

Data Review Tracking Form

Required Completion Date	Performance Task	Actual Completion Date/PSM Specialist Feedback
No later than 9/15/2023	<ul style="list-style-type: none"> • PEA selects student files to be reviewed that are a representative sample of the district/charter • PEA submits the list of students to the PSM specialist using the Student Sample List 	
No later than 9/22/2023	<ul style="list-style-type: none"> • PSM specialist provides verification to PEA that file sample is representative 	
No later than 12/1/2023	<ul style="list-style-type: none"> • PEA completes initial file reviews, Child Find and In-by-3 worksheets, as well as agency form • PEA submits copies of completed student file forms, Child Find and In-by-3 worksheets, as well as agency form to PSM specialist 	
No later than 12/8/2023	<ul style="list-style-type: none"> • PSM specialist will request documentation to complete validation 	
No later than 1/12/2024	<ul style="list-style-type: none"> • PEA sends requested documentation to PSM specialist 	
No later than 2/9/2024	<ul style="list-style-type: none"> • PSM specialist will provide feedback on validation of accuracy of calls made in initial review and next steps in data review process for PEA (ILC and/or SLC as outlined in the DRM Instructions) 	

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No later than 3/29/2024	<ul style="list-style-type: none"> • PEA submits final documentation, including subsequently completed documentation (SLC); all line items must meet regulatory requirements • PEA submits documentation from the initial review (ILC and SLC), noting corrections made based on validation feedback from PSM specialist and self-identified noncompliance 	
No later than 4/5/2024	<ul style="list-style-type: none"> • PSM specialist will request a sample for verification of compliance (sample will include documentation from initial review, both validated and not validated, and subsequent documentation for SLC) 	
No later than 4/12/2024	<ul style="list-style-type: none"> • PEA submits requested documentation for verification to PSM specialist 	
No later than 4/26/2024	<ul style="list-style-type: none"> • PSM specialist completes verification process 	
No later than 5/10/2024	<ul style="list-style-type: none"> • PEA receives successful completion letter or written notification of findings based on PSM verification 	

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