DATA NEWSLETTER

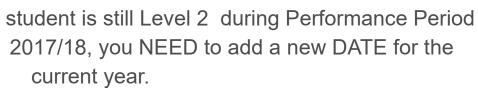### In this newsletter:
- Grad Plan & PLP Dates
- OSY Profile & Recruiters
- EasyCBM & DSs

Grad Plan and PLP Dates 2017/18

- Graduation Plan **Part I** should be completed by tutors within 45 days of enrollment for Level 3 HS students

- The Graduation Plan Date can be collected from the Student Intake form and must be recorded in the Student Side/Service Delivery tab of MIS2000

- If a HS student was Level 3 in Performance Period 2016/17 and the student is still Level 3 during Performance Period 2017/18, you NEED to add a new DATE for the current year. While the tutor does not need to fill out a new Graduation Plan Part I form, the tutor does need to give us the date in which he/she met with the student to update the information

- Personal Learning Plans should be completed by tutors within 45 days of enrollment for Level 2 OSY students (OS, DO, D+)

- DSs need to record in MIS2000 the Short Term Goal Started date in the Student Side/Service Delivery tab of MIS2000

- If an OSY student was Level 2 in Performance Period 2016/17 and the student is still Level 2 during Performance Period 2017/18, you NEED to add a new DATE for the current year.

- For this form, you want the tutor to write a new short term date for 2017/18. Please note: the student can still have the same short term and long term goal as previous performance period

- If you have any questions, please call Odilia

Friendly Reminders:

- K registration and PK referral lists sent to M-TASC by 11/3/17
- Hard copies of ECA Post Test sent to Mary Anne by 11/3/17
- Final ECA Pre/Post Report sent to M-TASC by 11/14/17
- Last day for tutors to complete Level 3 Graduation Plans, Level 2 OSY PLPs, and MSIX MDEs (Intake forms) for students enrolled as of 09/01/17 is 11/22/17
- All data for performance period 16/17 entered and corrected in MIS2000 by 11/30/17
- State Assessments (3-8 & regents) entered in MIS2000 by 12/8/17
- All forms related to SDP including Intake forms (from Sep to Nov) entered in MIS2000 by 12/15/17
- Credit accrual list for SY16-17 sent to Directors for revisions by 12/22/17
- 12/25/17 is a mandatory day off for ID&R
- On 12/27/17 ID&R will send CSPR reports for corrections to DSs
- 12/29/17 is the last day to complete SY17-18 Data Security & MSIX Training with METS Staff. Keep the Sign-In sheet and agenda for your records

OSY Profile & Recruiters

As of December 2017, the ID&R Office will request that Recruiters complete the OSY Profile when filing a COE for newly identified OSY students. This form will be completed by recruiters when possible and when it does not interfere with recruitment

IMPORTANT: Tutors are still responsible for checking the information provided by recruiter and the type of services OSY will receive

EasyCBM & DSs

DSs DO NOT need to enter EasyCBM scores for the Fall Assessment on the Test Panel. Here is the process:

- Tutors tested students on EasyCBM during Fall 2017
- ID&R will import the data from EasyCBM to MIS2000
- ID&R will run a report from MIS2000 showing scores per students so METS can review data by December 8th
- Changes will be recorded in MIS2000 based on METS feedback