

CWU GEAR UP Partnership

Teacher Effort Report Document

Teacher Name: _____
Month: _____
School: _____
School District: _____

Total hours devoted to GEAR UP objectives and activities for which you were not compensated (from table): _____

I certify that the above time is a good faith estimate that accurately reflects the hours devoted to GEAR UP objectives and activities this reporting period. I was not compensated for this time from my school district, GEAR UP, or any other Federal funds.

Teacher Signature

Date

GEAR UP Goal:

To increase significantly the number of students prepared to enter and succeed in postsecondary education.

OBJECTIVE 1:

Improve and accelerate the academic achievement of GEAR UP *students*.

OBJECTIVE 2:

Students, teachers and *parents* will have higher expectations for students' postsecondary attendance, and will know the associated costs, financial aid, programs and admission requirements of various types of postsecondary institutions.

OBJECTIVE 3:

Teachers will 1) have enhanced skills to help students improve and accelerate learning and 2) actively support the preparation of GEAR UP students for postsecondary opportunities.

Please check the activities that contributed to your GEAR UP time above and were unpaid:

- ❑ Prepared for **GEAR UP sponsored classes or strategies** (Leadership, Math, Chimposium, Language Diversity, E-Portfolio, Keyboarding, Accelerated Math, Lightspan, Plato, etc.).
- ❑ Prepared for classes that emphasize **academic rigor**, academic preparedness, critical thinking skills, career exploration, or importance of study habits.
- ❑ Prepared for classes or provided assistance to **underachieving students** to raise their level of achievement.
- ❑ Prepared for classes to help students get ready for postsecondary education (Community College, University, Technology Schools, Vocational Training)
- ❑ **GEAR UP Sponsored Events**: Prepared for and/or participated in any GEAR UP sponsored event, program or activity. **Examples**: Family Math Night, field trips, parent meetings, etc.
- ❑ **Activities related to GEAR UP goals**: Prepared for and/or participated in activities directly related to program goals. **Examples**: Parent conferences, tutoring or mentoring students, testing preparation, after school programs, etc.
- ❑ Professional development for which you are not compensated.

Note: This record will be kept on file at CWU and serve as program verification for your work on GEAR UP for the reporting period.

Teacher Effort Report Table

The following table is to document time (mornings, evenings, weekends and unpaid lunch hours) devoted to GEAR UP when you are not paid by any source. At the end of the reporting period, please transfer your total hours to the front page, then sign and submit to your GEAR UP Site Director at the end of each month.

Preparation and Participation Time

Reporting Period	Hours
Week 1	
Week 2	
Week 3	
Week 4	
Week 4+	
Total:	

Optional Worksheet (in lieu of notations in plan book) for documenting hours

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4							
Week 4+							