

Sample School Database Record Layout for GEAR UP Programs

Field Name	Definition	Field Properties
SchID	School Identifier	Alpha or Numeric
Grade	Student Grade Level	Numeric
FName	Student First Name	Alpha
LName	Student Last Name	Alpha
Addrss	Student Address	Alpha
City	Student City	Alpha
State	Student State	Alpha
Zip	Student Zip Code	Numeric
Phone	Student Home Phone # (include area code)	Numeric
StID	Student ID	Numeric
Gender	Student Gender	Alpha or Numeric
Eth	Student Ethnicity	Alpha or Numeric
DOB	Student Date of Birth	Numeric
LEP	Limited English Proficiency (LEP) flag	Numeric
IEP	Individualized Education Plan (IEP) flag	Numeric
S-DATE	Current school year start date	Numeric (MMDDYYYY)
TSQ	Trimester/Semester/Quarter (T1 or S1 or Q1)	Alpha Numeric
Class	Class Description	Alpha
ClassN	Class Number	Alpha or Numeric
Classlvl	Class Level (Advanced, AP, IB, College, etc.)	Alpha or Numeric
TID	Instructor ID	Alpha or Numeric
TFName	Teacher First Name	Alpha
TLName	Teacher Last Name	Alpha
Units	Units Earned	Numeric
GradeAch	Grade Achieved	Alpha
Abs_ex	Excused Absence*	Numeric
Abs_unex	Unexcused Absence*	Numeric
ST-M	Standardized Test Score - Math	Numeric
ST-R	Standardized Test Score - Reading	Numeric
PLAN	PLAN Test Score	Numeric
PSAT	PSAT Score	Numeric
SAT	SAT Score	Numeric
ACT	ACT Score	Numeric
Term GPA	Term GPA (Semester/Trimester/Quarter GPA)	Numeric
GradeLY	Student Grade Level Last School Year	Numeric

* Please provide per-term.

Notes.

1. Records within the provided datasets must be at the course-level for each student (e.g., students enrolled in five courses in a term will have five records in the dataset for that term. This will result in some repeated variables (such as demographics) in each record of individual students.

2. A minimum of two transmissions will be required, annually, as follows.

General schedule of data transmissions:

1st transmission: Approximately two weeks after the beginning of the new school year (~ 2nd week of September).

2nd transmission: At completion of the school term ending just prior to March 31st (In preparation of the reporting needs required by the Annual Performance Report, due April 15th).