

LOSFA MANUAL FOR LFOS/LOUISIANA GEAR UP SERVICES

2022-2023

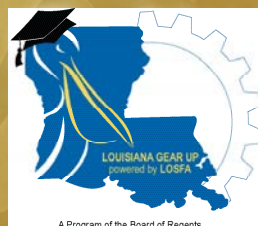


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SECTION 1: PROGRAM INFORMATION

A. IMPORTANT DATES:

DATE	MONTH
JULY 1	Start of Program Year
JULY 16	ACT Test Date
JULY 17-20	NCCEP/GEAR UP National Conference
JULY 28-29	District Representative, Principal, OSSC, Explorers' Club Sponsor and Parent Liaison Boot Camp
	AUGUST
	BEGINNING OF SCHOOL YEAR
AUGUST-SEPTEMBER	GEAR UP 21st Century Ceremonies
AUGUST	Louisiana GEAR UP Explorers' Club State Officer Application Opens
AUGUST 1-30	Regional Coordinator School Meetings with OSSCs, Explorers' Club Sponsors and Parent Liaisons
AUGUST 1-30	Explorers' Club Recruiting/Implementation
AUGUST 26	Data Submissions Due: 2022-2023 Student Master Roster, 2021-2022 Course Enrollment Grades, 2021-2022 Test Scores
AUGUST 27	SAT Testing Date
AUGUST 31	Louisiana GEAR UP Explorers' Club State Officer Application Due
	SEPTEMBER
AUGUST/SEPTEMBER	GEAR UP 21st Century Ceremonies
SEPTEMBER 5	LDCC Virtual Career Fair Etiquette Workshop
SEPTEMBER 8	Mandatory Quarterly Meeting with Explorers' Club Sponsors
SEPTEMBER 10	ACT Test Date
TBD	Fall FLY (Financial Literacy for You) Tour Statewide
SEPTEMBER 13	LDCC Virtual Business Career Expo
SEPTEMBER 15	Explorers' Club Sponsor Office Hours
SEPTEMBER 15	LDCC Virtual Manufacturing Career Expo
SEPTEMBER 16	Why Apply Day
SEPTEMBER 22	NCCEP/Louisiana GEAR UP Fall PD
SEPTEMBER 22-24	NACAC National Conference
SEPTEMBER 26-30	National GEAR UP Week
SEPTEMBER 27	LDCC Virtual Healthcare Expo
SEPTEMBER 27	NACAC National College Fair- New Orleans
SEPTEMBER 28	NACAC National College Fair- Baton Rouge
	OCTOBER
OCTOBER 1	Free Application for Federal Student Aid (FAFSA) Opens
OCTOBER 1-31	Louisiana College Application and Access Month (LCAAM)
OCTOBER 1	SAT Test Date
TBD	WorkKeys Testing

DATE	MONTH
OCTOBER 4	LDCC Employer Meet and Greet- Bastrop
OCTOBER 11	LDCC Employer Meet and Greet- West Monroe
OCTOBER 13	Explorers' Club Sponsor and Parent Liaison Office Hours
OCTOBER 13	LDCC Employer Meet and Greet- Ruston/Jonesboro
OCTOBER 17	LDCC RN Professionalism Workshop- Monroe
OCTOBER 18	LDCC Employer Meet and Greet- Tallulah
OCTOBER 21	Last Day of Quarter 1
OCTOBER 22	ACT Test Date
OCTOBER 24	LDCC Employer Meet and Greet- Winnsboro
OCTOBER 25	LDCC Employer Meet and Greet- Lake Providence
	NOVEMBER
NOVEMBER 3	Mandatory Quarterly Meeting with Explorers' Club Sponsors
NOVEMBER 4	Data Submission Due: Louisiana GEAR UP Pre-Parent Survey Due
NOVEMBER 4	APR Data Submissions Due: 2021-22 Graduation/Promotional Data and 2021-22 Federally Funded Program Participation Data
NOVEMBER 5	SAT Test Date
NOVEMBER 10	Explorers' Club Sponsor Office Hours
NOVEMBER 29-DECEMBER 16	LEAP 2025 CBT Fall Admin A (9-12)
	DECEMBER
DECEMBER 3	SAT Test Date
DECEMBER 8	Explorers' Club Sponsor Office Hours
DECEMBER 10	ACT Test Date
	JANUARY
JANUARY 5-25	LEAP 2025 CBT Fall Admin B (9-12)
JANUARY 6	Last Day of Quarter 2
TBD	OSSC, Explorers' Club and Parent Liaison Training- Baton Rouge
JANUARY 12	Mandatory Quarterly Meetings with Explorers' Club Sponsors
JANUARY 13	Data Submission Due: 2022-2023 Mid-Year Student Master Roster (Data Coordinator/District)
JANUARY 19	Explorers' Club Sponsor Office Hours
JANUARY 27	Data Submission Due: Louisiana GEAR UP Student Survey
	FEBRUARY
FEBRUARY 5-8	NCCEP Capacity Building Workshop
FEBRUARY 6-10	National School Counselors Week
FEBRUARY 11	ACT Test Date
FEBRUARY 16	Explorers' Club Sponsor Office Hours
FEBRUARY/MARCH	Spring FLY (Financial Literacy for You) Tour Statewide

DATE	MONTH
	MARCH
MARCH 2	NCCEP/Louisiana GEAR UP Spring PD
TBD	ACT Louisiana State Administration
MARCH 10	Last Day of Quarter 3
MARCH 11	SAT Test Date
TBD	Louisiana GEAR UP Explorers' Club Conference
MARCH 16	Mandatory Quarterly Meeting with Explorers' Club Sponsors
MARCH/APRIL	Louisiana GEAR UP Transition Events
	APRIL
APRIL/MAY	Louisiana GEAR UP Day at the Capitol
APRIL/MAY	College Acceptance Award Recognition Day
APRIL 13	Explorers' Club Sponsor Office Hours
APRIL 14	Data Submission Due: Louisiana GEAR UP Post-Parent Survey Due
APRIL 15	ACT Test Date
APRIL 18-MAY 24	LEAP 2025 CBT Spring Window (9-12)
APRIL 25-MAY 26	LEAP 2025 Spring Window (3-8)
	MAY
MAY 1-5	National Teachers Appreciation Week
TBD	Louisiana GEAR UP What Works Reception
TBD	NCCEP Conference/Youth Leadership Summit Training
TBD	Explorers' Club Sponsor Office Hours
MAY 6	SAT Test Date
MAY 19	Last Day of Quarter 4
MAY 20	Final request for reimbursement for expenditures except payroll for May
MAY 26	Final Reports/Deliverables Due
MAY 26	Data Submission Due: 2022 Louisiana GEAR UP Early Graduates Data
	JUNE
JUNE 3	SAT Test Date
JUNE 10	ACT Test Date
JUNE 21-25	LEAP 2025 CBT Summer Window (9-12)
	JULY
JUNE/JULY	NCCEP Conference/Youth Leadership Summit Training
JULY 15	ACT Test Date

 End of Quarter	 Fiscal
 PD/Trainings/Meetings/Office Hours	 NACAC College Fairs
 Data Submission	 Programmatic Initiatives
 National Weeks	 Testing

B. SOCIAL MEDIA

The Louisiana Office of Student Financial Assistance (LOSFA) can be found on the following social media platforms:



@LOSFA (<http://facebook.com/LOSFA>)



@LOSFA (<http://twitter.com/LOSFA>)



@LOSFA001 (<http://instagram.com/LOSFA001>)



@LOSFA1000 (<http://youtube.com/LOSFA1000>)

The general LOSFA hashtags across all social media platforms are #LAprospers and #GeauxToCollege.

Louisiana GEAR UP can be found on the following social media platforms:



@Louisiana GEAR UP (<https://www.facebook.com/lagearup1/>)



@LAGEARUP (<https://twitter.com/LAGEARUP>)



@LA_GEARUP (https://www.instagram.com/la_gearup)

The general hashtags for GEAR UP are #LAGEARUP and #GEARUPWORKS.

Specific LOSFA initiatives can be found using the following hashtags:

- ▶ LCAAM: #LCAAM, #IHaveApplied2023, #LCAAM2022, #GeauxApply2023, #MyLCAAMStory, #LCAAMSpirit, #collegeconvos, #collegculture.
- ▶ FLY Tour: #LOSFAFLYTOUR, #TakeFLYght.

Please see the LOSFA Media Disclosure policy found on pages 78-79 in this manual.

SUCCESS STORIES AND DIGITAL STORYTELLING

The College Access, Success and Communications Division at LOSFA is keen on developing the brand and outcomes of LFOS and GEAR UP services and events. Through the use of success stories and digital storytelling, we are able to capture the memorable moments that show positivity, growth, and achievements from the impact of LOSFA Programs.

What is a Success Story?

- ▶ A success story is an event that occurred which resulted in a positive outcome or an achievement for someone. These stories may showcase a student's ability to overcome obstacles, encourage student engagement, and document the effectiveness of LOSFA Programs.
- ▶ Sharing success stories can be useful to us for future reference, for inspiration of others and can also help with the growth and development of future LOSFA programs, initiatives, and partnerships.

Identifying Success Stories: The A3 Method

Analyze	Acknowledge	Act
<ul style="list-style-type: none">What is going on in your school?What is going on with your students?How are your students reacting?Is this recurring?Will this motivate students?What are you trying to achieve by sharing stories and milestones?	<ul style="list-style-type: none">Identify a tangible success.What makes a success a success?<ul style="list-style-type: none">PositiveShows growthDesired outcome was reachedWho is your audience?<ul style="list-style-type: none">LOSFASchool BoardDistrict RepresentativesParentsStudents	<ul style="list-style-type: none">How are you sharing the information you have?<ul style="list-style-type: none">School websiteNewsletterMail outSocial Media (Facebook, Instagram, Twitter, etc.)YouTubeIs this timely?<ul style="list-style-type: none">When did this take place?Is it still relevant to what people want to know?

Success Story Template

WHO:	Jane Doe
WHAT:	Scored a 36 on the ACT
WHEN:	April 2019 Test
WHERE:	Student at Baton Rouge High School
WHY/HOW (What's his/her story):	Through LOSFA ACT Prep...

If not discussed in the above sections use sample questions:

How have LOSFA programs helped you?
What have you found most helpful? Why?
What did you know about college access before LOSFA?
How do you feel about your future success? How did LOSFA help prepare you?
How did LOSFA, your mentor, etc. help change the way you see your future?
What would you say to other students to inspire them to keep striving for success?

Digital Storytelling

- ▶▶ Digital Storytelling is a way to convey information and data in a visually appealing way. It uses our team of videographers, photographers, and graphic designers to incorporate technology to tell stories in artful ways. By engaging the mind through video, images, sound, animations, and design we are able to capture our audience's attention, create interest, and inspire.
- ▶▶ This form of storytelling allows us to promote what LOSFA's purpose is from the perspective of the students, parents, and educators. We look for diverse, articulate, students who have a message to share, and can be a good 'character' to wrap a story around in order to convey how LOSFA events have helped or are helping them and their peers.
- ▶▶ Visit our YouTube page to view some of our digital storytelling content.
<https://www.youtube.com/user/LOSFA1000>

Using Photos

1. Have a variety of pictures (wide shots, tight shots, etc.) and be sure to show diversity (ethnicity, gender, etc.).
2. Get action shots (i.e., experiential learning, hands-on activities).
3. Make sure pictures are not taken with a bright light source behind the subjects. Do not take photos in front of a projector screen or window.
4. When zooming in, if the image is blurry, tap the screen to get a clearer picture.
5. If there are more than three people in the photo, turn the phone horizontal. (Think of how your T.V. hangs on the wall).

Using Quotes

1. Gather quotes that evoke emotion.
2. Ask open-ended questions. Stay away from questions that require yes or no answers.
Example: If the student says, "I had fun and learned a lot," there should be follow-up questions.
Ask: What made this activity/experience fun? What did you like about it? What made this memorable? Why was it important for you to attend?
3. Listen for students using buzz words: experiential learning, tutoring, counseling, scholarships, college readiness, etc. Encourage mentioning words and phrases relative to LOSFA programs, services, and events.

****Example Quote:** Telling my story may let someone in the same position know there are people out there to help you. Had it not been for [Louisiana] GEAR UP, I wouldn't even know there was a place for me," said Trey Riley, speaking about how GEAR UP helped him find his postsecondary path.

Buzz Words and Phrases to Listen For

First Generation	College Access	College Success
Financial Aid	Financial Literacy	Saving for College
ACT Support	FAFSA Assistance	ACT Support
Mentoring	Tutoring	College Visits
Summer Learning Camps	Dual Enrollment	TOPS
TOPS Tech	Scholarships	Grants
Match and Fit	Free Money	LOSFA Programs

C. LOSFA FIELD OUTREACH SERVICES/LOUISIANA GEAR UP CONTACT LISTING

TITLE	PHONE NUMBER
Director	225-219-0920
Math Specialist	225-219-7641
Regional Coordinator- City of Baker, Iberia, Tangipahoa	225-219-1985
Regional Coordinator- Algiers Charter, Inspire NOLA, Orleans Parish	225-219-7535
Regional Coordinator- Catahoula, Lincoln, Madison, Monroe City, Morehouse	225-219-0407
Regional Coordinator- Sabine	N/A
Regional Coordinator- Calcasieu, Pointe Coupee	225-219-7639
Database Administrator	225-219-1978
Data & Logistical Support Specialist	225-219-3221
Financial Aid & Career Development Specialist	225-219-2480
Regional Coordinator- East Feliciana, St. Helena, St. John the Baptist	225-219-1979
Regional Evaluator	225-219-2050
Regional Coordinator- East Baton Rouge, RSD- East Baton Rouge	225-219-7525
Academic Content Manager	225-219-0540
Administrative Technician	225-219-7215
Events Coordinator	225-219-2396
Regional Coordinator- Sabine	225-219-9443
Career Transition Specialist	225-219-7557
Media Specialist	225-219-3163
Regional Coordinator- East Baton Rouge, RSD- East Baton Rouge	225-219-2127
Fiscal and Contracts Coordinator	225-219-7637
Youth Advocacy Specialist	225-219-9409

	EMAIL ADDRESS
LFOS Admin	LFOSAdmin@la.gov
LFOS Preapprovals	LFOSPreapprovals@la.gov
LOSFA Scheduling	LOSFA.Scheduling@la.gov

D. WHO IS LOSFA?

The Louisiana Office of Student Financial Assistance (LOSFA) is a Program of the Louisiana Board of Regents, administering the state's scholarship and grant programs and the state's Internal Revenue Code Section 529 college savings program. Among the programs administered by LOSFA are Louisiana's premier merit-based scholarship program, the Taylor Opportunity Program for Students (TOPS); the state's 529 college savings plan, the Student Tuition Assistance and Revenue Trust (START) program; the Louisiana Achieving a Better Life Experience (LA ABLE) saving program for persons with disabilities; the Louisiana Go Grant need-based aid program; and the Rockefeller State Wildlife scholarship program. LOSFA is also extremely active in the dissemination and support of college access information and services within the state with a concentration on assisting students from low-income families and first generation college attendees in locating and obtaining the resources necessary to pursue and complete a postsecondary education.

E. WHAT IS LOSFA FIELD OUTREACH SERVICES?

LOSFA Field Outreach Services (LFOS) Division is a college access and readiness initiative within the Louisiana Office of Student Financial Assistance (LOSFA). LFOS will offer support services to assist with school reform initiatives and promote postsecondary awareness.

F. WHAT IS GEAR UP?

A federally funded national initiative, Louisiana GEAR UP (Louisiana Gaining Early Awareness and Readiness for Undergraduate Programs) is supported by the U.S. Department of Education, which awards grants to states or partnerships to provide services at high-poverty middle and high schools.

The State of Louisiana has received three GEAR UP state grant awards. In 2016, Louisiana was awarded the third grant, a seven-year \$24.5 million award. In 2008, Louisiana GEAR UP received a six-year grant for \$18 million with a cohort of 6th and 7th grade students. In 2002, the U.S. Department of Education awarded Louisiana a six-year, \$12.5 million GEAR UP grant, which became a seven-year, \$15 million award. This federal grant must be matched dollar-for-dollar with state or private funds or in the form of documented in-kind contributions.

In partnership with 15 school districts, Louisiana GEAR UP aims to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

G. PROGRAM OBJECTIVES AND GOALS

There are objectives for Louisiana GEAR UP and LFOS/Louisiana GEAR UP services, which are clear, measurable and outcomes-oriented. The activities detailed in this manual for students, parents and teachers/administrators are linked to the following objectives that LFOS/Louisiana GEAR UP services are aiming to achieve:

Objective 1: Increase the academic performance and preparation for postsecondary education for LFOS and Louisiana GEAR UP students.

Objective 2: Increase the rate of high school graduation and enrollment in postsecondary education for LFOS and Louisiana GEAR UP students.

Objective 3: Increase LFOS and Louisiana GEAR UP students' and their families' knowledge of postsecondary education options, preparation, and financing.

Objective 4: Enhance students' academic preparation, leadership skills and career awareness.

Objective 5: Provide meaningful financial advice and aid to all LFOS/Louisiana GEAR UP students.

Objective 6: Provide additional academic support to students who are challenged by more rigorous coursework.

Objective 7: Leverage LFOS/Louisiana GEAR UP monies in a manner that increases reform opportunities at each school.

Objective 8: Provide information networks, which ensure continuous access to accurate information regarding postsecondary education opportunities and career options.

Objective 9: Increase the percentage of students who complete the Free Application for Federal Student Aid.

For AY 2022-23, On-Site School Coordinators (OSSCs) will provide administrative support and serve as the primary liaison between teachers, students, parents and the assigned Regional Coordinator in an effort to promote postsecondary awareness. Activities in Louisiana GEAR UP schools should be aimed at meeting the following goals:

GPRA Measure 1: Increase the percentage of Louisiana GEAR UP students who pass Pre-Algebra by the end of 8th grade.

GPRA Measure 2: Increase the percentage of Louisiana GEAR UP students who pass Algebra 1 by the end of 9th grade.

GPRA Measure 3: Increase the percentage of Louisiana GEAR UP students who take two years of mathematics beyond Algebra 1 by the 12th grade.

GPRA Measure 4: Increase the percentage of Louisiana GEAR UP students and former GEAR UP students who are enrolled in college.

GPRA Measure 5: Increase the percentage of Louisiana GEAR UP students who place into college-level Math and English without need for remediation.

GPRA Measure 6: Increase the percentage of Louisiana GEAR UP students who are on track for graduation at the end of each grade.

GPRA Measure 7: Increase percentage of Louisiana GEAR UP students who are on track to apply for college as measured by completion of the SAT or ACT by the end of 11th grade.

GPRA Measure 8: Increase percentage of parents of Louisiana GEAR UP students who actively engage in activities associated with assisting students in their academic preparation for college.

A chart of services that aligns with both the Louisiana GEAR UP and Field Outreach Services objectives is listed below.

CATEGORIES OF SERVICES	INITIATIVES
PROFESSIONAL DEVELOPMENT	Louisiana GEAR UP/LFOS Annual Trainings
(Online/Virtual Offerings As Applicable)	Go Alliance Academy PD Sessions
	College and Career Planning Sessions
	Financial Aid/FAFSA PD Sessions
	NCCEP Capacity Building Workshop/Annual Conference
	District Leadership Institute
	LOSFA Counselor Training Series
COLLEGE/CAREER ACCESS SUPPORT	ACT/WorkKeys/SAT/Standardized Test Prep Support
	Academic/ELA/Math/Tutoring Support
	Pre-Advanced Placement and Advanced Placement Support
	International Baccalaureate Support
	Campus/Business/Industry Field Trip Support
	Dual Enrollment Support
	CLEP Support
	Positive Behavior Intervention Support
COLLEGE/CAREER COUNSELING ADVISING	LOSFA's 5-Point Match and Fit Tool Courses and Sessions
	Google Expeditions (Virtual College Tours) Sessions
	College Kick-Off and Senior Year Game Plan Events and Sessions
	Louisiana College Application and Access Month (LCAAM)
	TOPS Check-Up/Retention Workshops and Sessions
	Leadership/Transition Summits
	College Acceptance Day/Award Ceremonies
	21st Century Scholar Ceremonies
	College Access Browsers
	Cross Curricular College Access Activities
	Direct-to-Student Text Messaging Services
	College/Career Counseling Sessions

CATEGORIES OF SERVICES	INITIATIVES
COMPREHENSIVE MENTORING	Traditional Mentoring Sessions
	Group Mentoring Sessions
	Peer Mentoring Sessions
	College Access Club Activities
	Trailblazer Leadership Program
TOPS/FAFSA/FINANCIAL LITERACY WORKSHOPS	TOPS Eligibility Requirement Workshops
	FAFSA/FSA ID Completion Workshops
	Financial Literacy Workshops
	TOPS, FAFSA and General Financial Aid Seminars and Workshops
	START (Louisiana's 529 College Saving Program) Seminars and Workshops
	FLY (Financial Literacy for You) Tour
	Chafee Educational and Training Voucher (ETV) Program
OTHER 529 PLAN SERVICES	LA ABLE (Achieving a Better Life Experience) Programs
	Louisiana's 529A Saving Plan for Persons with Disabilities Seminars

H. FACILITATING INITIATIVES

The On-Site School Coordinator (OSSC) will work with the LFOS/Louisiana GEAR UP Regional Coordinator to facilitate, plan, implement and connect LFOS/Louisiana GEAR UP initiatives in-person and/or virtually. When completing virtual initiatives, there should at least be two adults in the online platform with the students at all times. Information on tracking virtual initiatives can be found on pages 56-58. **The initiatives required for each grade level are as follows:**

6th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ 21st Century Certificates (Louisiana GEAR UP Schools).
- ▶▶ College Access/Explorers' Club (Louisiana GEAR UP Schools).
- ▶▶ Tutoring/Academic Support (Louisiana GEAR UP Schools).
- ▶▶ Standardized Testing Support (Louisiana GEAR UP Schools).

7th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ College Access/Explorers' Club (Louisiana GEAR UP Schools).
- ▶▶ Tutoring/Academic Support (Louisiana GEAR UP Schools).
- ▶▶ Standardized Testing Support (Louisiana GEAR UP Schools).

8th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ College Access/Explorers' Club (Louisiana GEAR UP Schools).
- ▶▶ Tutoring/Academic Support (Louisiana GEAR UP Schools).
- ▶▶ Standardized Testing Support (Louisiana GEAR UP Schools).

9th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ College Access/Explorers' Club (Louisiana GEAR UP Schools).
- ▶▶ Tutoring/Academic Support (Louisiana GEAR UP Schools).
- ▶▶ Standardized Testing Support (Louisiana GEAR UP Schools).

10th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ TOPS Check/Retention Workshop.
- ▶▶ PreACT (**Louisiana GEAR UP Schools**).
- ▶▶ College Access/Explorers' Club (**Louisiana GEAR UP Schools**).
- ▶▶ Tutoring/Academic Support (**Louisiana GEAR UP Schools**).
- ▶▶ Standardized Testing Support (**Louisiana GEAR UP Schools**).

11th Grade (LFOS; GEAR UP for Priority Model Schools in Sabine Parish):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ Cross Curricular College Access Lessons.
- ▶▶ College Match and Fit Workshop.
- ▶▶ TOPS Check/Retention Workshop.
- ▶▶ Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ College Access/Explorers' Club (**Louisiana GEAR UP Schools**).
- ▶▶ Tutoring/Academic Support (**Louisiana GEAR UP Schools**).
- ▶▶ ACT/WorkKeys/SAT Prep/Standardized Testing Support (**Louisiana GEAR UP Schools**).

12th Grade (GEAR UP for Cohort Model Schools; LFOS for Non-Grant Schools):

- ▶▶ Campus/Business/Industry Visit.
- ▶▶ College Acceptance/Award Recognition Day.
- ▶▶ Leadership/Transition Programming or Conference.
- ▶▶ College Match and Fit Workshop.
- ▶▶ Louisiana College Application and Access Month (LCAAM).
- ▶▶ Signal Vine Text Messaging.
- ▶▶ TOPS Check/Retention and LOSFA Student Hub Workshop.
- ▶▶ FAFSA Completion Workshop.
- ▶▶ FLY Tour (Financial Literacy for You).
- ▶▶ TOPS/FAFSA/Financial Literacy Workshop or Seminar.
- ▶▶ Positive Behavior Intervention Support (PBIS) Program.
- ▶▶ College Access/Explorers' Club (**Louisiana GEAR UP Schools**).
- ▶▶ Tutoring/Academic Support (**Louisiana GEAR UP Schools**).
- ▶▶ ACT/WorkKeys/SAT Prep/Standardized Testing Support (**Louisiana GEAR UP Schools**).

7th Year Services for First Year College Freshmen (GEAR UP Schools):

- ▶▶ Students will continue to receive support during their first year of postsecondary enrollment.
- ▶▶ Support services include but are not limited to FAFSA renewal assistance, academic support and mentoring.

I. COLLEGE/CAREER ACCESS SUPPORT INITIATIVES

➔ Campus/Industry Field Trip (Students and/or Parents)- Virtual or In-Person

LFOS/Louisiana GEAR UP will support college campus field trips designed to promote an awareness of higher education and to foster student and parent familiarity with a college campus. Groups are required to meet with representatives from the following offices: financial aid, admissions and student support services (i.e., TRIO, tutoring, etc.). Additionally, off-site college and career fairs are approved with this initiative if these visits are sponsored by the school/district Louisiana GEAR UP program.

Business/industry field trips are allowable for students to observe and meet with individuals who are employed in various career fields and can act as role models for participants. Allowable business/industry site visits include local businesses, employers and agencies to explore different professions or career selections. Experiential activities the students can participate in include but are not limited to job-shadowing, career mentoring, facility tours, mock interviews and project-based learning activities.

Business/industry field trips should include exposure to occupations that require as many varying levels of education as possible. These may include certificates, credentials, 2-year degrees, 4-year degrees and beyond as applicable. To complete the academic and career correlation, business/industry field trips should also be integrated with exposure to postsecondary institutions that offer the programs that would allow the students to pursue the careers they have been exposed to. This can be done via related or concurrent virtual or on-site field trips, presentations from admissions representatives/recruiters, and/or match and fit research sessions. This information should also be included on the Field Trip Support Form.

The purpose of these type of field trips is to draw a direct line for students between academics and potential careers. Career research will need to be performed by the students prior to the approved field trip so that they will have a better understanding of what they are seeing/experiencing during these trips. Students should use the "LOSFA Student Guide to Job Shadows" document to assist with this career research in addition to answering the following questions:

- ▶▶ What career(s) will students be exposed to on this trip?
 - ▶▶ Certificates.
 - ▶▶ Credentials.
 - ▶▶ 2-year degrees.
 - ▶▶ 4-year degrees and beyond.
- ▶▶ Does this career choice require any additional training or certification that is required after employment/license maintenance?
- ▶▶ Is this career a top-demand occupation?
- ▶▶ What are the low, mid and high pay ranges for this career?
- ▶▶ Are there opportunities for job advancement?

In order to ensure that students can see the correlation between academics and careers, the questions listed above will also need to be answered by the OSSC or the field trip organizer using the Field Trip Support Form and submitted with the expenditure form. This document must also contain a list of what careers the students will explore during the trip, specific individuals the students will meet at the job site along with the title of these individuals, as well as the type of careers available and what academic achievements are required to perform the functions of that career.

Students will be required to complete the LOSFA Career Exploration and Reflection form, preferably the day of the field trip, unless the field trip is part of an on-going lesson. A sample of the Career Exploration and Reflection forms should be uploaded by the OSSC into Egnyte by the end of the quarter that the field trip took place. All students who attended the field trip will complete the Career and Reflection form; however, the sample for Egnyte only needs to be 3-4 uploads.

Expenditure forms are required at least one month in advance of each trip. Among other items, approval forms require the number of participants, selection criteria for participating students, estimated costs and itinerary. Meals and hotel rates must conform to State Travel Regulations (PPM49). All field trips must include a visit to the financial aid, admissions, and student support services offices and completion of a LFOS/Louisiana GEAR UP pre and post survey (as requested). Off-site college and career fairs, as well as business/industry visits, are approved with this initiative.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Expenditure form.
- ▶▶ Pre and post student surveys (as requested).
- ▶▶ Lesson planning documents according to curriculum.
- ▶▶ Agenda.
- ▶▶ Signed Field Trip Support form.
- ▶▶ Student Reflection forms (sample).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

College Acceptance/Award Recognition Day

As a follow-up to Louisiana College Application and Access Month, students who have been accepted to a college will be formally recognized in existing school award ceremonies.

REQUIRED RESOURCES:

- ▶▶ Certificates/Awards.
- ▶▶ Trailblazer Ambassador.
 - ▶▶ Assist OSSC with planning and implementation by leading advertising projects (i.e., via fliers, electronic communication, etc.), managing class participation and ensuring completion through collection of deliverables.

DELIVERABLES:

- ▶▶ Data files listing student names and colleges to which students have been accepted.
- ▶▶ Award ceremony program.
- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ *Connect2Success Initiative*

The Connect2Success (C2S) initiative was created as a component to further LOSFA's mission to be the first choice for college access by promoting, preparing for, and providing equity of college access to the students of Louisiana. During the 2022-23 school year, activities of the C2S initiative will be delivered both in-person and through virtual mediums. Through this Connect2Success (C2S) initiative, LOSFA and Louisiana GEAR UP seek to:

- ▶▶ Increase postsecondary enrollment and success by facilitating year-round experiential learning opportunities to promote postsecondary programs and the careers they lead into, clearly exposing students to the link between academics and careers.
 - ▶▶ Experiential learning opportunities will develop the knowledge, skills, and abilities students need to be successful in the classroom and in the career of their choice. This includes career planning, soft skill development, job shadowing, internships, work-based learning projects, and discipline/career specific workshops and labs.
- ▶▶ Expand supported dual enrollment and/or credentialing opportunities for students by implementing comprehensive tutoring, mentoring and other wraparound services.
 - ▶▶ Pair these wraparound services with additional experiential learning opportunities, to validate match and fit and promote relevance by connecting curricula to careers.
 - ▶▶ Provide virtual professional development opportunities for both students and their teachers/counselors, including soft skill development, leadership development, and other college and career readiness knowledge/skill development opportunities.
- ▶▶ Increase 7th Year Services to support LGU/LFOS students who are transitioning into their first year of postsecondary education/training and providing continued support to them during that first year by providing wraparound supportive services and on-going experiential learning opportunities to develop the knowledge, skills and abilities students need to be successful in the classroom and in the career of their choice.

Partners will provide these services and/or major components throughout the year in participating LFOS and/or Louisiana GEAR UP schools. The curriculum for all experiential learning opportunities, summer programs and other major components include all or some of the following components:

- ▶▶ Academic success skills coupled with experiential learning.
- ▶▶ Critical thinking, problem-solving, and leadership skills.
- ▶▶ Career planning, readiness, exploration and other skills including business writing, resume workshops, communications training, etc.
- ▶▶ Hands-on activities related to postsecondary programs and/or careers.
- ▶▶ Social and self-awareness skills that promote success in the workforce.
- ▶▶ Cultural competency.

Beginning with the Fall 2019-2020 academic year, LOSFA and four postsecondary institutions have partnered to meet the goals of the Connect2Success initiative. These postsecondary institutions are:

- ▶▶ Grambling State University.
- ▶▶ Louisiana Tech University.
- ▶▶ Northwestern State University of Louisiana.
- ▶▶ Southeastern University of Louisiana.

➤ Leadership/Transition Programming or Conference

LOSFA's Leadership/Transition Programming or Conference is an interactive event, which can occur one day or multiple days, where students are able to participate in leadership, college/career preparatory and team building activities. These events can take place at postsecondary institutions, school sites, business/industry partner sites or other LFOS/Louisiana GEAR UP approved locations.

REQUIRED RESOURCES:

- ▶▶ Transportation.
- ▶▶ Trailblazer Ambassador.
- ▶▶ Assist OSSC with securing students to attend Leadership/Transition Programming or Conference at nearest or preferred location, manage registration and/or sign-in as appropriate prior to and during event, and assist LOSFA staff as needed with distribution of promotional and informational items to students.

DELIVERABLES:

- ▶▶ Sign-in sheets.
- ▶▶ Photos with captions of event.
- ▶▶ Registration forms and parental consent forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

**Intensive (LFOS/Louisiana GEAR UP) school service budgets can be used to facilitate transportation, snacks, meals and sub-pay.*

➤ ACT/WorkKeys/SAT Prep/Standardized Testing Support

LFOS/Louisiana GEAR UP will reimburse schools/districts for school site licenses for ACT/SAT's online prep tool, ACT/SAT professional development for teachers, ACT/WorkKeys prep materials, ACT/WorkKeys workshops and test fees as allowable expenses under school/district contracts. LFOS/Louisiana GEAR UP can also support SAT testing and preparation with prior approval. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

LFOS/Louisiana GEAR UP will also work with schools and districts on an ACT reminder campaign for national test dates, which will include:

- ▶▶ School announcements about printing test tickets, acceptable forms of ID and allowable calculators (Thursday prior to test day).
- ▶▶ Social media posts that can be shared on school and district sites.
- ▶▶ Text messages to students in the Signal Vine portal from LFOS/Louisiana GEAR UP staff.

INITIATIVE GOALS/OBJECTIVES:

- ▶▶ To increase ACT/SAT or other standardized test scores.
- ▶▶ To increase the number of students taking the ACT/SAT or other standardized test.
- ▶▶ To increase ACT/SAT scores to meet minimum postsecondary education sub-scores (Math & ELA) requirements.

DELIVERABLES:

- ▶▶ List of students enrolled in the ACT/SAT or Standardized Testing Program.
- ▶▶ ACT/WorkKeys/SAT Test or Standardized Test scores prior to and after ACT prep intervention.
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➤ *Pre-Advanced Placement and Advanced Placement/International Baccalaureate (AP/IB) Support*

LFOS/Louisiana GEAR UP will offer support to high schools that have undertaken the development and implementation of registered Advanced Placement or International Baccalaureate programs which will begin on their campuses for AY 2022-2023. Funds must be strategically applied in support of the graduating class of 2023. Alternatively, LFOS/Louisiana GEAR UP will support individual student enrollment in accredited online or distance learning AP courses if the providers have qualified through AP Course Audit to label their courses as "AP." Such student support includes tuition, fees and supplies such as textbooks and materials. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

INITIATIVE GOALS/OBJECTIVES:

- ▶▶ To increase the number of Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate courses offered.
- ▶▶ To increase the number of students enrolled in Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate courses.
- ▶▶ To support/increase Pre-Advanced Placement and/or Advanced Placement/International Baccalaureate course completion success.
- ▶▶ To increase enrollment in postsecondary education institutions.

DELIVERABLES:

- ▶▶ Total number of Pre-AP/IB and/or AP/IB courses offered in current semester.
- ▶▶ Total number of Pre-AP/IB and/or AP/IB students enrolled in current semester for each course offered.
- ▶▶ Student demographics (gender, grade level, and race/ethnicity) merged with course grade data file.
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➤ *Dual Enrollment/CLEP Support*

LFOS/Louisiana GEAR UP will offer support to members of the graduating class of 2023 by covering tuition, fees and costs for specific materials and supplies associated with dual enrollment and/or CLEP coursework. Through collaboration with LFOS/Louisiana GEAR UP, schools are required to promote TOPS Tech Early Start, a program designed to allow students to receive college credit while still in high school for any course that is required for a credential in a top demand occupation. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

INITIATIVE GOALS/OBJECTIVES:

- ▶▶ To increase the number of CLEP or dual enrollment courses offered.
- ▶▶ To increase the number of students enrolled in CLEP or dual enrollment courses.
- ▶▶ To support/increase CLEP or dual enrollment course completion success.

DELIVERABLES:

- ▶▶ Number of CLEP or dual enrollment courses offered in current semester.
- ▶▶ Number of CLEP or dual enrollment students enrolled in current semester for each course offered.
- ▶▶ End-of- CLEP or dual enrollment course grades or equivalent measure.
- ▶▶ Student demographics (gender, grade level, and race/ethnicity) merged with course grade data file.

- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➤ **English Language Arts (ELA) /Math Tutoring/Course Credit Recovery or Other Academic Support/Tutoring**

LFOS/Louisiana GEAR UP will offer support for academic and tutoring projects and credit recovery coursework through **qualified professionals at the school level as well as approved vendors with a demonstrated history of effectiveness**. Tutoring projects are designed to help students: attain grade-level proficiency in basic skills, learn more advanced skills, and obtain assistance with homework assignments. Tutoring projects provide credit recovery and/or instruction and foster good study habits. **Special Initiative funding is intended to expand programs. Live, online tutoring support requests are being accepted for the 2022-2023 school year. Live, online tutoring support plans and implementation require continuous efforts between the OSSC and Louisiana GEAR UP academic support staff.**

School Level Procedure to Utilize LFOS/Louisiana GEAR UP Tutoring Services:

1. Notify regional coordinator or LFOS/Louisiana GEAR UP academic support staff if you require assistance with tutors hired at the state level. Indicate if you are requesting on-ground or online tutoring support.
2. Complete LFOS/Louisiana GEAR UP Tutor Services Request Form (received upon request in number 1).
3. Submit guardian signed FERPA Consent and Media Consent forms provided by LOSFA, prior to receiving tutoring services.
4. Allow tutor classroom observation time. (on-ground/online)
5. Provide a designated location for tutoring sessions and access to computers or computer lab for student use. Online tutoring sessions may require Louisiana GEAR UP tutors access to your school's current online/virtual learning platform. Zoom sessions can also be offered as determined.
6. Work continuously with regional coordinator and LFOS/Louisiana GEAR UP academic support staff/ tutor on targeted standards and desired outcomes for students in the tutoring program.
7. Ensure students are aware that they are required to sign in daily on the tutor provided LFOS Tutoring Implementation Report for record of participation (students must be in compliance to receive services). Check-in processes are also required in the online tutoring environment.

School Level Procedure When Hiring School/District Tutors:

*Please note: Prior to hiring tutors, supplanting local and federal dollars is prohibited. In addition, teachers CANNOT tutor students that they currently teach.

1. Follow district hiring process/guidelines for teachers (tutors), indicate in writing how the proposed staff/outside hires meet these guidelines.
2. Utilize the LFOS Tutoring Implementation Report daily for record of participation.
3. Submit Preapproval Packet which must include the following:
 - ▶▶ Teacher certification documents (if applicable).
 - ▶▶ Details on how the proposed staff/outside tutors meet the district's hiring process/procedures.
 - ▶▶ Louisiana State Standards addressed.
 - ▶▶ Estimated invoice for snacks, supplies, incentives, etc. (if applicable).
 - ▶▶ Targeted Objectives and curriculum/technology resources that will be utilized during the sessions.

- ▶▶ Tutoring schedule including snack/breaks.
- ▶▶ Estimated transportation cost (if applicable).
- ▶▶ Total cost of teacher/tutor stipend per dates scheduled at hourly rates, including estimated fringe.
- ▶▶ Parent/Guardian signed FERPA Consent and Media Consent forms provided by LOSFA.

INITIATIVE GOALS/OBJECTIVES:

- ▶▶ To increase number of students attaining grade-level proficiency (basic and/or above skills).
- ▶▶ To increase high school graduation rate.
- ▶▶ To increase enrollment in postsecondary education institutions.

DELIVERABLES:

- ▶▶ Test scores/grades prior to and after receiving the tutoring and/or credit recovery or other academic intervention.
- ▶▶ Number of students attempting and successfully completing credit recovery courses, tutoring or other academic intervention.
- ▶▶ Documented usage of technology/software through student sign-in/out sheets and activity reporting.
- ▶▶ Student demographics (gender, grade level, and race/ethnicity) merged with course grade data file.
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

ELA AND MATH SUPPORT RESOURCES:

- ▶▶ Louisiana Believes (<https://www.louisianabelieves.com/resources/covid-19>).
- ▶▶ Louisiana Student Standards (<https://www.louisianabelieves.com/academics/academic-standards>).
- ▶▶ LEAP 2025 Assessment (<https://www.louisianabelieves.com/resources/library/assessment-guidance>).
- ▶▶ Khan Academy (<https://www.khanacademy.org/>).
- ▶▶ Edulastic (<https://edulastic.com>).
- ▶▶ Purdue OWL (<https://owl.english.purdue.edu/>).
- ▶▶ IXL Language Arts and Math (<https://www.ixl.com>).

ELA STRATEGIES:

- ▶▶ Build fluency in reading through drills.
- ▶▶ Reteach concepts in small groups (3-5).
- ▶▶ Provide a study guide/review covering identified weak topics.
- ▶▶ Give students small chunks of information to avoid overwhelming them.
- ▶▶ Differentiate instruction, covering each learning style.
- ▶▶ Use strategies such as I DO; We DO; You DO.

MATH STRATEGIES:

- ▶▶ Discuss the problem.
- ▶▶ Have students show all of their work.
- ▶▶ Use manipulatives or drawings (try not to use calculators).
- ▶▶ Ask students guiding questions to help them remember a concept.

➔ Positive Behavior Intervention Support (PBIS)- Prevention

LFOS/Louisiana GEAR UP will offer support for PBIS programs in participating schools. Such programs are limited to support for PBIS incentives valued at **\$25 or less per unit**. Such incentives must be a part of a structured PBIS program. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

INITIATIVE GOALS/OBJECTIVES:

- ▶ To decrease the number of students receiving disciplinary referrals.
- ▶ To decrease the number of students with in-school suspensions.
- ▶ To decrease the number of students expelled and increase attendance rates.

DELIVERABLES:

- ▶ Number of students receiving disciplinary referrals prior to and after PBIS intervention (as applicable).
- ▶ Number of students receiving in-school suspension prior to and after PBIS intervention (as applicable).
- ▶ Number of students expelled prior to and after PBIS intervention (as applicable).
- ▶ Rate of attendance prior to and after PBIS intervention (as applicable).
- ▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶ Completed FERPA forms.
- ▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ Positive Behavior Intervention Support (PBIS)- Rewards

LFOS/Louisiana GEAR UP will offer support for PBIS programs in participating schools. Such programs are limited to support for PBIS incentives valued at \$25 or less per unit. Such incentives must be a part of a structured PBIS program. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

INITIATIVE GOALS/OBJECTIVES:

- ▶ To increase the academic performance and preparation of postsecondary education for LOSFA students.
- ▶ To increase the high school graduation rate and participation in postsecondary education for LOSFA students.
- ▶ To increase student participation in LOSFA initiatives.
- ▶ To decrease the number of students receiving disciplinary referrals.
- ▶ To decrease the number of students with in-school suspensions.
- ▶ To decrease the number of students expelled and increase attendance rates.

DELIVERABLES:

- ▶ Number of students receiving disciplinary referrals prior to and after PBIS intervention (as applicable).
- ▶ Number of students receiving in-school suspension prior to and after PBIS intervention (as applicable).
- ▶ Number of students expelled prior to and after PBIS intervention (as applicable).
- ▶ Rate of attendance prior to and after PBIS intervention (as applicable).
- ▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).

- ▶▶ If PBIS Rewards are tied to another initiative, the deliverables for that initiative should also be submitted (as applicable).
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

II. COLLEGE/CAREER COUNSELING ADVISING INITIATIVES

➔ 21st Century Certificates

The 21st Century Certificates are provided to each student as they enter the Louisiana GEAR UP cohort. The certificates congratulate students on their commitment and remind them that if they study hard, take challenging courses and finish high school, they can go to college. The certificates provide a summary of federal aid that may be available to students based on income. **This initiative is mandatory for all 6th grade students in Sabine Parish and any new students at a GEAR UP school.**

REQUIRED RESOURCES:

- ▶▶ Classroom or Assembly.
- ▶▶ 21st Century Certificates.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ College Match and Fit Workshops

The College Match and Fit Workshops are designed to incorporate LOSFA's 5-Point Match Tool. The 5-Point Match is used to help students find their own unique postsecondary fit, whether it be a university, community college, technical college, proprietary school, cosmetology school, the military or the workforce. Students can explore their career interests while learning about colleges that offer their program of study. The 5-Point Match looks at the following key areas:

- ▶▶ Aptitude, Skills and Interest Match.
- ▶▶ Academic Match.
- ▶▶ Cost of Choice Match.
- ▶▶ Social and Emotional Match.
- ▶▶ Retention Match.

REQUIRED RESOURCES:

- ▶▶ Computer Lab or Classroom.
- ▶▶ 5-Point Match Videos (<https://www.youtube.com/playlist?list=PLDZ0ABbjEpLhnB5PupXuQyv5VWJvJbslb>).
- ▶▶ 5-Point Match Worksheets (PDF Fillable Available).

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➤ *Cross Curricular College Access Activities*

The Cross Curricular College Access Activities are classroom lessons that integrate content and skills from multiple college access and career areas into one cohesive learning experience. During these lessons, students can learn and apply the LOSFA 5-Point Match, explore their career interests along with colleges that offer their degree and examine their cost of living after college. This approach allows the students to build upon their current knowledge and connect what they know with what they are learning, which promotes a higher level of thinking and collaborative skills needed for lifelong success as they complete high school and transition to postsecondary education.

REQUIRED RESOURCES:

- ▶▶ Computer Lab or Classroom.
- ▶▶ Cross Curricular Worksheets (PDF Fillable Available).

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➤ *Louisiana College Application and Access Month (LCAAM)*

The purpose of LCAAM is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students. LCAAM events may include college applications, FSA ID registrations, FAFSAs, career searches, employment applications, military searches and military applications.

REQUIRED RESOURCES:

- ▶▶ Computer Lab or access to laptops.
- ▶▶ LOSFA 5-Point Match Worksheets (PDF Fillable Available).
- ▶▶ Shirts and wristbands.
- ▶▶ LOSFA Trailblazer Ambassador.
 - ▶▶ Assist OSSC with planning and implementing college application completion workshops.
 - ▶▶ Collect sign-in sheets and ensure completion of at least one college application by each student.
 - ▶▶ Promote event(s) via fliers, electronic communication, etc.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Online check-out form.
- ▶▶ Number of college applications successfully completed prior to, during and after LCAAM event.
- ▶▶ Pre and post surveys (as requested).
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ *Signal Vine Text Messaging*

The Louisiana Office of Student Financial Assistance (LOSFA) provides text messages to convey critical college access information to high school seniors. High school seniors who elect to receive text messages receive the following: reminders of ACT/SAT testing registration deadlines, college application preparation assistance, Free Application for Federal Student Aid (FAFSA) completion assistance, financial aid/college access workshops and seminars and reminders of fee payment deadlines for college applications, housing applications, orientation applications, etc. The text-messaging initiative is designed to give students the extra encouragement/support needed to get them to apply for and succeed in postsecondary education.

Once high school seniors have graduated, LOSFA also provides text messages to remind students of important steps they need to take to ensure enrollment at postsecondary institutions. Students who receive these texts will be reminded of submitting immunization records and other important documents essential for registration, accepting financial aid award packages, finalizing housing plans, etc.

There are three different ways that students can sign-up for Signal Vine:

- ▶▶ Signal Vine Text Messaging Sign-Up Sheet (found on Page 81 in manual).
- ▶▶ [Signal Vine Text Messaging Sign Up](#)
- ▶▶ Texting LOSFA to 50065.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Signal Vine Text Messaging Sign-Up Sheet (as applicable).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ *TOPS Check/Retention and LOSFA Student Hub Workshop*

The TOPS Check/Retention and LOSFA Student Hub Registration Workshop will provide students with information needed to determine whether the student is progressing successfully toward TOPS Award eligibility. Students will create an account in the LOSFA Student Hub where they will be able to track their progress toward a TOPS Award through the TOPS Tracker. Students can continue to use the account once they've enrolled in a postsecondary institution to monitor their TOPS award/renewal status, view grades, and view TOPS Award payment status to their school. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award once they enroll in postsecondary institutions.

REQUIRED RESOURCES:

- ▶▶ Equipment, including A/V and materials for activities.
- ▶▶ Computer Lab/Access.
- ▶▶ Student transcripts.
- ▶▶ Student data entered in STS with parental consent flag selected.
- ▶▶ Student Louisiana Secure IDs (LASECID).

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Completed FERPA forms.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

III. COMPREHENSIVE MENTORING INITIATIVES

➔ *Louisiana GEAR UP Explorers' Club*

Explorers' Club is a student-run organization that provides peer leadership opportunities and extends the benefits of summer programs throughout the academic year. Explorers' Club charges members to make wise academic and behavioral decisions leading to success in postsecondary education.

Historically, Explorers' Clubs were designed as an extension of Summer Learning Camps. As the camps morph into Summer Bridge Programs to support students through the transition from high school to college, Explorers' Clubs provide an even greater focus on team building and leadership development. All Clubs emphasize themes organized around Academics, Behavior & Leadership, and College Preparation and Career Exploration. As emerging school leaders, Explorers' Club members have a dual responsibility to create and follow an Action Plan and support the postsecondary aspirations of other Louisiana GEAR UP students at their school site.

The **Louisiana GEAR UP Conference** is the highlight of the Explorers' Club academic year. This conference provides a forum for Clubs to display the outcomes of their Action Plans each spring. Officers from across the state prepare presentation boards to share the results of their work. Students also have the opportunity to participate in a variety of information sessions focused on postsecondary education and career development.

GOALS:

1. To encourage our youth to successfully complete each grade in middle and high school and graduate with their high school diploma and go on to a postsecondary institution.
2. To create a student academic resource center that fosters academic success.
3. To develop confidence for their personal and career aspirations.
4. To create a positive, safe environment where they can feel encouraged, regardless of who they are and in turn, encourage their peers.
5. To provide parents/guardians with support to adequately assist their students with their academic, personal and postsecondary needs.
6. To advise the students to make informed decisions on their postsecondary options using the LOSFA 5-Point Match.

DELIVERABLES:

- ▶▶ Sign-in sheets for location/field visits.
- ▶▶ Tutoring or other support service deliverables as applicable.
- ▶▶ Club meeting reporting including photos, sign-in sheets, and lessons completed.
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➔ *Aspire to Inspire Comprehensive Mentoring Program*

LOSFA's Aspire to Inspire (A2I) comprehensive mentoring program provides services to those students who are identified as needing additional support inside and outside of the classroom. Initially, A2I started off as one-on-one mentoring, and now it has grown into small and large group mentoring for middle and high school students. Meetings may be on or off campus and either during or after school with permission. Typical issues addressed during mentoring meetings include academic, social, organization/life skill development and college and career guidance.

HOW ARE STUDENTS REFERRED? The mentees are referred by an On-Site School Coordinator (OSSC), Explorers' Club Sponsor (EC), parent liaison, other school staff, partner organizations or by self-identification. The Mentee Interest form is completed via the mentoring referral link: <https://mylosfa.la.gov/referral-form/>.

MISSION STATEMENT: The mission of Aspire to Inspire is to produce confident, tenacious, open-minded mentees who discover their own truth and become proud, productive leaders of society.

GOALS:

1. To encourage our youth to successfully graduate from high school and go on to a postsecondary institution.
2. To develop confidence for their personal and career aspirations.
3. To create a positive, safe environment where they can feel encouraged, regardless of who they are and in turn, encourage their peers.
4. To provide parents/guardians with support to adequately assist their students with their academic, personal and postsecondary needs.
5. To advise the mentees to make informed decisions on their postsecondary options using the LOSFA 5-Point Match.

A2I Mentoring Includes:

- ▶▶ Traditional mentoring programs that match one youth and one adult.
- ▶▶ Group mentoring that links one adult with a small group of young people.
- ▶▶ Team mentoring that involves several adults working with small groups of young people.
- ▶▶ E-Mentoring that functions via email and the internet. The data will indicate whether mentoring is "in-person" or "virtual."
- ▶▶ Virtual mentoring that uses LOSFA's Mentoring Communication Procedures for mentors to communicate with middle, high and postsecondary mentees via Google Voice, office phone, Signal Vine or Zoom.
 - ▶▶ In place of using personal cell phone devices, mentors will use a Google Voice number.
 - ▶▶ Mentors should reach out to their mentees that LOSFA has contact information on via Google Voice phone calls or through Signal Vine.
 - ▶▶ When completing virtual initiatives, there should at least be two adults in the online platform with the students at all times.

DELIVERABLES:

- ▶▶ Completed Mentee Referral Form.
- ▶▶ Sign-in sheets (for meetings, campus field trips and end-of-year luncheon).
- ▶▶ Completed FERPA forms.
- ▶▶ Signal Vine Text Messaging Sign-Up Sheet (for junior and senior mentees).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

IV. TOPS/FAFSA/FINANCIAL LITERACY WORKSHOPS

➞ *FAFSA Completion Workshop (Students and/or Parents)*

OSSCs should promote financial aid events and encourage all cohort families to sign-up and complete a Free Application for Federal Student Aid (FAFSA). LOSFA representatives can assist students and parents with registering for FSA IDs and FAFSA completion.

REQUIRED RESOURCES:

- ▶▶ Computer Lab or access to laptops.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Pre and post surveys (as requested).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

➞ *FLY Tour (Financial Literacy for You)*

The FLY Tour is a theatrical presentation that will provide college access information and resources in an effort to increase financial awareness, academic performance and participation in college preparatory events. The FLY Tour takes place on various college campuses during the academic year.

REQUIRED RESOURCES:

- ▶▶ Travel to postsecondary institution site.
- ▶▶ Equipment, including A/V, props and college paraphernalia.
- ▶▶ LOSFA Trailblazer Ambassador.
 - ▶▶ Promote FLY Tour via fliers, electronic communication, etc.
 - ▶▶ Assist OSSC with securing students to attend FLY Tour at preferred location.
 - ▶▶ Gather sign-in sheets and/or permission slips for students attending event.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
 - ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
 - ▶▶ Pre and post surveys (as requested).
 - ▶▶ Registration form.
 - ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.
- * Intensive (including LFOS and Louisiana GEAR UP) service budgets can be used to facilitate transportation, snacks, meals and sub-pay.

➤ *TOPS/FAFSA/Financial Literacy Workshops (Students and/or Parents)*

The TOPS/FAFSA/Financial Literacy Workshops increase student and parent awareness of different financial aid options that are available including state and federal aid programs. State aid programs include the TOPS Scholarship, the Louisiana Go Grant, the Rockefeller State Wildlife Scholarship, and the Chafee Educational Training Voucher Program. Federal aid programs include the Pell Grant, the Federal Work Study Program, the John R. Justice Student Loan Repayment Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Direct Loans (subsidized, unsubsidized and parent PLUS loans). Representatives can also help students and parents interpret Student Aid Reports (12th grade) and answer questions about student award letters and the FAFSA verification process.

REQUIRED RESOURCES:

- ▶▶ Computer Lab or Classroom with access to laptops as needed.
- ▶▶ LOSFA Trailblazer Ambassador.
 - ▶▶ Assist OSSC with planning and implementing workshops by, including but not limited to, securing location, gathering registration/sign-in sheets as appropriate and promoting event in advance.

DELIVERABLES:

- ▶▶ Sign-in sheets for attendees (in-person); list of participants (virtual).
- ▶▶ Photos with captions of event (in-person); screenshots with captions of event (virtual).
- ▶▶ Pre and post surveys (as requested).
- ▶▶ Data entered into the Cayen Data Management System. Additional information can be found on pages 52-55.

I. EVENT SCHEDULING

LOSFA has a new [Events Page](#). Please use this link to schedule your events as we no longer use Calendly or the Manual Request Information Form. Event type descriptions can be found on pages 66-67. Questions about event scheduling can be sent to LOSFA.Scheduling@la.gov.

SECTION 2: FISCAL PROCEDURES

A. PURCHASING GUIDELINES

All LFOS/Louisiana GEAR UP purchases must be in accordance with your LFOS/Louisiana GEAR UP sub-grant and relate directly to a LFOS/Louisiana GEAR UP activity or service. Please note that just because a cost is interpreted as being allowable by the school or OSSC, there is no guarantee that you will be reimbursed for that expenditure. Be sure that the cost directly relates to the initiatives set forth in your district agreement and in this handbook and that the expenditure has been **approved by LFOS/Louisiana GEAR UP personnel in advance**.

Allowable costs are those expenses that are specifically permitted (or not explicitly prohibited) by the laws, regulations, principles and standards issued by the U.S. Department of Education and other authoritative sources and specifically aligned in the approved Louisiana GEAR UP/LFOS grant proposal.

To help you decide if costs may be allowable or not, ask these questions:

Is The Expense:

NECESSARY	The expense is critical to implementing the program.
REASONABLE	A prudent person would determine that the cost is appropriate.
ALLOCABLE	The expense can be allocated to the objectives of LFOS/Louisiana GEAR UP.
COMPLIANT	The expense is compliant with the federal administrative regulations that govern the program.

LFOS/Louisiana GEAR UP funds must be used to pay for activities that support the LFOS/Louisiana GEAR UP goals and objectives, as outlined in the approved state grant application. To be allowable and allocable funds must:

- ▶ Support the implementation of LFOS/Louisiana GEAR UP goals and objectives.
- ▶ Support enrichment or complementary activities aimed at deepening student experience in LFOS/Louisiana GEAR UP.
- ▶ Support school personnel participation in LFOS/Louisiana GEAR UP sponsored professional development, leadership activities or other LFOS/Louisiana GEAR UP sponsored school improvement services.
- ▶ Enable student, parent, and/or school personnel participation in LFOS/Louisiana GEAR UP sponsored outreach activities.
- ▶ Support parent participation in LFOS/Louisiana GEAR UP sponsored and other approved parent engagement activities.

B. SUPPLEMENT BUT NOT SUPPLANT

GEAR UP regulations require that LFOS/Louisiana GEAR UP funds supplement existing efforts and not supplant them. LFOS/Louisiana GEAR UP funds are intended to build the capacity of school districts to create a college-going culture. Therefore, LFOS/Louisiana GEAR UP funding may be used to enhance what is already in place or to create new activities. Funds cannot be used to replace other federal, state or local funding. For example:

- ▶ For the last five years, your school has paid for refreshments at their Back-to-School night. This year, the school has budget constraints so you have been asked to pay for refreshments with LFOS/Louisiana GEAR

UP funds to free up funding elsewhere. This is supplanting and is not allowed.

- ▶ For the last several years, your school has annually supported two teachers at a middle school conference. This year you have been asked to use LFOS/Louisiana GEAR UP funds to pay for the teachers to attend the conference. This is supplanting and is not allowed.
- ▶ For the last two years, your school has been unable to purchase any curriculum enhancement materials for algebra class, including an essential software package, because of budget cuts. You have been asked to purchase this software with LFOS/Louisiana GEAR UP funds this year. As long as the software is for LFOS/Louisiana GEAR UP students and supports one or more LFOS/Louisiana GEAR UP objectives, this is not supplanting and is allowed because without LFOS/Louisiana GEAR UP funding, your school would not be able to make this purchase.

C. EXPENDITURE REQUEST PREAPPROVAL PROCESS

Items and services desired to be purchased using LFOS/Louisiana GEAR UP funds must be requested by the OSSC/Explorers' Club Sponsor/Parent Liaison and approved by LFOS/Louisiana GEAR UP personnel using the LOSFA expenditure pre-approval form. OSSCs/Explorers' Club Sponsors/Parent Liaisons must:

1. Gather all necessary information to complete the expenditure request.
2. Get approval from the school principal and district representative via signatures on the forms.
3. Submit completed LOSFA expenditure pre-approval forms to the LFOS/Louisiana GEAR UP pre-approval email address (LFOSPreapprovals@la.gov) and/or to appointed regional coordinator(s). Please note, **ALL** parts must be completed before submission. **Pre-approvals must include an invoice and a target list of students for each initiative.**
4. LFOS/Louisiana GEAR UP personnel will review the form and documentation upon submission and determine if any additional documentation is needed.
5. If approved, the pre-approval form will be signed and emailed back to the OSSC/Explorers' Club Sponsor/Parent Liaison and District Representative. If additional information is needed, the requestor will be notified.
6. OSSC/Explorers' Club Sponsor/Parent Liaison will be able to proceed with expenditures as outlined by district procedures.

***Please note that all pre-approval forms must be submitted and approved PRIOR to the expenditure purchases. Expenditures that do not follow this protocol will NOT be eligible for reimbursement. Pre-approval forms should be submitted at least 30 days prior to the anticipated expenditure to allow LFOS/Louisiana GEAR UP personnel adequate time to review the forms.**

***All pre-approval forms MUST be emailed to LFOSPreapprovals@la.gov. In addition, the regional coordinators and district representatives for your district should also be CC'd on all pre-approval email correspondence.**

The expenditure pre-approval process must take place **PRIOR** to items being purchased. The OSSC/Explorers' Club Sponsor/Parent Liaison should not spend any LFOS/Louisiana GEAR UP funds before he or she has received a signed approval form from LOSFA.

D. ALLOWABLE EXPENDITURES

All reimbursements must meet state and federal requirements. If there is a difference in eligible reimbursement amounts between the district and the state and federal requirements, only the lower amount can be reimbursed.

- ▶ **Positive Behavior Intervention Support (PBIS)** – PBIS items are not to exceed \$25 per item, and total PBIS expenditures may not exceed 10% of each school's budget under the district contract. If a school requests to use additional funding from their LFOS/Louisiana GEAR UP budget to address truancy and student engagement, an implementation plan will need to be submitted with the expenditure preapproval request. Gift cards, gift certificates or other cash equivalents **MAY NOT** be purchased. The LOSFA or Louisiana GEAR UP logo **must** be included on ordered materials.

- ▶▶ **Materials and Supplies** – Approved costs incurred for supplies to carry out your initiatives.
- ▶▶ **Business and Industry/Campus Field Trips/Transportation** – Prior approval must be obtained for all field trips. Expenses will only be reimbursed in accordance with the Office of State Procurement and Travel Policy and Procedure Memorandum 49 (PPM 49). This document can be found at <https://www.doa.la.gov/media/n10b4oil/ppm49-2022-07-01.pdf>
- ▶▶ **Substitute-Pay** - The district contract will fund the use of substitutes when teachers are in attendance at events sponsored and/or required by the district contract.

E. UN-ALLOWABLE EXPENDITURES

- ▶▶ **Non-LFOS/Louisiana GEAR UP Purchases** – Purchases with LFOS/Louisiana GEAR UP funds must be only for activities and services that benefit the LFOS/Louisiana GEAR UP cohort. If schools/districts wish to purchase items, services, etc. for students in addition to the LFOS/Louisiana GEAR UP cohort, or for the use of the entire school, schools/districts must pay the percentage of costs related to the use of the items by students NOT in the LFOS/Louisiana GEAR UP cohort out of non-LFOS/Louisiana GEAR UP funds.
- ▶▶ **Entertainment Costs** – Costs of entertainment, including amusement, diversion and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation and gratuities) are not allowed. Be sure to distinguish these unallowable expenses from similarly worded and allowable student activity, meeting and conference expenses that are approved as part of the district contract. If you are unsure, contact your LFOS/Louisiana GEAR UP coordinator.
- ▶▶ **Full Time Positions** – Funds provided through the district contract do not pay full time positions within a school or district.
- ▶▶ **Food Purchases (generally unallowable, with exceptions)** – LFOS/Louisiana GEAR UP recognizes the importance of providing food for student and parent activities. Generally, **meals are not allowable**; however, **refreshments (at a rate of up to \$5.50 per person)** are allowed if they are provided in conjunction with allowable meetings. Meals may be provided on campus/industry field trips or during single day travel where the trip takes students more than 3 hours away from the school. Meals for campus/industry field trips or during single day travel must be approved by the LOSFA Outreach Director and must not exceed \$8.00 per person per meal and \$5.50 per person for snack in total cost. Due to inflation, the U.S. Department of Education (USDOE) has approved an increased rate of \$10.00 per person for field trip meals if a school cannot obtain meals at \$8.00 per person. LFOS/Louisiana GEAR UP recommends working with community and business partners to have food donated or share the costs for events. All purchases must be made according to state guidelines (PPM 49) and/or federal guidelines. Events where food is served must have prior approval and must include a target list of attendees, a program or an agenda, and upon event conclusion, LOSFA must receive sign-in sheets signed by all attendees.
- ▶▶ **Alcoholic beverages.**
- ▶▶ **Goods or services for personal use.**
- ▶▶ **Housing and personal living expenses.**
- ▶▶ **Student activity costs** – Generally unallowable with exceptions. Costs incurred for intramural activities, student publications, student clubs and other student activities are unallowable unless specifically provided for in the Cooperative Endeavor.

F. INVOICING GUIDELINES

All fiscal documentation must come from the district and not the individual schools; however, it is the responsibility of the OSSC to supply the district with appropriate documentation. All billed items, regardless of value, must be supported by legible copies of appropriate documentation verifying the cost of the goods. The documentation must show when the goods were received and when the services were performed. **It is imperative that both schools and districts understand this process.**

LFOS/Louisiana GEAR UP is a reimbursement program. When a district sends its request for reimbursement to the LFOS/Louisiana GEAR UP Division, the following procedure must be followed to expedite the process:

- ▶▶ Reimbursement requests (invoices) must be on district letterhead with an appropriate signature.
- ▶▶ Expenditures must be listed in a format that matches the project budget.
- ▶▶ Expenditures must be timely, i.e., made within the contract dates and matched to the correct billing period.
- ▶▶ Appropriate documentation includes legible copies of:
 - ▶▶ Vendor invoices with dates.
 - ▶▶ Receipts with dates.
 - ▶▶ Ledger entries for district salaries and fringe benefits with dates.
 - ▶▶ Copies of checks with dates.
 - ▶▶ Cash register receipts, packing slips, etc., with dates.
- ▶▶ Reimbursement requests must include packing slips or lists (if applicable). If an order did not include a packing slip or list, a signed letter from the district is required stating that all items were received (must provide order number and list of items in the order).

Note: Purchase requisitions and orders are allowed but will not take the place of proof of payment. Goods must be received and services performed between July 1, 2022 and June 30, 2023. This does NOT include any expenditures for travel for professional development which occurred prior to the beginning of the school year. These expenses are covered within the contract period. Any expenditures that are not paid and/or received prior to June 30 will come out of the following year's budget.

OSSCs submit receipts, invoices, copies of checks, etc. to their district representative at the end of each quarter or more often if required/requested by the district representative.
District representative submits receipts, invoices, copies of checks, payroll ledger and corresponding budget sheet to LFOS/Louisiana GEAR UP for each corresponding quarter.
LOSFA issues reimbursement payments once proper documentation for all schools within a district has been received. Note: LOSFA will issue reimbursement payments only one time per quarter per district.

G. REQUIRED BACK-UP DOCUMENTATION

The following table lists expenditure categories and the required documentation to be submitted on claims for reimbursement and for match (match is discussed in detail in the next section).

BUDGET CATEGORY	LINE ITEM	REQUIRED SUPPORTING DOCUMENTS
SALARIES AND WAGES	All staff paid by the Grant or used as Match	<ul style="list-style-type: none"> • Time and Effort Form • Payroll Report • Certification of Volunteer
EMPLOYEE BENEFITS	All staff paid by the Grant or used as Match	<ul style="list-style-type: none"> • Time and Effort Form • Payroll Report • Certification of Volunteer Time Rendered
TRAVEL (INCLUDES STUDENT EVENTS, PROFESSIONAL DEVELOPMENT AND REQUIRED MEETINGS/ EVENTS)	Airfare	<ul style="list-style-type: none"> • Flight Itinerary • Proof of Payment
	Airport Shuttle/Car/Cab Fare Rental	<ul style="list-style-type: none"> • Receipt • Proof of Payment
	Parking	<ul style="list-style-type: none"> • Receipt • Proof of Payment
ALL OUT-OF-STATE TRAVEL FOR LA GEAR UP STAFF OR STUDENTS MUST HAVE PRIOR APPROVAL	Charter Bus	<ul style="list-style-type: none"> • Bill or Invoice • Proof of Payment • Attendance Roster
	District Bus	<ul style="list-style-type: none"> • Bill or Invoice • Proof of Payment • Attendance Roster
	District Bus Driver	<ul style="list-style-type: none"> • Drivers employed by the district should be listed under Salaries and Wages
	Entrance Fees for Educational Activities	<ul style="list-style-type: none"> • Proof of Payment • Attendance Roster
	Food and Non-Alcoholic Beverages	<ul style="list-style-type: none"> • Itemized Receipt or Bill • Proof of Payment
	Hotel	<ul style="list-style-type: none"> • Zero-Balance Hotel Receipt or Bill • Proof of Payment
	Registration	<ul style="list-style-type: none"> • Agenda, Schedule or Equivalent • Registration Confirmation or Invoice • Proof of Payment
	Staff Mileage	<ul style="list-style-type: none"> • District Approved Travel Log • Mileage Map • Proof of Payment

MATERIALS AND SUPPLIES	Educational Materials (Computers, Calculators, tablets, Projectors, Non-Textbook, etc.)	<ul style="list-style-type: none"> • Receipt or Invoice • Proof of Payment
	Event Materials and Supplies	<ul style="list-style-type: none"> • Receipt or Invoice • Proof of Payment • Attendance Roster (if applicable)
	Office Supplies	<ul style="list-style-type: none"> • Receipt or Invoice • Proof of Payment
	Outreach Materials	<ul style="list-style-type: none"> • Receipt or Invoice • Proof of Payment
	Postage	<ul style="list-style-type: none"> • Receipt or Document of Meter • Proof of Payment
	Printing	<ul style="list-style-type: none"> • Receipt or Copy Log Details • Proof of Payment • Copy of Printed Materials
CONSULTANTS AND CONTRACTS	Consultant/Speaker	<ul style="list-style-type: none"> • Invoice or Bill • Proof of Payment • Attendance Roster (if applicable)
	Charter Bus	<ul style="list-style-type: none"> • Invoice or Bill • Proof of Payment

The details below explain the specific pieces of documentation which must be submitted with requests for reimbursement:

►► **Agenda or Schedule**

- Event Begin & End Dates & Times.
- Location (City/State).
- Event Title.

►► **Attendance Roster**

- Student or Attendee First & Last Name.
- Date of Activity.
- School Name.
- Name of Activity.
- Duration of Event (Start & End Times).
- Signature of School Personnel Coordinating the Event.
- If traveling, destination is needed.
- If mentoring services are provided, the mentor's first & last names are needed.
- If tutoring services are provided, the tutor's first & last names are needed as well as the subject being tutored.

» Bill or Invoice

- » Vendor Information (Name, City/State).
- » Invoice Number.
- » Date of Purchase.
- » Itemized List of Charges-Item Quantity, Description & Unit Price.
- » Order Date.
- » Final Total.

» Flight Itinerary

- » Traveler First Name & Last Name.
- » Destination.
- » Travel Dates.
- » Flight Cost (if not listed on itinerary, include separate invoice).

» Payroll Report

- » Employee First & Last Name.
- » Pay Period Covered.
- » Total Amount Paid.

H. MATCH/IN-KIND REQUIREMENTS (LOUISIANA GEAR UP)

Matching funds are specific funds used to enhance and implement the goals of a project. Every year Louisiana GEAR UP receives 3.5 million dollars in federal funds from the USDE to support its mission to increase the number of low-income students who enter and succeed in college. For each federal dollar Louisiana GEAR UP receives, the USDE requires a dollar match of state, local, institutional and private funds. Louisiana GEAR UP must report matching funds every year on the Interim/Annual Performance Report (APR), which is due on or before April 15, 2023. Matching Funds can be reported in the form of cash or documented in-kind contributions.

I. DEFINITION OF MATCH

Match or Cash Match is the non-federal share of program costs or money spent on the program that comes from a non-federal source. If an organization purchased the goods or services, paid for Louisiana GEAR UP travel, etc. but did not request reimbursement from the grant, then the generic term "match" applies. If another person or organization donated the goods or services, then the more specific term "in-kind" applies.

J. DEFINITION OF IN-KIND

"In-Kind" refers to non-cash contributions of goods or services made by third party individuals or organizations to Louisiana GEAR UP Projects. Examples of "in-kind" include work done by unpaid volunteers in support of Louisiana GEAR UP and donations of supplies, facilities/space usage or equipment.

K. SCHOOL/DISTRICT MATCH REQUIREMENT

School based activities in which non-federal funds (i.e., state, local, institutional or private funds) are expended may be used as match as long as they further the goals and objectives of Louisiana GEAR UP and are not used to match another federal program.

Funds used to promote reform in student learning are suitable targets for Louisiana GEAR UP leveraging. Some examples are Financial Aid Workshops, Academic Year Clubs, Professional Development, Explorers' Clubs, Summer Bridge Programs and Scholarships and Tutoring Programs. School activities that impact the Louisiana GEAR UP cohort population and support Louisiana GEAR UP goals and objectives may be leveraged.

- ▶▶ Each district made a commitment to provide a match as noted on their **Partner Identification Form and Cost Share Worksheet**. If you do not have a copy of the cost-share worksheet, please ask your LFOS/Louisiana GEAR UP district coordinator for one. This will assist you to know what the district has promised to provide.
- ▶▶ Schools can indicate the type, source and amount of matching funds or in-kind contributions their school receives for a particular activity on Louisiana GEAR UP Activity Reports.
- ▶▶ **Time and Effort Sheets** are available for those individuals who donate or volunteer their time on LGU activities.

NOTE: Any school personnel who donate/volunteer any portion of personal time on Louisiana GEAR UP sponsored projects or activities and are NOT compensated by Louisiana GEAR UP or any other federal program can document their time and effort. Documenting time and effort is another way of capturing match. As mandated by the USDE, Louisiana GEAR UP must report volunteer time that is linked with the students at Louisiana GEAR UP schools.

The same guidelines for Louisiana GEAR UP expenditures apply to Match and In-Kind:

- ▶▶ Match must be allocable, allowable and reasonable.
- ▶▶ Match must be necessary to implement the program.
- ▶▶ Match must be compliant with the federal administrative regulations that govern the program.
- ▶▶ If a cost is unallowable, it is not an allowable match.
- ▶▶ Match cannot be claimed from other sources/programs that are federally-funded.
- ▶▶ Qualifying in-kind match contributions must be verifiable.

L. HOW TO MEET REQUIRED MATCH

Collecting and documenting in-kind/match on an ongoing basis is wise, efficient and much less stressful than attempting to catch up or to go back and to document it. When collected as part of the day-to-day program, it is easier to record accurately and monitor regularly. Breaking down a grant's match requirement on a monthly or quarterly basis makes it manageable and attainable. Staff are encouraged to create match binders or folders to keep with them as they do their Louisiana GEAR UP work. Having the information and forms on hand makes it easier to collect match documentation as it occurs.

Sources of In-Kind

Below is a list of sources of match/in-kind. It is not an exclusive list.

- ▶▶ **Teacher Time**
 - ▶▶ Teacher time **beyond** the school day in support of Louisiana GEAR UP activities counts as match. This includes planning time for Louisiana GEAR UP classroom activities, substitute preparation when the teacher is chaperoning a Louisiana GEAR UP trip, developing new rigorous lessons that support Louisiana GEAR UP objectives, etc.
 - ▶▶ All teacher time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of a teacher.
 - ▶▶ The teacher's normal hourly rate plus benefits is used to calculate the value. Schools may submit a rate sheet as documentation.
 - ▶▶ Teacher time during his/her regular workday can never count as match.

►► Other School Staff Time: Administrators and Classified

- All time devoted to Louisiana GEAR UP specific activities can be counted as match at the same rate that person is normally paid, including benefits. This includes entering student data, collecting student sign-in information, talking to parents about Louisiana GEAR UP, fielding Louisiana GEAR UP related phone calls, Louisiana GEAR UP meetings, working on Louisiana GEAR UP mailings, preparing reimbursements, prepping for Louisiana GEAR UP events, etc.
- All staff time submitted as match must support the goals and objectives of the program and be in addition to the general tasks expected of the employee.
- To document this as match, each employee must complete the Time and Effort Form.

Sample In-Kind Personnel Breakdown:

LINE ITEM DESCRIPTION	GEAR UP REQUESTED	IN-KIND	TOTAL
Personnel:			
Instructional/Administrative salaries, Assistant Superintendent (5%)		\$8,125.83	\$8,125.83
School Principal (10%)	\$0.00	\$9,932.86	\$9,932.86
Assistant Principal (10%)	\$0.00	\$8,701.36	\$8,701.36
Director of Finance (5%)	\$0.00	\$4,209.18	\$4,209.18
Technology Coordinator (5%)	\$0.00	\$4,641.92	\$4,641.92
Louisiana GEAR UP School Coordinator	\$2,500.00	\$191.25	\$2,691.25

►► Volunteer Time

- When members of the community, families, or students volunteer to support Louisiana GEAR UP students and activities, their time is counted as in-kind.
- Louisiana GEAR UP recommends using the standard volunteer value set by www.independentsector.org.
- To document this time as match, each volunteer must fill out and sign the Certification of Volunteer Time Rendered.

►► Professional Development

- Any professional development paid for by the school district that supports Louisiana GEAR UP objectives and would not have occurred without Louisiana GEAR UP can be counted as match.
- Examples include when a district pays for the Louisiana GEAR UP coordinator to attend a conference at a local community college, a training on financial aid, or for coordinators to attend NCCEP conferences. Also included is on-site or school sponsored professional development for Louisiana GEAR UP teachers who promote Louisiana GEAR UP objectives such as rigorous curriculum, STEM, etc.

►► Materials and Supplies

- Items purchased with the school's general funds, private grants or items donated to the Louisiana GEAR UP program that support Louisiana GEAR UP students and objectives. This includes:
 - Copies.
 - Professional printing of Louisiana GEAR UP materials.
 - Envelopes.
 - Mailings (postage).

- » Event supplies.
- » Food.
- » School purchased licenses or subscriptions to benefit the Louisiana GEAR UP Program (1-year at a time).
- » Software.
- » Office supplies.
- » Books.
- » Specialized equipment for specific activities (i.e., sound system, microphones for special assemblies).
- » **Discounts**
 - » The documented amount on the price of products or services reduced or waived specifically for the Louisiana GEAR UP program.
- » **Facility Usage**
 - » The value should be from the school's rate sheet or from documented comparable space rentals in the area.
 - » Facility use donated by a third party (i.e., college campuses) is allowed as match and can be based on the fair market rental rate, as long as the third party provides facility rental rates that show what they otherwise would have charged to use the space.
- » **Travel**
 - » Travel costs for Louisiana GEAR UP approved events that were NOT reimbursed by Louisiana GEAR UP. This includes expenses for transportation (including mileage), lodging, subsistence and related items incurred by employees who are in travel status.
 - » District money spent on transportation for Louisiana GEAR UP activities. A percentage of bus maintenance costs may also be used.

M. QUESTIONS TO ASK AFTER EACH LOUISIANA GEAR UP EVENT TO FIND ALL OPPORTUNITIES FOR MATCH AND IN-KIND:

- » Are there Partners? If so, what is their contribution(s)?
- » Where is the activity, service or event taking place? (Ex: facilities, utilities).
- » Are there donations? (Ex: food, paper goods, etc.).
- » Is equipment being used for the activity, service or event? What would it cost to rent the equipment? (Ex: microphone, computer, overhead projector, etc.)?
- » Who is attending the activity, service or event? (Ex: speakers, personnel, parents, etc.).
- » Are any volunteers helping with the event? (Ex: teachers, administrators, community volunteers).
- » Has travel to and from the activity, service or event been counted? (Ex: bus, gas, airfare, bus driver, mileage reimbursement, hotel fees, etc.).
- » Has setup or cleaning for the activity, service or event been counted? If so, who will setup and clean up? (Ex: custodian, parent volunteers).

SECTION 3: ROLES AND RESPONSIBILITIES FOR PROGRAMMATIC IMPLEMENTATION



Regional Coordinator (RC):

- ▶ Shall work closely with peer mentors, near-peer mentors and OSSCs to ensure thorough implementation of program.
- ▶ Coordinate pre-planning with OSSCs to schedule dates, times and locations of events and items students will need prior to participation.
- ▶ Ensure regular attendance and participation of peer mentor, including advertisement of events and collection and submission of deliverables from OSSC.

District Representative:

- ▶ Shall attend LFOS/Louisiana GEAR UP Professional Development trainings/webinars.
- ▶ Shall compile and submit quarterly reimbursement packets.
- ▶ Shall work with regional coordinators, OSSCs, Explorers' Club Sponsors and Parent Liaisons to ensure thorough implementation of the program.

On-Site School Coordinator (OSSC):

- ▶ Provide administrative support and serve as a liaison between the teachers, students, parents and LFOS/Louisiana GEAR UP.
- ▶ Facilitate and implement targeted LFOS/Louisiana GEAR UP initiatives as set forth in the district/school contract in conjunction with the Regional Coordinator.
- ▶ Ensure school wide participation in LFOS/Louisiana GEAR UP activities.
- ▶ Ensure that all student and teacher data necessary for annual reporting is collected.

Explorers' Club Sponsor (Louisiana GEAR UP):

- ▶ Shall work closely with Regional Coordinator, OSSCs, peer mentors, near-peer mentors and most importantly Louisiana GEAR UP parents to ensure thorough implementation of program.
- ▶ Coordinate pre-planning with OSSCs to schedule dates, times and locations of parent/family events and items students/parents/families will need prior to participation.

Parent Liaison (Louisiana GEAR UP):

- ▶ To maximize parental involvement in LOSFA's initiatives in promoting, preparing for and providing college access.
- ▶ Collaborate with OSSCs and Explorers' Club Sponsors on encouraging parents to attend all events.
- ▶ Identifying incentives and methods of communication that would increase parental involvement in Louisiana GEAR UP activities.
- ▶ Parental involvement increases academic success, reduces discipline issues and increases students' emotional efficacy. Parent liaisons play an important role in engaging parents in students' postsecondary decisions. The parent liaison works with the OSSC and Explorers' Club Sponsor to support parental engagement and involvement in college access activities as well as providing families with needed resources that promote student success.

A. ASSIGNMENT OF THE OSSC

Principals are responsible for assigning roles related to the administration of the LFOS/Louisiana GEAR UP initiative on their respective campuses. Individuals selected are subject to the approval of a representative of the local education agency or school board and LFOS/Louisiana GEAR UP.

Each District is responsible for entering into an On-Site School Coordinator agreement with each On-Site School Coordinator for that District. The agreement must be signed by all necessary parties at the start of the academic year. The District must provide Regents record of such agreement, as well as agreement updates should an On-Site School Coordinator change occur. Failure to provide Regents with a record of the On-Site School Coordinator Agreement may prohibit the OSSC from receiving a stipend.

The OSSC may be a teacher, librarian or professional school counselor. School or district-based professionals other than those listed may serve in the OSSC role upon written approval from LFOS/Louisiana GEAR UP. Approval may be sought via email to a school's designated LFOS/Louisiana GEAR UP Regional Coordinator. Assistant Principals and/or principals who serve in this role are prohibited from receiving a stipend.

Each OSSC is assigned a Regional Coordinator with the Louisiana Office of Student Financial Assistance. For district assignments please see the LOSFA Contact List.

Regional Coordinators should be considered resources. They will provide on-going support and technical assistance to schools in their designated geographic areas of responsibility to ensure compliance with the LFOS/Louisiana GEAR UP initiative requirements. Regional Coordinators will establish and maintain on-going collaborative efforts to provide opportunities for college access and success to members of the LFOS/Louisiana GEAR UP cohort with the goal of increasing the number of low-income students entering and succeeding in postsecondary education in Louisiana. If OSSCs experience any difficulty implementing LFOS/Louisiana GEAR UP activities or have any problems or concerns, they should contact the appropriate Regional Coordinator.

B. ROLES AND RESPONSIBILITIES OF THE OSSC

1. Build widespread cohort participation and awareness of all Standard Initiatives and selected Special Initiatives and associated activities.
2. Establish a calendar of associated events and activities with Explorers' Club Sponsor and Parent Liaison.
3. Facilitate planning, implementation and connection of Standard Initiatives including LFOS/Louisiana GEAR UP students who are completing their high school curriculum through In School Suspension (ISS) or at an alternative site.
4. Facilitate planning, implementation and connection of Special Initiatives to targeted goals, including the collection and analysis of information for Final Reports.
5. Submit monthly attendance reports and discipline data (LFOS OSSCs) as applicable to PBIS initiatives and grade levels.
6. Document and complete at least one meeting with principals, administrators, and LFOS/Louisiana GEAR UP school team per quarter.
7. Work with Explorers' Club Sponsor and Parent Liaison to know if students attending events do/do not have a media disclosure form on file and seating them accordingly.
8. Monitor and document all budgetary expenditures using Regents funds.
9. Serve as Site Coordinator for Louisiana College Application and Access Month, where applicable.
10. Data Collection and Reporting:
 - a. Consistent use of the Cayen GEAR UP data system where the following data will be recorded:
 - i. GEAR UP student, parent and school staff participants.

1. Demographics. 2. Course grades. 3. Standardized test scores. 4. Pre and post survey responses.
5. Other personal level data as requested.
- ii. Participation (record by person, date, length of service).
- iii. Partners (record by partner name, sub-contractor, organization and notes).
- b. Utilize sign-in sheets (physical and/or virtual) for every activity performed in connection with this Agreement.
- c. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April 2023.
- d. Collect and submit deliverables, information/data and submit quarterly and final initiative reports as applicable.
- e. Monitor and document all budgetary expenditures using funds provided under this Agreement and oversee the dissemination of invoices and receipts (to the district for reimbursement).
- f. Louisiana GEAR UP OSSC will work with District staff to complete time and effort and other cost-matching documentation.
11. Recommend disconnected students to the Aspire to Inspire mentoring program as necessary to ensure that they are receiving additional support.
12. Communicate program impact to school and district staff as often as possible to ensure that Louisiana GEAR UP/ LFOS is successfully integrated in applicable district and school activities.
13. Attends all required LFOS/Louisiana GEAR UP conferences and trainings, and recruits and registers student participants for Louisiana GEAR UP conferences and trainings, including the annual Youth Leadership Summit.
14. Ensures that school representation participates in required AP and Go Alliance Training.
15. Complete other duties as necessary to fulfill program goals and objectives.
16. Providing Louisiana Secure IDs (LASECID) and assisting students with creating LOSFA Student Hub accounts.
17. Informing students and parents to include LOSFA's ACT code (1595) when registering for all ACT tests.
18. Make sure the electronic documents (i.e., match and fit worksheets) are provided to students to complete and turned back into OSSC to upload into Egnyte.
19. Continue to require media disclosure statement to be reviewed by parents who may or may not want their children photographed (form can be sent home in school packets, posted on school website, or distributed at parent meetings).
20. When completing virtual initiatives, at least two LOSFA supported staff must be in the online platform with students at all times. LOSFA supported staff includes LFOS staff members, LFOS stipend positions (OSSCs, Sponsors, Parent Liaisons), and/or postsecondary partner staff paid via contract with LOSFA.

C. MANDATORY PROFESSIONAL DEVELOPMENT

OSSCs, Explorers' Club Sponsors, and parent liaisons and any other applicable school personnel (i.e., counselors, teachers) are also required to participate in the following College and Career Readiness Professional Development Trainings:

- ▶▶ LOSFA Professional Counselor Workshop Webinars (September).
- ▶▶ LOSFA Louisiana GEAR UP/Field Outreach Services Training (Semester 1- July and Semester 2-January).
- ▶▶ LOSFA SREB Go Alliance Academy.

OSSCs, along with their district personnel, will be strongly encouraged during the training to develop a reporting system to ensure all reporting is submitted to LFOS/Louisiana GEAR UP in a timely manner.

D. LOSFA GO ALLIANCE ACADEMY

The LOSFA Go Alliance Academy is a series of courses where participants will learn to address topics that are important in college and career readiness such as creating a college-going culture, financial aid, college applications, college and career planning and many more! The courses are developed for practicing professional school counselors, pre-service school counselors, college access advisors, teachers and administrators in middle and high school settings. Additionally, the sessions help participants develop approaches for communicating and working with economically disadvantaged students, those who would be first in the family to attend college and diverse populations to remove barriers to high aspirations and achievement. Since Fall 2018, the courses have been offered in person, hybrid and online (summer sessions).

Participation Requirement:

One staff member per school is required to complete the LOSFA Go Alliance Academy. To meet the requirement, the course needs to be completed once. Although one staff member per school is required to complete a course, the courses are open to all staff members who would like to complete any of the courses offered.

Registration Information:

The LOSFA Go Alliance Academy can be completed individually or in a group format. Once course offerings are confirmed, registration information will be sent out via email. Group registration inquiries must be submitted and approved prior to a course being scheduled. **Please note:** There is a minimum number of course registrants required for the courses to make in both the individual and group course formats.

Course Offerings:

The current course offerings are listed below*:

- ▶▶ College and Career Advising for Educators.
- ▶▶ College and Career Advising in Middle Grades.
- ▶▶ Creating a College-Going Culture.
- ▶▶ College and Career Advising for Special Populations.
- ▶▶ Financial Aid and FAFSA Workshop.
- ▶▶ College, Career and Academic Planning.
- ▶▶ Financial Aid and College Application.

***Please note that course offerings may not be limited to the listed courses above and can change at any time.**

E. ROLES AND RESPONSIBILITIES OF THE EXPLORERS' CLUB SPONSORS

Each District is responsible for entering into an Explorers' Club Sponsor (Louisiana GEAR UP) agreement with each Explorers' Club Sponsor for that District. The agreement must be signed by all necessary parties at the start of the academic year. The District must provide Regents record of such agreement, as well as agreement updates should an Explorers' Club Sponsor change occur. Failure to provide Regents with a record of the Explorers' Club Sponsor Agreement may prohibit the Sponsor from receiving a stipend.

By signing the Explorers' Club Sponsor agreement, the Explorers' Club Sponsor agrees to perform all required activities to implement the Louisiana GEAR UP Explorers' Club. The following is expected of each Explorers' Club Sponsor:

1. Manage the Explorers' Club program on the school level according to the LFOS/Louisiana GEAR UP and Explorers' Club Manual in collaboration with the On-Site School Coordinator, Parent Liaison, Trailblazer, LOSFA Mentors and other LFOS/Louisiana GEAR UP staff, as required.
2. Establish a calendar of associated events and activities with the OSSC and Parent Liaison.
3. Document and complete at least one meeting with principals, administrators, and Louisiana GEAR UP school team per quarter.
4. Attend mandatory quarterly meetings with the Youth Advocacy Specialist to ensure effective Club implementation.

5. Prepare and submit an annual Explorers' Club Action Plan with accompanying activity or event each quarter. Activity or event must align with at least one goal and objective as outlined in the Action Plan.
6. Facilitate Explorers' Club meetings that promote the goals and objectives of GEAR UP, with an emphasis on club members' grade specific college/career match and fit. Must occur at least twice each quarter per cohort/grade level. College and Career Club lessons should be used as outlined per the Youth Advocacy Specialist and NCCEP personnel. Grade-specific College and Career Club lessons should be outlined per the Youth Advocacy Specialist and/or NCCEP personnel. Use of alternate lessons must be approved by the Youth Advocacy Specialist and/or NCCEP personnel. No more than one alternate lesson per quarter can be implemented. Meeting and lesson implementation may occur concurrently and include multiple grades in one setting.
7. Work with Louisiana GEAR UP staff to facilitate tutoring and/or mentoring sessions according to respective School Improvement Plan.
8. Ensure the Explorers' Club hosts events during the course of the school year.
9. Work with OSSC and Parent Liaison to know if students attending events do/do not have a media disclosure form on file and seat them accordingly.
10. Facilitate the election of Club officers and ensure they are trained to facilitate Club activities.
11. Demonstrate that an average of 20% or more of the school's Louisiana GEAR UP cohort participates in Club activities (lessons, events, projects, etc.).
12. Attend required Louisiana GEAR UP conferences and trainings, and recruits and registers student participants for Louisiana GEAR UP conferences and trainings, including the annual Youth Leadership Summit.
13. Work with Louisiana GEAR UP staff to ensure that club activities are promoted to local, state and federal lawmakers and education leaders.
14. Submit sign-in sheets, photos and copies of completed lesson documents as part of the quarterly report for each meeting, activity, or event.
15. Report the completion of Explorers' Club scheduled activities.
16. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April 2023.
17. Complete other duties as necessary to fulfill program goals and objectives.
18. When completing virtual initiatives, at least two LOSFA supported staff must be in the online platform with students at all times. LOSFA supported staff includes LFOS staff members, LFOS stipend positions (OSSCs, Sponsors, Parent Liaisons), and/or postsecondary partner staff paid via contract with LOSFA.

F. ROLES AND RESPONSIBILITIES OF THE PARENT LIAISON

Each District is responsible for entering into a Parent Liaison (Louisiana GEAR UP) agreement with each Parent Liaison for that District. The agreement must be signed by all necessary parties at the start of the academic year. The District must provide Regents record of such agreement, as well as agreement updates should a Parent Liaison change occur. Failure to provide Regents with a record of the Parent Liaison Agreement may prohibit the Parent Liaison from receiving a stipend.

By signing the Parent Liaison agreement, the Parent Liaison agrees to perform all required initiatives, including:

1. Work closely with Regional Coordinator, OSSCs, Explorers' Club Sponsors, peer mentors, and most importantly Louisiana GEAR UP parents to ensure thorough implementation of program.
2. Establish a calendar of associated events and activities with the OSSC and Explorers' Club Sponsor.
3. Document and complete at least one meeting with principals, administrators, and Louisiana GEAR UP school team per quarter.

4. Attend mandatory quarterly meetings with the Parent Liaison Specialist to ensure effective Parent/Family engagement implementation.
5. Coordinate pre-planning with OSSCs and Explorers' Club sponsors to schedule dates, times and locations of parent/family events and items/documents that students/parents/families will need prior to participation, including LFOS/Louisiana GEAR UP students and parents who are completing their high school curriculum through In School Suspension (ISS) or at an alternative site.
6. At least one parent/family engagement event per quarter must be facilitated for the Louisiana GEAR UP cohort with goals that increase student and family knowledge of postsecondary education options, preparation, and financing. These events are based on but not limited to the following:

Postsecondary Match Point	Example	Purpose
Academic/Aptitude	Postsecondary Panel Discussion, Campus/Industry Tour, Summer Camp Promotion, etc.	Expand parent and family awareness of college options (4-year and 2-year institutions, technical and military) that best fit their child.
Cost of Choice	529 Savings Presentation, Q&A with Financial Aid Representative, TOPS/ TOPS Tech Presentation, Understanding Financial Aid Packages/ Award Letters, FAFSA Completion Workshop (12th grade only), etc.	Increase parents' understanding of college costs and financing opportunities for college.
Retention	Student Hub Workshops, JumpStart/ University Pathway Presentation, Dual Enrollment Presentation, etc.	Provide parents and families with tools to support their children's graduation and transition to their postsecondary choice.
Social/Emotional	Parent-Student College Conversations, Meet and Greet (What is Louisiana GEAR UP?), etc.	Encourage parental consideration of social and emotional connection for postsecondary options.

7. Work with OSSC and Explorers' Club Sponsor to know if students attending events do/do not have a media disclosure form on file and seating them accordingly.
8. Submit monthly attendance reports and discipline data as applicable to PBIS initiatives.
9. Recruit parent volunteers and work with LFOS/Louisiana GEAR UP staff to train parent volunteers.
10. Identify and recruit parent volunteers that know home-based language(s) to translate information to parents of students who speak English as a second language during school Louisiana GEAR UP events, if necessary.
11. Identify community organizations to partner with Louisiana GEAR UP schools to promote a college going culture at the school, including working with Louisiana GEAR UP fiscal staff to ensure that the Partner Identification Form and Cost-Share Worksheets are complete for all new partners.
12. Identify and promote college-going culture community events that will be beneficial to Louisiana GEAR UP students, parents, and staff to attend.
13. Promote and schedule parent visits to school and postsecondary institutions.
14. Identify, utilize and document effective methods of communication with families (i.e., phone calls, emails, available one-call and texting availabilities, social media platforms, newsletters) in Cayen.
15. Update parent/guardian contact database to ensure contact information is accurate.
16. Assist with collecting data, including data required for submission of the Louisiana GEAR UP Annual Performance Report (APR), which is due in April 2023.

17. Attend all required Louisiana GEAR UP conferences and trainings. Attend approved webinars or a parent liaison training when LOSFA's professional development or trainings are not being held within the quarter. Recruit parent participants for Louisiana GEAR UP trainings.
18. Other administrative and programmatic duties to implement the Louisiana GEAR UP program.
19. When completing virtual initiatives, at least two LOSFA supported staff must be in the online platform with students at all times. LOSFA supported staff includes LFOS staff members, LFOS stipend positions (OSSCs, Sponsors, Parent Liaisons), and/or postsecondary partner staff paid via contract with LOSFA.

G. PARENT COMMUNICATION PROCEDURE

Parent liaisons should connect with Louisiana GEAR UP parents/guardians using school approved communication devices.

Responsibilities:

- ▶▶ Positive two-way communication establishes a good foundation for communication throughout the learning process. Focus on building a collaborative partnership with the parents/guardians; your outreach demonstrates your desire for the family to be a part of the student's learning process.
- ▶▶ Create an atmosphere where parents/guardians feel welcome to ask questions about programming and feel connected to the school and Louisiana GEAR UP through your liaison.
- ▶▶ Communicate with parents/guardians via phone calls, one calls, email blasts, social media platforms, and other school approved communication methods regarding initiatives and resources that will promote and support academic, personal, and postsecondary goals.
- ▶▶ Communicate with parents/guardians regarding initiatives in which parental attendance is encouraged; all communication should be documented in Cayen.
- ▶▶ Report any accidents, injuries, medical situations or student behavior incidents to your supervisor and/or the Director for students under the age of 18 years old.

Procedure:

- ▶▶ Do not give out or use your personal contact information with family members.
- ▶▶ Document all communication in the Cayen Data Management System.
- ▶▶ Be mindful of your communications as you are representing yourself, your school community and Louisiana GEAR UP.
- ▶▶ Be mindful of stressors brought on by COVID-19 when communicating to parents/guardians about school (do not take comments personally).

H. CONTRACT REIMBURSEMENT FOR STIPENDS

Reimbursement is related to the roles and responsibilities of OSSCs, Explorers' Club Sponsors and Parent Liaisons as verified by reporting. Individuals will NOT be reimbursed until and unless quarterly reports are submitted within five (5) days of the end of each quarter. OSSCs, Explorers' Club sponsors and parent liaisons who do not meet this deadline will not be eligible for their full stipends and will be subject to delays in their stipend approvals. However, they will still be responsible for submitting all deliverables from that quarter. Individual stipend and fringe amounts can be found in each district's contract.

SECTION 4: FORMS AND REPORTING DOCUMENTS

Activity Reports

Activity reports should be completed electronically using Cayen and Egnyte, a web-based tool to collect deliverables. Data collected will be used to facilitate LFOS/Louisiana GEAR UP's completion of its Annual Performance Report (APR) and to evaluate school performance. Activity reports are due quarterly.

QUARTER	REPORTING PERIOD	DUE NO LATER THAN THIS DATE
1st Quarter	August 1 through October 21	Friday, October 28, 2022
2nd Quarter	October 22 through January 6	Friday, January 13, 2023
3rd Quarter	January 7 through March 10	Friday, March 17, 2023
4th Quarter	March 11 through May 19	Friday, May 26, 2023

Data Reporting Schedule

The following table indicates a schedule that data is due to the Regents office (LOSFA Field Outreach Services Division) during each academic year, but note that other data that demonstrates programmatic impact or that is otherwise outlined in this manual, the contract, and/or amendments will be required in accordance with local, state and federal policies and regulations.

Initiative	Deliverables/ Performance Indicators	Due Date	Data File/Input Type	System Upload
All Initiatives (OSSC, Explorers' Club Sponsor, Parent Liaison)	Initiative Participation/ Engagement	Immediately Following Event	Data Entry in Cayen (Student Engagement Portal)	Deliverables- EGNYTE (LOSFA Secure Server)
All Initiatives— 2022-23 Student Master Roster* (Data Coordinator/District) 2021-22 Course Enrollment Grades* (Data Coordinator/District) 2021-22 Test Scores* (Data Coordinator/District) 2022 Early Graduate Data (Data Coordinator/ District)*	Demographics (including first date registered at school) Grades by Student Final Test Scores by Student Early Graduation Data by Student	August 26, 2022		
All Academic Year Initiatives (District/OSSC) 2021-22 Graduation/Promotional Data (Data Coordinator/District) 2021-22 Federally Funded Program Participation Data (Data Coordinator/ District)	Graduation/ Promotional Data by Student Federally Funded Program Participation	November 4, 2022	EXCEL DATA FILE TEMPLATE PROVIDED (No PDF)	EGNYTE (LOSFA Secure Server)
PBIS/PBS (Rewards/Prevention) (Parent Liaison; OSSC)	Attendance by student Referrals by student Discipline by student	Before Intervention Monthly After Intervention		
Pre Tutoring (OSSC/District)	Pretest/Grade/Score	Before Intervention		
Post Tutoring (OSSC/District)	Posttest/Grade/Score	After Intervention		
	Pre Score by Student	Before Intervention		
ACT Prep (OSSC/District)	Post Score by Student	After Intervention		
	Subject(s) Offered	Before Intervention		
Advanced Placement/International Baccalaureate/Dual Enrollment/CLEP (OSSC/District)	Final Grades by Student Assessment Test by Student	After Intervention After Intervention		
LA GEAR UP Pre-Parent Survey (Parent Liaison)	Pre-Parent Survey Completion	November 4, 2022	Link will be Provided to Parent Liaison and/or OSSC	N/A
All Initiatives- 2022-23 Mid-Year Student Master Roster* (Data Coordinator/District)	Demographics	January 13, 2023	EXCEL DATA FILE TEMPLATE PROVIDED (No PDF)	EGNYTE (LOSFA Secure Server)
LA GEAR UP Student Survey (OSSC)	Student Survey Completion	January 27, 2023	Link provided to Student	N/A
LA GEAR UP Post-Parent Survey (Parent Liaison)	Post-Parent Survey Completion	April 14, 2023	Link will be Provided to Parent Liaison and/or OSSC	N/A
2023 Early Graduate Data (Data Coordinator/ District)*	Early Graduation Data by Student	May 26, 2023	EXCEL DATA FILE TEMPLATE PROVIDED (No PDF)	EGNYTE (LOSFA Secure Server)

Cayen & Early Graduate Template Descriptions

» 2022-23 Student Master Roster

This template requests a list of student demographics and parent contact information for registering the students and parents into the Cayen Data Management System.

» 2022-23 Mid-Year Student Master Roster

This template requests a list of student demographics and parent contact information for registering the students and parents into the Cayen Data Management System who were not enrolled at the beginning of the school year or transferred in the middle of the school year.

» 2021-22 Course Enrollment Grades

This template requests grades by students of rigorous coursework/challenging curricula such as Pre-Algebra, Algebra I, Algebra II, Honor courses, Biology, Geometry, Physics, Dual Enrollment, Advanced Placement (AP)/ International Baccalaureate (IB) courses, etc. The grades in this template are transferred into the Cayen Data Management System for the APR.

» 2021-22 Test Scores

This template requests test scores by students of various standardized test scores such as ACT, Pre-ACT, ACT WorkKeys, AP/IB, CLEP, EOC, LEAP 2025, etc. The test scores in this template are transferred into the Cayen Data Management System for the APR.

» 2022 Early Graduate Data/2023 Early Graduate Data

This template requests early graduate data by student for 11th graders who were transferred to 12th grade status during the middle of the school year. This template is used to ensure early graduates receive support for 7th Year Services.

» Expenditure Pre-Approval

Use this form to obtain LFOS/Louisiana GEAR UP program approval for the purchase of program related materials and field trips as budgeted in each district's cooperative endeavor. Each form must be accompanied by a preliminary invoice or itemized list of expenses. Expenditure pre-approval forms must be submitted and approved prior to all purchases. **Without a pre-approval, purchases may be ineligible for reimbursement.**

» FERPA Consent Form (Required for 6th-12th grades)

In order for students to receive special initiative and LCAAM services supported by LOSFA, a signed FERPA Consent Form must be on file. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in student files without written parent/guardian consent unless a specific exception is provided in FERPA. **FERPA forms must completed and signed in ink and legible in order to be considered complete.** Students who are under age 18 must have a parent complete the form; students who are 18 or older can complete the form themselves. Incomplete or incorrectly filled out FERPA consent forms will require a new form to be submitted. **Starting with the 2017-2018 academic year, FERPA consent forms shall remain in effect for the entire period of time during which a student participates in LOSFA/LFOS sponsored events unless revoked in writing. New students in the 2022-23 school year must complete the FERPA consent form.**

►► Louisiana GEAR UP Individual Time/Effort

Use time and effort forms to report the time and effort of school personnel who donate or volunteer portions of their time to Louisiana GEAR UP sponsored projects or activities as long as said personnel is **NOT** compensated by Louisiana GEAR UP or any other federal program. Documenting time and effort is another way of capturing match. Time and Effort documentation must be submitted on a monthly basis and signed as indicated.

►► Louisiana GEAR UP Matching Funds

Use this form (Louisiana GEAR UP Individual Time/Effort and Matching Form) to report cash or documented in-kind contributions. School based activities in which non-federal funds (i.e., state, local, institutional or private funds) are expended may be used as match as long as they further the goals and objectives of the Louisiana GEAR UP Program and are not used to match another federal program. Matching Funds documentation must be submitted on a monthly basis and signed as indicated.

►► LOSFA 5-Point Match Worksheets

Use these PDF fillable worksheets with juniors and seniors during their College Match and Fit Workshops as applicable. Students may complete the Postsecondary, Military or Career and Workforce sheet.

►► Media Disclosure Policy (Required for 6th-12th grades)

See pages 78-79 for LOSFA's media disclosure policy.

►► Signal Vine Text Messaging Sheet

Use this sheet to have your 12th grade students sign-up for the Signal Vine Text Messaging platform. Five students can be listed on each sheet.

►► Sign-In Sheet

Use sign-in sheets to document attendance at every LFOS/Louisiana GEAR UP activity (except for whole school activities). Sign-in sheets must say LFOS/Louisiana GEAR UP to be used for documentation and **must be** generated by the Cayen Data Management System.

Cayen Data Management System Initiative Reference Guide

The following table shows a chart of services outlined in the Cayen Data Management System broken down by activity/initiative and session. Please reference this chart when entering data into Cayen.

Activity/Initiative Name	Session Name
Academic Counseling	TOPS Check-UP/Retention Workshops and Sessions TOPS Student Hub Sessions
Academic/ELA/Math/Tutoring Supports	Academic English Language Arts Math
ACT/SAT/Standardized Test Prep Supports	ACT Bootcamp
ACT/SAT/Standardized Test Prep Supports (Support Services)	ACT/SAT/Standardized Test Prep
Award/Recognition Day Ceremonies	21st Century Scholar Ceremonies Award Recognition/PBIS Ceremonies College Acceptance Day
Bridge to College Credits	CLEP Supports Dual Enrollment Supports International Baccalaureate Supports Pre-Advanced Placement and Advanced Placement Supports
Business/Industry Visits Supports (Educational Field Trip)	-Master - Copy and Edit this one
Business/Industry Visits Supports (Job Shadowing)	-Master - Copy and Edit this one
Campus Field Trip Supports	Baton Rouge Community College Grambling State University Louisiana Tech University Louisiana State University A&M Northwestern State University Southeastern Louisiana University Southern University A&M -Master - Copy and Edit this one

Campus Field Trip Supports - Virtual	Louisiana College Louisiana State University A&M Northwestern State University University of Louisiana at Lafayette ~Master - Copy and Edit this one
College Access Club (Explorers' Club) (Educational Field Trip)	Business/Industry Visits Supports (Academic)
College Access Club (Explorers' Club)(College Visit)	Campus Field Trip Supports Campus Field Trip Supports (Virtual)
College Access Club (Explorers' Club)(Job Shadowing)	Business/Industry Visits Supports (Job Shadowing)
College Access Club (Explorers' Club)(Mentoring)	Academic Preparation College and Career Preparation and Readiness Leadership Development Mentoring - Explorers Club Other Professional Etiquette Social and Emotional Learning
College Access Club (Explorers' Club)(Support Services)	Math Night/Math Lab
College Access Club Activities (Explorers' Club) (Tutoring)	Homework Assistance Tutoring
College Acceptance Day/Award Recognition Day Ceremonies	College Acceptance Day/Award Recognition Day Ceremonies
College and Career Counseling	<i>Claim Your Future</i> College Access Browsers College and/or Career Counseling Sessions College Kick-Off and Senior Year Game Plan Events and Sessions Cross-curricular College Access Activities Leadership/Transition Summits LOSFA's 5-Point Match and Fit Tool Courses and Sessions Louisiana College Application and Access Month (LCAAM) Events and Sessions Parent Counseling
Course Credit Recovery Supports	Course Credit Recovery
Direct to Student Text Messaging	Text Messaging
<i>FAFSA Completion (Only)</i>	<i>FAFSA Completion Workshop</i>

<i>FLY (Financial Literacy for You) Tour- Only</i>	<i>FLY (Financial Literacy for You) Tour</i>
Google Expeditions (Virtual College Tours) Sessions	Google Expeditions (Virtual College Tours) Sessions
Industry Visits/Career Fair Supports	Engineering Day Job Fair STEAM Day STEM Day
Mentoring Group Sessions	Mentoring Group Sessions
Peer Mentoring	Peer Mentoring
Positive Behavior Supports	Positive Behavior Program Positive Behavior Program Ceremony
Professional Development- Educator	College and Career Planning Sessions Financial Aid/FAFSA PD Sessions Go Alliance Academy PD Sessions LA GEAR UP Training LFOS Training LOSFA Counselor Training NCCEP Capacity Building Workshop/Annual Conference NCCEP District Leadership Institute (DLI) Other
Professional Development- Student	Explorers' Club Trailblazer Youth Leadership Summit Other

Student/Parent Workshops	Academic Workshop: Resume Building Career Fair College Fair College Representative Visits FAFSA Seminars Financial Literacy Workshops FSA ID Completion Workshops General Financial Aid Seminars/Workshops LA ABLE (Achieving a Better Life Experience) Programs Leadership/Transition Summits (Parents Only) Louisiana's 529A Savings Plan for Persons with Disabilities Seminars START (Louisiana's 529 College Saving Program) Seminars and Workshops TOPS & FAFSA Seminars TOPS Check-UP/Retention Workshops and Sessions TOPS Eligibility Requirement Workshops TOPS Seminars
Summer Programming Camps (Summer Programs)	AHEC Grambling State University Louisiana Tech University Northwestern State University Xavier University of Louisiana *Additional Camp Sites May Be Added
TOPS FAFSA General Financial Aid Seminars/Workshops	TOPS Seminars/Workshops <i>TOPS, FAFSA and General Financial Aid Seminars and Workshops</i>
Traditional Mentoring	Traditional Mentoring

Note: *Italic text* are Activities or Sessions that are new or have been moved.

Tracking Virtual Participation/Meetings

Virtual participation/meetings are hosting of a meeting in a virtual environment. The top virtual participation/meeting platforms are Zoom, GoToMeeting, Google Classroom, Microsoft Teams and Tutor.com. Virtual participation/meetings allow groups of students/adults to collaborate or participate in an event/activity through an Internet connection. The virtual participation/meeting platforms generally have an audio and video component.

At the basic level, participants need the following equipment for virtual participation/meetings:

- ▶ An Internet connection.
- ▶ Audio (computer speakers, microphone, or telephone).
- ▶ Webcam.

For virtual events, all participation must be tracked in Cayen and deliverables uploaded into Egnyte. The participation/meeting can be tracked by providing one of the following deliverables:

- ▶ Snapshot/download the participants from the online platform and attached a LGU/LFOS sign in sheet with the event information completed at the top.
- ▶ Provide a list of the participants and attach a copy of the LGU/LFOS sign in sheet with the event information completed at the top.

Zoom- Directions for Downloading Participation

1. Log in to Zoom on the web.
2. Click Reports and then choose Usage.
3. Check that the date range at the top includes the session for which you want to take attendance. Then click on the Participants link for the session.

Reports > Usage Reports > Usage

From: 03/01/2020 To: 03/18/2020 Search

Maximum report duration: 1 Month

The report displays information for meetings that ended at least 30 minutes ago.

Export as CSV File

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
IDT 520 - Spring 2020 - Sec...	570-202-682	Lorien Arthur-Carmichael	larthur@fullerto	n.edu		No	03/10/2020 08:59:45 AM	03/13/2020 08:43:15 AM	03/13/2020 09:02:30 AM	22	3	Zoom
IDT 520 - Spring 2020 - Sec...	570-202-682	Lorien Arthur-Carmichael	larthur@fullerto	n.edu		No	03/10/2020 08:59:45 AM	03/13/2020 09:03:08 AM	03/13/2020 09:21:19 AM	21	3	Zoom

4. Check that the date range includes the date of the session for which you want to take attendance. If not, adjust the date range and click Search.
5. Then click the Participants link for the session.
6. Review the report. Check the Export with meeting data checkbox.

7. You can choose to export the report without the meeting data, but it's recommended that you include it to avoid confusion if you download multiple reports.

Meeting Participants

☐ Export with meeting data 2 Export

☐ Show unique users

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20	100.0%
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1	100.0%
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1	100.0%

1

*Notice that the same student joined the meeting twice. This happens when a student leaves the meeting and re-joins it. You won't be able to tell if they left the meeting because of technical difficulties, but you can see how long they were in the meeting under Duration.

8. Click Export with meeting data.
9. Click Show Unique users to see a collapsed list of each unique attendee and their total duration.
10. The Total Duration includes the total amount of time the student spent in the meeting even if they left/rejoined several times.

Meeting Participants

☐ Export with meeting data Export

☒ Show unique users

Name (Original Name)	User Email	Total Duration (Minutes)
Lorien Arthur-Carmichael	larthur@fullerton.edu	20
Lori	lori.arthur@csu.fullerton.edu	2

11. Click Export.

Meeting Participants

☒ Export with meeting data Export

☐ Show unique users

Meeting ID : 570-202-682 Topic : IDT 520 - Spring 2020 - Section... User Email : larthur@fullerton.edu
 Duration (Minutes) : 20 Start Time : 03/13/2020 08:43:15 AM End Time : 03/13/2020 09:02:30 AM
 Participants : 3

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
Lorien Arthur-Carmichael	larthur@fullerton.edu	03/13/2020 08:43:14 AM	03/13/2020 09:02:29 AM	20	100.0%
Lori	lori.arthur@csu.fullerton.edu	03/13/2020 08:43:40 AM	03/13/2020 08:43:59 AM	1	100.0%
Lorien Arthur-Carmichael	lori.arthur@csu.fullerton.edu	03/13/2020 09:01:39 AM	03/13/2020 09:01:49 AM	1	100.0%

GoTo Meeting- Directions for Downloading Participation

Organizers can download an Excel (.xls) file of the attendee list after the meeting is over.

Downloading is available in the Meeting Diagnostics Report.

1. Log in at <https://global.gotomeeting.com>
2. Click the **History** tab.
3. Select the desired meeting to view the attendee list with details (i.e., name, email address, and join & leave times).
4. To download the attendee list, click **Diagnostics** to open the Meeting Diagnostics Report and click **Download attendee list** at the bottom of the page.

Google Classroom- Directions for Downloading Participation

Open your report.

1. Sign into your Google Admin console.
*Sign in using an administrator account, not your current Gmail account, if applicable.
2. From the Admin console's home page, go to **Reports**.
3. On the left, under Apps Reports, click **Classroom**.
4. Scroll and point to a graph to see date-specific statistics.
5. At the bottom of Posts created, check or uncheck a box to sort by teachers or students.
6. (Optional) To remove a graph or add one back:
7. At the top, click **Manage Reports**.
8. Click Remove X or Down arrow icon and then the graph.
9. Click Save.

Download a report.

1. Open the report (instructions above).
2. In the top corner of a graph, click Download icon.
3. Choose a format and click Download.

Microsoft Teams- Directions for Downloading Participation

During the meeting.

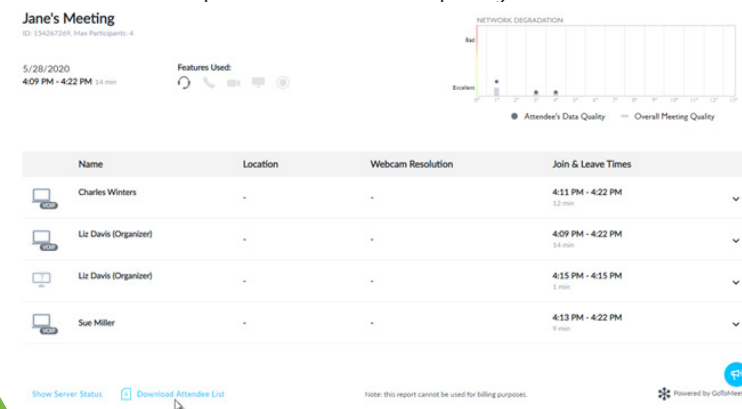
1. Select Show participants.
2. Choose Download attendee list.



Note: The report will download as a .CSV file that can be opened in Excel. The .CSV file contains the name, join time, and leave time of all meeting attendees. Only meeting organizers can download attendance reports. This option isn't available to other attendees.

How to access all reports.

1. Go to the Microsoft Teams admin center in the left navigation.
2. Select Analytics & reports.
3. Go under Report; choose the report you want to run.



Recommendations for Documenting Virtual GEAR UP Services and Work

We have all entered a whole new era of how we work, interact with one another, and serve students and families. While we do not have all the answers on how to best work in this virtual space, the purpose of these recommendations is to provide some means of capturing your virtual work as it relates to two areas: 1) *Virtual GEAR UP Service Data Entry*, and 2) *Documenting Virtual Outgoing Work*. This work was developed by a small group of GEAR UP researchers who are actively seeking the best ways to navigate data entry in a remote learning and work from home environment, as well as taking feedback from our webinar on this topic. These recommendations should be considered in light of COVID-19, noting that the U.S. Department of Education (ED) may provide more or less latitude than what is provided here; we simply do not know yet. **The bottom line is this: Keep providing and documenting services as you would, just record them as virtual.**

The first section (*Virtual GEAR UP Service Data Entry*) provides recommendations on how to capture and code services provided to students and families, for those services that students and/or families actively participate in. The second section (*Documenting Virtual Outgoing Work*) provides recommendations on how to document your work that may not be counted as a student or family service, but includes permissible activities that you can document to demonstrate your work and/or outreach. These recommendations will not fit neatly into every data management system or work protocols, so feel free to adjust and/or customize them to best meet your needs. These are recommendations to help us navigate our work; we will update them as we gather more information and as our remote learning, virtual world evolves. There are three premises to take note of as it relates to these recommendations.

1. It is unlikely that ED will be issuing any guidance, and if they do, it could be some time before that happens, so our intent was to establish some community-developed recommendations which can help systematize how we collectively approach this work and provide a rationale in the event that ED were to question how and why specific documentation decisions were made.
2. These recommendations are designed to balance the need for data fidelity by creating common recommendations for GEAR UP staff to use as they implement and document their work.
3. These are “preliminary” recommendations, and will be updated, adjusted, and/or modified as we gather information and learn best practices from constituents.

Virtual GEAR UP Service Data Entry

This section includes recommendations for GEAR UP services that include interaction and/or engagement with students and families. This section refers to services that include *back-and-forth communication* between you and students and/or families.

Phone calls

- **Definition:** Audio-only communication that happens in real time. Can be individual or small group (e.g., conference call).
- **Details:**
 - Label: Virtual service type = Phone
 - Service Category = Individual or small group and coded based on type of activity

- Time: Same as for in-person meetings

Live video chats

- **Definition:** Any exchange where you see and talk with a student/family member in real time. Includes Face Time, Zoom, Google Hangouts, etc. Can be individual or small group.
- **Details:**
 - Label: Virtual service type = Video
 - Service Category = Individual or small group and coded based on type of activity
 - Time: Same as for in-person meetings

Virtual instruction/synchronous learning activities

- **Definition:** Presentations or activities you deliver to students/family members in real time over the internet using Zoom, Google Classroom, Instagram Live, Facebook Live, etc. This includes instruction where students are active and engaged at the time of instruction.
- **Details:**
 - Label: Virtual service type = Video/Virtual Synchronous Learning
 - Service Category = Individual or small group and coded based on type of activity
 - Time: Same as for in-person activities
 - Note: Just as with in-person activities, some participants may arrive late or leave early and that is okay, just be accurate within reason.
- **Notes and Documentation:**
 - To count as a service, you need to be able to document that each student/family member is actually participating. One way to do this is to find a way to get participants to use the chat or comments feature of whatever platform you are using to document their attendance.
 - Some platforms also allow for participants to “Raise-a-Hand,” participate in in-session Poll Questions and Surveys in real time, as well as have end-of-session surveys that can be set up to go out to registrants/participants. Some platforms even track all of the comments and responses by participant log-in and/or student name.
 - Some platforms will not record student’s actual names, e.g., Instagram. You could conduct a survey of student’s Instagram handles and/or have a staff member verify students.

Virtual instruction/asynchronous learning activities

- **Definition:** Activities/assignments delivered to student/family members asynchronously through a learning management system (e.g., Google Classrooms, Blackboard, etc.). This includes instruction where students can participate on their own time.
- **Details:**
 - Label: Virtual service type = Video/Virtual Asynchronous Learning
 - Service Category = Individual or small group and coded based on type of activity

- Time: Record the average time anticipated to complete the assignment and use that time for all students for the assignment
- **Notes and Documentation:**
 - To count as a service, you need to be able to document that each student/family member actually participated. It is important for you to create a system for documenting who participated. This could be a simple spreadsheet that you translate to your data system.

Text messages and instant messages

- **Definition:** Two-way communication with individual students via text or instant message.
- **Details:**
 - Label: Virtual service type = Text or instant message
 - Service Category = Individual and coded based on type of activity
- **Notes and Documentation:**
 - There has been an ongoing conversation about how to count text messages since many are using this service to advise students. One of the common issues is whether/how to assign time to the texts. There has been discussion, but little consistency.
 - Because outgoing texts cannot necessarily be confirmed as read, they can be considered similar to mailings, which are outreach/recruitment tools but not necessarily direct services. However, when a student responds and a one-on-one discussion takes place, then that clearly indicates an interaction, and active participation by students.
 - Taking this into account, a strategy is to count every two incoming texts (i.e., from a student) as 5 minutes of service, using the date of the first text as the service date.
 - Outgoing texts (from the GEAR UP staff) would not be counted as a service, but if you want to track those as outreach, it is recommended that they are included within your 'Other' services recorded as 1 minute per outgoing text. As noted, these would not be recorded as direct GEAR UP services and they would not map to an APR service category.
 - For those who use Signal Vine, Remind, or Student Success Agency, they are able to give clients a copy of every outgoing and incoming message by ID. This list is not exhaustive.

Emails

- **Definition:** Two-way communication with individual students via email.
- **Details:**
 - Label: Virtual service type = Email
 - Service Category = Individual and coded based on type of activity
- **Notes and Documentation:**
 - Following the same logic as text messages, a strategy is to count every incoming email from a student as 5 minutes of service, using the date of the email as the date of service.
 - Outgoing emails (from the GEAR UP staff) would not be counted among these, but if you want to track those as outreach, it is recommended that they are included within your 'Other' services recorded as 1 minute per outgoing text. As noted, these would not be recorded as direct GEAR UP services and they would not map to an APR service category.

Documenting Virtual Outgoing Work

This section includes recommendations for documenting permissible GEAR UP activities that do not have follow-up engagement from students and/or families. This includes activities that are allowable and permissible for GEAR UP that *do not necessarily qualify* as a GEAR UP service because there is not student/family member engagement. It may still be beneficial to document your time in these activities, especially as GEAR UP staff are being asked to demonstrate their remote work.

- **Rationale:** Now that we are all working remotely, we are learning how challenging it is to connect virtually with students/family members during this unprecedented time. Unfortunately, students/family members must actively participate for a service to count toward GEAR UP grant reporting. However, the work you are doing to reach out and offer information/support to students/family members is still incredibly important. Given that, you can track that information internally, but not count it as a GEAR UP service.
- **Definition:** Documents, notifications, and/or instruction that you share out to students/family members to give them information, offer support, or invite them to reach out to you. These could include asynchronous presentations that are not responded to, text or instant messages, emails, letters, or other communications you send out to students/parents. For these outgoing services, it does not matter whether you get a response (responses are tracked separately per the section above, *Virtual GEAR UP Service Data Entry*). This section provides guidance on how to document your outreach only.
- **Exception:** There are, however, allowable and permissible activities that you might provide to students/family members that can be counted as a service and do not require follow-up engagement. A primary example of that would be an email campaign or social media campaign on FAFSA completion, college choice, etc. that can be reported on the Annual Performance Report (APR) or Final Performance Report (FPR) in the Executive Summary or as a state-wide initiative (for state grantees), but you would not include this in the secondary school service table, unless you coded it as “Other” and denoted that it was outreach only.
- **Notes and Documentation:** You can keep your own records of outgoing contacts so that you can document your time offering and providing allowable and permissible GEAR UP activities that are not responded to by students/family members.
- The list below outlines some key items to document your work. Again, this could be done on a simple spreadsheet you create.
 - Date of the attempted contact
 - Method (phone, asynchronous learning, text, email, etc.)
 - Name(s) of the students/family members (and associated student) who received the message (even if they did not answer it)
 - Very brief description of the content (e.g., checking in/emotional support, video about college choice, information about remote learning strategies, class tutoring, etc.)

FAFSA Resource Guide

What should I do if I am having difficulties with my FSA ID ?

If you have issues such as:

- Being unable to access or remember the email used to create your FSA ID
- Your FSA ID account is locked
- You need to reset your password
- You believe your FSA ID may be lost or stolen
- Receiving an error message that the social security number does not match
- Any technical issues with the FSAID.ed.gov website or FAFSA.ed.gov

Please call
1-800-4-FED-AID
(1-800-433-3243)

F A F S A
Now



Common FAFSA Errors

FAFSA

Now

- 1 Do not leave questions blank. Use 0 if the answer is zero.
- 2 If the parent does not have a social security number, enter all zeros. Do not make up a number.
- 3 Do not use commas or decimal points in numeric fields. (Ex: \$4,000.52 should be 4001)

FAFSA®
FREE APPLICATION for FEDERAL STUDENT AID
Step One (Student): For questions, visit fafsa.gov
Your full name (exactly as it appears on your ID card)



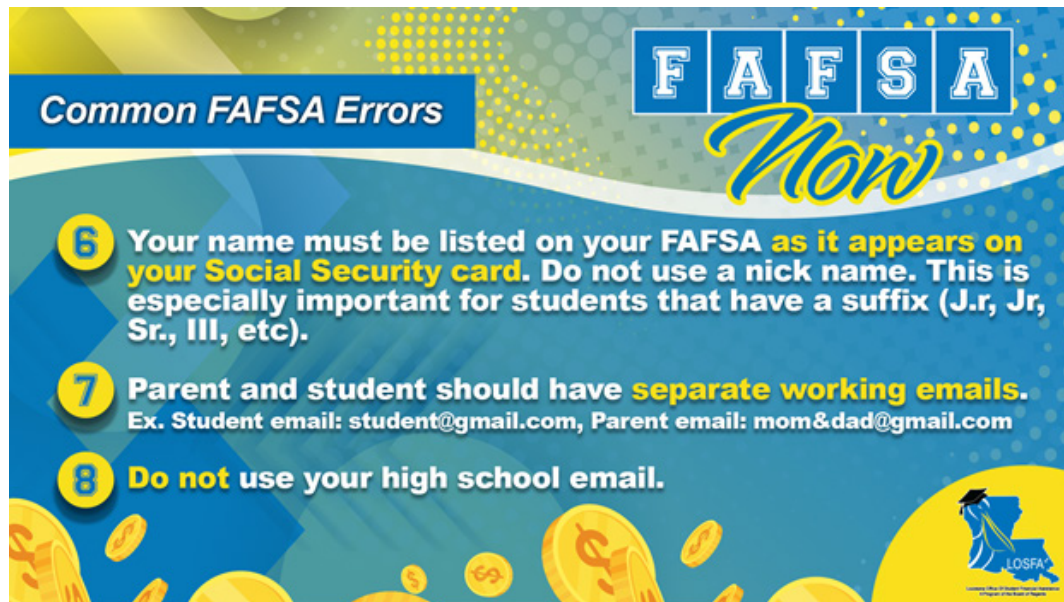
Common FAFSA Errors

FAFSA

Now

- 4 When a parent has multiple children going to college or in college, parents will fill out a separate FAFSA for each student. However, the parent will have only one FSA ID to sign each student's FAFSA.
- 5 Remember to sign the FAFSA. The signature page allows you to submit without a signature but this causes errors. Take your time, and make sure you do not accidentally submit your FAFSA without signatures.





Common FAFSA Errors

FAFSA Now

- 6** Your name must be listed on your FAFSA **as it appears on your Social Security card**. Do not use a nick name. This is especially important for students that have a suffix (J.r, Jr, Sr., III, etc).
- 7** Parent and student should have **separate working emails**.
Ex. Student email: student@gmail.com, Parent email: mom&dad@gmail.com
- 8** **Do not** use your high school email.

LOSFA logo: Louisiana Office of Student Financial Assistance

<https://www.youtube.com/watch?v=PXWTJeraWwE>



Event Type Descriptions

» TOPS Seminar

This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS). This seminar includes information on program requirements in high school and continuation requirements once students enter postsecondary education institutions. It is usually conducted in 20-30 minutes.

» FAFSA Seminar

This seminar provides information on completing the Free Application for Federal Student Aid (FAFSA). A Completion Workshop assists parents and students when completing the FAFSA; this seminar provides information. It is usually conducted in 15 minutes.

» TOPS & FAFSA Seminar

This seminar provides information on Louisiana's Taylor Opportunity Program for Students (TOPS) as well as the Free Application for Federal Student Aid (FAFSA). It is usually conducted in 30-40 minutes.

» START Seminar

This seminar provides information on Louisiana's 529 College Savings Plan. Adults will receive information on the savings plan, investment options, and the process to open an account for their student(s). It is usually conducted in 30 minutes.

» Financial Aid Seminar

This seminar provides information on all types of Financial Aid including federal, state, military, and private sources for financial aid. This seminar can also include information on TOPS and FAFSA. It is usually conducted in 50-60 minutes.

» TOPS Retention Seminar

This seminar is usually held at postsecondary education institutions catering to students who were awarded TOPS. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award as they matriculate through their postsecondary education institutions.

» Browse Session

This is neither a seminar nor a workshop. A browse session is usually held at a college fair or expo. Students and/or parents will be able to approach a LOSFA representative with questions on TOPS, Financial Aid and College Access information.

» Cross-Curricular College Access Activities

The Cross-Curricular College Access Activities are classroom lessons that integrate content and skills from multiple college access and career areas into one cohesive learning experience. During these lessons, students can learn and apply the LOSFA 5-Point Match, explore their career interests along with colleges that offer their degree and examine their cost of living after college.

» College Match and Fit Workshops (College Kickoff Event for Seniors)

The College Match and Fit Workshops are designed to incorporate LOSFA's 5-Point Match Tool. The 5-Point Match is used to help students find their own unique postsecondary fit, whether it be a university, community college, technical college, proprietary school, cosmetology school, the military or the workforce. Students can explore their career interests while learning about colleges that offer their program of study.

» Louisiana College Application and Access Month (LCAAM)

The purpose of LCAAM is to assist 12th grade students with navigating the complex college admissions process and to ensure that they apply to at least one postsecondary institution of interest. Schools have the opportunity to invite families to attend and to take advantage of completing and submitting college applications with their students. LCAAM events may include college applications, career searches, employment applications, military searches and military applications.

» FSA ID Completion Workshop

LOSFA Representatives will assist both students and parents in creating their FSA ID at this workshop. The FSA ID is a combination of a username and password required to submit the FAFSA. The FSA ID workshop can be held in conjunction with a FAFSA Completion Workshop or separately.

» FAFSA Completion Workshop

Students and parents will receive support completing their Free Application for Federal Student Aid (FAFSA). LOSFA Representatives will be providing step-by-step assistance during this workshop. Both students and parents will need to bring their tax return information from two year's prior. For example, if a student is entering college as a freshman in the fall semester of 2023, students and parents need to bring tax information from 2021.

» Pre-TOPS Retention Workshop

The TOPS Retention Workshop will provide students the information needed to determine whether the student is progressing successfully toward TOPS Award eligibility. Students will also receive information on how to avoid cancellation and/or suspension of their TOPS Award once they enroll in postsecondary education institutions.

» College Acceptance/Award Recognition Day

As a follow-up to Louisiana College Application and Access Month (LCAAM), students who have been accepted to a college will be formally recognized in existing school award ceremonies.

» Other (please specify):

If your dreams include anything with college access for your students, LOSFA will be able to help. Some examples of seminars/workshops include but are not limited to: Scholarship Searches, How to create a Student Hub Account, etc.

» Virtual Seminar

Any of the following seminars can be conducted virtually (TOPS Seminar, FAFSA Seminar, TOPS & FAFSA Seminar, START Seminar, Financial Aid Seminar, TOPS Retention Seminar). Virtual seminars can be conducted by a LOSFA Staff Member via Zoom. Prior to selecting a virtual seminar, please be sure the software can be supported. Upon event confirmation, the event contact will be provided Zoom Meeting information.



CAREER EXPLORATION AND REFLECTION FOR POSTSECONDARY/BUSINESS/INDUSTRY FIELD TRIPS



Name: _____ Date: _____ Grade: _____ Teacher: _____

CAREER EXPLORATION

Career: _____ Postsecondary Site: _____ Trip Date: _____

Career Description (What Does This Person Do?): _____

Academic Match		Aptitude Match	Socio-emotional Match
Where Can I Get Training to Have This Career? (College, university, technical college, etc.)	What Type of Degree is Required for This Career?	What Are the Skills I Need to be the Best at This Career?	Is this Career or Training Regionally Located?
1. _____	<input type="checkbox"/> Associate Degree (2-year)	1. _____	<input type="checkbox"/> No
2. _____	<input type="checkbox"/> Bachelor Degree (4-year)	2. _____	<input type="checkbox"/> Yes
3. _____	<input type="checkbox"/> Graduate Degree	3. _____	If yes, list region here: _____
4. _____	<input type="checkbox"/> Technical Training	4. _____	
5. _____			
Cost of Choice Match		Retention Match	
Are there Scholarships for Programs of Study in This Career? Internships?	What Type of Financial Aid is Available for Me to Pursue This Career?	What is the Salary Range for This Career?	What is the Outlook for this Career? How Many Stars Does It Have?
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, list scholarships/internships here: 1. _____ 2. _____ 3. _____	<input type="checkbox"/> TOPS Tech Early Start <input type="checkbox"/> TOPS Tech <input type="checkbox"/> TOPS Opportunity, Performance, or Honors <input type="checkbox"/> Pell Grant <input type="checkbox"/> Work Study <input type="checkbox"/> Other _____	_____ _____ _____	Outlook (Circle one): <input type="checkbox"/> Competitive <input type="checkbox"/> Growing <input type="checkbox"/> Shrinking Stars (Shade all that apply): ☆ ☆ ☆ ☆ ☆ ☆ ☆ ☆

CAREER REFLECTION

Write a short summary/reflection about experience/opportunity on the business/industry trip. Be sure to include what you learned about the career path.

FERPA Consent To Release My Child's Educational Records (Minor Under 18)

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to parents of students under 18 years old concerning the privacy of, and access to, the child's personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your child's files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student's information to another person, you must complete, date and sign this form and return it to the address below.

YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: _____ Date of Birth: _____

Current School Name: _____

Current Grade Level: _____ School District/Parish: _____

Your name: _____ Relationship to Student: _____

Address: _____

Home Phone#: _____ Cell Phone#: _____

Work Phone#: _____ Email Address: _____

AUTHORIZATION TO RELEASE INFORMATION (Parent or guardian completes this section).

I, _____, HEREBY AUTHORIZE MY CHILD'S SCHOOL, SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY CHILD'S DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY CHILD'S SCHOOL DISTRICT. I UNDERSTAND THAT MY CHILD'S NAME WILL NOT BE PUBLISHED IN ANY REPORT; HIS/HER DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my child's Educational Records, I am giving consent to release my child's personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

I agree that the consent provided herein shall remain in effect for the entire period of time during which my child participates in LOSFA/LFOS sponsored events, unless revoked in writing.

Parent's Signature

Date

RETURN the completed form to: (Appropriate on-site school coordinator at the student's school).

DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.

FERPA Consent To Release My Educational Records (18+)

The Federal Family Educational Rights and Privacy Act (FERPA) provides certain rights to students over 18 years old concerning the privacy of, and access to, their personally identifiable information, including Educational Records. Except as otherwise permitted by law, no educational agency may disclose any personally identifiable information contained in your files without your signed and written consent unless a specific exception is provided in FERPA. If you want/will allow an educational agency to disclose your student information to another person, you must complete, date, and sign this form and return it to the address below.

YOU MUST COMPLETE THE FOLLOWING INFORMATION (please print or type):

Student's Name: _____ Date of Birth: _____

Current School Name: _____

Current Grade Level: _____ School District/Parish: _____

Your name: _____ Relationship to Student: _____

Address: _____

Home Phone#: _____ Cell Phone#: _____

Work Phone#: _____ Email Address: _____

AUTHORIZATION TO RELEASE INFORMATION

I, _____, HEREBY AUTHORIZE MY SCHOOL DISTRICT, AND THE LOUISIANA DEPARTMENT OF EDUCATION TO RELEASE ANY AND ALL OF MY DEMOGRAPHIC AND ACADEMIC DATA, INCLUDING MY NAME, DATE OF BIRTH, SOCIAL SECURITY NUMBER, FREE/REDUCED LUNCH STATUS, GRADE LEVEL, GENDER, ETHNICITY, DISCIPLINE AND ATTENDANCE INFORMATION, GRADE POINT AVERAGE, STANDARDIZED TEST SCORES, AND COURSE ENROLLMENT TO THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE (LOSFA) FOR ANY PURPOSE RELATED TO LOSFA'S FIELD SERVICES OUTREACH AGREEMENT WITH MY SCHOOL DISTRICT. I UNDERSTAND THAT MY NAME WILL NOT BE PUBLISHED IN ANY REPORT; MY DATA WILL BE AGGREGATED FOR REPORTING PURPOSES.

I acknowledge by my signature below that although I am not required to release any of my Educational Records, I am giving consent to release my own personal information as indicated above to LOSFA. I understand that this consent will remain in effect until and unless I revoke such consent in writing and the revocation is received by the Louisiana Office of Student Financial Assistance.

I agree that the consent provided herein shall remain in effect for the entire period of time during which I participate in LOSFA/LFOS sponsored events, unless revoked in writing.

Student's Signature (over 18 only)

Date

RETURN the completed form to:

(Appropriate on-site school coordinator at the student's school. The OSSC will then mail the forms to us.)

DO NOT EMAIL this form to the Louisiana Department of Education. Your EMAIL can be hacked by third parties.

Louisiana GEAR UP Individual Time/Effort and Matching Form

As mandated by the U.S. Department of Education, Louisiana GEAR UP must report volunteer time that is linked with the applicable Louisiana GEAR UP cohort at Louisiana GEAR UP schools. Volunteer time is another way of reporting match associated with our schools.

Please share the attached Individual Time and Effort form with school personnel that may donate or volunteer their time to the Louisiana GEAR UP cohort. If necessary, additional duties may be added. **Individuals should use this form only if they are not compensated with Louisiana GEAR UP funds or any other federal funds for donating their time to the LGU cohort.**

Time Period: _____

District: _____

School: _____

Staff Member, Title, and Address: _____

Enter the number of hours associated with individual tasks. Add additional duties if necessary. All Activities must equal total time/effort at bottom. **Note: Grades impacted can only be for Louisiana GEAR UP cohort students.**

TIME/EFFORT DESCRIPTION:	TIME (HRS.)
ADMINISTRATIVE DUTIES	
MEETING DUTIES	
AUDIT	
TOTAL TIME/EFFORT	

Total Hours _____ X Hourly Rate _____ = Total \$ _____ In-kind Match

Grades Impacted: _____

The information provided on this form is an accurate estimate of the time/effort I contributed to the Louisiana GEAR UP program.

Staff Member's Signature: _____

Supervisor's Signature: _____



LOSFA's 5-Point Match Worksheet (Postsecondary)

Student Name: _____

High School: _____

Top 3 Colleges I'm Interested In:

***This information can be found on the college's admissions webpage.**

1. _____ Minimum GPA Requirement: _____ Minimum ACT: _____

2. _____ Minimum GPA Requirement: _____ Minimum ACT: _____

3. _____ Minimum GPA Requirement: _____ Minimum ACT: _____

Aptitude, Skills, Interest Match:

***This section does not require you to look anything up.**

1. What do I want to be? _____

2. What are my interests, skills and abilities? _____

3. What club/activities am I involved in? _____

4. Proposed major: _____

5. High school credential(s) earned: _____

6. Have I researched the job outlook for my career field?: _____

Helpful Resources: ACT Profile, Unlock My Future, LA Works, Shmoop.

Academic Match:

***Fill in this section to the best of your ability.**

Cumulative GPA: _____

TOPS GPA: _____

ACT Composite: _____

English Subscore: _____

Math Subscore: _____

ACT WorkKeys Score: _____

Helpful Resources: ACT Profile, LOSFA.

Cost of Choice Match:

1. You will need to complete a FAFSA to apply for financial aid. The FAFSA is the Free Application for Federal Student Aid. It acts as the application for federal and state aid programs including TOPS, the Pell Grant, the Go Grant, federal work study and low interest student loans.
2. In order to complete the FAFSA you will also need to register for an FSA ID, which acts as the signature when completing a FAFSA. Both parents and students need their own unique FSA ID, though parents can use the same ID for multiple children. The FSA ID can be completed at the following link: <https://fsaid.ed.gov/npas/index.htm>. Please note that there is a 1-3 day verification process for all new FSA IDs. Your FSA ID will never expire, but the password will need to be changed every 18 months.

A. Tuition and Fees: _____

B. Out of State Fee: _____

C. Room and Board: _____

D. Books/Supplies: _____

E. Miscellaneous: _____

F. Cost of Attendance: _____

(Add A-F)

Helpful Resources: College's Financial Aid Website

Social/Emotional Match:

***Go to collegescorecard.ed.gov to assist with this section. Choose one of the schools from your list to complete this section.**

The Campus:

2-Year or 4-Year Institution: _____

Type of School (Technical, CC, University) _____

Number of Students: _____

Average Class Size: _____

Distance from Home: _____

Retention Match:

***Use College Scorecard to complete this section. The Graduation and Retention section will have the graduation and retention rates.**

Number of graduates per year: _____

Retention rate after freshman year: _____

Is this college/university accredited? _____

Is my major accredited? _____



LOSFA's 5-Point Match Worksheet (Career and Workforce)

Student Name: _____

High School: _____

Aptitude, Skills, Interest Match:

Top 3 Career Choices I'm Interested In:

1. _____

2. _____

3. _____

A. What are my interests, skills and abilities? _____

B. Have I researched the job outlook for my career field? _____

C. Does my career field require any additional education or specialized training? _____

D. What high school credential(s) have I earned? _____

Helpful Resources: ACT Profile, Unlock My Future, LA Works.

Academic Match:

***Fill in this section to the best of your ability.**

Are you on target to meet graduation requirements? _____

Cumulative GPA: _____

TOPS GPA: _____

ACT Composite: _____

English Subscore: _____

Math Subscore: _____

ACT WorkKeys Score: _____

Helpful Resources: ACT Profile, LOSFA.

Cost of Living Match:

***Google the entry level salary of your top career choice and divide it into 12 months. Go to laworks.net/mylife to complete this section. Choose a region of the state and complete the following information.**

How much are my monthly expenses going to cost? (Please note these are estimates).

1. Projected Monthly Salary: _____

A. Housing: _____

B. Utilities: _____

C. Food: _____

D. Transportation: _____

E. Healthcare: _____

F. Personal: _____

G. Pets (if applicable): _____

H. Miscellaneous: _____

I. Savings: _____

2. Total Expenses (Add A-I): _____

3. Net Income (1 minus 2): _____

Helpful Resources: My Life, My Way. (Will help you estimate cost of living based on region).

Social/Emotional Match:

***This section does not require you to look anything up. Complete it based off your top career choice.**

Is this career local to my region, or will I have to relocate? _____

Have you done any job shadowing or interviewed someone in your career field? _____

Are there any internship/apprenticeship opportunities currently available to you? _____

Will this job be fulfilling? Will I be satisfied doing it? _____

Helpful Resources: Contact potential employers directly. To view current open positions by region, visit LA Works.

Retention Match:

Research your top career choice to complete this section.

1. Are there opportunities for job advancement? _____

2. Will this career offer me the flexibility I may need later in life? _____

3. Is this job a temporary means, or is this a career I can see myself doing long term? _____

4. Will I need a higher level of education to be eligible for job advancement? _____

*If yes, complete the postsecondary sheet as well.

Helpful Resources: My Life, My Way.



LOSFA's 5-Point Match Worksheet (Military)

Student Name: _____

High School: _____

Aptitude, Skills, Interest Match:

1. What do I want to be? _____
2. What are my interests, skills and abilities? _____
3. Have I researched the physical requirements for my desired branch? _____
4. Have I taken the ASVAB? _____
5. Have I researched the minimum AFQT score for the branch I want to enlist in? _____
6. What is my entry rank? _____
7. What military occupation am I interested in? _____
8. What high school credential(s) have I earned? _____
9. Does my career field require any additional education or specialized training? _____

Helpful Resources: ACT Profile, Unlock My Future, Today's Military (Provides the minimum AFQT scores for each branch of the military).

Academic Match:

***Fill in this section to the best of your ability.**

Are you on target to meet graduation requirements? _____

Cumulative GPA: _____

TOPS GPA: _____

ACT Composite: _____

English Subscore: _____

Math Subscore: _____

ACT WorkKeys Score: _____

AFQT Score: _____

Helpful Resources: ACT Profile, LOSFA.

*Please note that if you qualify for a TOPS Award after graduation and are active duty military, you could qualify for a Request for Exception and may be able to apply to have your award reinstated once your active duty term is over.

Cost of Living Match:

***Go to laworks.net/mylife to complete this section. Choose a region in the state, and complete the following information.**

How much are my monthly expenses going to cost? (Please note these are estimates).

A. Housing: _____

B. Utilities: _____

C. Food: _____

D. Transportation: _____

E. Healthcare: _____

F. Personal: _____

G. Uniforms/Supplies: _____

H. Miscellaneous: _____

Total (Add A-H): _____

Helpful Resources: My Life, My Way. Today's Military; Individual Military Branch websites.

Social/Emotional Match:

When I enroll in the military do I want to be active duty or would I prefer part-time duty? _____

Am I open to relocating? _____

Have I met with a military recruiter? _____

Have I met with my parents/guardians and my recruiter in an informational meeting? _____

Have I met with a counselor to help me select a career path? _____

Will this job be fulfilling? Will I be satisfied doing it? _____

Helpful Resources: Today's Military (lists the different military branches and their full-time/part-time options).

Retention Match:

1. Are there opportunities for job advancement? _____

2. Will this career offer me the flexibility I may need later in life? _____

3. Is this job a temporary means, or is this a career I can see myself doing long term? _____

4. Will I need a higher level of education to be eligible for job advancement? _____

5. What educational/training opportunities are available to help me achieve my long-term goals? _____

*If you answer no to Q1 or Q2 be sure to complete the postsecondary sheet.

*If you answer yes to Q3 or Q4, be sure to complete the postsecondary sheet.

Helpful Resources: Talk to your recruiter and see what additional resources he/she can share with you.

Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS) Media Disclosure

Why are you receiving this notice?

When you or your child enters into or participates in an event or program sponsored by Louisiana Office of Student Financial Assistance (LOSFA or Agency) or Louisiana GEAR UP, you enter an area where photography, video and audio recording may occur. LOSFA / Louisiana GEAR UP reserves the right to use the photographs, videos, and/or audio taken at events and programs without the expressed written permission of those included.

How will we use images of you or your child?

LOSFA / Louisiana GEAR UP may use the photographs, video, and/or audio on websites, social media, publications, or other media material produced. LOSFA / Louisiana GEAR UP may use the pictures, videos, and/or audio for non-commercial, educational use, for the purpose of showcasing what occurred at events, and/or to promote similar events in the future, as shown in the photos you see above.

How will LOSFA protect your or your child's identity?

To ensure the privacy of individuals and children, photographs, videos, and audio recordings will not be identified by full names or personally identifiable information without written approval from the subject or legal guardian.

What are you agreeing to by participating in a LOSFA / Louisiana GEAR UP event?

By participating in a LOSFA / Louisiana GEAR UP event, you are agreeing to release, defend, hold harmless, and indemnify LOSFA / Louisiana GEAR UP, its employees, and all persons involved from all claims involving the use of your or your child's likeness.

Will I be able to review my photographs, videos, or audio recordings before publication?

By participating in a LOSFA / Louisiana GEAR UP event, you waive the right to inspect or approve any photo, video, or audio recording taken by LOSFA / Louisiana GEAR UP. At the discretion of LOSFA/Louisiana GEAR UP, only those photographs, videos, and/or audio recordings that further the goals of the agency, as well as portray you and/or your child in a positive light will be used for publication.

What should you or your child do if you do not wish to be photographed?

A person attending a LOSFA event who does not wish to have their image or their child's image recorded for distribution should make their wishes known to the photographer, and the event organizers. If you have any questions or concerns, please do not hesitate to contact LOSFA at custserv@la.gov.

Thank you for your understanding and participation in LOSFA's events!

Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS) Media Disclosure

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Thank you for your understanding and participation in LOSFA's events!

LOUISIANA GEAR UP

a program of the

[illegible]

Contact Key: C= Call, T=Text, E= Email, SM=Social Media, IP= In Person

Signal Vine Text Messaging Sign-Up Sheet

By providing your cell phone number, you agree to receive text-based communication on your mobile phone from the Louisiana Office of Student Financial Assistance (LOSFA), LFOS, and our university partners. Your information will be kept confidential and will not be shared with institutions other than those to which you have indicated interest. Standard text-messaging rates apply and you are responsible for any costs incurred in receiving texts. You may also opt-out at any time by replying to any text sent

School Name: _____ Student Name: _____

Cell Phone Number: (____) _____ - _____

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School Name: _____ Student Name: _____

Cell Phone Number: (____) _____ - _____

Websites

» Cayen

www.lgudata.osfa.la.gov

» Claim Your Future

<https://losfa.claimyourfuture.org/>

» Compete to Complete

<http://competetocompletela.org>

» FAFSA

www.studentaid.gov/h/apply-for-aid/fafsa

» Federal Student Aid

www.studentaid.gov

» FSA ID

<https://studentaid.gov/fsa-id/create-account/launch>

» High School Career Conversation Starters – English

<https://www.schoolcounselor.org/getmedia/abecfedd-566d-4bea-874c-5a57681518ee/Career-Conversations-High-School.pdf>

» High School Career Conversation Starters – Spanish

<https://www.schoolcounselor.org/getmedia/a4b1c092-f561-43b0-8bb4-24aaff0c8411/Career-Conversations-High-School-Spanish.pdf>

» LOSFA

www.mylosfa.la.gov

» LOSFA Student Hub

<https://mylosfa.la.gov/applications/student-hub/>

» Louisiana GEAR UP Summer Camp Registration Portal

www.lgusummercamps.osfa.la.gov

» Middle School Career Conversation Starters – English

<https://www.schoolcounselor.org/getmedia/a7fbb087-9d84-4697-a176-6672dcff3584/Career-Conversations-Middle-School.pdf>

» Middle School Career Conversation Starters – Spanish

<https://www.schoolcounselor.org/getmedia/5f24cb31-7e08-4a51-905a-b6b15c084309/Career-Conversations-Middle-School-Spanish.pdf>

» My Life. My Way.

<https://www.laworks.net/mylife/>

» Unlock My Future

www.unlockmyfuture.org

» YouTube

www.youtube.com/losfa1000



LOSFA FIELD OUTREACH DIVISION

A DIVISION OF THE LOUISIANA OFFICE OF STUDENT FINANCIAL ASSISTANCE
A PROGRAM OF THE BOARD OF REGENTS
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