

LOSFA Field Outreach Services (LFOS)  
On-Site School Coordinator Manual  
for LA GEAR UP and LFOS  
2016-2017



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## Important Dates

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July 31, 2016	CONTRACT BEGINS.
October 28, 2016	Last day of 1 <sup>st</sup> Quarter.
January 6, 2017	Last day of 2 <sup>nd</sup> Quarter.
February 17, 2017	Last date for purchase of materials and supplies.
March 31, 2017	Last day of 3 <sup>rd</sup> Quarter.
April 28, 2017	Last date for expenditures other than materials and supplies.
May 15, 2017	Last day of 4 <sup>th</sup> Quarter.
May 26, 2017	Final requests for reimbursement for all expenditures <i>except payroll</i> for the month of May must be received.
May 29, 2017	Final reports/deliverables due.
June 16, 2017	Final requests for reimbursement of payroll for the month of May.
June 30, 2017	<b>CONTRACT ENDS</b>

***Districts: See Appendices for Invoicing and Purchasing Guidelines.***

## Overview: On-Site School Coordinators (OSSCs)

### Program Goals and Objectives

There are three overarching objectives for LA GEAR UP and LFOS/LA 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/LA GEAR UP and LA GEAR UP services are aiming to achieve.

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

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

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

For AY 2016-17, OSSCs will provide administrative support and serve as the primary liaison between teachers, students, parents and the assigned LFOS/LA GEAR UP Regional Coordinator in an effort to promote postsecondary awareness. OSSCs should align the activities of LFOS/LA GEAR UP and LA GEAR UP with foundational LFOS/LA GEAR UP objectives as follows:

1. Increase academic awareness and performance, including standardized testing, ACT/SAT, dual enrollment and pre advanced placement and advanced placement, and academic coursework in preparation for postsecondary education for LFOS/LA GEAR UP students.
2. Increase the high school graduation rate and participation in postsecondary education for LFOS/LA GEAR UP students.
3. Increase LFOS/LA GEAR UP students' and their families' awareness of postsecondary education, preparation and financing options, including FAFSA completion.
4. Enhance students' academic preparation, leadership skills and career awareness.
5. Provide meaningful financial advice and aid to all LFOS/LA GEAR UP students.
6. Provide additional academic support to students who are challenged by more rigorous coursework.
7. Leverage LFOS/LA GEAR UP monies in a manner that increases reform opportunities at each school.
8. Provide information networks, which ensure continuous access to accurate information regarding postsecondary education opportunities and career options.
9. Increase the percentage of students who complete the Free Application for Federal Student Aid.

**In addition activities in LA GEAR UP schools should be aimed at meeting the following goals:**

10. Increase the percentage of LA GEAR UP students who pass Pre-Algebra by the end of 8th grade.
11. Increase the percentage LA GEAR UP students who pass Algebra 1 by the end of 9th grade.

12. Increase the percentage LA GEAR UP students who take two years of mathematics beyond Algebra 1 by the 12th grade.
13. Increase the percentage of LA GEAR UP students and former GEAR UP students who are enrolled in college.
14. Increase the percentage of LA GEAR UP students who place into college-level Math and English without need for remediation.
15. Increase the percentage of LA GEAR UP students who are on track for graduation at the end of each grade.
16. Increase percentage of LA 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.
17. Increase percentage of **parents** of LA GEAR UP students who actively engage in activities associated with assisting students in their academic preparation for college

### REQUIRED Professional Development

OSSCs or a designee 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 SREB Go Alliance Academy.
- LOSFA Counselor Workshop.
- LOSFA Field Outreach Services Training.
- LA GEAR UP Training (as applicable to the students served).

LOSFA will provide these dates in advance so necessary arrangements can be made.

### Assignment of OSSC

High school principals are responsible for assigning roles related to the administration of the LFOS/LA 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/LA GEAR UP.

The OSSC may be a teacher, librarian or professional school counselor. Assistant Principals and/or principals are usually NOT allowed to serve in this capacity unless approval is provided by LFOS/LA GEAR UP. School or district-based professionals other than those listed may serve in the OSSC role upon written approval from LFOS/LA GEAR UP. Approval may be sought via an email to a school's designated LFOS/LA GEAR UP Regional Coordinator.

Each OSSC is assigned a Regional Coordinator with the Louisiana Office of Student Financial Assistance, as follows:

Staff	Email Address	Office Phone	District Assignments
<b>Khristopher Hobbs</b>	khristopher.hobbs@la.gov	225 219-9372	Algiers Charter, East Feliciana, Inspire NOLA, ReNEW, St. Helena, St. John the Baptist.
<b>Juterh Nmah</b>	juterh.nmah@la.gov	225 219-3115	Calcasieu, East Baton Rouge, Pointe Coupee.

<b>Kyleigh Quiroga</b>	kyleigh.quiroga@la.gov	225-219-9443	Red River, Sabine.
<b>Timenee Thomas</b>	timenee.thomas@la.gov	225 219-9409	Avoyelles, Iberia, Lincoln, Madison, Monroe City, Morehouse

**For a complete list of LFOS/LA GEAR UP contacts, see Appendix 1.**

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/LA 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/LA 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/LA GEAR UP activities or have any problems or concerns, please contact the appropriate Regional Coordinator.

**Contract Reimbursement for OSSC Stipends**

Reimbursement is related to the roles and responsibilities of OSSCs as verified by reporting. OSSCs will not be reimbursed until and unless quarterly reports are submitted within five (5) days of the end of each quarter. Stipend amounts are determined by the scores received on the applications (an average of four individual scores). Individual stipend and fringe amounts can be found in each district’s contract.

**Roles and Responsibilities of OSSC**

OSSCs must sign a contract agreeing to perform all required activities to implement LFOS/LA GEAR UP standard initiatives, special initiatives and school wide activities. In general, OSSCs are expected to:

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

Specific OSSC responsibilities are listed below. Additional information on OSSC roles can be found in **Appendix 2**. Information on OSSC training can be found in **Appendix 3**.

**1. Monitoring**

OSSC is required to monitor and document all budgetary expenditures for allocated LFOS/LA GEAR UP funds and to oversee the transmittal of invoices and receipts to the district for reimbursement. Every district receives a budget sheet, which includes the budget for each LFOS/LA GEAR UP school in that district. It is the responsibility of the OSSC, in conjunction with the district person assigned to LFOS/LA GEAR UP, to monitor and document all budgetary expenditures using LFOS/LA GEAR UP funds.

## 2. Reporting

**Quarterly reporting includes reporting/documenting all LFOS/LA GEAR UP activities, including contract expenditures taking place at the school level.** In addition, we welcome documentation of non-LFOS/LA GEAR UP funded activities that support the LFOS/LA GEAR UP mission. These activities may include, but are not limited to, tutoring, mentoring, job shadowing, job site visits, college guest speakers, community service and cultural events. Reports are always due to LFOS/LA GEAR UP within five (5) days of the end of the reporting period, below:

Quarter	Reporting Period	Due No Later Than This Date
1 <sup>st</sup> Quarter	July 31 through Oct. 28	Friday, Nov. 4, 2016
2 <sup>nd</sup> Quarter	Oct. 29 through Jan. 6	Friday, Jan. 13, 2017
3 <sup>rd</sup> Quarter	Jan. 7 through March 31	Friday, April 7, 2017
4 <sup>th</sup> Quarter	April 1 through May 15	Monday, May 22, 2017

**At the end of each Quarter, OSSCs should respond to data requests from LFOS/LA GEAR UP and submit Activity Reports and sign-in sheets that correspond to Activity Reports.** Activities to be reported upon include Standard and Special Initiatives, as well as non-LFOS/LA GEAR UP school-based activities that support the LFOS/LA GEAR UP mission. Additional information on reporting can be found in **Appendix 4**.

### a. Facilitation and Reporting Procedure

Submit Activity Reports via Jotform and supporting documentation via Egnyte to your assigned Regional Coordinator. "Supporting documentation" refers to deliverables such as sign-in sheets, digital photos, agendas and any data required for each standard and any special initiatives selected for participation by the school. The procedure is listed below:

- 1) OSSC facilitates Special and/or Standard Initiative Activity.
- 2) OSSC collects deliverables/supporting documentation for Special and/or Standard Initiative Activity.
- 3) OSSC completes the Electronic Activity Reports online via Jotform, including deliverables/supporting documentation via Egnyte.
- 4) OSSC submits the Electronic Activity Reports via Jotform and deliverables/supporting documentation via upload in Egnyte.

In addition, submit to the district coordinator expense reports (budget requisitions, budget revision forms, invoices and/or receipts and copies of checks, if applicable) for purchases associated with initiatives in district/school contract. These items should be received by the district by the 5<sup>th</sup> of each month (or 5 days past the end of the month).

\*Additional information on Egnyte and how to use it can be found in **Appendix 5**.

## 3. 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.**

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## Process

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OSSCs submit receipts, invoices, copies of checks, etc. to their district representative at the end of each quarter.

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District representative submits receipts, invoices, copies of checks, payroll ledger and corresponding budget sheet to LFOS/LA GEAR UP for each corresponding quarter.

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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.

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LFOS/LA GEAR UP is a reimbursement program. When a district sends its request for reimbursement to the LFOS/LA 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 which 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. All goods must be received and services performed within contract dates of July 31, 2016 and May 15, 2017.**

## 4. Purchasing Guidelines

All LFOS/LA GEAR UP purchases must be approved in accordance with your LFOS/LA GEAR UP sub-grant and relate directly to a LFOS/LA GEAR UP activity or service. Please note that just because a cost is interpreted as being allowable, there is no guarantee that you will be reimbursed for that expenditure. Please 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/LA GEAR UP Personnel.

The first step in determining your allowable costs is to apply a judgment process that ensures that the proposed cost meets a basic allowability test. In this process, an allowable cost must be:

- Necessary to implement the program.
- Reasonable, in that a prudent person would determine that the cost is appropriate.
- Allocable to the objectives of the program.
- Compliant with the applicable state and/or federal regulations.

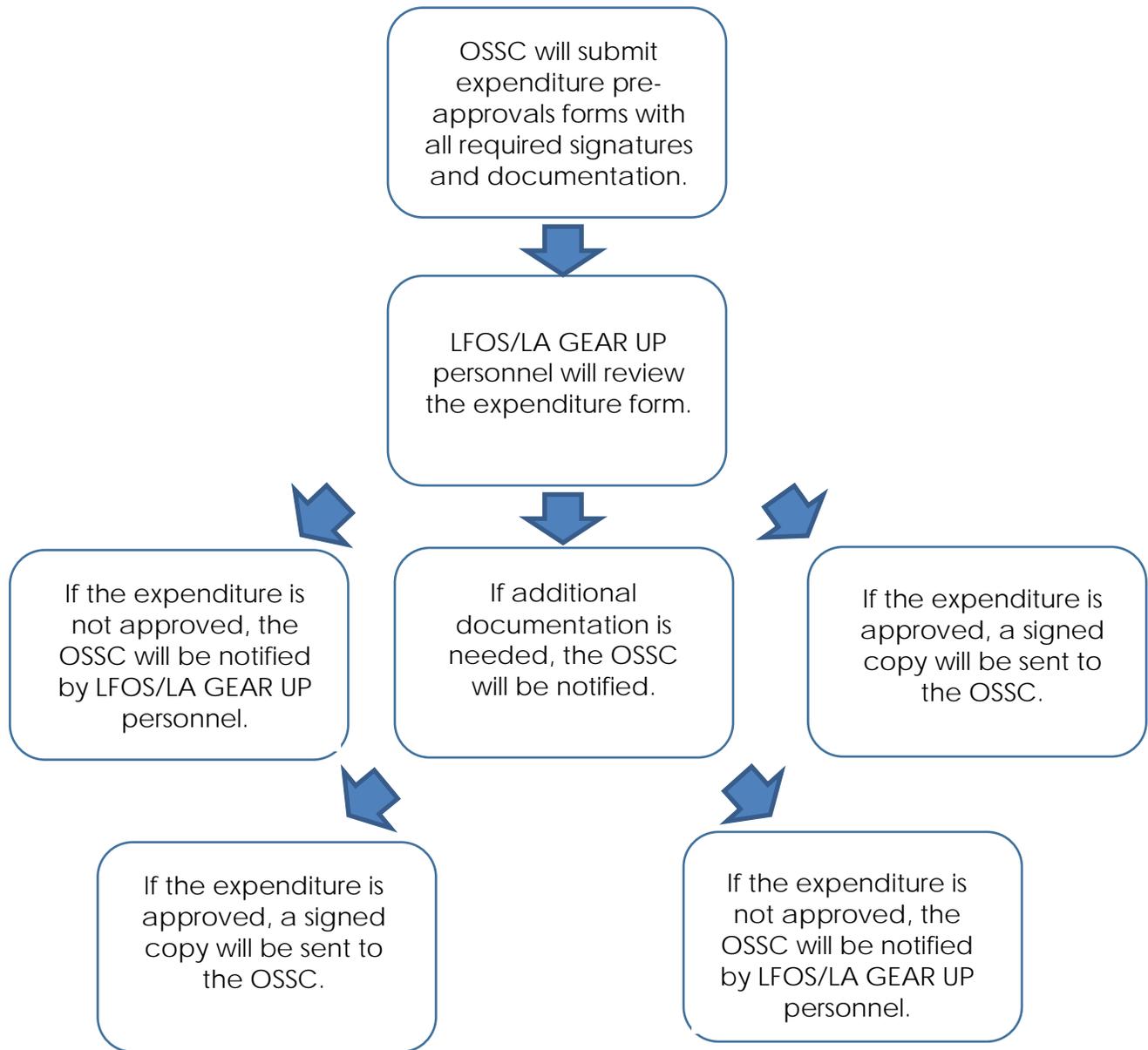
## Request for Funds

Items and services desired to be purchased using LFOS/LA GEAR UP funds must be requested by the OSSC and approved by LFOS/LA GEAR UP personnel using the LOSFA expenditure pre-approval form. When items have been deemed allowable, OSSCs 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/LA GEAR UP pre-approval email address [LFOSPreapprovals@la.gov](mailto:LFOSPreapprovals@la.gov)). 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/LA GEAR UP personnel will review form 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. If additional information is needed, the OSSC will be notified.
6. OSSC will be able to proceed with expenditures.

**\*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 in a timely manner to allow LFOS/LA GEAR UP personnel adequate time to review the forms.**

**\*All pre-approval forms MUST be emailed to [LFOSPreapprovals@la.gov](mailto:LFOSPreapprovals@la.gov). In addition, the regional coordinators and district representatives should also be CC'd on all pre-approval email correspondences for their respective districts.**



The expenditure pre-approval process should take place **PRIOR** to items being purchased. The OSSC should not spend any LFOS/LA GEAR UP funds before he or she has received a signed approval form.

### Allowable Expenditures

All reimbursements must meet state regulations (PPM 49). If there is a difference in eligible reimbursement amounts between the district and PPM 49, the lower amount will supersede the higher amount. For example, if the district amounts are lower than PPM 49, OSSCs need to abide by the district amounts.

- **Positive Behavior Support/PBS** – PBS items are not to exceed \$25 per item, and total PBS expenditures may not exceed 10% of each school’s budget under the district contract. Gift cards, gift certificates or other cash equivalents MAY NOT be purchased.

- **Materials and Supplies** – Approved costs incurred for supplies to carry out your initiatives.
- **Academic/Business and Industry/Campus Field Trips/Transportation** – Prior approval must be obtained for all field trips by completing a Field Trip Request Form, which includes a description of the event, attendees, purpose, deliverables and cost estimate. An expenditure pre-approval form **MUST** accompany the field trip request form.
- **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.

### Un-Allowable Expenditures

- **Non-LFOS/LA GEAR UP Purchases** – Purchases with LFOS/LA GEAR UP funds must be only for activities and services that benefit the LFOS/LA GEAR UP cohort. If schools/districts wish to purchase items, services, etc. for students in addition to the LFOS/LA GEAR UP cohort, or to be for entire school use, schools/districts must pay the percentage of costs related to the use of the items by students NOT in the LFOS/LA GEAR UP cohort.
- **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/LA GEAR UP coordinator.
- **Full Time Positions** – Funds provided through the district contract do not pay full time positions within a school or district. These funds may be used to supplement the pay received by the On-Site School Coordinator, tutors/mentors and other personnel by virtue of their employment at the school. Payment with funds received through the district contract must be approved by LFOS/LA GEAR UP.
- **Food Purchases (generally unallowable, with exceptions)** – LFOS/LA 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 \$4.50 per person)** are allowed if they are provided in conjunction with allowable meetings. Meals may be provided on out of town field trips or during single day travel where the trip takes students more than 3 hours away from the school. LFOS/LA 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](#)). **Events where food is served must have prior approval and must include a target list of attendees, a program or an agenda and sign-in sheets with all attendees.**
- Alcoholic beverages – Unallowable.
- Goods or services for personal use – Unallowable.
- Housing and personal living expenses – Unallowable.

- 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 Collaborative Agreement.

## 5. Data Collecting

OSSC will ensure that all student and teacher data necessary for annual reporting is collected to document student, parent and teacher data necessary for monthly reporting of activities and evaluation, including special data required for the Performance Report. The district coordinator must submit a report which documents activities that are implemented at all LFOS/LA GEAR UP schools. To comply with applicable regulations, LFOS/LA GEAR UP will periodically make data requests of schools.

Other data requests may concern professional development.

## 6. Building Awareness

OSSC will build and support widespread cohort participation and awareness of LFOS/LA GEAR UP initiatives and associated activities. In keeping with current networking trends, LFOS/LA GEAR UP has developed lines of communication through text messaging, Facebook and Twitter. OSSCs are required to fully utilize and support these online tools to publicize LFOS/LA GEAR UP initiatives and associated activities.

## 7. Scheduling

OSSC will work with LFOS/LA GEAR UP Regional Coordinator to schedule standard and/or special initiatives. Events should be scheduled at least 30 days in advance so they can be added to the LOSFA event/travel schedule and to allow adequate time for travel arrangements to be made. Additional information can be found in **Appendix 6**.

## 8. Facilitating Standard Initiatives (\*\*It is important to note that some activities are standard or REQUIRED for one grade level but are special or optional for other grade levels. Be sure to review the initiative descriptions for details.\*\*)

OSSC will work with the LFOS/LA GEAR UP Regional Coordinator to facilitate, plan, implement and connect LFOS/LA GEAR UP Standard Initiatives. Standard Initiatives are value-added initiatives across all LFOS/LA GEAR UP schools. Participation in each is mandatory. Standard Initiatives are listed below and explained in more detail in **Appendix 7 and Appendix 8**. The standard initiatives required for each grade level are as follows:

### 6<sup>th</sup> Grade (LA GEAR UP):

- 21<sup>st</sup> Century Certificates
- College Access Clubs
- Campus/Industry Visit (In-person).
- Cross-Curricular Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support
- Standardized Testing Support
- Academic/Campus/Business/Industry Field Trip
- See Appendices for all other required LA GEAR UP initiatives

**7<sup>th</sup> Grade (LA GEAR UP):**

- 21<sup>st</sup> Century Certificates
- College Access Clubs
- Campus/Industry Visit (In-person).
- Cross-Curricular Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- Tutoring/Academic Support
- Standardized Testing Support
- Academic/Campus/Business/Industry Field Trip
- See Appendices for all other required LA GEAR UP initiatives

**8<sup>th</sup> Grade:**

- 21<sup>st</sup> Century Certificates (Only required of LA GEAR UP schools with PRIORITY model in Sabine Parish and Renew Accelerated High School)
- Campus/Industry Visit (In-person).
- Cross-Curricular Lessons.
- Financial Literacy Workshop or Seminar.
- Positive Behavior Support Program.
- See Appendices for all other required LA GEAR UP initiatives

**9<sup>th</sup> Grade:**

- 21<sup>st</sup> Century Certificates (Only required of LA GEAR UP schools with PRIORITY model in Sabine Parish and Renew Accelerated High School)
- Campus/Industry Visit (Can be in-person or virtual).
- Cross-Curricular College Access Activities.
- TOPS/FAFSA/Financial Literacy Workshop or Seminar.
- See Appendices for all other required LA GEAR UP initiatives

**10<sup>th</sup> Grade:**

- 21<sup>st</sup> Century Certificates (Only required of LA GEAR UP schools with PRIORITY model in Sabine Parish and Renew Accelerated High School)
- 
- Campus/Industry Visit (Can be in-person or virtual).
- Cross-Curricular College Access Activities.
- TOPS/FAFSA/Financial Literacy Workshop or Seminar.
- See Appendices for all other required LA GEAR UP initiatives

**11<sup>th</sup> Grade:**

- 21<sup>st</sup> Century Certificates (Only required of LA GEAR UP schools with PRIORITY model in Sabine Parish and Renew Accelerated High School)
- Campus/Industry Visit (Can be in-person or virtual).
- Cross-Curricular College Access Activities.
- College Match and Fit Workshop.
- TOPS/FAFSA/Financial Literacy Workshop or Seminar.
- See Appendices for all other required LA GEAR UP initiatives

**12<sup>th</sup> Grade:**

- 21<sup>st</sup> Century Certificates (Only required of LA GEAR UP schools with PRIORITY model in Sabine Parish and Renew Accelerated High School)
- Campus/Industry Visit.
- College Acceptance/Award Recognition Day.
- Leadership/Transition Programming or Conference.
- College Match and Fit Workshop (College Kickoff Event).
- Louisiana College Application and Access Month (LCAAM).
- Signal Vine Text Messaging.
- TOPS Check/Retention Workshop.
- College Mentoring Sessions with Trailblazer Ambassador and LOSFA staff.
- FAFSA Completion Workshop/College Goal Sunday.
- FLY Tour (Financial Literacy for You).
- TOPS/FAFSA/Financial Literacy Workshop or Seminar.
- See Appendices for all other required LA GEAR UP initiatives

**9. Facilitating Special Initiatives (\*\*It is important to note that some activities are standard or REQUIRED for one grade level but are special or optional for other grade levels. Be sure to review the initiative descriptions for details.\*\*)**

OSSC will work with the LFOS/LA GEAR UP Regional Coordinator to facilitate, plan, implement and connect LFOS/LA GEAR UP Special Initiatives. Special Initiatives are LOSFA-funded school programs, projects and/or interventions. Special Initiatives are funded through LFOS/LA GEAR UP sub-grants, which are to be leveraged toward efforts that are either currently underway but underfunded or to efforts deemed essential to the success of the LFOS/LA GEAR UP cohort. During the 2016-2017 school year, LFOS/LA GEAR UP will provide modest funding to support special initiatives listed below to each school:

- ACT/SAT Prep Support (Pre-ACT can be allowed for 10<sup>th</sup> grade students with prior approval)/Standardized Testing Support.
- Pre-Advanced Placement and Advanced Placement/International Baccalaureate Support.
- CLEP/Dual Enrollment Support.
- ELA/Math Tutoring/Course Credit Recovery or Academic Support.
- Positive Behavior Support (PBS).

**10. Collect time & effort documentation for the purpose of documenting match requirements (LA GEAR UP).**

Matching funds are specific funds used to enhance and implement the goals of a project. Every year LA 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 LA GEAR UP receives, the USDE requires a dollar match of state, local, institutional, and private funds. LA GEAR UP must report matching funds totaling 3 million dollars every year on the Interim/Annual Performance Report (APR), which is due on or before April 15, 2017. Matching Funds can be reported in the form of 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 LA GEAR UP and are not used to match another federal program.

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

### **What does LA GEAR UP collect to account for Matching Funds?**

- Each district made a commitment to provide a match as noted on their **Partner Identification Form and Cost Share Worksheet**.
- Schools can indicate the type, source, and amount of matching funds or in-kind contributions their school receives for a particular activity on LA 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 LA GEAR UP sponsored projects or activities and are NOT compensated by LA 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, LA GEAR UP must report volunteer time that is linked with the students at LA GEAR UP schools.

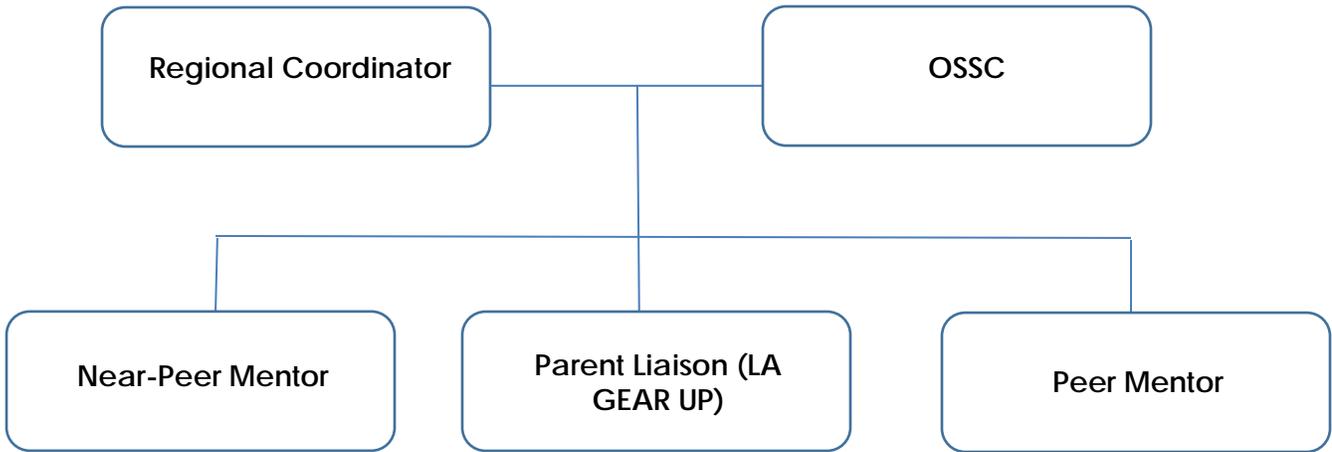
## APPENDICES

## Appendix 1: LOSFA Field Outreach Services Contact Listing

Regional Coordinators	Email Address	Office Phone	District Assignments
<b>Khristopher Hobbs</b>	khrisopher.hobbs@la.gov	225 219-9372	Algiers Charter, East Feliciana, Inspire NOLA, ReNEW, St. Helena, St. John the Baptist.
<b>Juterh Nmah</b>	juterh.nmah@la.gov	225 219-3115	Calcasieu, East Baton Rouge, Pointe Coupee.
<b>Kyleigh Quiroga</b>	kyleigh.quiroga@la.gov	225-219-9443	Red River, Sabine.
<b>Timenee Thomas</b>	timenee.thomas@la.gov	225 219-9409	Avoyelles, Iberia, Lincoln, Madison, Monroe City.

Staff	Title	Office Phone	Email
<b>Tireka Cobb</b>	Director of Field Outreach Services	225 219-0920	<a href="mailto:tireka.cobb@la.gov">tireka.cobb@la.gov</a>
<b>Charlie Lewis</b>	Regional Evaluator	225 219-2050	<a href="mailto:charlie.lewis@la.gov">charlie.lewis@la.gov</a>
<b>Kendra Williams</b>	Executive Assistant/Fiscal and Contracts Specialist	225 219-0921	<a href="mailto:kendra.williams@la.gov">kendra.williams@la.gov</a>
<b>Sabrina Johnson</b>	Data and Logistical Support Specialist	225 219-3221	sabrina.johnson2@la.gov
<b>Tiera LeBlanc</b>	Media Specialist	225-219-3579	<a href="mailto:tiera.leblanc@la.gov">tiera.leblanc@la.gov</a>
<b>Isabel Reyes</b>	Student Intern	N/A	<a href="mailto:isabel.reyes@la.gov">isabel.reyes@la.gov</a>
<b>Darius Spurlock</b>	Student Intern	N/A	<a href="mailto:darius.spurlock@la.gov">darius.spurlock@la.gov</a>

## Appendix 2: Roles and Responsibilities for Programmatic Implementation



### Regional Coordinator:

- 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 availability of near-peer mentor to assist with logistical support during events.
  - Ensure regular attendance and participation of peer mentor, including advertisement of events and collection and submission of deliverables from OSSC.

### Parent Liaison (LA GEAR UP)

- Shall work closely with Regional Coordinator, OSSCs, peer mentors, near-peer mentors and **most importantly LA 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.
- Other administrative duties to implement the LA GEAR UP program

### On-Site School Coordinator (OSSC):

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

### Near-Peer Mentor:

- Support College Access Club
- Ensure group/student reinforcement.
- Support social media advocacy with Media Specialist.
- Assist Regional Coordinator and OSSCs with logistical support including, but not limited to, sign-in/registration, exit evaluation, group reinforcement and document collection and submission.

### Peer Mentor (Trailblazer):

- Assist with the College Access Club
- Will be heavily responsible for preparation of event prior to implementation and assistance during.

- Shall be aware of forms and other documents students will need to participate in events.
  - Ensure that peers have signed-in prior to start of event, have received and completed Media Release and FERPA Forms as appropriate.
- Ensure proper approval for possession of media devices to support social media advocacy.

### Appendix 3: LFOS/LA GEAR UP Training/Professional Development

Participation in the LOSFA Field Outreach Services (LFOS/LA GEAR UP) Professional Development Training Workshop is a requirement for participation in the LFOS/LA GEAR UP Program for the 2016-2017 school year. OSSCs or a designee 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 SREB Go Alliance Academy.
- LOSFA Counselor Workshop.
- LOSFA Field Outreach Services Training.
- LA GEAR UP Training (as applicable)

LOSFA will provide these dates in advance so necessary arrangements can be made.

#### Professional Development/Training Sessions:

Training sessions will be held prior to the beginning of the school year and periodically throughout the year. The sessions will include, but is not limited to, the thorough review and demonstration of the following topics in the LFOS/LA GEAR UP On-Site School Coordinator Manual:

- Overview of LFOS/LA GEAR UP and Expectations.
- Roles and Responsibilities of OSSC and the District Office.
- Fiscal Processing Procedures.
- Standard Initiatives<sup>1</sup>.
- Special Initiatives.
- Review of Forms and Reporting Documents.
- Mentoring Referral Form.
- Signal Vine Text Messaging Sign-Up Sheets.

**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/LA GEAR UP in a timely manner.**

## Appendix 4: Forms and Reporting Documents

### **Activity Reports**

Activity reports should be completed electronically using Jotform & Egnyte, a web-based tool to collect data. Data collected will be used to facilitate LFOS/LA GEAR UP's completion of its Interim, Annual Performance Report (APR) and to evaluate school performance. Templates of activity reports are available on the LOSFA webpage.

### **Expenditure Pre-Approval**

Use this form to obtain LFOS/LA GEAR UP program approval for the purchase of program related materials as budgeted in each school's collaborative agreement and contract. Each form must be accompanied by a preliminary invoice or individually itemized list of expenses. Expenditure pre-approval forms must be submitted and approved prior to all purchases.

### **FERPA Consent Form (Required for 6<sup>th</sup>-12<sup>th</sup> 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 signed and written parent/guardian consent unless a specific exception is provided in FERPA. FERPA forms must be filled out 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 FERPAs will require a new form to be submitted.

### **Field Trip Approval**

Use this form, which requires specific details about time, place, students, budget, etc., to obtain approval to take the trip. Field trip approval forms must be submitted well in advance of the planned calendar date. In order to be reimbursed, field trips must have prior approval by appropriate LFOS/LA GEAR UP personnel.

### **Matching Funds (LA GEAR UP)**

Use this 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 LA 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.

### **Media Releases (Required for 6<sup>th</sup>-12<sup>th</sup> grades)**

Use this form to obtain permission/consent to publish creative works, information, pictures, audio and/or video for use on LFOS/LA GEAR UP web and social media sites and in print publications. Students who are under age 18 must have a parent complete the form; students who are 18 or older can complete the form themselves.

### ***Sign-In Sheet***

Use sign-in sheets to document attendance at every LFOS/LA GEAR UP activity (except for whole-school activities). Sign-in sheets must say LFOS/LA GEAR

### ***Time and Effort***

Use time and effort forms to report the time and effort of school personnel who donate or volunteer portions of their time to LA GEAR UP sponsored projects or activities as long as said personnel is NOT compensated by LA 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.

## FERPA CONSENT TO RELEASE MY CHILD'S EDUCATIONAL RECORDS

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: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_

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.

\_\_\_\_\_  
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 and older)

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: \_\_\_\_\_

School Name: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
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.

\_\_\_\_\_  
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 Office of Student Financial Assistance Field Outreach Services (LFOS/LA GEAR UP)  
2016-17**

**Media Consent Form for Minors**

I am the \_\_\_\_\_ of:  
(Insert Parent/Guardian)

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(First Name) (M.I.) (Last Name) (Date of Birth)

who participates in Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS/LA GEAR UP) administered program.

**CONSENT:**

By signing this form below, I give LOSFA consent to publish creative works/information/pictures/audio/video provided by my daughter/son or taken at LOSFA/LFOS/LA GEAR UP sponsored events on its Web sites, on the web pages of its social media sites (Facebook, YouTube, Twitter, Flickr), and in its print publications.

By signing the form below, I also consent to the publication of creative works, information, pictures/audio/video provided by my daughter/son or taken at LOSFA/LFOS/LA GEAR UP sponsored events in both editorial and/or promotional contexts in external publications/Web sites including, but not limited to, Louisiana NEXT (Guide To Life After High School)—a publication of Louisiana Business Inc. and its companion Web site, LaNEXT.com.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
Name) (Telephone Number) (PRINT Full

\_\_\_\_\_  
Address) (Grade Level) (Email

\_\_\_\_\_  
(School Name)

**Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS/LA GEAR UP)  
2016-17**

**Media Consent Form (18 and older)**

I am

\_\_\_\_\_  
(First Name) (M.I.) (Last Name) (Date of Birth)

and I participate in a Louisiana Office of Student Financial Assistance Field Outreach Services (LFOS/LA GEAR UP) administered program.

**CONSENT:**

By signing this form below, I give LOSFA consent to publish creative works/information/pictures/audio/video taken at LOSFA/LFOS/LA GEAR UP sponsored events on its Web sites, on the web pages of its social media sites (Facebook, YouTube, Twitter, Flickr), and in its print publications.

By signing the form below, I also consent to the publication of creative works, information, pictures/audio/video taken at LOSFA/LFOS/LA GEAR UP sponsored events in both editorial and/or promotional contexts in external publications/Web sites including, but not limited to, Louisiana NEXT (Guide To Life After High School)—a publication of Louisiana Business Inc. and its companion Web site, LaNEXT.com.

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(PRINT Full Name) (Telephone Number)

\_\_\_\_\_  
(Email Address) (Grade Level)

\_\_\_\_\_  
(School Name)

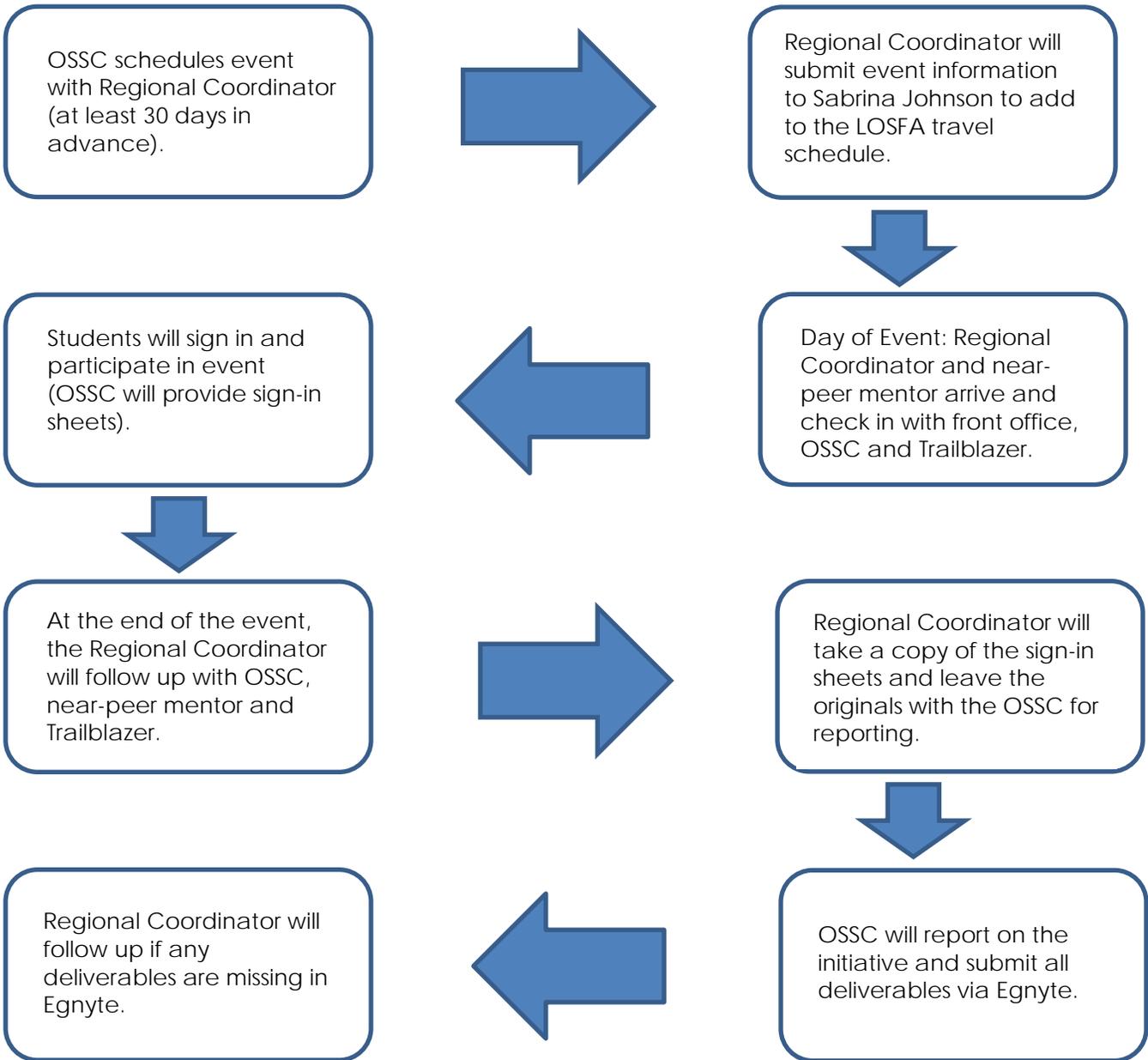
## Appendix 5: Egnyte

Egnyte is a cloud-based file-sharing system that will be used for submitting deliverables for all LFOS/LA GEAR UP initiatives. Each OSSC will use his or her own unique link to submit information via Egnyte. This is the **ONLY** approved method for submitting deliverables to LFOS/LA GEAR UP. The procedure is as follows:

- Users will sign-in to Egnyte using their direct links.
- Users will identify the appropriate school folder.
- Users will select the files for upload from their desktops. The documents can be dragged and dropped onto the Egnyte screen and can then be placed into the folder listed on the left side of the screen. Files up to 10 GB can be submitted in this manner.

Deliverables should be submitted in a timely manner after the initiatives have taken place and prior to the quarterly deadlines. If you have any questions about submitting deliverables via Egnyte, please contact your appropriate Regional Coordinator.

## Appendix 6: Event Scheduling





## LOSFA Event Request Form

Please fax form to 225-208-1597 or email [sabrina.johnson2@la.gov](mailto:sabrina.johnson2@la.gov) or [kendra.williams@la.gov](mailto:kendra.williams@la.gov) .

**Please provide dates with a 30-day notice to secure your event. Thanks!**

School/Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
(address where event will be held)

Contact Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Office Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Location of event: \_\_\_\_\_ Event Start Time: \_\_\_\_\_  
\_\_\_\_\_ Event End Time: \_\_\_\_\_  
(building & room where event will be held)

### **Event Date:**

Option 1: \_\_\_\_\_

Option 2: \_\_\_\_\_

Option 3: \_\_\_\_\_

### **Grade(s) of students participating:**

\_\_\_\_\_

### **Event Type: Please only check 1 box**

\_\_\_\_ TOPS Seminar (20-30 minutes)

\_\_\_\_ TOPS & FAFSA Seminar (30-40 minutes)

\_\_\_\_ FAFSA Seminar (15 minutes)

\_\_\_\_ START Seminar (30 minutes)

\_\_\_\_ General Financial Aid Seminar  
(50-60 minutes, includes TOPS)

\_\_\_\_ TOPS Checkup/Retention Workshop

\_\_\_\_ College Acceptance/Award Recognition Day

\_\_\_\_ Browse Session (no presentation, just a LOSFA representative at a table for Q&A)

\_\_\_\_ Other (please specify): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Cross-Curricular Activity

\_\_\_\_ College Match & Fit Workshop (Must be completed  
before LCAAM)

\_\_\_\_ LCAAM (Louisiana College Application & Access Month)

\_\_\_\_ FSA ID Completion Workshop (Must be completed  
before FAFSA Completion Workshop)

\_\_\_\_ FAFSA Completion Workshop

Presenter Requested: \_\_\_\_\_

Will your Trailblazer be at this event? (Y/N) \_\_\_\_\_

### **Attendee Breakdown**

Parents (Number anticipated): \_\_\_\_\_

Students (Number anticipated): \_\_\_\_\_

Are you inviting any other schools or organizations to participate? If yes, please list the schools/  
organizations and let us know where we fit in the program:

\_\_\_\_\_  
**Can your school provide equipment for a power point presentation? (Y/N) \_\_\_\_\_**

**Please check if you can provide:** \_\_\_\_\_ Laptop Computer \_\_\_\_\_ LCD projector

Notes/Special Requests: \_\_\_\_\_  
\_\_\_\_\_

## Appendix 7: Standard Initiative Info Sheets

**I. College/Career Access Support Initiatives**

- A. Academic/Campus/Industry Field Trips
- B. College Acceptance/Award Recognition Day
- C. Leadership/Transition Programming or Conference

## Academic/Campus/Industry Field Trips

**GRADE LEVELS:** 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grade campus/industry field trips may be in-person or virtual campus/industry field trips . 6<sup>th</sup>-8<sup>th</sup> and 12<sup>th</sup> grade must be in-person campus/industry visits. **Academic field trips are required for LA GEAR UP students.**

**FRAMEWORK:** LFOS/LA 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 university campus. Groups are required to meet with financial aid and admission representatives. Field trip approval and 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 both the financial aid and admissions offices and completion of a LFOS/LA 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:**

- Student/parent sign-in sheets.
- Field trip approval and expenditure form.
- Pre and post student surveys (as requested).
- Photos with captions of event.
- Student media release forms (as requested).
- Lesson planning documents according to curriculum.
- Agenda.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- LA GEAR UP schools (Required).

### **REPORTING TIMEFRAME:**

- Quarterly.

## College Acceptance/Award Recognition Day

**GRADE LEVEL:** 12<sup>th</sup> grade required, though inviting 6<sup>th</sup>-11<sup>th</sup> grade students to attend is highly encouraged.

**FRAMEWORK:** As a follow-up to Louisiana College Application and Access Month, students who have been accepted to a college will be formally recognized by LFOS/LA GEAR UP in existing school award ceremonies.

### **REQUIRED RESOURCES:**

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

**FACE TIME:** 45 minutes.

### **DELIVERABLES:**

- Data files listing student names and colleges to which students have been accepted.
- Award ceremony program.
- Photos with captions of event.
- Completed FERPA forms.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- LA GEAR UP Schools (Required).
- Statewide Service Schools (Optional).

### **REPORTING TIMEFRAME:**

- Quarterly.

## Leadership/Transition Programming or Conference

**GRADE LEVEL:** 12<sup>th</sup> grade required; 6-12<sup>th</sup> LA GEAR UP College Access Club officers and/or members required.

**FRAMEWORK:** LOSFA's Leadership/Transition Programming 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, schools, business/industry partner sites or other LFOS/LA 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.
  - Assist LOSFA staff as needed with distribution of promotional and informational items to students.

**FACE TIME:** 1-day conference (off-site).

### DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Registration forms and parental consent forms.
- Student media release forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

### REPORTING TIMEFRAME:

- Quarterly.

\*Intensive (including LFOS and LA GEAR UP) service budgets can be used to facilitate transportation, snacks, meals and sub-pay.

## **II. College/Career Counseling Advising Initiatives**

- A. College Match and Fit Workshops (College Kickoff Event for Seniors)
- B. Cross-Curricular College Access Activities
- C. Louisiana College Application and Access Month (LCAAM)
- D. Signal Vine Text Messaging
- E. Financial Aid/TOPS Check/Retention Workshop

## College Match and Fit Workshops (College Kickoff Event)

**GRADE LEVEL:** 11<sup>th</sup> and 12<sup>th</sup> grade required

**FRAMEWORK:** 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 Worksheets (for seniors).

**FACE TIME:** 45 minutes.

**DELIVERABLES:**

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).

**SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

**REPORTING TIMEFRAME:**

- Quarterly.

## Cross-Curricular College Access Activities

**GRADE LEVEL:** 6<sup>th</sup>-11<sup>th</sup> grades required.

**FRAMEWORK:** 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.

**FACE TIME:** 45 minutes.

**DELIVERABLES:**

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).

**SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

**REPORTING TIMEFRAME:**

- Quarterly.

## Louisiana College Application and Access Month (LCAAM)

**GRADE LEVEL:** 12<sup>th</sup> grade required.

**FRAMEWORK:** The purpose of this effort is to assist 12<sup>th</sup> 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.
- 5-Point Match Worksheets.
- 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 flyers, electronic communication, etc.

**FACE TIME:** 45 minutes.

### **DELIVERABLES:**

- Sign-in sheets.
- Number of college applications successfully completed prior to, during and after LCAAM event.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Completed FERPA forms.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

### **REPORTING TIMEFRAME:**

- Quarterly.

## Signal Vine Text Messaging

**GRADE LEVEL:** 12<sup>th</sup> grade required.

**FRAMEWORK:** 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.

High school seniors at intensive service schools may participate in the Signal Vine text messaging initiative. The LFOS/LA GEAR UP program has large percentages of students who have the potential to become first generation college attendees. These schools were selected based on the number of students receiving free and reduced lunches and historically low-rates of TOPS qualifiers. The text-messaging initiative is designed to give these 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. This initiative is entitled "Summer Melt." 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.*

Any high school senior who decides to participate in the text-messaging initiative after the College Match and Fit Workshop can complete the Signal Vine information sheet provided by the OSSC.

### **REQUIRED RESOURCES:**

- Cell Phone.

### **DELIVERABLES:**

- Signal Vine Text Messaging Sign-Up Sheet.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

## 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/LA GEAR UP, 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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Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

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School Name: \_\_\_\_\_ Student Name: \_\_\_\_\_

Cell Phone Number: (        ) \_\_\_\_\_ - \_\_\_\_\_

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## Financial Aid/TOPS Check/Retention Workshop (parents and students)

**GRADE LEVELS:** 12<sup>th</sup> grade required; 9<sup>th</sup>-11<sup>th</sup> grade (encouraged but not mandatory for TOPS Check Ups). 6<sup>th</sup>-12<sup>th</sup> grade LA GEAR UP programs are required to have a financial aid workshop for parents and students.

**FRAMEWORK:** The TOPS Check/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 institutions. Financial aid workshops provide information to students and families understand their postsecondary financing options.

### **REQUIRED RESOURCES:**

- Event site.
- Equipment, including A/V and materials for activities.
- Computer Lab/Access.

**FACE TIME:** 20-30 minutes.

### **DELIVERABLES:**

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Completed FERPA forms.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

### **REPORTING TIMEFRAME:**

- Quarterly.

### **III. Comprehensive Mentoring Initiatives**

- A. College Mentoring Sessions with Trailblazer Ambassador and LOSFA Staff
- B. Aspire to Inspire Mentoring/Coaching
- C. College Access Clubs

## College Mentoring Sessions with the Trailblazer Ambassador and LOSFA Staff

**GRADE LEVEL:** 12<sup>th</sup> grade required; 9<sup>th</sup>-11<sup>th</sup> grade optional.

**FRAMEWORK:** The College Mentoring Sessions allow 12<sup>th</sup> grade students to meet individually or in small groups with their school Trailblazer Ambassador and members of the LOSFA staff. Trailblazer Ambassadors are able to provide mentoring to their peers while members of the LOSFA staff are able to mentor in a more traditional manner (adult to students). Students are able to connect with and be surrounded by adults and peers who build and support their college-going aspirations.

### **REQUIRED RESOURCES:**

- Classroom.
- Trailblazer Ambassador.
  - Responsible for co-leading mentoring sessions with peers and LOSFA staff by researching and suggesting topics and implementing discussions and/or activities as appropriate.

**FACE TIME:** 45 minutes.

### **DELIVERABLES:**

- Sign-in sheets for location/field visits.
- Photos with captions of event.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools

### **REPORTING TIMEFRAME:**

- Semester/Quarterly/Final Report.

## Aspire to Inspire Mentoring/Coaching

**GRADE LEVEL:** 9<sup>th</sup>-12<sup>th</sup> grades optional (focus is on 12<sup>th</sup> grade students).

**FRAMEWORK:** LOSFA's *Aspire to Inspire* comprehensive mentoring program provides services to those students who are identified as needing additional guidance to reach their postsecondary goals. These students would benefit from an ongoing supportive relationship with the mentor wherein the mentor would meet regularly with the assigned students (mentees). Meetings may be on or off campus and either during or outside of the school day and with the parent(s)/guardian(s) permission. Typical issues addressed during mentoring meetings include academic, social, organization/life skill development and college and career guidance.

**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 with their high school diploma 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.

### Mentoring Programs may include:

- 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.
- Peer mentoring that connects caring youth with other adolescents.
- E-Mentoring that functions via email and the internet. The data will indicate whether mentoring is "in-person" or "virtual."

### **DELIVERABLES:**

- Sign in sheets for location/field visits.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional).
- LA GEAR UP Schools (Optional).

\*Please note that *Aspire to Inspire* mentoring is a separate initiative from the required college mentoring sessions with the Trailblazer Ambassador and LOSFA staff for seniors. Students are referred by someone at the school or district by emailing [Christopher.Hobbs@la.gov](mailto:Christopher.Hobbs@la.gov).

## College Access Clubs

**GRADE LEVEL:** 6<sup>th</sup>-12<sup>th</sup> grades required for LA GEAR UP students

**FRAMEWORK:** College Access Clubs are student-run organizations that provide peer leadership opportunities and extend the benefits of summer programs throughout the academic year. Explorers Clubs charge 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 morphed into Summer Bridge Programs to support students through the transition from high school to college, Explorers Clubs welcomed FOCUS Training, an interactive leadership development company specializing in team building and leadership development. All Clubs emphasize themes organized around the ABCS: Academics, Behavior & Leadership, College Preparation and Career Exploration, and Service to School and Community. As emerging school leaders, Explorers Club members have a dual responsibility to create and follow a personal Action Plan and support the postsecondary aspirations of other LA GEAR UP students at their school site.

The **Leadership Summit** is the highlight of the Explorers' Club and 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.

### **GOALS:**

1. To encourage our youth to successfully graduate from each grade in middle and high school 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 mentees 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.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional).
- LA GEAR UP schools (Required)

#### **IV. TOPS/FAFSA/Financial Literacy Workshops**

- A. FAFSA Completion Workshop/College Goal Sunday
- B. FLY Tour (Financial Literacy for You)
- C. TOPS/FAFSA/Financial Literacy Workshops

## FAFSA Completion Workshop/College Goal Sunday

**GRADE LEVEL:** 12th grade required.

**FRAMEWORK:** LOSFA will offer support to participating high schools in their efforts to attend College Goal Sunday through transportation assistance. OSSCs should promote the financial aid event 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:**

- Transportation to and from the event.
- Trailblazer Ambassador.
  - Required to sign-up and attend at least one College Goal Sunday event.
  - Responsible for manning sign-in/registration, ensuring availability of informational material and distributing and collecting surveys.

**FACE TIME:** 30-45 minutes.

### **DELIVERABLES:**

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR Up Schools

### **REPORTING TIMEFRAME:**

- Quarterly.

## FLY Tour (Financial Literacy for You)

**GRADE LEVEL:** 12<sup>th</sup> grade required. 6<sup>th</sup> through 12<sup>th</sup> grade in LA GEAR UP schools encouraged to attend.

**FRAMEWORK:** 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 is a two-week long event that will take place on various college campuses in the spring semester of the academic year.

### REQUIRED RESOURCES:

- Travel to postsecondary institution site.
- Equipment, including A/V, props and college paraphernalia.
- Trailblazer Ambassador.
  - Promote FLY Tour beginning in the Spring semester via flyers, 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.

**FACE TIME:** 4 hours (off-site).

### DELIVERABLES:

- Sign-in sheets.
- Photos with captions of event.
- Pre and post surveys (as requested).
- Registration form.
- Student media release forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP Schools (Required).

### REPORTING TIMEFRAME:

- Quarterly.

\*Intensive (including LFOS and LA GEAR UP) service budgets can be used to facilitate transportation, snacks, meals and sub-pay.

## TOPS/FAFSA/Financial Literacy Workshops

**GRADE LEVEL:** 6<sup>th</sup>-12<sup>th</sup> grades required (as applicable, each grade level should have a separate workshop as different information should be emphasized for each grade).

**FRAMEWORK:** 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, the Chafee Educational Training Voucher Program and the John R. Justice Student Loan Repayment Program. Federal aid programs include the Pell Grant, the Federal Work Study Program, the Federal Supplemental Educational Opportunity Grant (FSEOG) and Stafford Loans (subsidized, unsubsidized and parent PLUS loans). Representatives can also help students and parents interpret Student Aid Reports (12<sup>th</sup> grade) and answer questions about student award letters and the FAFSA verification process.

### **REQUIRED RESOURCES:**

- Computer Lab or Classroom.
- 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.

**FACE TIME:** 45 minutes.

### **DELIVERABLES:**

- Sign in sheets for attendees.
- Photos with captions of event.
- Pre and post surveys (as requested).

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Required).
- Statewide Service Schools (Optional).
- LA GEAR UP (Required).

### **REPORTING TIMEFRAME:**

- Quarterly.

**Appendix 8: Special Initiative Info Sheets (College/Career Access Support Initiatives)**

## ACT/SAT Prep/Standardized Testing Support

**FRAMEWORK:** LFOS/LA GEAR UP will reimburse schools/districts for school site licenses for ACT/SAT's online prep tool, ACT/SAT professional development for teachers, ACT/SAT prep materials and test fees as allowable expenses under school/district contracts. LFOS/LA GEAR UP can also support SAT testing and preparation with prior approval. Pre-ACT is allowable for 10<sup>th</sup> grade students with prior approval. Prep for other standardized tests required by the Louisiana Department of Education prep **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

### 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/SAT Test or Standardized Test scores prior to and after ACT prep intervention.
- Completed FERPA forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Optional).

### REPORTING TIMEFRAME:

- Semester/Quarterly/Final Report.

### MORE INFORMATION:

[ACT.org](http://ACT.org)

Schools may qualify for discount pricing on site licenses for ACT Online Prep. Most schools can acquire a site license for \$510. For more information regarding purchasing, contact:

Wesley Gentry  
Account Manager, Client Relations  
500 ACT Drive, Mini Zip 11  
Iowa City, IA 52243-0168  
Cell: 319-331-5727

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

**FRAMEWORK:** LFOS/LA 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 2016-17. Funds must be strategically applied in support of the graduating class of 2017. Alternatively, LFOS/LA 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.
- End-of- Pre-AP/IB and/or AP/IB course grades.
- Student demographics (gender, grade level, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional).

### **REPORTING TIMEFRAME:**

- Semester/Quarterly/Final Report.

## Dual Enrollment/CLEP Support

**FRAMEWORK:** LFOS/LA GEAR UP will offer support to members of the graduating class of 2017 by covering tuition, fees and costs for specific materials and supplies associated with dual enrollment coursework. Through collaboration with LFOS/LA 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, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Optional).

### REPORTING TIMEFRAME:

- Semester.

## ELA/Math Tutoring/Course Credit Recovery or Other Academic Support/Tutoring

**FRAMEWORK:** LFOS/LA 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 may be designed to help students attain grade-level proficiency in basic skills and, as appropriate, learn more advanced skills, assist students with homework assignments, provide credit recovery and/or instruction and foster good study habits. **Special Initiative funding is intended to expand programs; supplanting local and federal dollars is prohibited.**

### 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, race/ethnicity) merged with course grade data file.
- Completed FERPA forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Optional).

### REPORTING TIMEFRAME:

- Semester.

## Positive Behavior Support (PBS)- Prevention

**FRAMEWORK:** LFOS/LA GEAR UP will offer support for PBS programs in participating schools. Such programs are limited to support for PBS incentives valued at \$25 or less per unit. Such incentives must be a part of a structured PBS 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 PBS intervention (as applicable).
- Number of students receiving in-school suspension prior to and after PBS intervention (as applicable).
- Number of students expelled prior to and after PBS intervention (as applicable).
- Rate of attendance prior to and after PBS intervention (as applicable).
- Digital photo and caption of PBS awards ceremony or related activity.
- Completed FERPA forms.

### SCHOOL PARTICIPATION:

- Intensive Service Schools (Optional).
- LA GEAR UP Schools (Optional).

### REPORTING TIMEFRAME:

- Semester.

## Positive Behavior Support (PBS)- Rewards

**FRAMEWORK:** LFOS/LA GEAR UP will offer support for PBS programs in participating schools. Such programs are limited to support for PBS incentives valued at \$25 or less per unit. Such incentives must be a part of a structured PBS 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.

### **DELIVERABLES:**

- Digital photo and caption of activity (as applicable).
- Sign-in sheet (as applicable).
- If PBS is tied to another initiative, the deliverables for that initiative will supersede the PBS deliverables and should be submitted instead (as applicable).
- Completed FERPA forms (as applicable).

### **SCHOOL PARTICIPATION:**

- Intensive Service Schools (Optional).

### **REPORTING TIMEFRAME:**

- Semester.

## Appendix 9: Business/Industry Component

**FRAMEWORK:** Beginning with the 2016-2017 academic year, LOSFA will be offering additional support to successful applicants who have established partnerships with local businesses or industries. These partnerships will be a valuable resource for students, schools, businesses, industries and local communities. In order to be eligible for funding, applicants needed to meet the following criteria:

- Demonstrate the adequacy of support by submitting a business/industry Letter of Commitment to the school/district, including the business/industry plans to support the school and students in the college and career readiness project.
- Identify how students who will participate in the program will be matched to the business/industry project using match and fit strategies, such as the LOSFA 5-Point Match.
- Identify specific and measurable program goals and objectives, including who will monitor the goals and objectives at the school/district and business/industry.
- Demonstrate the inclusion of experiential activities that students will have with business/industry, including but not limited to: job-shadowing, career mentoring, facility tours, project-based learning projects, and a culminating project which provides real-time and real-world experiences, etc.
- Demonstrate how a school/district, jointly with business/industry, clearly identifies strategies that exposes participating students to postsecondary institutions that offer training/education to pursue a career in the field offered by the business/industry partner.

Schools who are not participating in the Business/Industry component have the opportunity to build relationships with local businesses and industries by corresponding with organizations and scheduling visits. Students can then learn about any potential internships, job-shadowing opportunities and have their questions answered. LFOS/LA GEAR UP funds can be used to pay for the transportation costs for these visits. OSSCs should complete the Field Trip and Expenditure Pre-Approval processes.

### **REQUIRED RESOURCES:**

- 5-Point Match Worksheets.

### **DELIVERABLES:**

- List of students participating in initiative.
- Sign-in sheets.
- Photos with captions.
- Completed FERPA forms.

### **REPORTING TIMEFRAME:**

- Semester.

## Appendix 10: LOSFA's 5-Point Match Worksheets



Louisiana Office of Student Financial Assistance

### LOSFA's 5-Point Match Worksheet (Postsecondary)

**Student Name:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

**Top 3 Colleges:**

1. \_\_\_\_\_ Minimum GPA Requirement: \_\_\_\_\_ Minimum ACT: \_\_\_\_\_

2. \_\_\_\_\_ Minimum GPA Requirement: \_\_\_\_\_ Minimum ACT: \_\_\_\_\_

3. \_\_\_\_\_ Minimum GPA Requirement: \_\_\_\_\_ Minimum ACT: \_\_\_\_\_

**Aptitude, Skills, Interest Match:**

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:**

Cumulative GPA: \_\_\_\_\_

TOPS GPA: \_\_\_\_\_

ACT Composite: \_\_\_\_\_

English Subscore: \_\_\_\_\_

Math Subscore: \_\_\_\_\_

ACT Plan Score: \_\_\_\_\_

English Section: \_\_\_\_\_

Math Section: \_\_\_\_\_

ACT WorkKeys Score: \_\_\_\_\_

Aspire Score (if applicable): \_\_\_\_\_

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: \_\_\_\_\_

G. TOPS Estimate: \_\_\_\_\_

B. Out of State Fee: \_\_\_\_\_

C. Room and Board: \_\_\_\_\_

H. Pell Estimate: \_\_\_\_\_

D. Books/Supplies: \_\_\_\_\_

I. Scholarships: \_\_\_\_\_

E. Miscellaneous: \_\_\_\_\_

F. Cost of Attendance: \_\_\_\_\_  
(Add A-F)

J. Remaining Cost: \_\_\_\_\_  
(G+H+I-F)

Helpful Resources: LOSFA, FAFSA4caster, My Life, My Way.

\*The cost of attendance can be found on the college's website, and each college has a cost calculator on its website. Please note that all financial aid amounts are estimates. Students will not know the exact amount of

federal aid that they qualify for until a FAFSA has been completed, received and processed by the school. Students will officially be awarded TOPS beginning in June after high school graduation.

**Social/Emotional Match:**

The Campus:

2-Year or 4-Year Institution: \_\_\_\_\_

Type of School (Technical, CC, University): \_\_\_\_\_

Number of Students: \_\_\_\_\_

Average Class Size: \_\_\_\_\_

Distance from Home: \_\_\_\_\_

Helpful Resources: Shmoop.

**Retention Match:**

Number of graduates per year: \_\_\_\_\_

Retention rate after freshman year: \_\_\_\_\_

Is this college/university accredited? \_\_\_\_\_

    Is my major accredited? \_\_\_\_\_

Graduation rate for my major: \_\_\_\_\_

Passing rate of board examinations:  
(i.e., nursing, cosmetology) \_\_\_\_\_

Graduate employment rates: \_\_\_\_\_

Average income of recent graduates: \_\_\_\_\_

Helpful Resources: College Scorecard.

\*Information on the retention match can be found by contacting the college directly. The Admissions Office, Enrollment Management Office and Career Services Offices should be able to assist.



[Louisiana Office of Student Financial Assistance](#)

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

**Student Name:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

#### **Aptitude, Skills, Interest Match:**

Top 3 Career Choices:

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:**

Are you on target to meet graduation requirements? \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

TOPS GPA: \_\_\_\_\_

ACT Composite: \_\_\_\_\_

English Subscore: \_\_\_\_\_

Math Subscore: \_\_\_\_\_

ACT Plan Score: \_\_\_\_\_

English Section: \_\_\_\_\_

Math Section: \_\_\_\_\_

ACT WorkKeys Score: \_\_\_\_\_

Aspire Score (if applicable): \_\_\_\_\_

Helpful Resources: ACT Profile, LOSFA.

**Cost of Living Match:**

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:**

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.



Louisiana Office of Student Financial Assistance

### LOSFA's 5-Point Match Worksheet (Military)

**Student Name:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Coordinator Name:** \_\_\_\_\_

#### **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:**

Are you on target to meet graduation requirements? \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_

TOPS GPA: \_\_\_\_\_

ACT Composite: \_\_\_\_\_

English Subscore: \_\_\_\_\_

Math Subscore: \_\_\_\_\_

ACT Plan Score: \_\_\_\_\_

English Section: \_\_\_\_\_

Math Section: \_\_\_\_\_

ACT WorkKeys Score: \_\_\_\_\_

Aspire Score (if applicable): \_\_\_\_\_

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:**

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.

## Appendix 11: Glossary

**Deliverables**—Specific data and/or documents required for each special initiative upon completion. Deliverables are either reported quarterly or included in the *LFOS/LA GEAR UP sub-grant* final report when submitted on **May 29, 2017**, which depends on the duration/timeframe of the implemented initiative. Student test scores/grades must be received from a report that is generated by a reporting system.

**Face Time**—The amount of time students are engaged in the initiative.

**Framework**—A description of the initiative, which can include purpose, targets and other initiative implementation information.

**Goal/Acceptable Outcomes**—Specific and measurable results that schools are trying to achieve by implementing the special initiative(s).

**Objectives**—Aligned closely with the LFOS/LA GEAR UP mission to increase the number of low-income students who attend and succeed at postsecondary education; state objectives inform each funded special initiative.

**Reform Target**—School programmatic areas that require specific improvement to be targeted by LFOS/LA GEAR UP *sub-grant* funds.

**Reporting Timeframe**—Time the deliverables and supporting documentation should be transmitted to the LFOS/LA GEAR UP office.

**Special Initiative**— Competitively-funded school programs, projects and/or interventions funded on a school-by-school basis and aligned with the LFOS/LA GEAR UP mission to increase the number of low-income students who attend and succeed at postsecondary education.

**Standard Initiatives**—Value-added LFOS/LA GEAR UP initiatives that come at no cost to schools; they are standard across LFOS/LA GEAR UP.

**Appendix 12: Time/Effort and Matching Form**

**LA GEAR UP Individual Time/Effort and Matching Form**

As mandated by the U.S. Department of Education, LA GEAR UP must report volunteer time that is linked with the applicable LA GEAR UP cohort at LA 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 LA GEAR UP cohort. If necessary, additional duties may be added. **Individuals should use this form only if they are not compensated with LA 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 LA GEAR UP cohort students.*

Time/Effort Description:	Time (Hrs.)
<b>Administrative Duties</b>	
<b>Meeting Duties</b>	

<b>Audit</b>	
<b>TOTAL TIME/EFFORT</b>	

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 LA GEAR UP program.

Staff Member's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Appendix 13: Data Report Form

Populate the following table with 2016-2017 data.

<b>Number of Teachers teaching LA GEAR UP Student Cohort of 6<sup>th</sup> and 7<sup>th</sup> graders (or 6<sup>th</sup> through 12<sup>th</sup> grade for Priority Schools)</b>	
--	--

<b>Current Grade Level for AY 16-17</b>	<b>Number of Students Enrolled in Advanced Mathematics Courses</b>	<b>Number of Students Enrolled in Advanced English/Language Arts Courses</b>
<b>(Insert Grade Here)</b>		

<b>Current Grade Level for AY 16-17</b>	<b>Number of Students Taking PSAT or PLAN</b>	<b>Number of Students Taking the ACT or SAT</b>
<b>(Insert Grade Here)</b>		

<b>Current Grade Level for AY 16-17</b>	<b>Number of Students with 5 or More Unexcused Absences during the First 2 Quarters or 1st Semester of the School Year</b>
<b>(Insert Grade Here)</b>	

<b>Current Grade Level for AY 16-17</b>	<b>Number of Students Performing at or above Grade Level in English/Language Arts</b>	<b>Number of Students Performing at or above Grade Level in Mathematics</b>
<b>(Insert Grade Here)</b>		

**DATA REPORT FORM (Continued)**

For the table below, please enter data for the students who were enrolled in 6<sup>th</sup> and/or 7<sup>th</sup> (or As Applicable Grade for Priority Model Schools) during AY 16-17.

	<b>7<sup>th</sup> Grade</b>	<b>(As applicable, Enter other grades for priority model schools. Use one column per grade.)</b>	<b>TOTAL</b>
# of students in AY 16-17			
# of students who completed Pre-Algebra by the end of the 7 <sup>th</sup> grade			
# of students who completed Pre-Algebra by the end of 8 <sup>th</sup> grade (would include those who completed Pre-Algebra by the end of earlier grades as well)			
# of students who completed Algebra I by the end of the 8 <sup>th</sup> grade			
# of students who completed Algebra I by the end of the 9 <sup>th</sup> grade (would include those who completed Algebra I by the end of earlier grades as well)			
# of students who completed Algebra II			
# of students who completed Geometry			
# of students who completed any mathematics course above Geometry			
# of students who completed Calculus			
# of students who completed Chemistry			
# of students who completed Physics			
<b>TOTAL</b>			

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A Program of the Board of Regents  
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