System Date	Date/Time	8	Date when activity was entered	No

Activity Table-Mentoring

Field Name	Type	Length	Description	Required
Social Security	Text	50	Social security number	No
First Name	Text	11	First name	No
Last name	Text	17	Last name	No
Grade	Integer	2	Grade level	No
Program Type	Text	20	Program type-GEAR UP or College Bound	No
Mentoring Activity Type	Text	35	Type of activity	Yes
Number of Mentors	Text	2	Number of Mentors participating	No
Location/Description	Text	40	Location where workshop was held	Yes
Student Attended	Yes/No	1	Student attendance	No
Parent Attended	Yes/No	1	Parent attendance	No
Activity Length	Text	50	Length of workshop in hours	Yes
Date	Text	10	Date when workshop was held	Yes
Session	Text	20	Session when program occurred - Academic year or calendar summer	No
Additional Students	Text	255	Number of additional GEAR UP Students attending	No
System Date	Date/Time	8	Date when activity was entered	No

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