

NOTE: ASPIRE Progress reporting must be completed in one sitting. Any updates to your reporting must be given to your ASPIRE Specialist to update.

Reports are due

- January 15 (data between September-December)
- May 15 (data between September-May)

Student Participation

1. Enrolled Students:

These students do not need to have permission slips on file; however, coordinators should ensure that parents/guardians/caregivers are aware of student participation in ASPIRE activities.

*Since **Enrolled Students** includes all students this number **should always** be larger than the **Matched** number. This number **should never** exceed the school total population.*

- Number of **all students** supported by your ASPIRE program. This may include students who receive support through:
 - a. Classroom presentations
 - b. Drop-in mentoring
 - c. Other career and college activities

2. Mentored/Matched Students:

These students meet 1:1 or in groups with a community or staff mentor to receive individualized and ongoing support on their post-high school plan at least 3 times during an academic year. Topics include, but are not limited to, career, college, trades, military, and employment pathways.

*The total number of **Matched Students** should never be larger than the total number of **Enrolled Students**.*

- **Students Matched with a Community Mentor:** Number of students who receive mentoring from a **community mentor**. (Students **MUST** have a permission form OR site must have Permission Opt Out process in place and approved by ASPIRE Specialist/Administrator.)
- **Students Matched with a Staff Mentor:** Number of students who receive mentoring from a **staff mentor**. (These students do not need to have permission slips on file; however, coordinators should ensure that parents/guardians/caregivers are aware of student participation in ASPIRE activities.)

Mentor Volunteer and Staff Participation

1. **Community Mentors:** Number of participating community mentors.
2. **Coordinator or Staff Mentors:** Number of participating coordinator or school/site staff mentors.
3. **Volunteer Hours:** Number of hours contributed to ASPIRE. Activities can include, but are not limited to: attending training, mentoring, attending a field trip, presenting in a classroom, and/or facilitating brown bag lunches.

- School/Site Staff Hours:** Number of hours contributed to ASPIRE. Activities can include, but are not limited to: attending training, mentoring, attending a field trip, presenting in a classroom, and/or facilitating brown bag lunches.

Input Data into Partner Portal

- Click on <https://partners.oregonstudentaid.gov/Account/Login?ReturnUrl=%2F>
- Enter your Username and Password
- Click on Progress Report in the ASPIRE section
- Select the Participation Year and click Search
- Enter in data in the appropriate fields, and click Add. You may need to refresh the page in order to view the data you just entered

Use the [Progress Report Tracker Worksheet](#) to track data throughout the year.

ASPIRE Progress Reports

Site Name: _____

Month	Students Enrolled in ASPIRE				Student Matched in ASPIRE w/Volunteer				Students Matched w/Coordinator or School Staff				Volunteers Mentors		Staff Mentors (Coordinator or Site Staff)	
	F	S	J	Sr	F	S	J	Sr	F	S	J	Sr	Volunteer Mentors	Volunteer Hours	Staff Mentors	Staff Hours
Yearly Goal																
September																
October																
November																
December																
1st Period	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
January																
February																
March																
April																
May																
2nd Period	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Yearly Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0