

GEAR UP TN Year 6 Required Services Chart

Rigor: Academically prepare all students for postsecondary education through rigorous curriculum and academic support.

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Data-driven academic tutoring (Target: 20% of student population, specify data driven criteria)	X		Ongoing	Tutoring must be provided using either GEAR UP TN funding or existing school-based resources. In order to fulfill the tutoring requirement, sites must provide ACT tutoring or one the following: 1) implement a tutoring program through GEAR UP TN funding; 2) enhance an existing school tutoring program through technology, transportation, staff, etc.; or 3) request a tutoring exemption from the Central Office. All sites are required to identify available tutoring programs, when they are offered, and the intended target audience. Sites requesting an exemption must demonstrate that high-quality tutoring is accessible to all students through existing school or district resources. Sites must articulate how they will support increased academic achievement through other GEAR UP TN services. Tutoring exceptions must be submitted to regional coordinators at the time of final work plan submission. Even if an exception is granted, sites should use the College Planning Session structure as a means of directing students toward tutoring services. Sites should also use the ACT results to determine tutoring needs.
ACT Test First test or retest for seniors as needed	X		The retest is for seniors in the fall. Follow-up ASAP after the results are received for appropriate interventions.	The ACT predicts future success at the postsecondary level, and it is also used for admissions and scholarships. These scores will provide actionable insights to help educators, parents, and students make important decisions for the future. Every site will be responsible for meeting with each student to review their scores and develop an individualized plan for each student based upon their results. These individual meetings may be part of the college planning sessions and transition meetings, or they can be separate.

GEAR UP TN Year 6 Required Services Chart

Reach Higher: Create a school and community environment characterized by expectations, policies, and initiatives that support all students' pursuit of postsecondary education.

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
One GEAR UP TN Orientation/High School (Target: 90%-100% of student population)	X		Sept. 1, 2023	Provide a program orientation to all GEAR UP TN students to ensure they understand the GEAR UP TN program and the opportunities available to them in the 2023 – 2024 academic year. Sites have the option to provide separate events for parents or invite parents to the student event. Think about ways to maximize student participation. Prior GEAR UP TN implementation experience indicates that an event during school hours results in greater student participation.
One college visit (Target: 80%-100% of student population) The expectation is that each student will participate in one small group or individualized campus visit.	X		December 31, 2023	Campus visits should be personalized and for small groups of students. Individual visits may be needed for some students depending upon the postsecondary institution where they will be enrolling. It is expected that a good faith effort is made for every student to visit the postsecondary institution where they plan to enroll after graduation. This may be a four-year university or college, community college, or TCAT based on the student’s transition plan. College visits should focus on the transition to higher education and the resources available on campus to help students succeed - student support services, academic resources, etc. College visits should be to institutions that match students' academic credentials and interests. This may also include campus visits where the students attend alone or with their parents/guardians, but the site coordinator should help coordinate the visits. The GEAR UP TN Central Office staff will send each coordinator a no participation report, listing senior students who have not attended a college visit during the fall semester. Each site coordinator will work with their regional coordinator to increase student participation prior to the due date and to ensure high-quality campus visits. Encourage those students not expecting to attend college to explore a TCAT or community college as well. Meet with your cohort students during the campus visit and let them speak to your seniors about their college experiences.

GEAR UP TN Year 6 Required Services Chart

Relationships: Foster connections that strengthen students' postsecondary success.

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Mentoring (Target: at least 25% of student population, specify data driven criteria)	X		Ongoing	Sites must develop and implement a robust college-focused mentoring program to serve students. Mentoring may take many forms and sites may choose to implement various mentoring programs to meet the specific needs of the diverse populations they serve. Sites may target a subset of students for mentoring services (using data). Mentoring structures may include older students mentoring younger students, virtual mentoring programs, college students/alumni mentoring current students, or staff/community volunteers mentoring current students. Mentoring services should occur monthly at a minimum. Sites may use GEAR UP funds to hire a coordinator to manage the entire process.

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
<p>College and Career Planning Sessions (target: 80% - 100% of student population)</p>	<p>X</p>		<p>October 31, 2023 (For the larger GEAR UP TN high schools, if this date isn't practical, please work with your regional coordinator for an agreed upon date.)</p>	<p>College/Career Planning Sessions are one-on-one meetings between a GEAR UP TN student (or a very small group of students) and a trained adult--typically the GEAR UP TN site coordinator, liaison, mentor, or faculty member. On or before October 31, 2023, GEAR UP TN sites are responsible for conducting/coordinating at least one College Planning Session with each student. You will be provided with a college planning session form to guide the conversations.</p> <p>The sessions will serve as the primary vehicle for each GEAR UP TN student to create a plan to accomplish the following milestones prior to high school graduation:</p> <ul style="list-style-type: none"> • Finalize postsecondary plan • Submit at least one application to a college or university • Submit at least one scholarship application • Complete the FAFSA, if eligible <p>Students will be directed to appropriate GEAR UP TN services based on their individual goals and academic preparedness. Students will be provided additional support, if identified as at-risk, based upon early warning indicators (attendance, course grades, etc.)</p> <p>College Planning Sessions may be implemented as part of a comprehensive mentoring program. The GEAR UP TN Central Office will provide resources, CPS forms, and training to help facilitate College Planning Sessions. Regional Coordinators will review College Planning Sessions and Transition Plans during site visits.</p>

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
College Success Visits/Workshops		X	Ongoing	In partnership with the GEAR UP TN central office, each GEAR UP TN Collaborative will identify higher education institutions where a large concentration of students is anticipated to attend. Site coordinators will conduct student success visits and/or workshops at these campuses during the grant year. These visits will serve as wellness checks to encourage students to participate in on-campus activities, make use of campus resources, celebrate success, troubleshoot challenges, and connect with other GEAR UP TN students. Coordinators are encouraged to partner with other coordinators where there is an overlap of student populations to plan visits/workshops.
Monthly College Student Check-In		X	Ongoing	In addition to planned college success visits, site coordinators will check-in with cohort college students on a monthly basis via text, phone, email, etc. Check-ins are designed to maintain student/site coordinator relationships and will allow coordinators an opportunity to identify and troubleshoot student challenges. Check-ins are designed to encourage student persistence through their first year of postsecondary education. The GEAR UP TN central office will provide a calendar of topics and a college student success guide to help guide student/site coordinator conversations.
Near Peer Mentoring		X	Ongoing	Plan peer mentoring sessions where some of your cohort students that are attending different types of institutions will visit and speak to high school students during their breaks throughout the year. The GEAR UP TN Central Office will provide suggestions for topics and questions.

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Two Parent/Guardian/Family services - Raise Awareness (Target: 60% of students' families)	X		Both parent events should occur in the fall. The deadline for the first event is September 30, 2023. The first event should focus on transition. The second event should occur on or before October 31, 2023.	Sites will implement two parent/guardian/family services. The focus of the first workshop should be the transition from high school to college. Plan to review the new Parent Guide to Transition for this workshop. The second workshop will focus on financial literacy and the financial aid process. In person meetings are preferred. However, virtual options may be utilized.

GEAR UP TN Year 6 Required Services Chart

Reinforce Action: Assist students in completing critical steps of the college-going process.

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Senior Next Guides (Target: 90% - 100% of student population)	X		All items completed by May 31, 2024	<p>The Senior Next Guide is a comprehensive workbook designed to help GEAR UP TN students create a plan to accomplish the following milestones during their senior year:</p> <ul style="list-style-type: none"> • Decide upon a postsecondary plan • Decide upon a career or career interest area • Submit at least one application to a college or university • Submit at least one scholarship application • Complete the FAFSA, if eligible • Receive appropriate GEAR UP TN support services based on individual goals and academic preparedness <p>The Next Guide services can be implemented through a series of comprehensive activities done in senior classes, workshops, 1-1, small group meetings, or at home. The GEAR UP TN Central Office will provide resources, forms, and training to help facilitate the Senior Next Guide implementation.</p>
Text Messaging (target: 80% - 100% of student population)	X	X	Usage is ongoing – Registration by August 31, 2023	<p>Site coordinators will have access to a text messaging platform, Signal Vine, to be used with 12th grade GEAR UP TN students and the cohort. It is also encouraged to register the parents of seniors and cohort students to receive text messages. The GEAR UP TN Central Office will send out strategic text messages that correspond to important college-going milestones. Site coordinators are responsible for monitoring and responding to text responses via Signal Vine in a timely manner. Site Coordinators are encouraged to use Signal Vine on a regular basis for their communications to GU students as this will prepare students for this process in college.</p>

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
TN Promise Application Workshop (90 - 100 % by October 31)	X	X	November 1, 2023	<p>Every eligible senior should have the opportunity and support to complete a TN Promise Application. The GEAR UP TN Central Office will provide resources to assist in the planning and implementation of TN Promise Application resources. It is expected that a good faith effort is made for every eligible senior student to submit a TN Promise application. The GEAR UP TN Central Office will also provide student application tracking data.</p> <p>We have found that a best practice for this requirement is to set aside a specific time during a school day(s) to complete this requirement. In partnership with your high school administration and counseling staff, designate a TN Promise Application Week between August 1 - September 15th where you will focus on TN Promise applications with a goal of 90 % of all eligible seniors completed during this week.</p>
TN Promise Community Service Opportunity	X	X	May 31, 2024	<p>Site coordinators are asked to communicate at least one opportunity for students to complete their TN Promise community service requirement for Spring 2023. Site coordinators are encouraged, but not required, to coordinate a volunteer opportunity for senior Tennessee Promise students.</p>

GEAR UP TN Year 6 Required Services Chart

Reinforce Action: Assist students in completing critical steps of the college-going process.

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
TN FAFSA Frenzy / One-on-one FAFSA Completion	X	X	March 1, 2024	<p>TN FAFSA Frenzy is a service or series of services designed to provide opportunity and support for all students to complete a FAFSA (Free Application for Federal Student Aid). It is expected that a good faith effort is made for every eligible senior student to submit a FAFSA. The GEAR UP TN Central Office will provide resources to assist in the planning, implementation, and data tracking of FAFSA completion. Please register to receive TN FAFSA Frenzy resources via Tennessee’s Path to College Event registration by August 01, 2022. FAFSA submission and completions should be included in the student transition plans. Transition Plans will be reviewed and approved by the Regional Coordinators. Invite the cohort students and families to your high school FAFSA completion events as well as your seniors.</p>

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
College Application and Exploration Week (target: 80% - 100% of student population)	X		September 1 – 30, 2023	College Application and Exploration Month is a statewide event designed to build excitement around the college application and college-going process. High schools participating in College Application and Exploration Month should designate a week to celebrate College Application and Exploration. Sites should identify specific dates, times, and space during the school day for seniors to complete at least one application for admission while receiving the encouragement and assistance of school, college, and community volunteers. Activities may include college admissions visits, college spirit days, workshops, college door decorating contests, etc. Regional Coordinators will work with sites to devise College Application and Exploration Week plans. It is expected that a good faith effort is made for every senior student to apply to at least one postsecondary institution during this week. College App week activities are required; however, there is flexibility in which week the required activities take place. Please make certain that your College App week is during a favorable time to ensure school and community buy-in. This may also be combined with TN Promise completion for the seniors.

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Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
College Signing Day (target: 80% - 100% of student population)	X		May 31, 2024	College Signing Days are simple ways to celebrate students, their accomplishments, and their futures. During a College Signing Day, graduating seniors publicly announce the college they have chosen to attend in front of families, supporters, and the entire student body. This is one of the Path to College Events. GEAR UP TN Central Office will provide resources to assist in the planning and implementation of College Signing Days.

GEAR UP TN Year 6 Required Services Chart

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
High School/College Transition (target: 90% - 100% of student population)	X		May 31, 2024 Ongoing	<p>Site coordinators are asked to host a series of college transition activities/workshops for 12th grade students. This required service is not a single one-time activity or event. Transition should be ongoing and different for students based on postsecondary selections. Transition plans for a 4-year university/college, community college and TCAT will all be very different. Content of the transition activities/workshops will focus on student success skills, such as study skills and time management, as well as college knowledge such as the function of offices like the bursar and registrar. It is necessary to offer multiple college transition workshops for the different types of postsecondary institution that your students will attend. Below are some guidelines to use when planning transition workshops and/or events.</p> <ul style="list-style-type: none"> • Every student (regardless of their plans after high school) should have a written transition plan to include next steps, key contacts, and general advice • Transition should not only include enrollment but the steps that they need to take to be successful for their first year of college, the military, or in a new job • Transition should be individualized for each student based upon their personality, interests, aptitude, goals, skills, and abilities • Break students into small groups for transition workshops as appropriate (ex: students that want to go into welding at a TCAT, nursing at the University of Memphis, or education at Vol State.

GEAR UP TN Year 6 Required Services Chart

Educator Professional Development

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
GEAR UP TN Educator Orientation (100% of school staff that serves seniors)	X		September 1, 2023	Site coordinators and GEAR UP TN Central Office staff will jointly provide a GEAR UP TN orientation for 100% of school staff serving seniors. The GEAR UP TN Central Office will prepare a PPT template for the orientation. Site coordinators will provide an orientation to teachers who are absent from the initial teacher in-service and for any new teachers hired after the start of school. This orientation will provide an overview of the GEAR UP TN project and the services that the project provides. The orientation should focus on the role every faculty member plays in increasing the number of students who access and succeed in higher education.
Two Pre-Approved Professional Development Activities for Educators	X		September 15, 2023 – College Transition Workshop December 31, 2023 – Financial Literacy and Financial Aid Processes	Site coordinators are asked to conduct a College Transition Workshop and Financial Literacy Workshop to meet the two Educator Professional Development requirements. The GEAR UP TN Central Office will provide resources for these workshops. The first workshop should focus on College Transition and Transition Plans . The purpose of the College Transition Workshop is to provide all educators and administrators who work directly with students a brief summary of college transition and summer melt information relevant to postsecondary institutions where students from your high school enroll. Workshop must include transition information about a 4-year university/college, TCAT, and a community college. Feel free to invite college representatives to help with this requirement. The Financial Literacy and Financial Aid Processes Workshop should consist of teachers, counselors, administrators, and volunteers who will be instrumental in assisting students and parents with all components of the financial aid process. Additional PD can be implemented based upon the academic/college-readiness and needs of students and educators.

GEAR UP TN Year 6 Required Services

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Regional Site Coordinator Meetings			Ongoing	GEAR UP TN Central Office staff will convene site coordinators on a regular basis to share best practices, report on grant implementation, and discuss opportunities for collaboration among sites. These meetings are mandatory for all site coordinators. Some of these meetings will be virtual using Teams or WebEx.
Completion of Monthly Activity Plan (MAP), (CAR), Compass data, Reimbursement Request, match, and Over \$1000/\$5000 Purchase Requests			10 th of each month 15 th of Each Month	GEAR UP TN sites will complete and submit the following: 10th of each month – Completed Activity Report (CAR) and the Compass CAR 15th of each month – Monthly Activity Plan (MAP), reimbursement requests, Match documentation and any Over \$1000 or \$5000 Purchase Requests. Additionally, all COMPASS entries for the prior month must be entered by the 10 th of each month.
Two College Access Steering Committee meetings			Fall 2023 and Spring 2024	The College Access Steering Committee meetings should focus on developing project sustainability, resource development, building new partnerships, and expanding a college- going culture in direct-service schools. The GU Central Office will provide a template and data reports for each meeting. Steering Committee meetings should be listed on your MAP the month prior to the meeting. Also, a copy of the meeting agenda should be sent to Regional Coordinator at least two weeks prior to the meeting date. Ask a cohort student(s) to briefly speak at each meeting about their college experiences and college readiness.
Establish the College Access Steering Committee			September 30, 2023	Please provide your College Access Steering Committee roster to your regional coordinator. A template will be provided by your regional coordinator. Your regional coordinator should be a member of your College Access Steering Committee. Add a cohort student to your steering committee.
Update District Contact			September 1, 2023	Please provide any changes in district administration to your regional coordinator. A template will be provided by your regional coordinator.

GEAR UP TN Year 6 Required Services

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
<p>Newsletter (Target: 80% - 100% of student population)</p>	X	X	<p>Two newsletters will be sent during Year 6. For seniors, the first should be sent before September 15th and the last newsletter should be sent on or before April 30. For the cohort, one should be sent by August 1st and one by December 15th. Cohort newsletters to parents must be mailed.</p>	<p>GEAR UP TN has purchased the product Smore for your use in creating easy, professional looking newsletters. Collaboratives are encouraged to use Smore or a similar program when creating newsletters. Smore Templates will be provided by the Central Office for your use. Each issue of the newsletter should focus on building college aspiration, college knowledge, and developing college-going identities for GEAR UP students. Newsletters can be something created solely for GEAR UP or they can be created in partnership with the counseling office or administration, but newsletters must focus on GEAR UP TN goals and objectives. Additional topics may include student success strategies; transitioning to college, summer melt, parent involvement and support; FAQs, upcoming GEAR UP TN events and dates; highlights of recent GEAR UP TN services or successes; information about a specific major, career area, or higher education institution; etc. Newsletter drafts should be submitted for review to Jessie Greene at least one week before printing, posting, or sending. Refer to the Implementation Guide for guidance outlining what counts as a parent or student contact regarding newsletters.</p>
<p>Senior Next Guide Distribution – 100% of student population.</p>	X		<p>September 15, 2023</p>	<p>Site Coordinators will have Senior Next Guides distributed to 100% of cohort on or before September 15, 2023.</p>
<p>GEAR UP TN Welcome Packet (Target: 100% of student population)</p>	X		<p>August 31, 2023</p>	<p>Each site will arrange for the mailing of an introduction/welcome to GEAR UP TN packet to parents. Packet content and templates will be provided by GEAR UP TN Central Office</p>

GEAR UP TN Year 6 Required Services

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
21 st Century Scholar Certificate (Target: 100% of student population)	X		May 31, 2024	As required by Federal GEAR UP requirements, all GEAR UP TN students must receive a 21st Century Scholar Certificate. The 21st Century Scholar Certificate, provided by the GEAR UP TN Central Office, will include a summary of Federal and State financial aid that may be available to students. Only students who have not previously received a certificate should receive one. Ideally, these should be given out to new students at the beginning of each semester and then to any new student when they arrive. All documentation pertaining to the 21st Century Scholar Certificates must be kept in the Documentation Notebook and added into Compass.
Transition Plan	X		March 1, 2024 Ongoing	Each Collaborative will submit their Transition Plan to their regional coordinator for the following year. Transition Plans should include plans for transition to a 4-year college/university, community college and TCAT. Utilize your county profile reports to determine your top 3-5 institutions where you need to develop a transition plan.
Update Sustainability Plan			May 15, 2024	Each Collaborative will submit their sustainability plan to their regional coordinator. This should focus on what will be sustained for the current grade. level.
Updating Spending and Match Plan			February 15, 2024 Ongoing	Each Collaborative is responsible for submitting and monitoring their spending and match monthly. By February 15, 2024, each site must submit a spending plan and a match plan that will show their intentions through the end of the grant year. These will need to be submitted to your regional coordinator for approval.
Travel to the mandatory GEAR UP TN Kickoff meeting			Summer 2023	Project directors and site coordinators from each Collaborative are required to attend the kickoff meeting. Additional attendees such as a director of schools, principal, or secondary school supervisor can be invited. Topics covered will include college access professional development, data collection, fiscal policies, and general GU TN policies and procedures.

GEAR UP TN Year 6 Required Services

Minimum Grant Services Per School	12 th	Cohort	COMPLETION DEADLINE	Comments and Clarifications
Professional development offered by the GEAR UP TN Central Office			Dates to Be Determined	During Year 6, the GEAR UP TN Central Office plans to offer professional development opportunities via webinar and in-person. Please budget travel expenses for the site coordinator and at least one additional Collaborative representative to attend two separate day-long professional development sessions.
Collect and/or update senior student cell phone numbers (80% - 100%)	X	X	May 15, 2023 and August 31, 2023	Collect cell phone numbers from rising senior students to be used in text communications throughout the next school year and update the cell phone numbers for the cohort. This list should originally be submitted by May 15, 2023 and updated by August 31, 2023.
Data submission			Ongoing	Submit required data as requested by the GEAR UP TN Central Office. Requests will include but are not limited to service delivery data, transcript data, and teacher/parent rosters.
Documentation Review			Ongoing	Proper documentation in Compass, MAPS/CARS, and your documentation notebook is necessary and required as part of this state grant that uses federal dollars. The documentation for events and services should be consistent across all of these. To ensure compliance with this requirement, the GEAR UP TN Central Office will conduct monthly CAR audits and the regional coordinators will review your documentation notebooks at least once each semester. (Fall/Spring) This will include your documentation notebook for contacts with your cohort.
One Programmatic Site Visit			May 31, 2024	A site visit will be scheduled by the GEAR UP TN Central Office staff to discuss Year 6 implementation and a final grant review. Attendees should include the director of schools (or designee), the project director, site coordinator(s), relevant GEAR UP TN staff, and others as needed. (This activity does not need to be on your work plan.)
One Fiscal Site Visit			May 31, 2024	A site visit scheduled by the THEC internal auditor to review grant financial records. (This activity does not need to be on your work plan.)

GEAR UP TN Year 6 Required Services