

# 1<sup>ST</sup> QUARTER DATA CHECKLIST



**This checklist is for the months of January – March with a reminder of what's to come!**

## SCHOOL AGE CHILDREN

- Mid Term reporting – a great time to check on student's progress! Still time left for any extra help that may be needed for the student to end the year with passing grades!
- Has there been an address change and/or a possible move made?
- Have the needs that were assessed at enrollment, been adequately met?
- Are all of the services being provided to the student listed in Supplemental Services area in MERIL2?
  - Do these services have a start date and, if completed, an end date?
- 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

- Obtain paper copies of High School Student's transcripts
  - Ensure that students are "on track" for graduation

## ONGOING

- Are Monthly reports being run and checked for validity?

For children that have moved, 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?

## PREPARATIONS FOR NEXT QUARTER

- Prepare to print and distribute the following to gather all information needed to withdraw all students and close out the school year:
  - Mass Withdrawal List
  - Needs Assessment
  - Supplemental Services Tracking Form
- SUMMER SCHOOL preparations ??????***

