**Date:** Click to enter a date. **District:** Click to select district.

**Administrator:** Select your name. **Assistance Needed:** Choose an item.

If YES was selected above, please check box(es) below for NGS data entry activities or running reports that necessitate Region One ESC assistance.

| **ESC Support** | **NGS Activity** | **DUE DATE TO NGS** | **DATA ENTRY TIMELINE** |
| --- | --- | --- | --- |
|[ ]  **COEs** | 7 DAYS FROM PARENT SIGNATURE DATE | 5 DAYS AFTER RECEIPT |
|[ ]  **Residency Verification** | BY OCTOBER 1 | 5 DAYS AFTER RECEIPTWITHIN 7 DAYS OF PARENT SIGNATURE DATE |
|[ ]  **OSY**NGS: Supplemental Services including Recovery and Special NeedsMOSYS: <https://apps.esc1.net/mosys>  | AS COMPLETED | AS COMPLETED |
|[ ]  **Early Withdrawals**MSIX Move Notification  | WITHIN 2 DAYS OF EARLY WITHDRAWAL | 1 DAY AFTER RECEIPT |
|[ ]  **End of Year Withdrawals** | 5 WORKING DAYS AFTER END OF SCHOOL YEAR | 5 DAYS AFTER RECEIPT |
|[ ]  **Recommended Courses** | 5 WORKING DAYS AFTER END OF SCHOOL YEAR | 5 DAYS AFTER RECEIPT |
|[ ]  **Special Needs**Special EducationGifted and Talented High School Equivalency Enrollments | BY MAY 1 OR 2 WORKING DAYS AFTER EARLY WITHDRAWAL | 5 DAYS AFTER RECEIPT |
|[ ]  **Spring High School Transcripts** | WITHIN 5 WORKING DAYS AFTER END OF FALL SEMESTER | LAST WORKING DAY IN FEBRUARY |
|[ ]  **Middle School Grades/ Report Cards** | 5 WORKING DAYS AFTER END OF SCHOOL YEAR | 10 WORKING DAYS AFTER RECEIPT |
|[ ]  **Running PFS Reports and PFS Tracking Reports** | Monthly | Monthly |
|[ ]  **Not on Time for Graduation** | 5 WORKING DAYS AFTER END OF SCHOOL YEAR | 5 WORKING DAYS AFTER RECEIPT |
|[ ]  **At Risk of Non-Promotion** | 5 WORKING DAYS AFTER END OF SCHOOL YEAR | 5 WORKING DAYS AFTER RECEIPT |
|[ ]  **Terminations (Graduates)** | 10 WORKING DAYS AFTER NOTIFICATION | 5 WORKING DAYS AFTER RECEIPT |
|[ ]  **Terminations (HSE)**CERTIFICATE LOOK UP<https://tealprod.tea.state.tx.us/Tea.TxChse.Web/Public/CertificateSearch.aspx> | 10 WORKING DAYS AFTER NOTIFICATION | 5 WORKING DAYS AFTER RECEIPT |
|[ ]  **Drop Outs**PEIMS DROP OUT ROSTER **PDM1-124-002** | 10 WORKING DAYS AFTER NOTIFICATION | 5 WORKING DAYS AFTER RECEIPT |
|[ ]  **State Assessments** | JUNE 2 | 10 WORKING DAYS AFTER RECEIPT |
|[ ]  **Supplemental Services** | AS PROVIDED OR BY JUNE 30 | AS PROVIDED OR BY JULY 25 |
|[ ]  Other: Click to enter data. |  |  |
| Click to enter comments. |