## Quarterly Data Checklist – Regional ID&R Coordinators

The purpose of this checklist is to facilitate the accurate and timely collection of data by migrant districts in Idaho. By completing it quarterly, districts will find it easier to finalize highly accurate data at the end of the year, observe new trends as they happen and manage priorities during the year. It will also be harder to fall behind on data collection. Like many other good things in life, data is best if harvested and prepared when it is quite fresh.

| **Areas of Data** | **Complete** | **Evidence shared with Regional** |
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| 1. Create a list of **Priority for Services** students for the current school year and enter in MSIS
 | YES [ ]  NO [ ]  | *(spreadsheet, MSIS report, ELLis report)* |
| 1. Create **Continuation of Services** determinations for students whose eligibility has expired and enter in MSIS
 | YES [ ]  NO [ ]  | *(spreadsheet, MSIS report , Log sheets, ELLis report)* |
| 1. Enter **Referred services** in MSIS
 | YES [ ]  NO [ ]  | *(Log sheets, MSIS report, ELLis report)* |
| 1. Enter **Instructional services** in MSIS
 | YES [ ]  NO [ ]  | *(spreadsheet, MSIS report, ELLis report)check for classified and certified, based on district program* |
| 1. Enter **Support Services** in MSIS
 | YES [ ]  NO [ ]  | *(spreadsheet, MSIS spot check, ELLis report)* |
| 1. Enter **immunization** data for all eligible migrant students
 | YES [ ]  NO [ ]  | *(MSIS spot check, new COE follow up)* |
| 1. Conduct **re-interviews** of families with a QAD more recent than 9/1 of this year
 | YES [ ]  NO [ ]  | *(Re-interview questionnaires, summary report)*  |
| 1. Use **MSIX** to search student information
 | YES [ ]  NO [ ]  | *(MSIX printout of Notification, Demographics, Enrollment, Assessment, or Course History)* |
| 1. Family Liaison & Coordinator are both accurately listed in **IDCI**.
 | YES [ ]  NO [ ] YES [ ]  NO [ ]  | *(IDCI list from:* [*MIgrant Education Program web page*](http://sde.idaho.gov/el-migrant/migrant/index.html) *)* |
| 1. Family liaison is using ID&R Plan in log
 | YES [ ]  NO [ ]  | *(Completed ID&R Plan, calendar, log)* |

| As regional, I have verified that the evidence shows that data is accurate and up to date for this period.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Regional Date | As the district liaison/coordinator, we verify that the data collected and evidence presented is true and accurate to the best of our knowledge. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coordinator Date Liaison Date |
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