NEW INFORMATION:

- QCM Attendance Invites
- How To Handle GY06 Overspend
- Final GY06 Packets
- Online Services - Invoicing for Licensing

- MasteryPrep Online Access (SNAP)
- Virtual Service Usage Data Collection

REMINDERS:

- GY07 PowerSchool Data Files Due
- Marketing & Communication Files

QCM Attendance Invites

The final kick-off QCM is scheduled for **Tuesday, September 29th from 9am-3pm**. This meeting is specifically designed with Coordinators, Finance Officers, and Directors in mind. All are invited to attend the whole session; however, we understand that it is a busy time, and it may not be possible. To help you plan accordingly, the following are what we suggest as the most important sessions for each group:

*Finance Officers*: 11:30am-12:30pm

*Directors*: 10:00am-11:00am, 1:00pm-2:30pm

*Coordinators*: ALL

Click here to view the draft agenda for the meeting.
How To Handle GY06 Overspend

If at GY06 closeout you find that your county has overspent their GY06 contractual amount, the GEAR UP Finance team will take the overspend out of your GY07 budget. For example, if you overspent GY06 by $1,000, then your GY07 beginning budget will reflect a $1,000 deduction. Please feel free to contact a member of the App State GEAR UP Finance team to discuss further. Please note that an overspend will not be allowable at the end of GY07.

Final GY06 Packets Due October 31, 2020

Similarly to how we handled the close out of GY05, final GY06 reimbursement and match packets will be due October 31st. Any packets that can be submitted prior to this deadline will be a great help to the finance team to transition the grant year efficiently. Your help in responding to packet questions is greatly appreciated during this time as the finance team works to close out GY06 and prepare for our annual audit. Looking further ahead, we will be back on our regular submission schedule for the month of November which means GY07 October packets are due on November 15th.

Please contact App State GEAR UP Finance team if you have any questions.

Online Services - Invoicing for Licensing

With online services now in high demand due to the nature of our remote work, we want to make sure we are remaining compliant with every purchase. In order to ensure this happens, any online services license purchased for the whole high school will need to be apportioned by student numbers (as a percentage), whether the service is for the student or for the teacher, as we cannot serve the 9th grade. Also, any service license that is charged as a per-participant rate (e.g. cost is billed per student) will need to be apportioned exactly to the user (the roster count will need to match the user count).

Please, if you have any questions or would like to talk in more detail regarding this update, contact Amanda Whittington (whittingtonar@appstate.edu).

MasteryPrep Online Access (SNAP)

All of our districts have access to Masteryprep Online ACT prep services called SNAP (Previously Acrobatiq). We are in the process of setting up student accounts for the year and need some items from you. If you have not been in contact with Ally Bombet (allyson.Bombet@masteryprep.com) to set up your online accounts, please send her an email ASAP so she can get your students set up for the upcoming year.

Let Jonathan Carpenter (carpenterjd@appstate.edu) know if you have any questions!
Virtual Service Usage Data Collections

At the 8/26 Virtual Meeting, we discussed some of the virtual service platforms that a lot of districts are signing up for to address obstacles posed by COVID-19 and how to get that data into Lyceum. As a part of your interactions with the service providers to get set up, you should consider how you will be able to pull usage data out in order for it to be loaded into Lyceum. Bethany Hill, our Data Management Specialist, is happy to be a part of these conversations, help with data loads where needed, and has provided the document below as a guide on how to get the data that is required.

GET THAT DATA!

Several districts are signing up for new virtual service platforms to address obstacles presented by COVID-19. These services are so necessary in the current landscape of education and we’re all excited about the possibilities for the students we serve!

As a part of your interactions with the service providers to get set up, you should consider how you will be able to pull usage data out in order for it to be loaded into Lyceum. In order to create service event entries or perform a bulk load in Lyceum, several pieces of information are needed—these needs should be discussed with the provider (with your friendly data manager cc’d to make sure some of the case-by-case considerations below are covered) Take a look below at what you should ask for:

A way to identify the participant.

For professionals, this would have to be their name and school.
For students, this could be:
1. Their student ID.
2. Their first and last name with another identifying piece of information such as birthday, grade, school.

A way to identify the subtype.

On a case-by-case basis, some services may have obvious subtypes and some may need to be explicitly stated in the data. If the service is subject-related (like a math software platform) we would automatically know it’s the subtype “Mathematics”, but if the platform supports multiple subjects, we would need to know for each session which subtype was used.

A way to identify or create a service date.

Again, on a case-by-case basis, the date may be intrinsically related to the service. In other cases, it would need to be explicitly stated or constructed. When this is not available, we can often choose a date to put all of the services on. For example, for a weekly service, we could make the date be every Friday.

A way to identify a duration.

This is also case-by-case. For a texting service, we know that each text is 1 minute, so duration data would not be important. But for a tutoring service, we would need to know the length of the tutoring session.

Be sure to discuss data schedules with the provider as well! Typically, a quarterly schedule works well:

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<tr>
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<th>Dates</th>
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<tbody>
<tr>
<td>12/16 – 3/15</td>
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<td>6/16 – 9/15</td>
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<td>9/16 – 12/15</td>
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As always, if you have any questions, please contact Bethany Hill (hillbg@appstate.edu)
Reminder: GY07 PowerSchool Data Files Due Friday September 4, 2020

This is a reminder that we will need each of the districts to run their first demographic, academic, and attendance data files for the new grant year (GY07), and submit them to us via Filelocker no later than Friday, September 4, 2020. This is important as we need to have the Lyceum database close out the summer and start recording data for our new grant year with a clean list of students.

Each district should have received an email reminder on Monday, August 31st from Tongai. This email shares a new 2020-2021 Filelocker link to use when sharing your data. If you have any questions please contact Tongai at maodzwatl@appstate.edu.

Thank you so much for your help with this.

Marketing & Communications Files
Do you need anything in our GEAR UP Resource Folder personalized? Do you want us to create something similar in your district? We can tweak any resource to fit the needs of your district, and we encourage you to brainstorm any ideas of how our resources can serve your needs! Districts may use any of the resources from this folder at any time. If a district wants to make any edits to an existing item in the folder, they will need to complete the Resource Request form. We will continually add items to this folder, so be sure to check back often. If you would like App State to print a resource in the folder, please allow 30 days for printing and delivery of the materials. Contact Elyssee Gibson (gibsonse@appstate.edu) with any questions.

We are actively working to create additional 7th year programming materials to add to the folder.

Have Suggestions?
We love to hear your ideas! Do you have suggestions that will help us improve? At any time, please provide your feedback by clicking the button on the left. Thanks for taking the time to help us continuously grow and improve.