


PROGRAM YEAR CLOSEOUT CHECKLIST FOR PROGRAMS CLOSING FOR THE SUMMER

	Data Entry	*Enter By	Notes	Manual Chapter
<input type="checkbox"/>	Attendance	by June 30 th	Complete all Attendance data entry for the previous Program Year	Chapter 3; Section 3.4
<input type="checkbox"/>	Class Exits	by June 30 th	Exit Participants from the previous Program Year classes Note: Planned Gaps cannot be entered if a Participant has not been exited from their classes	Chapter 3; Section 3.5
<input type="checkbox"/>	Planned Gaps	by June 30 th	If a participant plans to return in the fall, decide if a planned gap is preferred or exit now and reverse the exit once they return and attend class. (Refer to the Planned Gap Reference table in the manual)	Chapter 3; Section 3.6
<input type="checkbox"/>	Post-Test	by June 30 th	All Participants with the required number of instructional hours must be Post-Tested with a PostTest dated by June 30 th .	Chapter 3; Section 3.7
<input type="checkbox"/>	Achievements	by June 30 th	Complete any High School Diploma credits/attainments and any non-Data Matched High School Equivalency official test dates/scores. Complete any Postsecondary Enrollments.	Chapter 3; Section 3.8
<input type="checkbox"/>	Program Exit	by June 30 th	Program Exit any Participant who has completed the program or who is not returning for the next Program Year	Chapter 3; Section 3.9
<input type="checkbox"/>	Create or Copy all Class Functions	by June 30 th	Be prepared for the Fall rush – either create or copy all Instructors, Locations and Classes for the new Program Year	Create Class Functions – Chapter 2 Copy Class Functions – Chapter 4

***Note: Due date indicated as June 30th due to a program being closed in the month of July. The Office of Adult Education Data Entry Policy states MAERS data entry is to be completed monthly. Data entry is available through September 17th following the end of the Program Year.**

Schedule Reports to manage Data Entry for Program Year Closeout

Report	Scheduling Recommendation	Action
Missing Data Report (AEMDR)	May 31 st & June 30 th	Complete any needed missing data entry
Post Test Listing Report (AEPOSTTEST)	May 31 st & June 30 th	Post-Test all eligible Participants. Post-Tests must be dated June 30 th or before.
Missing Attendance by Class Report	May 31 st & June 30 th	Complete Attendance for all classes
Upcoming System Exit Report	May 31 st & June 30 th	Update any needed data entry to avoid a System Exit OR manually Program Exit those participants who should be exited
Planned Gap Report	May 31 st & June 30 th	Look for Participants who's Planned Gap is ending soon. Program Exit those Participants who are not returning or extend the current Planned Gap if eligible.
Simple Participant Listing Report (SIMPLEPART)	May 31 st & June 30 th	This report will provide a list of all active registrations during the Program Year AND it will also list any Participants who have been exited; including identifying those who were System Exited. If a Participant was System Exited, reverse the System Exit and update the record as needed.
Participant Performance Summary (PERF_SUMMARY)	May 31 st & June 30 th	This report will provide year to date Measurable Skill Gains, 107 performance and Outcome Measures.
Educational Functioning Level Performance Snapshot (EFLPERF)	May 31 st & June 30 th	This report will provide how many more participants are needed to make a gain to meet Measurable Skill Gain benchmarks.