

## Data Review (DR) Process Outline

August 4, 2025

- Process begins

September 15, 2025

- PEA submits initial Student Selection List for review by PSM specialist (utilizing the DR Student Selection List with built-in formulas)

September 22, 2025

- PSM specialist provides feedback on initial Student Selection List

October 27, 2025

- During this week, the PSM specialist will conduct a check-in meeting (virtually or in-person) to discuss the status of activities

December 19, 2025

- PEA submits completed initial file review forms and Child Find and In-by-3 worksheets to PSM specialist for verification

January 16, 2026

- PSM specialist will meet with the PEA (virtually or in-person) to discuss trends from student forms, statewide trends, and the student file selection that the PEA will submit

January 30, 2026

- PEA submits the requested documents for verification

February 27, 2026

- PSM specialist completes the verification process and provides feedback to the PEA on compliance calls and whether a follow-up visit will be required in May

May 18, 2026

- PSM specialist will conduct a follow-up visit during the week of May 11 or May 18 to verify any corrections and review subsequent files, if needed

June 5, 2026

- PEA receives a successful completion letter or WNOF and completes a CAP (if applicable)

July 2025

**Tips for Successful Completion:**

- Provide Guide Steps for each team member reviewing files
- Ensure the team has access to HLS, original source documentation of home language
- Ensure the team has access to the Student Selection List to determine which files have been reviewed
- Continued communication with the assigned PSM specialist