

EVENT TRACKING SHEET

TRANSITION AND FIRST YEAR PROGRAM

INSTITUTION: _____ DATE: _____

EVENT NAME: _____

START TIME: _____ 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).**