

OMB Approval No.: 1840-0831

Expiration Date: 12/31/2016

**Upward Bound (UB) and Upward Bound Math-Science (UBMS)
Annual Performance Report
Program Year 2012–13
Authority: Public Law 102-325, as amended.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 17 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain benefit (Title IV, Sections 402A(c)(2) and 402C of the Higher Education Act of 1965, as amended; the program regulations in 34 CFR 645, and the Education Department General Administrative Regulations (EDGAR), in 34 CFR 74.51, 75.720, and 75.732). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4536 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1840-NEW. Note: Please do not return the completed annual performance report to this address.

**SECTION I, Part 1 – PROJECT IDENTIFICATION, CERTIFICATION, AND
WARNING**

A. Identification (all fields with an asterisk [*] are mandatory):

1. PR/Award Number: [will be prepopulated]
2. Name of Grantee Institution/Agency: [will be prepopulated]
3. Address: Campus: [address will be prepopulated]
Street:*
City:*
State:* [dropdown box] Zip:*
4. Name of Project Director: [section 4 will be prepopulated]
Prefix: [dropdown box allowing choice among Mr., Mrs., Ms., Dr., Sister, Father]
First Name:* MI: Last Name:*
5. Telephone Number:* ext.: [section 5 will be prepopulated]
Fax Number: ext.:
E-mail Address:*
6. Report Period: [will be prepopulated]

Any person who knowingly makes a false statement or misrepresentation on this report is subject to penalties which may include fines, imprisonment, or both, under the United States Criminal Code and 20 U.S.C. 1097.

Further federal funds or other benefits may be withheld under these programs unless this report is completed and filed as required by existing law (20 U.S.C. 1231a) and regulations (34 CFR 75.590 and 75.720)

SECTION I, Part 2: Competitive Preference Priorities (If Applicable)

The 2012 UB and UBMS grant competitions established three competitive preference priorities concerning persistently lowest-achieving schools, data-based decision-making, and improvements in productivity. The Department will derive data for the first competitive preference, concerning projects' service to persistently lowest-achieving schools, from the "Target School – NCES Identification Number" field (#23) in Section II, which provides identifying information on the target school attended by each participant. Below, please indicate whether your project addressed the remaining two competitive preference priorities. For each priority addressed, please complete the text boxes with concise information about implementation.

Competitive Preference Priority #2: The Secretary encourages applicants to work with appropriate State agencies to use data from State longitudinal data systems or to obtain data from reliable third-party sources when providing information on the implementation of their UB/UBMS projects and their participants' outcomes.

1A. Not applicable

1B. Yes

If "Yes," indicate below which data systems your project utilized.

State longitudinal data systems	Third-party data systems

Competitive Preference Priority #3: The Secretary encourages applicants to design projects that serve the same or increased number of students at a lower cost per participant while improving or keeping steady student outcomes.

3A. Not applicable

3B. Yes

If "Yes," indicate below how your project achieved this productivity by increasing efficiency in the use of time, staff, money or other resources.

Resource/Measure used with increased efficiency	Improved Outcome

**ANNUAL PERFORMANCE REPORT (2012–13)
SECTION II -- RECORD STRUCTURE FOR PARTICIPANT LIST
FOR UPWARD BOUND AND UPWARD BOUND MATH-SCIENCE PROJECTS**

Grantees must submit student files in Excel or CSV format. Column names **must** match the "Database Column Names" provided in column three below, and grantees must follow instructions in the "Valid Field Content" column. For additional information on how to submit data, please see "How May the Report be Submitted?" in the instructions for the APR.

Field no.	Field name	Database column name	Valid field content	Data for field must not change from reporting year to reporting year	Grantee must check field each reporting year to see if update is needed
Project identifiers (pre-populated)					
1	PR/Award Number	PR	Number in Block 5 of the project's Grant Award Notification. Include only the eleven character PR/Award Number that begins as follows: Upward Bound: P047A _ _ _ _ _ Upward Bound Math-Science: P047M _ _ _ _ _	These fields are pre-populated and thus do not need any checkmarks.	
2	Batch Year	BatchAY	2012 for project year 2012–13		
3	Program Type	Type	1 = Upward Bound 2 = Upward Bound Math-Science		
Participants' demographic information					
4	Social Security Number	SSN	001010001 to 999999998 000000000 = Unknown Please format the SSN in nine digits greater than 0 without using any characters (letters, hyphens) in the number (e.g., 123456789). Do not include any other forms of ID in this field and do not use SSNs of parents or siblings. So as to allow participants' records to match across years, this data must match your 2011–12 APR (except for students new in 2012–13).	✓	

5	Student's Last Name	LastNM	<p>0 to 9 Uppercase A to Z . (period) '(apostrophe) - (hyphen)</p> <p>Last name will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>So as to allow participants' records to match across years, this data must match your 2011–12 APR (except for students new in 2012–13).</p>	✓	
6	Student's First Name	FirstNM	<p>0 to 9 Uppercase A to Z . (period) '(apostrophe) - (hyphen)</p> <p>First name will be justified with an uppercase A-Z in first position. Please do not use commas or quotation marks in this field.</p> <p>So as to allow participants' records to match across years, this data must match your 2011–12 APR (except for students new in 2012–13).</p>	✓	
7	Student's Middle Initial	MI	<p>Uppercase A to Z; only one character Blank = No response</p> <p>So as to allow participants' records to match across years, this data must match your 2010–11 APR (except for students new in 2012–13).</p>	✓	
8	Student's Date of Birth	DOB	<p>Format is MM/DD/CCYY, e.g., 01/01/1990 MM = 01 - 12 DD = 01 - 31 CC = 19-20 YY = 00-99 00/00/0000 = Unknown</p>	✓	

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			Please make every effort to identify the student's precise date of birth. So as to allow participants' records to match across years, this data must match your 2011–12 APR (except for students new in 2012–13).		
9	Gender	GenderCD	1 = Male 2 = Female 0 = Unknown		
10	Ethnicity – Hispanic	Ethnic	Participant is identified as Hispanic/Latino. 1 = Yes 2 = No Please see instructions for additional detail on this field.		
11	Race – American Indian/Alaskan Native	Race1	Participant is identified as American Indian/Alaskan Native. 1 = Yes 2 = No Please see instructions for additional detail on this field.		
12	Race – Asian	Race2	Participant is identified as Asian. 1 = Yes 2 = No Please see instructions for additional detail on this field.		
13	Race – Black or African American	Race3	Participant is identified as Black or African American. 1 = Yes 2 = No Please see instructions for additional detail on this field.		
14	Race – White	Race4	Participant is identified as White. 1 = Yes 2 = No Please see instructions for additional detail on this field.		
15	Race – Native Hawaiian or Other Pacific Islander	Race5	Participant is identified as Native Hawaiian or Other Pacific Islander. 1 = Yes 2 = No Please see instructions for additional detail on this field.		

Eligibility information and other fields related to participant's initial selection					
16	Eligibility (at time of initial selection)	EligibilityCD	1 = Low-income and first-generation 2 = Low-income only 3 = First-generation only 4 = At risk for academic failure only 5 = Low-income and at high risk for academic failure 6 = First generation and at high risk for academic failure 7 = Low-income, first-generation, and at high risk for academic failure 0 = Unknown	✓	
17	At Risk: Reading/Language Arts or Math Proficiency Not Achieved (at time of initial selection)	AtRiskStdTest	1 = Student did not achieve at the proficient level on State assessments in reading/language arts and/or in math 2 = Student achieved at the proficient level on State assessments in both reading/language arts and math 8 = Not applicable, student has not taken the State assessment to determine whether he or she met standard; or student took assessment but results are not yet available 9 = Not applicable, prior or continuing participant served before the 2012–17 grant cycle 0 = Unknown If a project indicated in the eligibility field (#16) that a participant met the criterion of being at high risk for academic failure, the project must have ascertained that the student met at least one criterion in the program regulations' definition of an individual at such risk. In this field, for any participant coded 4, 5, 6, or 7 in the eligibility field, indicate whether the criterion regarding State assessments was met. Projects must use only assessments that specifically indicate whether the student achieved at the proficient level. For project year 2013–14, grantees are expected to gather data and report on all new participants in fields #17–19.	✓	

18	At Risk: Low Grade Point Average (at time of initial selection)	AtRiskLowGPA	<p>1 = GPA of 2.5 or less 2 = GPA above 2.5 9 = Not applicable, prior or continuing participant served before the 2012–17 grant cycle 0 = Unknown</p> <p>If a project indicated in the eligibility field (#16) that a participant met the criterion of being at high risk for academic failure, the project must have ascertained that the student met at least one criterion in the program regulations' definition of an individual at such risk. In this field, for any participant coded 4, 5, 6, or 7 in the eligibility field, indicate whether the criterion regarding low GPA was met. Select option 1 if participant's middle school or high school GPA for the most recent school year for which grade point averages are available was 2.5 or less (on a 4.0 scale).</p> <p>For project year 2013–14, grantees are expected to gather data and report on all new participants in fields #17–19.</p>	✓	
19	At Risk: Pre-Algebra or Algebra Course Not Successfully Completed by Beginning of 10 th Grade (at time of initial selection)	AtRiskAlgebra	<p>1 = At the beginning of 10th grade, student had not successfully completed pre-algebra or algebra course 2 = At the beginning of 10th grade, student had successfully completed pre-algebra or algebra course 8 = NA, due to grade at student's initial selection, this information is not yet available 9 = NA, prior or continuing participant served before the 2012–17 grant cycle 0 = Unknown</p> <p>If a project indicated in the eligibility field (#16) that a participant met the criterion of being at high risk for academic failure, the project must have ascertained that the student met at least one criterion in the program regulations' definition of an individual at such risk. In this field, for any participant coded 4, 5, 6, or 7 in the eligibility field, indicate whether the criterion regarding algebra coursework was met.</p>	✓	

			For project year 2013–14, grantees are expected to gather data and report on all new participants in fields #17–19.		
20	Limited English Proficiency (at time of initial selection)	LEPEnter	<p>1 = Yes 2 = No 0 = Unknown</p> <p>Please see “Definitions That Apply” in the General Instructions.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p> <p>For prior-year participants, if information for this field is not readily available, please use option 0.</p>		
21	Disconnected Youth (at time of initial selection)	Disconnected	<p>1 = Yes, participant meets one or more criteria in definition of disconnected youth 2 = No, participant does not meet any criterion in definition of disconnected youth 9 = Not applicable, prior or continuing participant served before the 2012–17 grant cycle 0 = Unknown</p> <p>“Disconnected youth” is defined in the Appendix to the FY 2013 Budget of the U.S. Government as individuals between the ages of 14 and 24 who are homeless, in foster care, involved in the juvenile justice system, or are neither employed nor enrolled in an educational institution. For further information, see “Definitions That Apply” in the General Instructions.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>		

22	Other Academic Need (at time of initial selection)	OtherNeed	<p>3 = Low educational aspirations 7 = Lack of opportunity, support, and/or guidance to take challenging college preparation courses 8 = Lack of career goals and/or need for accurate information on careers 9 = Limited English proficiency 10 = Lack of confidence, self-esteem, and/or social skills 11 = Predominantly low-income community 12 = Rural isolation 13 = Interest in careers in math or science 14 = Other 15 = Diagnosed learning disability 16 = Need was identified in one or more of fields #17–19 0 = Unknown</p> <p>If needed, use 14 – “Other” for categories of academic need used by your project but not on the list of options. Please use the “Other” field sparingly.</p> <p>For prior-year participants, if information for this field is not readily available, please use option 0.</p> <p>The information in this field should not be changed or updated in subsequent data submissions except to correct previously entered erroneous data.</p>		
Fields concerning participation in Upward Bound or Upward Bound Math-Science and status in secondary school					
23	Target School – NCES Identification Numbers, at first entry into project	NCESSchID	<p>Provide the 12-digit NCES school identification number for the secondary school the Upward Bound student attended at time of entry into the project. For “rising” 9th graders (those first served the summer between completing 8th grade and starting 9th grade), provide the NCES school identification number for the school the student attended (or will attend) as a 9th grader.</p> <p>The number can be obtained from the following Web site: http://nces.ed.gov/ccd/schoolsearch</p> <p>666666666666 = Private school, non-parochial 777777777777 = Parochial school</p>		

			888888888888 = Home school 999999999999 = Not applicable 000000000000 = Unknown		
24	Date of First Project Service	ProjEntryDT	<p>Format is MM/DD/CCYY, e.g., 09/15/2006 MM = 01 – 12 DD = 01 - 31 CC = 19 - 20 YY = 00 - 99 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. For new students, use the date the student first received service from the Upward Bound project that is submitting this report. Do not use date of <i>acceptance</i> into project unless that is the same as the date of <i>first service</i>. Students first served in the summer program should have a date of first project service no earlier than June 1. Use the original date of service at this project even if the student subsequently left and reentered. If the student transferred from another UB project, in this field give the date of first service at the project submitting the report.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month).</p>	✓	
25	Grade Level, at first service	EnterGradeLV	<p>8 = Rising 9th-grader (summer between 8th grade and 9th grade) 9 = 9th grader (not a valid option for students first receiving service in the summer program) 10 = Rising 10th grader (summer between 9th grade and 10th grade) or 10th grader 11 = Rising 11th grader (summer between 10th grade and 11th grade) or 11th grader 12 = Rising 12th-grader (summer between 11th grade and 12th grade) 13 = 12th-grader 15 = In 5th year of high school (only for students participating in a dual enrollment program that entails a 5th year of high school; includes “rising” summer period)</p>	✓	

			<p>14 = Other 0 = Unknown</p> <p>Accuracy is particularly important for this field. For new students, enter the grade at the time he or she first received UB services from the project that is submitting the report. For students served first during the summer component, select “rising” 9th grader for those students who had completed 8th grade and would be entering 9th grade in the fall term. For all other students first served during the summer component, enter the grade the student would enter for the fall academic term (for example, for students first served in the summer between ninth and 10th grades, the correct code is 10).</p> <p>If the student was first served on any day in June, consider that student to have been first served in the summer before the coming fall grade, even if school was still in session on the student’s first day of service. For example, if your project first served a student on June 3 in the waning days of 9th grade, consider that student to have been first served in the summer before 10th grade, not in 9th grade. The code for the student would therefore be 10.</p> <p>If the student transferred from another UB project, in this field give the grade level at first service in the project submitting the report. (For continuing and prior-year participants, use data entered in the earlier APR.)</p>		
26	Deceased or Incapacitated	Deceased	<p>1 = Deceased prior-year participant 2 = Permanently incapacitated prior-year participant 3 = Participant was served during reporting period 2012–13 but is now deceased 4 = Participant was served during reporting period 2012–13 but is now permanently incapacitated 9 = Not applicable: neither deceased nor permanently incapacitated 0 = Unknown</p>		✓

27	Participant Status, for reporting year (2012-13)	PartCD	<p>1 = New participant during reporting period 2 = Continuing participant 3 = Reentry participant, previously served by project submitting report 4 = Prior-year participant 5 = No longer used 6 = Transfer participant in reporting year (UB participant served by another UB project, or UBMS participant served by another UBMS project, in a previous reporting year) 0 = Unknown</p> <p>For this report, please use the following definitions:</p> <p>A new participant is an individual who participated in the Upward Bound project for the first time in this reporting period and who meets the definition of participant in 34 CFR 645.6 of the program regulations. (Please refer to field #24, Date of First Project Service, on establishing the date of first service for new participants served initially in the summer program.)</p> <p>For Upward Bound Math-Science, a participant should be considered new if the reporting year is the first year the student has participated in the Upward Bound Math-Science project, even if the student has previously participated in a regular Upward Bound project.</p> <p>A continuing participant is an individual who participated in the program in both the current reporting period and the reporting period immediately preceding.</p> <p>A reentry participant is a former participant of the project submitting the APR who did not participate in the program during the previous 12-month reporting period but who has received services on a continual basis during this reporting period.</p>		✓
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			<p>A prior-year participant is an individual who participated in the Upward Bound program in a previous reporting period but who has not received services on a continual basis during the current reporting period.</p> <p>A transfer participant is a former participant of a UB or UBMS project other than that submitting the APR who joined the current project during the reporting period, either with or without a hiatus between projects. Students who leave a UB project to join a UBMS project, or leave a UBMS project to join a UB project, are not considered transfer participants.</p> <p>The sum of the number of new, continuing, reentry, and transfer participants should equal the total number of participants the projects served during the reporting period.</p>		
28	Participation Level, for reporting year (2012-13)	PartLV	<p>1 = Participated in academic year and summer components 2 = Participated in academic year and summer bridge 3 = Participated in academic year component only 4 = Participated in summer component only 5 = Participated in summer bridge only 6 = Not applicable, prior-year participant 0 = Unknown</p> <p>For students identified as new, continuing, reentry or transfer in field #27 (Participant Status), select option 1, 2, 3, 4, or 5 in this field. For students identified as prior-year in field #27, select option 6.</p>		✓
29	Served by Another Federally Funded College Access Program, for reporting year (2012–13)	FederalServed	<p>In addition to participating in UB or UBMS, student received services from:</p> <p>1 = Both UB and UBMS 2 = Veterans Upward Bound 3= Talent Search 4 = GEAR UP 5 = EOC 6 = Another federally funded college access program, other than TRIO and GEAR UP</p>		✓

			<p>7 = More than one other federally funded college access program</p> <p>8 = Not applicable, current participant served only by UB or UBMS</p> <p>9 = Not applicable, prior-year participant</p> <p>0 = Unknown</p>		
30	Grade Level, at the <i>beginning</i> of academic year being reported (2012–13)	StartGrade LV	<p>8 = 8th grade</p> <p>9 = 9th grade</p> <p>10 = 10th grade</p> <p>11 = 11th grade</p> <p>12 = 12th grade</p> <p>14 = In 5th year of high school (only for students participating in a dual enrollment program that entails a 5th year of high school)</p> <p>13 = Other</p> <p>99 = Not applicable, not enrolled in high school</p> <p>0 = Unknown</p>		✓
31	Secondary Grade Level or Postsecondary Status, at the beginning of academic year <i>following</i> year being reported (2013–14)	EndGradeLV	<p>9 = 9th grade</p> <p>10 = 10th grade</p> <p>11 = 11th grade</p> <p>12 = 12th grade</p> <p>15 = In 5th year of high school (only for students participating in a dual enrollment program that entails a 5th year of high school)</p> <p>13 = Enrolled in, or completed, a program of postsecondary education</p> <p>14 = Other</p> <p>99 = Not applicable, enrolled neither in high school nor in a program of postsecondary education</p> <p>0 = Unknown</p>		✓
32	High School Cumulative Grade Point Average (GPA), at end of academic year being reported (2012–13)	HSGPA	<p>0.001 to 4.000 (with exceptions noted below)</p> <p>8.888 = Not applicable, the academic year ended before the participant had completed the first year of high school (for example, student first served as a rising ninth-grader in a project with reporting period beginning in September); or summer bridge</p>		✓

			<p>student in project with summer start date who graduated from high school before academic year 2012–13</p> <p>9.999 = Not applicable, prior-year participant 0.000 = Unknown GPA, or grading scale could not be converted to a four-point scale</p> <p>Report the GPA based on a four-point scale. If the participant’s school used a four-point scale, enter the GPA provided by the school; if not, convert other scales to four-point to the extent possible. If a student’s GPA on a four-point scale exceeded 4.000 for such a reason as completing honors or Advanced Placement courses, the project may enter a score that exceeds 4.000; the allowable scale, however, remains four-point.</p> <p>Report the score with three decimal places; do not round. (The Web application will not round any scores, but will remove zeros so that, for example, your entry of 4.000 will appear as 4.)</p>		
33	High School Cumulative Unweighted Grade Point Average (GPA), at end of academic year being reported (2012–13)	HSGPAUnweighted	<p>0.001 to 4.000 (without exceptions)</p> <p>8.888 = Not applicable, the academic year ended before the participant had completed the first year of high school (for example, student first served as a rising ninth-grader in a project with reporting period beginning in September); or summer bridge student in project with summer start date who graduated from high school before academic year 2012–13</p> <p>9.999 = Not applicable, prior-year participant 0.000 = Unknown GPA, or grading scale could not be converted to a four-point scale</p> <p>This field captures information on the participant’s unweighted GPA score (0.001 to 4.000); no adaptations may be made for such reasons as completing honors or Advanced Placement courses. If you do not know whether the GPA is weighted or not, enter 0.000.</p>		✓

			Report the score with three decimal places; do not round. (The Web application will not round any scores, but will remove zeros so that, for example, your entry of 4.000 will appear as 4.)		
34	High School Graduation Status, at end of academic year being reported (2012–13)	HsGRAD	<p>1 = Currently enrolled in high school 2 = High school dropout 3 = Received regular secondary school diploma 4 = Received high school equivalency credentials (e.g., GED) 5 = Other 6 = Completed 12th grade but failed to meet state or local requirements for graduation 0 = Unknown</p> <p>For definition of regular secondary school diploma, see “Definitions That Apply” in the General Instructions.</p>		✓
35	Actual Date of High School Graduation (or completion of high school equivalency certificate)	HsgradDT	<p>Format is MM/DD/CCYY, e.g., 05/15/2013 MM = 01 – 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 66/66/6666 = Not applicable, student who completed the 12th grade but did not meet state or local requirements for graduation 99/99/9999 = Other not applicable circumstances (e.g., high school dropout or still enrolled in high school) 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. Report only graduations and awards of GED that have actually occurred.</p> <p>You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2009). If there is no basis for estimating the year, use 00/00/0000 (“Unknown”).</p>		

			Once a high school graduation or GED award date has been submitted in one year's APR, the date must not change in a later reporting year.		
36	Rigorous Secondary School Program of Study Completed	RigorousStudy	<p>1 = Current or prior-year participant who graduated high school during the school year (2012–13) with a regular secondary school diploma, and completed a rigorous secondary school program of study</p> <p>2 = Current or prior-year participant who graduated high school during the school year (2012–13) with a regular secondary school diploma, and did not complete a rigorous secondary school program of study</p> <p>8 = All other participants</p> <p>0 = Unknown</p> <p>Please see "Definitions That Apply" in the General Instructions.</p>		✓
37	Secondary School Retention and Graduation Objective – Numerator, for reporting year (2012–13)	SchoolPersistNum	<p>1 = Current participant who persisted in school into the next academic year (2013–14) at next grade level or graduated high school with regular diploma</p> <p>2 = Current participant who neither persisted in school into next academic year (2013–14) at next grade level nor graduated high school with regular diploma.</p> <p>9 = Not applicable, prior-year participant</p> <p>0 = Unknown</p> <p>For participants who received services during 2012–13 reporting period, select options 1, 2, or 0; otherwise, select option 9.</p> <p>Students should be counted as high school graduates only if they attained a regular secondary school diploma (see "Definitions That Apply").</p>		✓
38	Met High School State Academic Achievement Standard at Proficient Level – Reading/ Language Arts	HSProficientRLA	<p>Participant achieved the proficient level on state high school reading/language arts assessments.</p> <p>3 = Yes</p> <p>4 = No</p> <p>9 = Not applicable, student has not taken the state</p>		✓

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			<p>assessment to determine whether he or she met standard, or student was in an expected high school graduation cohort year prior to 2008.</p> <p>0 = Unknown</p> <p>Fields #38 and #39 will be used to calculate the PE objective on academic performance as reflected in standardized tests; while this is calculated only for seniors, data should be reported and updated as necessary in each reporting year. If, for example, an 11th-grader passes both assessments at the proficient level in reporting period 2012–13, the project will choose option 1 both in 2012–13 and (unchanged) in 2013–14, reflecting the student’s senior year; the PE calculation for the student will occur in 2013–14.</p> <p>To be counted toward meeting this objective, a current-year senior participant must achieve the proficient level on state high school assessments in both reading/language arts and math.</p> <p>Projects must only use assessments that specifically indicate whether the student achieved at the proficient level.</p>		
39	Met High School State Academic Achievement Standard at Proficient Level – Math	HSProficientMA TH	<p>Participant achieved the proficient level on state high school math assessments.</p> <p>3 = Yes 4 = No 9 = Not applicable, student has not taken the state assessment to determine whether he or she met standard, or student was in an expected high school graduation cohort year prior to 2008.</p> <p>0 = Unknown</p> <p>Fields #38 and #39 will be used to calculate the PE objective on academic performance as reflected in standardized tests; while this is calculated only for seniors, data should be reported and updated as necessary in each</p>		✓

			<p>reporting year. If, for example, an 11th-grader passes both assessments at the proficient level in reporting period 2012–13, the project will choose option 1 both in 2012–13 and (unchanged) in 2013–14, reflecting the student’s senior year; the PE calculation for the student will occur in 2013–14.</p> <p>To be counted toward meeting this objective, a current-year senior participant must achieve the proficient level on state high school assessments in both reading/language arts and math.</p> <p>Projects must use only assessments that specifically indicate whether the student achieved at the proficient level.</p>		
40	Advanced Placement (AP) or International Baccalaureate (IB) Course Completed	APCourse	<p>Participant completed an Advanced Placement (AP) or International Baccalaureate (IB) course in high school (even if before being served by UB/UBMS or after leaving the program).</p> <p>1 = Yes 2 = No 8 = Not applicable, participant is enrolled at a school that offers neither AP nor IB coursework 9 = Not applicable, prior participant graduated high school before the 2012–13 reporting year 0 = Unknown</p> <p>Please provide data, as available, for all current participants and for prior participants who had not graduated before the reporting year. If the participant completed an AP course, select option 1 even if the participant did not take the AP exam or if he or she took the exam but did not earn college credit from the score. If the student completed an IB course, select 1 even if the participant did not take an IB exam or earn the IB diploma. Completion of honors courses should not be considered when selecting an option for this field.</p>		✓

41	Dual Enrollment Participation	DualEnrollPart	<p>Student participated in dual enrollment program during high school</p> <p>1 = Yes, in a program entailing a 5th year of high school 2 = Yes, in a program not entailing a 5th year of high school 3 = No, not in a dual enrollment program 9 = Not applicable, prior participant served before the 2012–17 grant cycle 0 = Unknown</p> <p>Please refer to the General Instructions for a discussion of reporting students' participation in dual enrollment programs.</p> <p>Notes: Students in dual enrollment programs must not be reported in fields #52–66 as enrolled in a program of postsecondary education unless they enrolled after high school graduation.</p> <p>A student's participation in a dual enrollment program need only be reported once; please see General Instructions for details.</p>		✓
42	Dual Enrollment: Pre-diploma Credentials or Coursework Completed	DECredentials	<p>1 = Participant completed a certificate through a dual enrollment program 2 = Participant completed an associate degree through a dual enrollment program 3 = Participant never enrolled in dual enrollment program, but completed at least one course undertaken for postsecondary credit 4 = All other participants 9 = Not applicable, prior participant served before the 2012–17 grant cycle 0 = Unknown</p> <p>Data for this field is required for current participants as of project year 2013–14. For reporting in 2012–13, provide information as available; otherwise use 0.</p> <p>Students in dual enrollment programs must not be reported in fields #52–66 as enrolled in a program of postsecondary education unless they enrolled after high school graduation.</p> <p>Projects need report certificates, associate degrees, and course completion only once; please see General Instructions for details.</p>		✓

43	Advanced Math Courses Completed	AdvancedMath	<p>Participant completed two years of math beyond algebra1 in high school 1 = Yes 2 = No 9 = Not applicable, prior participant graduated high school before the 2012–13 reporting year 0 = Unknown</p> <p><i>Beyond algebra 1 math courses</i> consist of those that are more advanced than algebra 1 (e.g., geometry, algebra 2, trigonometry, pre-calculus). Please provide data, as available, for all current participants and for prior participants who had not graduated before the reporting year.</p>		✓
44	Free Application for Federal Student Aid (FAFSA) completed	FAFSA	<p>1 = Current or prior-year participant who graduated high school or received high school equivalency credentials during the reporting year and who completed the FAFSA . 2 = Current or prior-year participant who graduated high school or received high school equivalency credentials during the reporting year and who did not complete the FAFSA 8 = Not applicable, student did not graduate high school or receive high school equivalency credentials during the reporting year 9 = Prior-year participant who graduated high school before the 2012–13 reporting year 0 = Unknown</p>		✓
45	Date of Last Project Service	LastSerDT	<p>Format is MM/DD/CCYY, e.g. 03/15/2013 MM = 01 – 12 DD = 01 – 31 CC = 19 – 21 YY = 00 – 99 99/99/9999 = Not applicable, participant is still in the program 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. Report date of last service for all participants no longer being</p>		

			<p>served by submission date of APR. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2013). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>Once date of last project service has been submitted in one year's APR, the date must not change in a later reporting year. (See General Instructions regarding reentry participants.)</p>		
46	Reason for Leaving Project	Reason	<p>1 = Need or desire for employment 2 = Moved out of target area 3 = Dropped out of high school 4 = Other extra-curricular activities 5 = Participating in another academic program (not UB or UBMS) 6 = No longer interested in the program 7 = Family responsibilities 8 = Graduated from high school 9 = No longer used 10 = Obtained high school equivalency credential (GED) 11 = Deceased or permanently incapacitated 12 = Dismissed for not meeting program's academic standards 13 = Dismissed for not meeting program's conduct standards 14 = Transferred to another UB or UBMS project 20 = Other 99 = Not applicable, participant is still in program 0 = Unknown</p>		✓

Project Services					
47	Work Study Position, for reporting year (2012-13)	WorkStd	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Work study (as the term is used in the <i>Higher Education Act of 1965</i>) means internships and/or employment provided or arranged for by the project for the purpose of exposing participants to careers requiring a postsecondary degree.</p>		✓
48	Employment, for reporting year (2012-13)	Employ	<p>1 = Yes, at job arranged by the project 2 = Yes, at job that the student secured without assistance from project 3 = No 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Employment means jobs of at least 10 hours per week arranged either by the project or by the Upward Bound participant that are separate from the Upward Bound program. In contrast to "work study" positions, these jobs are primarily to allow students to earn some income while participating in the program.</p>		✓
49	Cultural Activities, for reporting year (2012-13)	CultAct	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p> <p>Please see "Definitions That Apply" in the General Instructions.</p>		✓
50	Community Service, for reporting year (2012-13)	CmtySer	<p>1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown</p>		✓

			Please see "Definitions That Apply" in the General Instructions.		
51	Instruction/tutorial for Students with Limited English Proficiency (LEP), for reporting year (2012-13)	LEPInstruct	1 = Yes 2 = No 8 = Not applicable, not offered by project 9 = Not applicable, prior-year participant 0 = Unknown Please see "Definitions That Apply" in the General Instructions.		✓
<p>Information on postsecondary education: In fields #52–66, enter "7" or a series of "7s," where requested, for students who have left a program of postsecondary education without completing it. Enter "8" or a series of "8s" as specified for participants who have not yet completed a program of secondary education. Students in dual enrollment programs should not be reported as enrolled in postsecondary education unless they enroll in a postsecondary program after their high school graduation. Enter "9" or a series of "9s" for high school graduates who have not yet enrolled in a program of postsecondary education. Remember that data in these fields should reflect information available to the project as of the date on which the APR is submitted. A participant is considered enrolled if he or she has completed registration requirements (excluding payment of tuition and fees) at the institution he or she is attending.</p>					
52	Source of Postsecondary Education Information	SelfTranCD	1 = Official college transcript 2 = Institutional data other than an official transcript 3 = Self-reported by participant 4 = Other third-party verification (e.g., National Student Clearinghouse) 8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 0 = Unknown Note: For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 2.		✓
53	Date of First Postsecondary School Enrollment	FirstEnrollDT	Format is MM/DD/CCYY, e.g., 09/15/2013 MM = 01 – 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 66/66/6666 = Received notification from IHE of acceptance		

			<p>but deferred enrollment until next academic semester 88/88/8888 = Not applicable, not yet completed high school 99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2013). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>Do not use the date of the Summer Bridge program as the first postsecondary school enrollment date if the Bridge program is part of the services offered by the Upward Bound project. Also, a student in a dual enrollment program should not be reported as enrolled in postsecondary education unless he or she enrolls in a postsecondary program after high school graduation. The date of postsecondary enrollment reported in this field should be the date the student enrolled in postsecondary education following graduation from high school or completion of an alternative secondary education program.</p> <p>Once date of first PSE enrollment has been submitted in one year's APR, the date must not change in a later reporting year.</p>		
54	Postsecondary Education Enrollment Cohort	PSECohort	<p>2008 (graduated high school in academic yr 2007–08 and enrolled in postsecondary education by fall 2008) 2009 2010 2011 2012 2013 8888 = Not applicable, not yet completed high school 9999 = Not applicable, does not qualify for a cohort</p>		

			<p>This field is used to establish the cohort of students who will form the denominator for each project's postsecondary completion objective and for certain performance measures. Once established, the value in this field will not be adjusted in later years. The cohort for each project year includes current (i.e., those served during the reporting period) and prior-year participants who graduated high school during the academic year and enrolled in postsecondary education by the fall term immediately following the high school graduation date, or who received notification from their IHE of acceptance but deferred enrollment until the next academic semester.</p> <p>For current and prior-year participants who actually graduated from high school in academic year 2012–13, grantees must choose 2013 or 9999, depending on whether the participant qualifies for the 2013 cohort. Participants who have not yet completed high school should be coded 8888.</p> <p>Please see General Instructions for further information on the postsecondary education enrollment cohort, particularly as regards 2008–12.</p> <p>Once a postsecondary enrollment cohort has been established and submitted in an APR, it will not change in a later reporting year.</p> <p>Projects should report all participants' postsecondary data, even if a participant does not qualify for a cohort.</p>		
55	School Code for Postsecondary Institution First Attended	PSECDFE	<p>B00000 – B99999 E00000 – E99999 G00000 – G99999 000000 – 999999 555555 = Enrolled in a postsecondary institution not found in the Federal School Code Directory 666666 = Not applicable, prior participant whose enrollment in last institution attended was reported in previous grant cycle(s). 888888 = Not applicable, not yet completed high school</p>		✓

			<p>999999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 000000 = Unknown</p> <p>Provide the six-digit school code for the postsecondary institution the Upward Bound participant first attended. Even if the student began attendance in fall 2013 (i.e., after the end of the 2012–13 reporting period), please provide the code of the institution. The six-digit codes can be obtained from the following Web site: https://fafsa.ed.gov/FAFSA/app/schoolSearch?locale=en <u>EN</u></p> <p>Once a grantee has provided a school code for the postsecondary institution the participant first attended, the data must not change in a later reporting year. Note: For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should include the school code for the IHE.</p>		
56	College Status, at beginning of academic year (2013–14)	PSEGradeLV	<p>1 = Accepted into postsecondary education program but not yet enrolled 2 = First year student in postsecondary education following completion of high school 3 = Postsecondary student continuing beyond first year 4 = Enrolled, completed a program of postsecondary education but continuing in postsecondary 5 = Not enrolled, completed a program of postsecondary education prior to beginning of academic year reported 7 = Prior to beginning of reporting year , left program of postsecondary education without completing it 8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not enrolled in a program of postsecondary education 10 = Other 11 = Postsecondary institution notified participant of acceptance but deferred enrollment until next academic semester</p>		✓

			<p>0 = Unknown</p> <p>A student in a dual enrollment program should not be reported as enrolled in postsecondary education unless he or she enrolls in a postsecondary program after high school graduation. If you select option 4 or 5, both of which indicate that the participant completed a program of postsecondary education, you must also complete fields #57 and #58 (for Certificate/diploma completion), fields #59 and #60 (for Associate degree completion), and/or fields #61 and #62 (for Bachelor's degree completion).</p>		
57	Certificate/ Diploma Completed	CertificateCD	<p>1 = Yes, completed certificate/diploma for occupational/educational program</p> <p>2 = No (Not applicable), student pursued another kind of postsecondary credential (not associated with a certificate/diploma program)</p> <p>6 = Enrolled in, but not completed certificate/diploma program</p> <p>7 = Left a certificate/diploma program without completing it</p> <p>8 = Not applicable, not yet completed high school</p> <p>9 = Not applicable, completed high school but has not yet enrolled in a program of postsecondary education</p> <p>0 = Unknown</p> <p>If student has been in a certificate program, choose 1, 6, 7, or 0.</p> <p>For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 6.</p>		✓
58	Date of Certificate/ Diploma	CertificateDT	<p>Format is MM/DD/CCYY, e.g., 06/15/2013</p> <p>MM = 01 – 12</p> <p>DD = 01 – 31</p> <p>CC = 19 – 20</p> <p>YY = 00 – 99</p> <p>22/22/2222 = Not applicable, student pursued another kind</p>		

			<p>of postsecondary credential (not associated with a certificate/diploma program)</p> <p>66/66/6666 = Not applicable, still enrolled in certificate/diploma program</p> <p>77/77/7777 = Not applicable, left certificate/diploma program without completing it</p> <p>88/88/8888 = Not applicable, not yet completed high school</p> <p>99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education</p> <p>00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. If participant has earned more than one certificate or diploma, report the date that the first certificate or diploma was completed. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2013). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 66/66/6666.</p> <p>Once date of certificate/diploma has been submitted in one year's APR, the date must not change in a later reporting year.</p>		
59	Associate Degree Attained	AssocDegreeC D	<p>1 = Yes, attained associate degree</p> <p>2 = No (Not applicable), student pursued another kind of postsecondary credential (not associated with an associate degree program)</p> <p>5 = Transferred to four-year institution without completing an associate degree</p> <p>6 = Enrolled in, but not completed associate degree program</p> <p>7 = Left associate degree program without completing it;</p>		✓

			<p>did not transfer to a four-year institution 8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not yet enrolled in a program of postsecondary education 0 = Unknown If student has been in an associate degree program, choose 1, 5, 6, 7, or 0. For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 6.</p>		
60	Date of Associate Degree	AssocDegreeD T	<p>Format is MM/DD/CCYY, e.g., 06/15/2013 MM = 01 – 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99</p> <p>22/22/2222 = Not applicable, student pursued another kind of postsecondary credential (not associated with an associate degree program) 55/55/5555 = Transferred to four-year institution without completing an associate degree 66/66/6666 = Not applicable, still enrolled in associate degree program 77/77/7777 = Not applicable, left associate degree program without completing it 88/88/8888 = Not applicable, not yet completed high school 99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. If participant has earned more than one associate degree, report the date that the first associate degree was completed. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be</p>		

			<p>estimated, use 01 for the month (e.g., 01/15/2013). If there is no basis for estimating the year, use 00/00/0000 ("Unknown").</p> <p>For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 66/66/6666. Once date of associate degree has been submitted in one year's APR, the date must not change in a later reporting year.</p>		
61	Bachelor's Degree Attained	BachDegreeCD	<p>1 = Yes, attained bachelor's degree 2 = No (Not applicable), student pursued another kind of postsecondary credential (not associated with bachelor's degree program) 6 = Enrolled in, but not completed bachelor's degree program 7 = Left bachelor's degree program without completing it 8 = Not applicable, not yet completed high school 9 = Not applicable, completed high school but has not yet enrolled in a program of postsecondary education 0 = Unknown</p> <p>If student has been in a bachelor's degree program, choose 1, 6, 7, or 0.</p> <p>For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 6.</p> <p>See "Definitions That Apply" regarding dual degree programs.</p>		✓
62	Date of Bachelor's Degree	BachDegreeDT	<p>Format is MM/DD/CCYY, e.g., 06/15/2013 MM = 01 – 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99</p> <p>22/22/2222 = Not applicable, student pursued another kind of postsecondary credential (not associated with bachelor's degree program)</p>		

			<p>66/66/6666 = Not applicable, still enrolled in bachelor's degree program 77/77/7777 = Not applicable, left bachelor's degree program without completing it 88/88/8888 = Not applicable, not yet completed high school 99/99/9999 = Not applicable, completed high school but has not yet enrolled in program of postsecondary education 00/00/0000 = Unknown</p> <p>Accuracy is particularly important for this field. If participant has earned more than one bachelor's degree, report the date that the first bachelor's degree was completed. You do not need to provide the exact day; you may use 15 (midpoint of the month). If exact month or year is uncertain, use an estimate. If there is no basis for estimating the month, but the year is known or can be estimated, use 01 for the month (e.g., 01/15/2013). If there is no basis for estimating the year, use 00/00/0000 ("Unknown"). For students who received notification from their IHE of acceptance but deferred enrollment until the next academic semester, projects should select option 66/66/6666. Once date of bachelor's degree has been submitted in one year's APR, the date must not change in a later reporting year.</p>		
Please read the instructions carefully before completing fields #63–66.					
63	Postsecondary Enrollment Objective--Numerator, for reporting year (2012-13)	PSEEnrollObjNum	<p>1 = Current or prior-year participant who graduated high school during school year 2012–13 with a regular secondary school diploma and who enrolled in postsecondary education by fall term 2013 2 = Current or prior-year participant who graduated high school during school year 2012–13 with a regular secondary school diploma and who received notification by fall 2013 from IHE of acceptance but deferred enrollment until next academic semester 3 = Current or prior-year participants, not reported in 1 or 2 above, who graduated high school with a regular secondary school diploma during school year 2012–13</p>		✓

			<p>8 = Not applicable, all other current or prior-year participants 0 = Unknown</p> <p>Note: For participants who graduated high school during school year 2012–13 with a regular secondary school diploma, select option 1, 2, or 3.; for all other participants (that is, those not graduating with a regular high school diploma in school year 2012–13), select 8 or 0.</p>		
64	Postsecondary Remediation	PSRemediation	<p>1 = In 2013 postsecondary education enrollment cohort (see field #54) and neither received college-level math or English remediation in fall 2013 semester of postsecondary education nor was required to receive it in academic year 2013–14</p> <p>2 = In 2013 postsecondary education enrollment cohort (see field #54) and received college-level math or English remediation in fall 2013 semester of postsecondary education, or was required to receive it in academic year 2013–14</p> <p>9 = Not applicable, participant not in 2013 postsecondary education enrollment cohort</p> <p>0 = Unknown</p> <p>Regarding the term “remediation,” please see “Definitions That Apply” in the General Instructions.</p>		✓
65	Postsecondary Completion Objective – Numerator, for reporting year (2013–14)	PSCompleteNum	<p>Note: Grantees will not be able to respond to this field until reporting year 2013–14.</p> <p>1 = In 2008 postsecondary education enrollment cohort (see field #54) and attained either associate or bachelor’s degree within six years following high school graduation (i.e., by August 31, 2014).</p> <p>2 = In 2008 postsecondary education enrollment cohort (see field #54) and attained neither associate nor bachelor’s degree within six years following high school graduation (i.e., by August 31, 2014).</p> <p>6 = Not applicable for 2012–13 APR</p> <p>9 = Not applicable, participant not in 2008 postsecondary education enrollment cohort</p>		✓

			<p>0 = Unknown</p> <p>For participants in the 2008 PSE enrollment cohort, select option 1 if the participant completed either an associate or bachelor's degree by the end of the 2013–14 academic year; otherwise, select option 2 (did not meet objective) or 0 (unknown).</p>		
66	Postsecondary STEM Degree (UBMS only)	STEMDegree	<p>Note: Grantees will not be able to respond to this field until reporting year 2013–14.</p> <p>UBMS participant in postsecondary education enrollment cohort 2008 (see field #54) who earned a postsecondary degree in a STEM field by August 31, 2014.</p> <p>1 = Yes, in a field in the “hard” sciences 2 = Yes, in psychology or social sciences 3 = No, UBMS participant in 2008 cohort who did not earn a postsecondary degree in a STEM field by 8/31/2014 6 = Not applicable for 2012–13 APR 8 = Not applicable, participant in regular UB program 9 = Not applicable, UBMS participant not in 2008 cohort 0 = Unknown</p> <p>For UBMS participants in the 2008 postsecondary education enrollment cohort who have earned a postsecondary degree, select option 1 or 2 if student's degree is in one of the STEM fields as listed in the General Instructions.</p>		✓
67	Participant's Name Change (Optional)	FullNameChange	<p>If the participant changed his or her name, and if the project needs to use this information to help track the student, please enter the participant's changed full name (i.e., first and last name). If the student has not changed his or her name from that provided in fields LastNM and FirstNM (fields #5 and 6), there is no need to complete this field. Names entered here may be in a variety of formats, e.g., John Doe, John D. Doe, Jane Smith-Doe, Jane Smith Doe, John Doe II, John Doe, Jr. Moreover, you will be able to update this field in subsequent reporting periods.</p>		✓

(Note to Data Collector: When you collect this information from students or parents, please make sure that you inform them why they are being asked to provide Social Security numbers. Please see Privacy Act statement below.)

Privacy Act

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U. S.C. 552A), you are hereby notified that the Department of Education is authorized to collect information to implement the Upward Bound program under Title IV of the *Higher Education Act of 1965*, as amended (Pub. Law 102-325, sec. 402C). In accordance with this authority, the Department receives and maintains personal information on participants in the Upward Bound program. The principle purpose for collecting this information is to administer the program, including tracking and evaluating participants' academic progress. Providing the information on this form, including a Social Security number (SSN), is voluntary; failure to disclose a SSN will not result in denial of any right, benefit, or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files and may be released to other Department officials in the performance of official duties.