

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	
1-Sep	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	

MIS Annual Checklist of Completed Tasks

Other Task Reminders

[illegible]