**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