

WIOA/CAEP 4th Quarter Checklist

	Task	Completed
1	Certification/Personnel Information Forms	
1a	Make sure that all Certification/Personnel Information Forms have been completed for the year	
2	Data Recording Deadlines	
2a	Ensure that all Entry, Test and Update Records are scanned (Notify teachers about end-of-year deadlines and ensure CTE students have successfully completed Entry/Update forms)	
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 DACESIS 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 DACESIS and correct. If proxies apply, leave alone	
3g	Verify that each test on Test Lister has a Name. Verify and correct	
3h	Verify that each test on Test Lister has a Class ID. Verify and correct	
3i	Verify that each test on Test Lister has an Instructional Program. Verify in DACESIS and correct. If proxies apply, leave alone	
3j	Verify on the Test Lister that all students with Immigrant Integration (EL Civics) tests have a pass or no pass designation Add column for <i>Show Additional Form</i> /Filter for “starts with 0” and add column <i>Show is Passed</i> /Filter for “N/A” If any test is showing up “N/A”, you need to determine if the test was a pass or no pass and correct	
3k	Verify all ESL classes on the Class Instances Lister are designated Special Program EL Civics (IELCE) with Focus Area for 231 Civic Participation or 243 IELCE funding	
3l	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	
3m	Verify all FSI classes on the Class Instances Lister are designated ESL/ELL & Adults supporting K12 student success as Instructional Programs	
3n	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	
3o	Verify that all Class Instances on Class Instances Lister have an Instructional Program	
4	Payment Points Monitor for Concurrent Students	
4a	Run <i>Payment Points Monitor</i> to verify that no payment points are dropped for incorrect concurrent status	
5	Proxy/Diamond Data Cleanup	
5a	Print out the <i>Student Gains</i> report for your whole program – Export and print	
5b	Go through <i>Student Gains</i> report and clean out proxies when appropriate	