

# SERVICE TRACKING SHEET

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

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

For each activity, please check the activity type and circle the delivery type.

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	ACTIVITY TYPE AND DELIVERY TYPE
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)