

# EVENT TRACKING SHEET

## TRANSITION AND FIRST YEAR PROGRAM

INSTITUTION: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ TIME ENGAGED: \_\_\_\_\_

DELIVERY CATEGORY: ☐ in-person ☐ email ☐ phone ☐ text ☐ web conf-live ☐ web conf-recorded

STUDENT NAME	STUDENT ID	# OF PARENTS/LEGAL GUARDIANS PRESENT		
1. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
2. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
3. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
4. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
5. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
6. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
7. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
8. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
9. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
10. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
11. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
12. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
13. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
14. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more
15. _____	_____	<input type="radio"/> 0	<input type="radio"/> 1	<input type="radio"/> 2 or more

First year transition services, and student and parent participation must be tracked monthly. Reports are due by the 15th of the following month. All reports should be submitted to the Coordinator of Transition and First-Year Programs at the West Virginia Higher Education Policy Commission. Submission of Monthly reports are required to be submitted on approved WV GEAR UP Transition and First-Year Program reporting forms. **\*Note: Please only include phone calls, texts and emails for which you had a two-way communication with the student/parent (for example a response to your email or a response to your text message).**