

WIOA/CAEP 3rd Quarter Checklist

Revised Aug 11, 2020

	Q 3 Ends March 31	Due in TE April 30	
	Task		Completed
1	Certification/Personnel Information Forms		
	No items for Q3		
2	Data Recording Deadlines		
2a	All Semester 1 – 2 nd Post Test Records inputted, Immigrant Integration (EL Civics) Test Records inputted, Update Records inputted		
2b	All Semester 2 – Entry Records inputted, Pre-Test Records inputted, Immigrant Integration (EL Civics) Test Records inputted		
2c	All Trimester 2 – Entry Records inputted, Pre-Test Records inputted, Immigrant Integration (EL Civics) Test Records inputted, Post Test Records inputted, Update Records inputted		
3	Listers (Student Record, Student Demographics, Student In Program Years, Tests, and Class Instances)		
3a	Verify all concurrent status records:		
3b	Verify that all students on Student Record Lister are concurrent, and correct if wrong Run Student Record Lister – Records-Students-Records. Filter “Personal Status” – Enrolled in high school/K12		
3c	Verify that all students on Student Record Lister are concurrent, and correct if wrong Run Student Record Lister – Records-Students-Records. Filter “Special Program Entries” – Alternative Ed. [K12]		
3d	Verify that all students on Student Record Lister are concurrent, and correct if wrong Run Student Record Lister – Records-Students-Records. Filter “Results” – Returned to K-12		
3e	Verify that all students on Student Demographics Lister have values for Student ID (proper number of digits [8] and that there are no leading zeros, asterisks, or spaces), Name, Birth Date, Gender, and Ethnicity. Check the student information system for verification and correct. Merge student records if multiple records exist		
3f	Verify that all students on Student In Program Years Lister have an instructional program. Verify in the student information system and correct. If proxies apply, leave alone		
3g	Verify that each test on Test Lister has a Name. Class ID, and Instructional Program. Verify in student information system and correct. If proxies apply, leave alone		
3h	Verify all IET classes on the Class Instances Lister are designated ESL/ELL & Career and Technical Education (CTE) Instructional Program, Special Program EL Civics (IELCE), Integrated Education & Training (IET) and Focus Area for 243 IELCE funding		
3i	Verify all FSI classes on the Class Instances Lister are designated ESL/ELL & Adults supporting K12 student success as Instructional Programs		
3j	Verify on the Class Instances Lister that each Class Description includes a program identifier For example, ESL – INTERMEDIATE LOW, FSI – ESL BL, IET – ESL / COSMETOLOGY, IET – CTE / COSMETOLOGY— optional for each district		
3k	Verify that all Class Instances on Class Instances Lister have an Instructional Program		
4	CAEP Summary Report		
4a	Run CAEP Summary Report		
5	CAEP Data Integrity Report		
5a	Run CAEP Data Integrity Report		
5b	Review item 2 for less than 12 hours		
5c	Review items 8,9, and 10		
5d	Review items 23-27 A and B		

WIOA/CAEP 3rd Quarter Checklist

Revised Aug 11, 2020

	Q 3 Ends March 31	Due in TE April 30	
	Task		Completed
5e	Correct any issues		
6	Input Hours		
6a	Ensure hours are uploaded from the district information system to TE at the district's designated intervals		
7	Submitting Data to CAEP		
7a	Run Data Wizard on or before April 30		