

Area	Time Frame for Reports / Assessments	Due Date	Report due to	Calendar Date	Comments	Data Specialists Column
School District	School District Correspondence (free lunch letters, students list) by 9/1 for migrant eligible families, - ongoing for newly arriving families	Prior to first day of school	School District	9/1/2025		•As soon as you can, withdraw everyone from previous census year. Enroll everyone eligible for the new census year with a 9/1/yy enrollment date. That way you can share the list of currently eligible students with districts • Run lists showing current In-School students in every school district for free lunch. •Run a list of OSY students for last performance year (especially Z students) and try to start collecting the information as soon as possible
OSY Consortium	OSY Consortium Reports – all OSY data for 9/1/25-8/31/26 along with iSOSY forms sent to ID&R/MIS2000	Third Friday in September	Odilia Coffta	9/19/2025		

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SDP and OSY Consortium	OSY Consortium Reports – OSY Student Profiles, PLP Dates, and mini-lesson pre-post scores for 9/1/24-8/31/25 entered in MIS2000	Third Friday in September	MIS2000	9/19/2025		• Print missing/outdated profiles by running the OSY Student Profile Report
EasyCBM	Lists of students that will be tested using EasyCBM and list of staff sent to Lisa Rivera	Second Friday in September	Lisa Rivera	9/26/2025		•As soon as you can, run a list of In School students eligible for 09/04/25 to help your Director and tutors with the new SDP requirements •Make sure your tutors know which K-8 students will be Level 3 and also which students might possibly become Level 3 students

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Level 2 Data Reconciliation	Review Final SY24-25 Level 2 Report: ID&R will disseminate the report to METS for revisions	9/26/2025	METS Directors for validation/cross-check/corrections	9/26/2025	IMPORTANT: Since this data is locked in and cannot be corrected, DO NOT CONTACT school districts to make corrections.	Review Final SY24-25 Level 2 Report: • Import any data that you might be missing from the Level 2 report such as NYSSID and the proper school building (facility) • Help your Director to determine discrepancies between your records and the Level 2 Report and remind them that they do not need to call School Districts for this data
MIS2000/MSIX	MSIX MDEs for 2025 Summer entered on MIS2000 - Submit all updates and newly available MDEs for eligible students during the term. It includes needs assessment info, transcripts, course information, etc.	30 calendar days from the end of the Summer Term	MIS2000/MSIX	9/30/2025	*please refer to MSIX applicable MDEs by Grade Color Coded doc	•Make sure that all eligible students during the Summer period have an enrollment line, enrollment type, and any other information that might have changed during the Summer Period on MIS2000. Example: You can add to the assessment info of a student that retook a regents during the Summer

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Reminder: Directors please meet with staff to review students' services	Please find a time to meet with you staff to check that all students have been seen/contacted, needs assessment has been completed, leveling of students have been recorded and communicated with Director/DS, and initial services are on their way	Sometime October 2025	Directors	This is a <i>recommendation</i> . Please check this data for students that were enrolled 09/01/25.		Help your Director by providing a "Z" list, a list of students missing Needs, PFS students and their levels, students missing levels, and any other report you might think it is useful during these meetings with staff
MIS2000	End of Summer Period - Entered all services provided during the 2025 Summer Period into MIS2000	Second Friday in October	MIS2000	10/10/2025		•Run a list of students that still have Type "Z", and check with your Director about changing them into S or R • Also, run the Snap list "Missing SP Codes" for the summer (you can also do last academic year) to make sure all the students marked as "served" have a record of services • Make sure you "approved" all services entered by the tutors via the web app

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CSPR	Consolidated Performance Report – Part I and II - Data Office will email checklists for METS to check and correct on MIS 2000	Third Wednesday in October	METS	10/15/2025		•Review and compare the information sent from Will ASAP. •Use the Final Level 2 Data (given to you in September) to review and correct school building names (no CSD for K-12) •Talk with your recruiter about trying to receive all the COEs that have a QAD from last year (09/01/24-08/31/25) deliver to your office before we "freeze" the numbers. •Send Odilia all duplicates from your system. •Make sure to change students grade for children that turned 3 during the summer to P3s. •Check your data: PFS, Special Ed, Retention, Supplemental Services (especially Instructional services), tricky summer enrollments

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MSIX/SDP Algebra 1	Passed Algebra 1 Report 24/25: A list of In School HS students distribute to METS in order to confirm if students passed Algebra 1	10/24/2025	Directors	10/24/2025		We will provide you with a list of students enrolled in HS for 2024/25. Please review your data and make sure all students that passed Algebra 1 (received a credit for the class) have marked the Algebra 1 indicator
easyCBM	Fall Assessments- the window for Fall assessments is from 08/7/25 to 10/24/25	10/24/2025	easyCBM	08/7/25-10/24/25	You cannot enter test scores after 10/24/25 for Fall Assessments	•Please remind your tutors that after 10/24/25, they will not be able to test NOR enter the answers of tests on easyCBM. If tutors used paper to test students, the last day they can enter the answers on easyCBM is 10/24/25
SED	SED Annual Performance Report	10/30/2025	NYSED	10/30/2025		
Early Childhood Plan: ECA (Program Year 2024-25)	NYS Early Childhood Academic Tool for September 1, 2024 - August 31, 2025 (pre & post tests results) input on MIS 2000	Last Friday in October	MIS2000	10/31/2025	Complete all data entry for School Year and Summer, Pre and Posttest results for Level 2 Preschool	•After entering the pre/post, run a list in order to review the data. •Enter the instructional hours in Supplemental Programs.

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Early Childhood Plan: ECA (Program Year 2024-25)	NYS Early Childhood Assessments for 9/1/2024 -8/31/2025 (post tests results) - hard copies sent to Mary Anne Diaz	Last Friday in October	Mary Anne Diaz	10/31/2025		Scan, Protect, and email to Mary Anne's Oneonta email or mail to M.A. Diaz at 3361 Whitney Road, Cincinnati, NY 13040
SDP	Winter Period to change a Student's Service Level. If approved by your Director, make sure that the new level is entered in the correct data field in the Service Delivery tab of the web app	11/1/25-1/31/26	METS Director/MIS2000	11/1/25-1/31/26	Make sure you have entered any changes/updates to the system before running the Summary Student Record forms	• Run a list showing Needs identified for students at the beginning of the school year (Ex. Low Grades, Failed State Test). Share it with your Directors and tutors in order to help them in this task • Print Summary Student Records for tutors to complete/update
CSPR	Consolidated Performance Report – Part I and II - Data Office will email Teacher Certification list to METS	First Wednesday in November	METS	11/5/2025		

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MSIX	Course History Upload- ID&R will run a report to check that we correctly uploaded the previous year course information for all Grades 9-12th students on MIS2000	First Friday in November	MIS2000	11/7/2025		Check your list and make sure you entered any missing course history information missing in MIS2000
CSPR	Consolidated Performance Report – Part I and II - Send completed Teacher Certification list to ID&R	Second Wednesday in November	METS	11/12/2025		
Early Childhood Plan: ECA (Program Year 2024-25)	<i>Dissemination of State Report to METS for revisions:</i> NYS Early Childhood Academic Tool for 9/1/24-8/31/25 (pre & post tests results)	Second Friday in November	METS Directors for validation/cross-check/corrections	11/14/2025	L.Rivera will email MIS2000 report to METS. M.A. Diaz will email METS suggested cross-checks.	• Run a list showing the ECA data and have the ECA hardcopies available to compare with the data sent by L.Rivera and the suggested cross-checks from M.A. Diaz.

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Parent & Family Engagement Plan	Initial Local PAC Parent list for 2025-26, including Parent Name, Phone number, Preferred Language, and identify the State PAC Parents (only ones given the Zoom link).	Friday before Fall State PAC meetings	TASC	11/14/2025	Email the password-protected list or upload to the folder shared with Mary Anne in Citrix ShareFile.	
SDP	25/26 Data Pulse Round 1: ID&R will run a report regarding 25/26 MPOs for Directors to review including PFS students & their levels	11/14/2025	Directors	11/14/2025	This data will be shared with SED	Help your Director review the information and make changes on MIS2000 accordingly.
CSPR	Consolidated Performance Report – Part I and II - all data from previous funding year (09/01/24-08/31/25) is completed on MIS2000 including checklists/emails sent by ID&R and any other necessary corrections	11/24/2025	MIS2000	11/24/2025		Please make sure that all 24/25 State assessments, transcripts, regents, Algebra 1, services, needs, and enrollment lines are completed and clean. This is for Federal reporting.

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MSIX	Academic Period 2025-26: Last Day to enter MSIX MDEs (including Needs assessment) on MIS2000 for all students. The MDEs are found on the COE, Student needs, Student Transcripts and NYS ELA and Math Assessment Results. Please refer to MSIX applicable MDEs by Grade Color Coded doc	45 School days of enrollment	MIS2000	11/26/2025		•Run a "Z" list and print a new Intake forms for students still marked as "Z" •By this date, you should have an enrollment line for all eligible students for 2025-26 Academic Period including enrollment date, enrollment type, school district, and facility name

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SDP	Reminder: Please check/review your SDP data	11/26/2025	METS	11/26/2025	This is a <i>recommendation</i> . Please check this data for students that were enrolled 09/01/25.	•Add the Assessment date for all students enrolled as of 09/01/25. •As soon as all the students's needs are entered on MIS2000, run a PFS list and other lists that highlight the different needs of migrant students •If your METS learned about a student dropping out of school this current academic period, your staff has 45 days to contact such student. Add the date of contact on the MIS2000/Student Side/Service Delivery tab
SDP MIS2000	SDP - State Assessments (grades 3-8 and Regents) State Report from ID&R Office disseminated to METS	11/28/2025	METS Directors for validation/cross-check/corrections	11/28/2025	ID&R Office will distribute the individual report to the METS	•Help your Director compare the information from the State to your records. Communicate with ID&R Office for any discrepancies or suggestions

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MSIX/SDP Algebra 1	Passed Algebra 1 Report 24/25: Due date for METS to send report to ID&R Office and to input the information on MIS2000	11/28/2025	ID&R/MIS2000 Office	11/28/2025		Please review your data and make sure all 24/25 HS students that passed Algebra 1 (received a credit for the class) have marked the Algebra 1 indicator. If they passed the Algebra 1 course prior of becoming Migrant Eligible, please still mark "Y" on the Alg 1 Indicator
SDP	OSY BOLST 9/1/24-8/31/25 (pre & post tests results) input on MIS 2000	First Friday in December	MIS2000	12/5/2025		•After entering the pre/post, run a list in order to review the data. •Check that the tutors gave you the Total of the test, not only the Oral score •Check that you have ESL hours on the Supplemental services for the students with post test
Early Childhood Plan: ECA (Program Year 2024-25)	<i>ID&R will run final report with all corrections entered in MIS2000: NYS Early Childhood Academic Tool for 9/1/24-8/31/25 (pre & post tests results)</i>	First Friday in December	Directors	12/5/2025		

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CNA	Final State Assessment Report ran by ID&R	12/12/2025	ID&R/MIS2000 Office	12/12/2025		Make sure all corrections have been entered on MIS2000 before this due date
SDP	25/26 EasyCBM Fall scores import run by ID&R	12/15/2025	METS Directors	12/15/2025	It will only include 3-8 grade students	Review the report provided by ID&R, check if there any missing students
SDP	2024/25 OSY BOLST (pre & post test results) Dissemination of State Report to METS for revisions	Last Friday in December	METS Directors for validation/cross-check	12/26/2025	ID&R/MIS2000 Office will email METS the report for corrections	• Run a list showing the OSY data and compare it with the data sent by Odilia to your own data. • Make any necessary changes on MIS2000 or communicate with ID&R Office for other possible changes

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Data Security	REMINDER: complete the SY 2025-26 data security training certification with METS staff. If someone in your staff did not attend the annual statewide training, please share the resources posted in the website and let J.Verdugo know the date of completion.	Last business day of December	METS Directors	12/31/2025 (Reminder)	Please refer to the NYS Migrant Website if need docs	
MSIX	REMINDER: complete the SY2025-26 MSIX training certification with METS staff. If someone in your staff did not attend the annual statewide training, please share the resources posted in the website and let J.Verdugo know the date of completion.	Last business day of December	METS Directors	12/31/2025 (Reminder)	Directors: Keep records of attendance and related docs for your records	

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SED	REMINDER: complete the SY2025-26 Mandated Reporter training with METS staff at least once during the 25/26 performance period	Last business day of December	METS Directors	12/31/2025 (Reminder)		
EasyCBM	Winter Assessments- the window for Winter assessments is from 01/2/26-02/20/26	2/20/2026	EASYCBM	01/02/26-02/20/26	You cannot enter test scores after 02/20/26 for Winter Assessments	
SDP	24/25 Evaluation Data sent to Arroyo	1/9/2026	Arroyo	1/9/2026		If you still need to make some changes to data related to MPOs for 24/25 performance period please reach out to Odilia
MSIX	MSIX Snapshot for 24/25 Performance Period	1/9/2026	MSIX	1/9/2026		Please make sure all MDEs are updated and entered on MIS2000 for 24/25 performance period prior to this date

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Parent & Family Engagement Plan	Email copy of documents for Local PAC meeting Involvement and Parent Engagement Activities held September 1 - December 31, 2025.	1/16/2026	TASC	1/16/2026	Summary and Agenda per meeting <i>(Can be submitted earlier)</i>	
SDP	2024/25 FINAL OSY BOLST (pre & post test results)	1/16/2026	SED	1/16/2026	ID&R/MIS2000 Office will email the report to SED	
SDP	25/26 Data Pulse Round 2: ID&R will run a report regarding 25/26 MPOs for Directors to review including PFS students & their levels	1/16/2026	Directors	1/16/2026	This data will be shared with SED	Help your Director review the information and make changes on MIS2000 accordingly.
Early Childhood Plan: ECA - Academic Year	NYS Early Childhood Academic Tool for Sept 1, 2025 - Dec 31, 2025 (pre & any post tests results) input on MIS 2000	Last Friday in January	MIS2000	1/30/2026	All Pre-test (and any Posttest results) for Level 2 Preschool students.	•After entering the pre/post, run a list in order to review the data. •Enter the instructional hours in Supplemental Programs. All instruction time should be counted as ELA or Math.

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Early Childhood Plan: ECA-Academic Year	NYS Early Childhood Academic Tool for 9/1/25- 12-31-25 PRE-test hard copies sent to Mary Anne Diaz for Item Analysis	Last Friday in January	Mary Anne Diaz	1/30/2026	Level 2 Preschool students.	
SDP	All data related to SDP (OSY Profile, Needs assessment, ELA/Math EasyCBM assessment dates, DO Contact Date) for September 1 - Dec 31 entered on MIS2000	1/30/2026	MIS2000	1/30/2026		•Make sure you have enter the dates for Needs Assessments, PLP, HS goals and transcript review, ELA/Math EasyCBM Dates, DO notification date, DO contact date, and any other information that might help us review the data for current SDP
MIS2000	All services data (for September 1 - December 31) entered on MIS2000	Last Friday of January	MIS2000	1/30/2026		

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Early Childhood-Identifying preschools who will be eligible for K or PK	This is the time when districts and preschool programs start their Kindergarten and Preschool intake process. Make sure you support your P3-P5 students in this process.	2/2/2026	METS Director	2/2/2026	Head Start Locator Use this link to enter your location(s) and select the search-distance you prefer, to find the Head Start programs in your region - https://headstart.gov/center-locator Directory of PreK Programs administered by NYSED https://www.nysed.gov/early-learning/state-administered-prekindergarten-programs-directory-programs . Your best option is to have someone contacting the schools to ask if they have a	•Run a list of preschool students, by district, who will be Kindergarten-age for 26-17 school year, using their DOB •Run a list of preoschool students, by district, who will be Pre-Kindergarten age

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SDP	Spring Period to change a Student's Service Level, using the Mid-Year Update and Summary Student Record	2/2/26-4/30/26	METS Director	2/2/26-4/30/26	Make sure you have entered any changes/updates to the system before running the Summary Student Record forms	• Run a list showing Needs identified for students at the beginning of the school year (Ex. Low Grades, Failed State Test). Share it with your Directors and tutors in order to help them in this task • Print Summary Student Records for tutors to complete/update
Reminder: Please meet with staff to review students' services	Please find a time to meet with you staff to check that all students in their caseloads are on track of receiving services, change service levels based on new information and that new students needs have been assessed	Sometime February 2026	Directors	This is a <i>recommendation</i> .		Help your Director by providing a "Z" list, a list of students missing Needs, PFS students and their levels, students missing levels, students missing required SDP components, and any other report you might think it is useful during these meetings with staff

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Early Childhood Plan: ECA (Program Year 2025-26)	TASC disseminates suggested METS cross-for NYS Early Childhood Academic Tool for 9/1/25-12/31/25 pretests.	Second Friday in February	METS Directors for cross-checks	2/13/2026	M.A. Diaz will email METS suggested cross-checks.	• Run a list showing the 2025-26 ECA data and have the ECA pretest hardcopies available to compare with the suggested cross-checks from M.A. Diaz.
EasyCBM	Winter Assessments-the window for Winter assessments is from 01/2/26-02/20/26	2/20/2026	EASYCBM	01/02/26-02/20/26	You cannot enter test scores after 02/20/26 for Winter Assessments	

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Level 2 Data Reconciliation	SY25-26 Initial Level 2 Report: (Under or Over Reported) After the IRS releases the report for SY2025-26, information is disseminated to METS to import student data and contact schools regarding any discrepancies in students flagged as migrant	First Friday in March	METS Directors for validation/cross-check/corrections	3/6/2026	METS complete the Data Reconciliation Form for children that are incorrectly flagged as migrant and contact schools with the discrepancies while keeping a record of such contact (name, date, phone/in person).	•Check if you can find any missing NYSSIDs from the Level 2 Report. You can run Snap report "Students Missing NYSSIDs" to help you with this task. •Review Student Data such as DOB, spelling of names, and correct school building. Update information on MIS2000 accordingly. •Help your Director in checking if students are missing from the Level 2 report or if students are incorrectly flagged as migrant.
SDP	25/26 EasyCBM winter scores import by ID&R	3/13/2026	METS Directors	3/13/2026	It will only include 3-8 grade students	Review the report provided by ID&R, check if there any missing students

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Level 2 Data Reconciliation	SY25-26 Initial Level 2 Report: (Under or Over Reported) Directors send the Data Reconciliation Form to ID&R Office with all contacts made in the effort of removing discrepancies from Level 2 Data Report	Second Friday in April	ID&R/MIS2000 Office	4/10/2026		
Parent & Family Engagement Plan	Update Local PAC Parent list for 2025-26, including Parent Name, Phone number, Preferred Language, and identify the State PAC Parents (only ones given the Zoom link).	Friday before Fall State PAC meetings	TASC	4/10/2026	Upload to the Accountability-Parent and Family Engagement folder in ShareFile for your METS program	
EasyCBM	Spring Assessments-the window for Spring assessments is from 04/13/26-06/12/26	6/12/2026	EASYCBM	04/13/26-06/12/26	You cannot enter test scores after 06/12/26 for Spring Assessments	

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Level 2 Data Reconciliation	SY25-26 Initial Level 2 Report: (Under or Over Reported) Any missing Student Data (NYSSID, facility name, etc) entered on MIS2000	4/17/2026	MIS2000	4/17/2026		

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Level 2 Data Reconciliation	SY25-26 <i>UPDATED</i> Level 2 Report: (Under or Over Reported) After the IRS releases the UPDATED report for SY2025-26, information is distributed to METS by ID&R.	Second Friday in May	METS Directors for validation/cross-check/corrections	5/8/2026	•Directors: check if school districts made the necessary corrections that were requested on previous Level 2 report. Refer to your Data Reconciliation form and highlight in blue any persistent mistakes. Submit this data to the ID&R/MIS2000 Office in order to analyze persistent errors. •ALSO, contact school districts regarding NEW DISCREPANCIES in the Level 2 Report.	•Check if you can find any missing NYSSIDs from the Level 2 Report for NEW students •Review Student Data for NEW students such as DOB, spelling of names, and correct school building. Update information on MIS2000 accordingly. •Help your Director in checking for persistent errors and completing the Data Reconciliation Form.

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Parent & Family Engagement Plan	Upload copy of documents for Local Parent & Family Engagement activities held January 1-April 30, 2026	5/8/2026	TASC	5/8/2026	Upload to the Accountability-Parent and Family Engagement folder in ShareFile for your METS program	
Beginning of Summer Period for PK and OSY Students (DO, D+, OSY)	First day of Summer for OSY and Preschool students (preschoolers who are NOT in a Community or District program)	5/15/2026	N/A	5/15/2026		
Migrant Scholarships	Applications for FoL, Friends of Jack Perry and the Homeless Scholarships for migrant students are due 05/15/26. You can start submitting applications 02/02/26	5/15/2026	See the NYS-MEP website Scholarship page for individual directions.	02/02/26-05-15-26		

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Level 2 Data Reconciliation	SY25-26 UPDATED Level 2 Report: (Under or Over Reported) Directors send the Data Reconciliation Form to ID&R Office with: • persistent discrepancies highlighted in blue •AND all contacts made in the effort of removing NEW discrepancies from Level 2 Data Report	6/5/2026	ID&R/MIS2000 Office	6/5/2026		
Level 2 Data Reconciliation	SY25-26 Updated Level 2 Report: (Under or Over Reported) Any missing Student Data (NYSSID, facility name, etc) entered on MIS2000	6/5/2026	MIS2000	6/5/2026		
EasyCBM	Spring Assessments-the window for Spring assessments is from 04/13/26-06/12/26	6/12/2026	EASYCBM	04/13/26-06/12/26	You cannot enter test scores after 06/12/26 for Spring Assessments	

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School District	School District Correspondence-SIRS report	6/15/2026	School District SUP and District Data Coordinator	6/15/2026		•Run the Brand New SIRS on Snap Reports •Check all students have the correct building assigned •Make sure all grades are correct •Pay special attention to P4-P5 students that should be present on the list
Migrant Scholarships	TBD: Applications for the PathStone Farmworker Education Scholarship	TBD	See the NYS-MEP website Scholarship page for individual directions.	TBD		
End of Academic Period for In School students (K-12)	The last date of the 25/26 Academic Period is TBD	Last day of regent exams	N/A	N/A		

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Level 2 Data Reconciliation	SY25-26 ID&R Review Level 2 Report: (Under or Over Reported) The updated report is review by the ID&R/MIS2000 Director and METS Directors in order to identify persistent errors	Third Friday in June	METS Directors for validation/cross-check/corrections	6/19/2026		
Migrant Scholarships	Applications for the Parent Leadership Award are due 06/18/26	6/18/2026	See the NYS-MEP website Scholarship page for individual directions.	6/18/2026		
Migrant Scholarships	Applications for the National Migrant Farmworker Baccalaureate Scholarship are due 07/1/26.	7/1/2026	See the NYS-MEP website Scholarship page for individual directions.	7/1/2026		

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Level 2 Data Reconciliation	SY25-26 UPDATED Level 2 Report: (Under or Over Reported) After Data Reconciliation Report is compiled by ID&R, information is sent to NYS Dept. of Education	7/3/2026	NYS Education Dept.	7/3/2026		
SED	Directors provide remaining balance estimate and an August "spend down" plan to State Director FS10-A Amendments	Last Friday in July	NYS Education Dept.	7/24/2026		
MIS2000/MSIX	MSIX MDEs for School Year Enrollments entered on MIS2000 - Submit all updates and newly available MDEs for eligible students during the term. It includes needs assessment info, transcripts, course information, etc.	30 calendar days from the end of the Academic Term	MIS2000/MSIX	7/31/2026	*please refer to "MSIX applicable MDEs by Grade Color Coded" doc.	•Make sure that all eligible students during the 2025/26 Academic period have an enrollment line, enrollment type, and updated any information that might have changed during the Academic Period on MIS2000

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MIS2000	End of Academic Period - Entered all SDP forms and services provided during the 25/26 Academic Period into MIS2000	Last day in July	MIS2000	7/31/2026		•Help your Director remove any Z enrollment for the previous academic period. •If a student is changed to A, make sure you have entered on the Student side/Supplemental the services that he/she received. You can run the Missing SP Codes snap report to help you with this task. •Also, make sure that you have "approved" all of the supplemental services entered by tutors via the web app by this date
CSPR	2026 Summer Served report- ID&R will run and share a report for Directors showing the percentage of students served for current summer	8/3/2026	Directors	8/3/2026	The report will have incomplete data	If possible, make sure you change all students that have been served during the summer from a "Z" to an "S". If you do not have information about students, check with staff and bring it up to your Director

Area	Time Frame for Reports / Assessments	Due Date	Report due to	Calendar Date	Comments	Data Specialists Column
CSPR	25/26 Performance Period-PFS students: ID&R will run and share a report for Directors showing all currently identified PFS students, if they had been served, and the level of service	8/3/2026	Directors	8/3/2026	The report will have incomplete data	Check your list and compare it with the list provided by ID&R. Make changes as needed. Help your Director be prepare to explain why some of the PFS might be Level 1 or not-served
EasyCBM	Fall Assessments- the window for Fall assessments is from 08/6/26 to 10/9/26	10/9/2026	EasyCBM	08/6/26-10/9/26	You cannot enter test scores after 10/9/26 for Fall Assessments	•Please remind your tutors that after 10/9/26, they will not be able to test NOR enter the answers of tests on EasyCBM. If tutors used paper to test students, the last day they can enter the answers on EasyCBM is 10/9/26

Area	Time Frame for Reports / Assessments	Due Date	Report due to	Calendar Date	Comments	Data Specialists Column
CSPR	2026 Summer Served and PFS Reports for the State- ID&R will run and share a report for SED showing the percentage of students served for current summer and 25/26 PFS report showing service and level of service	8/10/2026	SED	8/10/2026	The report will have incomplete data	
SDP	25/26 EasyCBM Analysis run by ID&R	8/14/2026	METS Directors	8/14/2026	It only includes 3-8 grade students	Review the report provided by ID&R, check if there any missing students and/or if the hours are correct.
MIS2000	Academic Z enrollment report- ID&R/MIS2000 office will run a report to check if all Z enrollments have been removed for the previous Academic Period (09/01/25-06/2*/26)	8/14/2026	METS Directors for validation/cross-check/corrections	8/14/2026		•Do a final check that all the Z enrollments are removed for 25-26 Academic Period.

Area	Time Frame for Reports / Assessments	Due Date	Report due to	Calendar Date	Comments	Data Specialists Column
Parent & Family Engagement Plan	Email copy of documents for Local PAC meeting Involvement and Parent Engagement Activities held May 1 - August 28, 2026.	8/28/2026	TASC	8/28/2026	Upload to the Accountability-Parent and Family Engagement folder in ShareFile for your METS program	
MIS2000/MSIX	Departures- Submit all updates and newly available MDEs within 4 working days of receiving a departure for the student	4 working days from receiving a departure	MIS2000/MSIX	Ongoing	*please refer to "MSIX applicable MDEs by Grade Color Coded" doc	•Do not forget to send the MSIX notification when a student moves to another State. Also, notify another State if a student previously enrolled in their program moved to NY so they can withdraw them/update the MDEs

Area	Time Frame for Reports / Assessments	Due Date	Report due to	Calendar Date	Comments	Data Specialists Column
MIS2000/MSIX	Data Correction- Other State: METS that receive a request for correcting data from other State must respond in writing within 10 working days of receiving the notice	10 working days from receiving the notice	MIS2000/MSIX	Ongoing	- o ID&R/MIS2000 works with METS to send acknowledgements to the requester; investigate; decide whether to revise the data; and notify requester of final decision - o Submit revised data to MSIX within 4 working days of decision to correct	•If another state wants to correct MSIX data, please call Will ASAP so he can help you in the process
SDP for OSY	OSY BOLST (pre & post test results) Post test after 10 hours or prior to student departure.	Within 3 weeks of test administration	MIS2000	ongoing		
SED	SED MONITORING, DESK AUDIT/PEER REVIEW	TBD	SED	TBD		