

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	START TIME	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).