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| MIS Annual Checklist of Completed Tasks | | | | | |
| Time line | Task | Date  Complete | Time line | Task | Date  Complete |
| July | Promote student active status to Continuing |  | January | Update December IEPs and exits |  |
|  | Promote student Grade levels |  |  | Address Verifications |  |
| August | Enter Current year providers |  |  | Run Overlap report |  |
|  | Create Current year calendars |  |  | Run Projected Reports |  |
|  | Discover program types for each building |  | February | Update January IEPs and exits |  |
|  | Complete settings form and submit |  |  | Address Verifications |  |
| Sept 1 | Enter Current year students |  |  | Run Overlap report |  |
|  | Run Unresolved Exit report |  |  | Run Projected Reports |  |
|  | Address unresolved Exits |  | March | Update February IEPs and exits |  |
|  | Review Directory Minutes |  |  | Address Verifications |  |
|  | Review Directory Sessions |  |  | Run Overlap report |  |
|  | Enter current Directory data in IEP program |  |  | Run Projected Reports |  |
|  | Run Overlap report |  |  | Prep Catastrophic and NPE claims |  |
|  | Address Verifications |  | April | Update March IEPs and exits |  |
|  | Mark ESY = Yes in current records |  |  | Address Verifications |  |
| October | Update September IEPs and exits |  |  | Run Overlap report |  |
|  | Address Verifications |  |  | Run Projected Reports |  |
|  | Run Overlap report |  |  | Submit Catastrophic and NPE |  |
| November | Update October IEPs and exits |  | May | Update April IEPs and exits |  |
|  | Run Overlap report |  |  | Address Verifications |  |
|  | Address Verifications |  |  | Run Overlap report |  |
| December | Update November IEPs and exits |  |  | Run Projected Reports |  |
|  | Run Projected Reports |  |  | Find Gifted students who exited Part B |  |
|  | Find active students with services ending prior to December 1. |  |  | Verify Discipline data |  |
|  | Run Overlap report |  |  | Confirm Graduation counts |  |
|  | Address Verifications |  | June | Update May IEPs and exits |  |
|  | Compare MIS counts to IEP system |  |  | Address Verifications |  |
|  | Confirm exits prior to December 1 |  |  | Run Overlap report |  |
|  |  |  |  | Run Projected Reports |  |
|  |  |  |  | Verify Discipline data |  |
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| Other Task Reminders | | | | | |
| Time line | Task | Date  Complete | Time line | Task | Date  Complete |
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