# 2ND QUARTER DATA CHECKLIST

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- Are all High School students adequately **withdrawn**?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 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.

☐ 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? (Graduation/HSE Date/Ind)
☐ Have any of the student’s Test Scores been received (if applicable)? (See previous instructions)

**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?

**SUMMER SCHOOL**

☐ Are any students enrolled in any type (Migrant or other) Summer School?
  ☐ 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 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 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