

# Data Timeline

## Ongoing Data Entry:

- Initial Needs Assessments for new students
- Updating changes in addresses
- Students drop out or end of eligibility
- New or updated Needs Assessments

### May

- Provide to staff:
  - Mass Withdrawal Lists\*
  - Final Students Needs Assessments\*
  - Final SP Tracking Forms\*
- Enter transcripts & tests scores
- Needs Assessments & Service Data should be entered no later than 2 weeks after the grading period in MERIL2

### Summer

- If you have a summer program funded by MEP staff should provide a list of attending students with the following info:
- Enroll & Withdraw Dates
  - New SP Tracking forms
  - All Summer enrollment and service data should be entered in MERIL2 within 2 weeks of completing the program

### August

- After school starts print:
  - Mass Enrollment
  - Needs Assessment
  - SP Tracking Forms
- These forms should be returned to you within 2 weeks

### January

- Staff provides paper copies of HS student transcripts