

## PEA Data Review Activity Checklist

Required Completion Date	Performance Task	Completed/Notes
No later than September 16, 2024	<ul style="list-style-type: none"> <li>• PEA selects student files to be reviewed that are representative of the district/charter</li> <li>• PEA submits the list of students to the PSM specialist using the Student Selection List</li> </ul>	
No later than September 23, 2024	<ul style="list-style-type: none"> <li>• PSM specialist provides feedback to the PEA regarding student section provided</li> </ul>	
Week of October 27, 2024	<ul style="list-style-type: none"> <li>• Meet with PSM specialist to conduct check in and ask any questions regarding process or timelines</li> </ul>	
No later than December 20, 2024	<ul style="list-style-type: none"> <li>• PEA completes initial file reviews, Child Find and In by 3 worksheets, as well as agency form</li> <li>• PEA submits copies of completed student file forms, Child Find and In by 3 worksheets, as well as agency form to PSM specialist</li> </ul>	
No later than January 17, 2025	<ul style="list-style-type: none"> <li>• Meet with PSM specialist to discuss trends and selection of files to be submitted for verification</li> </ul>	
No later than January 31, 2025	<ul style="list-style-type: none"> <li>• PEA sends requested documentation to PSM specialist for verification</li> </ul>	
No later than February 28, 2025	<ul style="list-style-type: none"> <li>• PSM specialist will provide feedback on verification of student files as well as any next steps regarding the May visit</li> </ul>	

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Week of May 12, 2025 or May 19, 2025	<ul style="list-style-type: none"><li>PSM specialist will conduct the follow-up visit, if necessary, to verify individual correction and subsequent files</li></ul>	
No later than June 6, 2025	<ul style="list-style-type: none"><li>PEA receives a successful completion letter or written notification of findings based on PSM verification and/or follow-up visit</li></ul>	