**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 RECEIPT  WITHIN 7 DAYS OF PARENT SIGNATURE DATE |
|  | **OSY**  NGS: Supplemental Services including Recovery and Special Needs  MOSYS: <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 Education  Gifted 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. | | | |