2ND QUARTER DATA CHECKLIST

SUMMER TIME!!!

This checklist is for the months of April - June with a reminder of what's to come!

SCHOOL AGE CHILDREN

- ☐ **End of School reporting** – check all personal data (address, phone, etc.) while information is still "fresh" with school personnel. This will help at the beginning of the next school term.
  - ☐ Has there been an address change and/or a possible move made?
- ☐ Have you received the **Withdrawal** information on each student?
  - ☐ Enter the days enrolled and the days present
  - ☐ ** Any additional information (that is not covered in the record) that you feel necessary to add to the student's record can be added in the "LA Comments" section **
- ☐ Has a final **Needs Assessment** been done on each child?
  - ☐ Were the needs that were assessed, adequately met?
    - ** If not, why? (this will help in planning next year's program, but is not listed in the student's MERIL2 record)
- ☐ Are all the services, that were provided to the student, listed in **Supplemental Services** area in MERIL2?
  - ☐ Does each service have a start date and end date?
  - ☐ Does each service have the number of hours that the student participated in the service?
  - ☐ Is each service marked as to whether or not it was Migrant Funded?
- ☐ Have any of the student's **Test Scores** been received?
  - ☐ If so, have the scores been entered on the TESTS screen?
  - ☐ If not, compile a list of students that you are to enter scores for and "be on the lookout" for these scores so that you can enter them ASAP.
- ☐ Has a monthly check of EOE's been performed?
  - ☐ During this time period, was the child receiving Continuation of Services (Code 1 – "Providing services for the duration of the term")?
    - ☐ If so, has this been documented in MERIL2?

HIGH SCHOOL STUDENTS

- ☐ Are all High School students adequately **withdrawn**? (see explanation above)
- ☐ If applicable, did you indicate whether the student received full credit in mathematics course that is Algebra 1 or its equivalent on the School History page? (**Alg 1 Ind.** – Y or N)

- ☐ Have any of the student's **<u>Test Scores</u>** been received?
    - ☐ If so, have the scores been entered on the TESTS screen?
    - ☐ If not, compile a list of students that you are to enter scores for and "be on the lookout" for these scores so that you can enter them ASAP.
- ☐ Have you entered the correct data under Credit Accrual, including partial and completed credit and grade?
- ☐ If student GRADUATED, did you enter the type and date at the top of the page? **<u>(Graduation/HSE Date/Ind)</u>**
- ☐ Have any of the student's **<u>Test Scores</u>** been received (if applicable)? (See previous instructions)

ONGOING

- ☐ Are Monthly reports being run and checked for validity?

<u>For children that have moved</u>, *has the following information been documented?*
- ☐ Withdrawal Date
- ☐ Days enrolled and Days Present
- ☐ Departure date and Address (including City and State) of where the student moved, if known
- ☐ End Date for any Supplemental Programs listed
- ☐ Any Test Scores that might be available
- ☐ Was Move information documented on MSIX?

SUMMER SCHOOL

- ☐ Are any students enrolled in any type (Migrant or other) **<u>Summer School</u>**?
    - ☐ If so, enroll as School Name or as *"Parish" Migrant Program* (if Migrant is funding the entire program
    - ☐ Indicate "**S**" for type and correct grade
- ☐ Are all the services, that were provided to the student, listed in **<u>Supplemental Services</u>** area in MERIL2?
    - ☐ Does each service have a start date and end date?
    - ☐ Does each service have the number of hours that the student participated in the Service section?
    - ☐ Is each service marked **Y** - Migrant Funded or **N** – non Migrant Funded?

PREPARATIONS FOR NEXT QUARTER

- ☐ Prepare to print and distribute the following to gather all information needed to enroll all students and begin the school year:
    - ☐ Mass Enrollment List
    - ☐ Needs Assessment
    - ☐ Supplemental Services Tracking Form

SUMMER TIME!!!