

Required by the 7th business day of each month:

- Report all Student and Parent Services/Activities in database
- Report all Educator Professional Development activities in database

Required by October 14, 2022:

Update Student Lists for 2022-23 School Year –

- Archive any students that withdrew in the previous school year
- Add any new students to database (check archive list first)
- Update all Student Demographics including:
 - Limited English Proficient (LEP) Y/N
 - Individual Education Plan (IEP) Y/N
 - Homeless Y/N
 - Foster Care Y/N
 - Students served by one or more federally funded programs:
 - Upward Bound
 - Upward Bound Math-Science
 - Veterans Upward Bound
 - Talent Search
 - 21st CCLC
 - Migrant Program
 - 2 or More

Required by December 30, 2022:

Parent and Student Financial Aid Surveys –

- Administer and return Student Financial Aid Survey
- Administer and return Parent Financial Aid Survey

Update the following in Educational Progress –

- Took PSAT
- Took ASPIRE
- Took SAT & Combined Score
- Took ACT & Composite Score
- College Coursework in High School
- Completed FAFSA/WASFA (*12th grade only*)

Required by February 10, 2023:

Update Current Course Enrollment in Educational Progress –

- | | | |
|--|---|---|
| <input type="checkbox"/> English/Language Arts | <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> AP Course |
| <input type="checkbox"/> Pre-Algebra | <input type="checkbox"/> Calculus | <input type="checkbox"/> IB Course |
| <input type="checkbox"/> Algebra I or Equivalent | <input type="checkbox"/> 2 Years of Math Beyond Algebra I | <input type="checkbox"/> Advanced Math |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Biology | <input type="checkbox"/> Advanced Science |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Advanced English/Language Arts |
| <input type="checkbox"/> Trigonometry | <input type="checkbox"/> Physics | |

Update the following in Educational Progress –

- College Coursework in High School
- Took SAT & Combined Score
- Took ACT & Composite Score
- Completed FAFSA/WASFA (*12th grade only*)

Required by July 31, 2023:

Update the following Cumulative Course Completion in Educational Progress –

- | | | |
|--|---|---|
| <input type="checkbox"/> English/Language Arts | <input type="checkbox"/> Pre-Calculus | <input type="checkbox"/> AP Course |
| <input type="checkbox"/> Pre-Algebra | <input type="checkbox"/> Calculus | <input type="checkbox"/> IB Course |
| <input type="checkbox"/> Algebra I or Equivalent | <input type="checkbox"/> 2 Years of Math Beyond Algebra I | <input type="checkbox"/> Advanced Math |
| <input type="checkbox"/> Geometry | <input type="checkbox"/> Biology | <input type="checkbox"/> Advanced Science |
| <input type="checkbox"/> Algebra II | <input type="checkbox"/> Chemistry | <input type="checkbox"/> Advanced English/Language Arts |
| <input type="checkbox"/> Trigonometry | <input type="checkbox"/> Physics | |

Update the following in Educational Progress –

- College Coursework in High School
- Took SAT & Combined Score
- Took ACT & Composite Score
- Completed FAFSA/WASFA (*12th grade only*)
- Graduated High School

Required by September 8, 2023:

- Report all August 2023 Student and Parent Services/Activities
- Report all August 2023 Educator Professional Development Activities

Update Student Educational Progress –

- Proficient or Above on ELA State Assessment
- Proficient or Above on Math State Assessment
- Passed State Graduation Standard – Science
- Passed State Graduation Standard – ELA
- Passed State Graduation Standard – Math
- Graduated High School
- Took SAT & Combined Score
- Took ACT & Composite Score