

PROGRAM YEAR CLOSEOUT CHECKLIST

DATA	ACTION	TIPS and RECOMMENDED REPORTS	<input checked="" type="checkbox"/>
Attendance	Complete all attendance data entry for the previous program year	<ul style="list-style-type: none"> • Online Missing Attendance by Class • Missing Data Report 	<input type="checkbox"/>
Class Exits	Exit participants from the previous program year classes. <i>Note: The system does an automatic class exit on August 1st and September 17th for any classes still showing a participant as actively enrolled in the previous program year.</i>	<i>Tip: Using the Class Enrollment by Group function to exit all participants from one class is quick and efficient.</i>	<input type="checkbox"/>
Post-Test	All participants with the required number of instructional hours must be post-tested by June 30 th of the program year.	<ul style="list-style-type: none"> • Post Test Listing Report • Missing Data Report • EFL Snapshot Report 	<input type="checkbox"/>
Achievements	Complete all achievements and 107 performance measures	<ul style="list-style-type: none"> • Missing Data Report • EFL Snapshot Report • Participant Performance Summary Report • NRS Table 4 	<input type="checkbox"/>
Planned Gaps	Enter planned gaps for those who may be returning after more than 90 days of no services. (See Tip)	<i>Tip: It may be more efficient to program exit everyone; even those who may return in the fall. If/when they return, reverse the exit and retro date the planned gap if more than 90 days with no services has passed.</i>	<input type="checkbox"/>
Program Exit	Program Exit all who are not returning and all who are System Exited	<ul style="list-style-type: none"> • Simple Participant Listing Report • Online Upcoming System Exit Report 	<input type="checkbox"/>
Follow Up	Complete manual follow up surveys on all those who have exited in the previous program year	<ul style="list-style-type: none"> • Follow Up Selection Report • Missing Data Report 	<input type="checkbox"/>
Overall Data Validation	Assure selected program types and funding are correct	<ul style="list-style-type: none"> • Participant Characteristics Report • Simple Participant Listing Report by funding source 	
Create or Copy Class Functions	Copy or create all Instructors, Locations and Classes for the new program year	<i>Tip: Review the MAERS User Manual Chapter 2 – Create Class Functions Chapter 4 – Copy Class Functions</i>	<input type="checkbox"/>

***Note: 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.**