


## PROGRAM YEAR CLOSEOUT CHECKLIST FOR YEAR-ROUND PROGRAMS

	Data Entry	* Enter By	Notes	Manual Chapter
<input type="checkbox"/>	Attendance	by July 31 <sup>st</sup>	Complete all Attendance data entry for the previous Program Year	Chapter 3; Section 3.4
<input type="checkbox"/>	Class Exits	by July 31 <sup>st</sup>	Exit Participants from the previous Program Year classes <b>Note: If you plan to use the 'Copy Class with Enrolled Participants' feature, do not exit the Participants from these specific classes. This function saves data entry work by copying the Participants from a class that continues into the next program year.</b>	Chapter 3; Section 3.5
<input type="checkbox"/>	Planned Gaps	by July 31 <sup>st</sup>	If you have Participants who will not be taking classes over the summer and plan 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 July 31 <sup>st</sup>	All Participants with the required number of instructional hours must be Post-Tested with a Post-Test dated by June 30 <sup>th</sup>	Chapter 3; Section 3.7
<input type="checkbox"/>	Achievements	by June 30 <sup>th</sup>	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 <sup>th</sup>	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 July 31 <sup>st</sup>	Be prepared for the Fall rush - either create or copy all Instructors, Locations and Classes for the new Program Year <b>Note: If you use the Copy Classes with Enrolled Participants feature, you must have the Participants Eligibility and Pre-Test Assessment for the new Program Year entered into MAERS first</b>	Create Class Functions – Chapter 2  Copy Class Functions – Chapter 4

**\*Note: The Office of Adult Education Data Entry Policy states MAERS data entry is to be completed monthly. Data entry is available through September 17<sup>th</sup> 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 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	Complete any needed missing data entry
Post Test Listing Report (AEPOSTTEST)	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	Post-Test all eligible Participants. Post-Tests must be dated June 30 <sup>th</sup> or before.
Missing Attendance by Class Report	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	Complete Attendance for all classes
Upcoming System Exit Report	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	Update any needed data entry or enter a Planned Gap to avoid System Exits OR manually Program Exit those Participants who should be exited
Planned Gap Report	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	Look for participants whose Planned Gap is ending soon. Either enroll these Participants into classes, Program Exit those Participants who are not returning, or extend the current Planned Gap if eligible.
Simple Participant Listing Report (SIMPLEPART)	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	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 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	This report will provide year to date Measurable Skill Gains, 107 performance and Outcome Measures.
Educational Functioning Level Performance Snapshot (EFLPERF)	May 31 <sup>st</sup> , June 30 <sup>th</sup> , July 31 <sup>st</sup>	This report will provide how many more participants are needed to make a gain to meet Measurable Skill Gain benchmarks.