

**Required by the 7<sup>th</sup> 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, 2023:**

**Update Student Lists for 2023-24 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
  - Veterans Upward Bound
  - Migrant Program
  - Upward Bound Math-Science
  - Talent Search
  - 2 or More
  - 21st CCLC

**Required by December 15, 2023:**

**Update Postsecondary Educational Progress Measures (1<sup>st</sup> Year College Students Only)**

- Enrolled – Fall (*first enrollment only*)
- Enrolled in College – Less than 2 yrs
- Enrolled in College – 4 yrs
- Where Enrolled (Student Record)
- Enrolled in College – 2 yrs
- College Placement – No remedial courses

**Parent and Student Financial Aid Surveys (11<sup>th</sup> and 12<sup>th</sup> Grade Students Only)**

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

**Update the following in Educational Progress (11<sup>th</sup> and 12<sup>th</sup> Grade Students Only)**

- Took PSAT
- College Coursework in High School
- Took ACT & Composite Score
- Took ASPIRE
- Took SAT & Combined Score

**Required by February 9, 2024:**

**Update Current Course Enrollment in Educational Progress (11<sup>th</sup> and 12<sup>th</sup> Grade Students Only)**

- English/Language Arts
- Pre-Algebra
- Algebra I or Equivalent
- Geometry
- Algebra II
- Trigonometry
- Pre-Calculus
- Calculus
- 2 Years of Math Beyond Algebra I
- Biology
- Chemistry
- Physics
- AP Course
- IB Course
- Advanced Math
- Advanced Science
- Advanced English/Language Arts

**Update the following in Educational Progress (11<sup>th</sup> and 12<sup>th</sup> Grade Students Only)**

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

**Update Postsecondary Educational Progress Measures (1<sup>st</sup> Yr College Students That Did Not Enroll in Fall)**

- Enrolled – Winter/Spring (*first enrollment only*)
- Enrolled in College – Less than 2 yrs
- Enrolled in College – 4 yrs
- Where Enrolled (Student Record)
- Enrolled in College – 2 yrs
- College Placement – No remedial courses

**Required by July 31, 2024:**

**Update the following Cumulative Course Completion in Educational Progress (11<sup>th</sup> & 12<sup>th</sup> Grade Students Only)**

- |  |   |   |
|--|---|---|
| <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 (11<sup>th</sup> & 12<sup>th</sup> Grade Students Only)**

- |  |  |
|--|--|
| <input type="checkbox"/> College Coursework in High School | <input type="checkbox"/> Took SAT & Combined Score                     |
| <input type="checkbox"/> Took ACT & Composite Score        | <input type="checkbox"/> Completed FAFSA (12 <sup>th</sup> grade only) |
| <input type="checkbox"/> Graduated High School             |  |

**Update Postsecondary Educational Progress Measures (1<sup>st</sup> Yr College Students Only)**

- Completed 1<sup>st</sup> Year of College

**Required by September 9, 2024:**

- Report all August 2024 Student and Parent Services/Activities
- Report all August 2024 Educator Professional Development Activities

**Update Student Educational Progress (11<sup>th</sup> & 12<sup>th</sup> Grade Students Only)**

- 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

**Update Postsecondary Educational Progress Measures (1<sup>st</sup> Yr College Students Only)**

- Completed 1<sup>st</sup> Year of College