

WA State GEAR UP Ineligible Student Verification Instructions & Form



Ineligible Student Verification Instructions	
Q. Who is a GEAR UP Student?	A. Any student enrolled in a WSAC GEAR UP partner school district and: <ul style="list-style-type: none"> • In 7th through 12 grade and • A graduate of the same school district through the first year following high school graduation.
Q. What would qualify a student as “ineligible” for GEAR UP services?	A. Schools are encouraged to serve all students in the district regardless of their attendance or course enrollment status. However, we understand that there are times when students are enrolled but do not attend. Reasons for this might be: <ul style="list-style-type: none"> • Staff cannot access them or their families to offer services. • Student is not available regularly. • They receive career and college readiness resources through another program. • If you have enrolled students on the GEAR UP roster in the portal but opt not to serve for one of the above reasons, WSAC must be notified of the decision.
Q. Can we serve students in alternative programs?	A. Schools may serve students who are in alternative programs, homeschooled, or similarly may not be in attendance on the school campus but are enrolled in the district. This may include distributing materials and information to them via electronic or postal mail and inviting them to family events or other campus events such as career/college fairs, guest speakers, and field trips.
Q. What is the required documentation for reporting ineligible GEAR UP students?	A. GEAR UP Advisors will complete the “GEAR UP Non-Eligible Student Form” and submit it quarterly. The form must include the reason the student is not being served. WSAC staff will review all forms, and WSAC will approve or deny students' eligibility.
Q. What are the due dates for this verification reporting?	A. The due dates are: <ul style="list-style-type: none"> • October 15: Submit a complete roster of ALL students who will not be served. • January 15: Submit a roster of new students who will not be served since October 15. • March 15: Submit a roster of new students who will not be served since January 15. • June 15: Submit a roster of new students who will not be served since March 15.
<i>All information submitted to WSAC will be kept confidential and used for service eligibility determination only.</i>	

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Due Dates: October 15, January 15, March 15, June 15

Complete the table below for any students not served by GEAR UP. WSAC approval is required not to serve students, and the form will be reviewed within 10 days of receipt.
Submit the form to the school's Box Account.

School Name:

Date of Report:

Proposed Students Not Served By GEAR UP

Last Name	First Name	SSID	Grade Level	Last Date Enrolled in School	Reason for Not Serving
Approved by WSAC:			Date:		

Associate Director