

## Demographic Data Form Instructions

1. Make sure your school district, school building name, county, and coordinator name(s) are on the top of the demographic data form. Enter at the top right the number of students served in Project MORE for the present school year, total number of mentoring sessions for all students, number of volunteer mentors age 55 and older who worked with students during the school year (even if they did not mentor the whole year), and total number of volunteer mentors – all ages, including age 55 and older - who worked with students during the school year (even if they did not mentor the whole year).
2. Enter **every** student (IEP, Disability or Student At-Risk) who is being served by Project MORE and his/her demographic information. Be sure to include the students not receiving mentoring 4 times per week.
3. Enter student's current grade level.
4. If the student is on an IEP put a "1" in the *IEP* column. If the student is not on an IEP put a "2" in the *IEP* column.
5. Identify one of the following categories for each student:
  - 1 - no disability
  - 2 - sld - specific learning disability
  - 3 - cd - cognitive disability
  - 4 - ed - emotionally disturbed
  - 5 - md - multiple disabilities
  - 6 - sli - speech or language impairment
  - 7 - vi - vision impairment
  - 8 - autism
  - 9 - ohi - other health impairment
  - 10 - oi - orthopedic impairment
  - 11 - other (if the disability is not listed, write in the disability under the next column labeled *Other Disability*)
6. Enter the date that each student entered Project MORE this school year m/yy.
7. If the student has exited Project MORE enter "1 and the date" under the column titled "exited Project MORE". Go to the next column and enter the reason number the student exited Project MORE.
8. Enter the **Packet Level** at which the student **began** when he/she began Project MORE this school year.
9. Enter the student's **COLD READ** on the first packet/lesson for this school year.
10. Enter the student's **HOT READ** on the first packet/lesson for this school year.
11. Enter the **Packet Level** at which the student was tested when he/she **ended** Project MORE this school year.
12. Enter the student's **COLD READ** on the last packet/lesson for this school year.
13. Enter the student's **HOT READ** on the last packet/lesson for this school year.
14. If the student is reading below Level F, or in Alphabet/Phonics, etc.; leave the COLD and HOT words per minute (wpm) columns blank.
15. Total the number of mentoring sessions for each student by Friday, May 26, 2017. Keep in mind this must be an exact number, not estimation.
16. Keep a copy for records to refer back to next year for students that are still in Project MORE.
17. Contact your Project MORE Trainer/Consultant or call the Project MORE office at 419-523-5951, ext. 3035, with any questions.

**Mail the completed form to PCESC/Project MORE, 124 Putnam Parkway, Ottawa OH, 45875 or fax to 419-523-6126 before Friday, May 26, 2017.**