

# Meril 2 Data Entry Timeline

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## August

- After school starts, print the following reports:
  - Mass Enrollment Report
  - Student Needs Assessment
  - Supplemental Services Tracking Form
- Distribute these reports to the appropriate party in your district. This may be a recruiter or an advocate depending on your district.
- Recruiters and Advocates should return the completed forms to you within 2 weeks.
- Enter the data collected in to Meril 2. Needs Assessment and Service data should be input no later than two weeks after the completion of the grading period.

## January

- Recruiters and Advocates provide paper copies of your High School students' transcripts
- Enter the data collected in to Meril 2.

## May

- At the end of the school year, print and distribute the Mass Withdrawal List.
  - If your recruiters or advocates need re-prints of other reports, you can provide them at this time, as well.
- Recruiters and Advocates should return the following completed forms to you within 2 weeks:
  - Mass Withdrawal List
  - Final Student Needs Assessment
  - Final Supplemental Services Tracking Form
- Recruiters and Advocates should again provide paper copies of your High School students' transcripts.
- Recruiters and Advocates may be able to provide state testing scores at this time. If these are not available from the schools, they should return them the following fall when they are available.
- Enter the data collected in to Meril 2. Needs Assessment and Service data should be input no later than two weeks after the completion of the grading period.

## Summer

- If you have a Summer Program being funded in part with MEP funds, Recruiters and Advocates should provide you with a list of the students attending and the following information:
  - Enroll and Withdraw Dates
  - Print and complete a new Supplemental Services Tracking Form for those students.
  - All summer enrollment and services data should be input in to Meril 2 within 2 weeks of completing the program.

## Ongoing Data Entry

- Recruiters and Advocates should report changes throughout the year as they occur. Examples include:
  - New or updated Needs Assessments or Services
  - Students moved or have a change of address
  - Students drop out or their eligibility ends
- Initial Needs Assessments for new migrant students should be completed and entered into Meril 2 no later than 2 weeks after the program enrollment date.
- After the initial Needs Assessment is completed each year, only updates or changes need to be entered.