



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- Are students that were enrolled in any type (Migrant or other) **Summer School** properly withdrawn?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



BACK TO SCHOOL!!