**Data Specialist Responsibilities**

**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 (NA)
- Supplemental Svcs.(SP), as they change

**RESIDENCY VERIFICATION:**
- All students **NOT enrolled in school** must have their Residency Verified a minimum of once during the year - preferably on the anniversary of their Residency Date

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**Data Timeline (REVISED 01/24/19)**

**May**
- Data Specialist will provide to staff for completion:
  - Mass Withdrawal Lists
  - Final Students NA
  - Final SP Tracking Forms
  - All HS Credits and Graduation information

**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
- Needs Assessments & Supplemental Data should be entered no later than 2 weeks after the grading period in MERIL2

**August & Sept.**
- After school starts, Data Specialist will print:
  - Mass Enrollment
  - Needs Assessment
  - SP Tracking Forms
  - These forms should be given to staff for completion and returned to you within 2 weeks
- Enter all data into MERIL2 within 2 weeks of receiving August & Sept.

**January**
- Staff provides paper copies of HS student transcripts
- Check all transcripts to verify HS students are on track with credits