

# MENTORING TRACKING SHEET

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

REPORTING STAFF MEMBER: \_\_\_\_\_

First-Year Transition services must be tracked monthly and reported 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.

STUDENT NAME	STUDENT ID	DATE	TIME ENGAGED	DELIVERY TYPE (circle one delivery type for each student)
1. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
2. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
3. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
4. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
5. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
6. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
7. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
8. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
9. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded
10. _____	_____	_____	_____	In-person Email Phone Text Web Conf -live Web Conf -recorded

\*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).