3rd Quarter Data Checklist

This checklist is for the months of July through September

School Age Children (All)

☐ Prepare to print and distribute the following to gather all information needed to enroll all students and begin the school year. **All information should be entered within 2 weeks of receiving.**
  - Mass Enrollment List
  - Needs Assessment
  - Supplemental Services Tracking Form

☐ Review all information on last year’s students to ensure it is correct:
  - Withdrawal dates
  - Supplemental Services Reported
  - Test Data --- Have the scores been entered on the TESTS screen?

☐ Does every child have a LDOE Unique Identifying Number (given by the district) added to their Student Data in MERIL2? **VERY IMPORTANT!**

☐ Review all family lists for underage children, home schooled children and drop-outs.
  - These children **MUST** be re-certified as well – either at the beginning of school or on their Residency Date anniversary.

Summer School (If Applicable)

☐ Are students that were enrolled in any type (Migrant or other) **Summer School** properly withdrawn?

☐ 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?

Ongoing

☐ Are Monthly reports being run and checked for validity?

For children that have moved, **has the following information been documented?**

☐ Withdrawal Date

☐ 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?
  - Is each service marked **Y** - Migrant Funded or **N** – non Migrant Funded?