1ST 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 ??????