

SERVICE 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	ACTIVITY TYPE/DELIVERY TYPE
For each activity*, please check the activity type and circle the delivery type.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
1.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
2.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
3.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
4.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
5.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
6.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
7.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
8.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
9.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> Web Conf - recorded
10.				<input type="radio"/> Academic Advising <input type="radio"/> Financial Aid <input type="radio"/> Counseling <input type="radio"/> Other <input type="checkbox"/> In-person <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> Web Conf - live <input type="checkbox"/> 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).