I’m so glad I got all my data entered in time for the APR! What do I need to do next?

By June 10, you need to complete the following in GEARS:

- **LEP, IEP, and FRL** for any students that joined your school the second semester.

- **Promoted to next year.** “As of June, will this student be promoted to the next grade?” For high school students, including seniors, please base your response on the number of credits a student has at the end of the second semester and not on credit recovered in June or during the summer.

- **Cumulative GPA** for middle or high school thus far.
  - Year-end GPA for **middle school** will be collected on an end-of-the-school-year basis. For 7th and 8th grade students, a GPA will be entered for that particular year only.
  - Cumulative GPA for **high school** students (9th, 10th, 11th, and 12th grades) will reflect a student’s rolling GPA average for their high school career. For a student in 9th grade, the GPA will be the year-end GPA for that year. For a student in 10th grade, the cumulative GPA will reflect the student’s performance in 9th and 10th grades combined. For a student in 11th grade, the cumulative GPA will reflect the student’s performance in 9th, 10th, and 11th grades.

- **Dual enrollment/HS course credit.**
  - Dual Enrollment for 10th, 11th, and 12th grade students. Use this field to indicate whether a student successfully earned credit for a dual enrollment course. If you select “yes”, then click on the link called “View Dual Enrollment Courses.” In the table that appears, write in the course name and then select the institution where the student was dually enrolled. If a student took more than one course, you can click on the “Add” button to add more rows to the table.

- **On track for graduation.** This field is for high school students only and is based on whether the student 1) is at grade level and 2) is scheduled to graduate on time with his/her cohort – both of which are determined by the number of credits the student has at the end of the second semester (not on credit recovered during the summer). Generally if a student failed a core course first semester, they are off track for graduation unless they recovered credit through night school or second semester.

- **On track with the MUS college preparatory curriculum.** This field is for 11th grade students only. Please refer to the MUS College Preparatory Course requirements, also known as the minimum core: [http://mus.edu/che/arsa/CollegePrep/hscpindex.asp](http://mus.edu/che/arsa/CollegePrep/hscpindex.asp)

  - Course completion for this school year. So you have entered first semester grades and level of course difficulty for most of your students, except for those that did not take a math, English, or Science course or transferred in or out of your school. Now it is time to record whether the student actually completed the course or not. Please fill out this field for all courses a student enrolled in after students’ grades are available (because generally if a student fails, the course is not completed – unless the credit is recovered at night school or second semester). Don’t forget those AP and IB courses.
    - What about those students who were not in attendance first semester or who did not take the course then? To the extent that you can, please use second semester grades, and then fill out...
the level of course difficulty and course completion fields as well.

- What about students who received an “F” in a course but then were able to complete it through credit recovery? For these students, choose the “yes with credit recovery” option. We ask that you do not go back and change the grade so that we can preserve that data. You may change your course completion data up until the rollover of data in GEARS around 8/15.

- **Middle school and high school tests.** We will upload all CRT, Smarter Balanced, Aspire, and ACT scores for you. Please fill out the following:
  - PSAT: Whether your 10th, 11th, or 12th grade students took the test.
  - SAT: Whether your 11th or 12th grade students took the test.
  - ACT: Whether your 12th grade students took the test.

- **High school graduation.** For your seniors or juniors who graduate early, please fill out:
  - Whether the student graduated from high school
  - The date of graduation

- **Student, parent, and professional development services** must be current. Don’t forget to include all those spring college visits, advanced/honors/college prep/rigorous core courses as rigorous academic curricula, and career fairs if the activity is paid by GEAR UP Federal or matching funds or both.
  - Many of you have services set up in GEARS to track student participation on an ongoing basis, as in tutoring. Remember that we are in a new APR year, which began 4/1/14, and so please set up a new service entry for these ongoing services to run through the end of the year.
  - Don’t forget that we are now tracking grade 13 services in GEARS!

**Data cross checks:** Here are certain potential discrepancies that we look for in the data:

- A student who has failed a core class first semester but is shown as being promoted, being on track to graduate on time, or completing the course.
- A junior who has failed a core course first semester, particularly English, but is on track with the MUS college prep curriculum (which requires four years of English).

**Data that we will upload for you:**

- Aspire 8 & 10, and ACT scores
- CRT & Smarter Balanced scores
- FAFSA completion
- Achievement Grant and MTGU Pathways Scholarship information

When you have finished entering your data, please let Andi Rankin at arankin@montana.edu or Jessie Bliss at jessiebliss@montana.edu know so that we can review. **Please allow enough time to enter your data, have it reviewed, and make any final changes before you leave for the summer!**

**THANK YOU**