



# Priority Model Information Guide

## MODEL OVERVIEW

The priority model involves direct service to designated students who meet one or more criteria:

- qualify for free or reduced priced meals,
- receive Temporary Assistance for Needy Families,
- are foster or homeless youth, OR
- have other characteristics that lead to their disconnection from the school system
  - such as immigrant students,
  - underrepresented students of color,
  - students from single parent homes,
  - students who will be the first in their family to attend college, etc.

Programs should support the overarching goal of increasing the number of low-income students who are prepared to enter and succeed in postsecondary education.

Program focus areas include:

- Reaching Higher: Create a school environment, policies, and teacher expectations that support all students' pursuit of a postsecondary education
- Rigor: Academically prepare all students for postsecondary education
- Relevance: Link students' career aspirations with their educational goals
- Relationships: Foster relationships that encourage students' academic success
- Raising Awareness: Promote early awareness of college preparation, selection, admissions, financial aid and other critical steps for college entry

## GRANT REQUIREMENTS

GEAR UP legislation requires the following activities be provided to all priority students: comprehensive mentoring, outreach, and supportive services to students participating in the programs under this chapter. Such activities shall include the following:

- (1) Providing information regarding financial aid for postsecondary education to participating students
- (2) Encouraging student enrollment in rigorous and challenging curricula and coursework, in order to reduce the need for remedial coursework at the postsecondary level
- (3) Improving the number of participating students who - (A) obtain a secondary school diploma; and (B) complete applications for and enroll in a program of postsecondary education.

## CHOOSING STUDENTS

The priority model involves direct service provision to designated students who meet the criteria listed above. You should remain consistent with whatever eligibility method you chose to use when you first received the grant, and document the method in your files.

Year 1 (2014-15): Grades 8-12 and first year in college  
Year 2 (2015-16): Grades 9-12 and first year in college  
Year 3 (2016-17): Grades 10-12 and first year in college  
Year 4 (2017-18): Grades 11-12 and first year in college  
Year 5 (2018-19): Grade 12 and first year in college  
Year 6 (2019-20): First year in college

## TRACKING STUDENTS

Please use the [Events and Cost Share Tracker](#) to track all of your priority students, and update it as soon as possible with any changes or edits.

If you lose any priority students, or if you add any new students, please update the tracker as soon as possible.

- Add or upload any students you wish to add as priority students.
- Archive any students who are no longer priority students.

## ADDING/SUBTRACTING/UPDATING STUDENTS

It is fine to serve more students than you proposed. If the number of students you are serving drops below the number you proposed to serve, contact Richard. ***This may affect your funding, since your budget is based on the number of students you are serving.***

If students leave the school, they should no longer be considered a priority student. Please archive that student. It is recommended to choose a new eligible priority student to replace the student who left, but it is not required. *Keep in mind that if the number of students you're serving drops below the amount proposed, you need to work with Richard on a solution to keep your funding.*

If a student leaves and returns, you can continue to serve that student, even if you already replaced them with a new priority student. The most important thing is that we are all serving the students well.

The GEAR UP office will continue to roll your students forward one grade just before the beginning of the new school year. At the beginning of the school year, please review the priority students to make sure they are listed in the correct grade level, and change the grade level if necessary.

If a student is held back, please update the student's grade level in the tracker at the beginning of the school year. The student is *still a priority student*, and you should continue to serve that student even if the majority of the priority students being served are in a higher grade level.

## 1<sup>ST</sup> YEAR COLLEGE STUDENTS

For priority students who are in their first year of college, please make sure the database contains only students who are currently enrolled in some kind of post-secondary education and archive those who are not enrolled. Post-secondary education can include 2-year/4-year college or university, a trade school, or other type of academic program or training. It does not include the military.

For students who were in their first year of college, the GEAR UP office will archive those students at the end of the first year of college, before the new school year begins.

Toolkit with resources and ideas on how to serve 1<sup>st</sup> year college students:

<http://oregongearup.org/files/toolkits/transitiontocollege toolkit.pdf>

## FUNDING

Exact annual budgets for school clusters participating in GEAR UP will be based upon the number of students each district proposes to serve and will be capped at \$25,000. The budgets will be constructed as follows:

\$10,000 for the first 100 students served

\$30/student for each additional student served.

Because the number of students served each year will decrease, the budget will also decrease a proportional amount. No cluster will get less than \$10,000 as budgets decrease. Each district will be required to name a GEAR UP Coordinator and up to \$7,500 may be used to fund this position. Approved budgets will require a dollar-to-dollar match, or cost share.

**Please note that funding is only for direct service activities.** These services may include things such as tutoring, mentoring, college visits, career-related activities (fairs, job shadowing, etc.), awareness boosting activities (College Application Week, FAFSA nights, etc.), paying for dual enrollment courses, etc. Funds **may not** be used for professional development, purchasing technology, or other activities that do not directly serve students.

We will pay all costs associated with attending required statewide meetings and similar gatherings for all required attendees. You are always welcome to attend regional and national GEAR UP events but GEAR UP funds cannot be used to support your attendance. See the Events Budgeting Document in the Team Binder.

<http://oregongearup.org/grant/binder>

## COST SHARE

Any activity implemented with your previous GEAR UP Grant that is being sustained with district or other non-federal funds can be included as match.

Contact [richard.ceder@oregonstate.edu](mailto:richard.ceder@oregonstate.edu) with any questions.