



GEARS DATA ENTRY REMINDER

Where should I be right now in terms of my GEARS data entry?

- You should have all your 7th, 8th, 9th, and 10th grade students entered into GEARS with student performance records created.
- You are adding new students as they transfer in and making students inactive as they transfer out.
- In the student performance record, you have filled out the following three fields:
 - Whether a student is repeating the grade or promoted
 - Whether the student is covered under an IEP
 - Whether the student has limited English proficiency
- You have entered the CRT scores from the 2007-2008 school year in your (now 8th, 9th & 10th grade) students 2007-2008 student performance records (when they were 7th, 8th, and 9th graders).
- Your student and parent activities are up to date and you add new ones as they occur.

What do I need to do to fulfill my obligations for the Annual Performance Report?

A) The following fields in a student's performance record need to be filled out by **February 27:**

- **Absences**

Does the student have 5 or more UNEXCUSED absences for the fall term? If your school does not track days missed but rather classes missed, please use the following formula:

Absences = total number of classes missed ÷ number of class periods in a day

How many total days has the student missed during fall term? Please use the same above formula if necessary.

- **Course Grades & Coursework**

a) Math grade for the fall semester & b) whether the coursework in that math class was at or above grade level

a) English grade for the fall semester & b) whether the coursework in that English class was at or above grade level

a) Science grade for the fall semester & b) whether the coursework in that science class was at or above grade level

- **Honors/Advanced Course Enrollment for this school year**

Has the student enrolled in Honors/Advanced Math any time this school year?

Has the student enrolled in Honors/Advanced English any time this school year?

Has the student enrolled in Honors/Advanced Science any time this school year?

- All **student and parent activities** must be current

B) **Student & parent activities** must be kept up to date and current through **March 31**

Okay, I've done all that! What will I need to do by **June 15?**

- Keep student and parent activities current
- Year end GPA for middle school students
- Cumulative GPA for high school thus far
- Course completion for this school year (if a student fails, the course is not completed)