**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 |
|  | Graduation Plans | BY OCTOBER 1 OR 10 WORKING DAYS AFTER INITIAL ENROLLMENT | 5 DAYS AFTER RECEIPT |
|  | LEP | LAST WORKING DAY OF OCTOBER OR 5 WORKING DAYS AFTER INITIAL ENROLLMENT | 5 DAYS AFTER RECEIPT |
|  | OSY | AS COMPLETED | AS COMPLETED |
|  | Early Withdrawals | WITHIN 2 DAYS OF EARLY WITHDRAWAL | 1 DAY AFTER RECEIPT |
|  | Alternate IDs (PEIMS and SUID) | FEBRUARY 1 | LAST WORKING DAY IN FEBRUARY |
|  | Fall High School Transcripts | WITHIN 5 WORKING DAYS AFTER END OF FALL SEMESTER | LAST WORKING DAY IN FEBRUARY |
|  | Medical Alerts | MARCH 1 | APRIL 15 OR AFTER 1 DAY OF RECEIPT |
|  | Immunizations | MARCH 1 | APRIL 15 OR AFTER 1 DAY OF RECEIPT |
|  | Facility Updates | BETWEEN MARCH 1 AND JUNE 1 | 5 DAYS AFTER RECEIPT |
|  | Contact Information | BETWEEN MARCH 1 AND JUNE 1 | 5 DAYS AFTER RECEIPT |
|  | Special Needs | BY MAY 1 OR 2 WORKING DAYS AFTER EARLY WITHDRAWAL | 5 DAYS AFTER RECEIPT |
|  | Running PFS Reports and PFS Tracking Reports | Monthly | Monthly |
|  | Supplemental Services | AS PROVIDED OR BY JUNE 30 | AS PROVIDED OR BY JULY 25 |
|  | Other: Click to enter data. |  |  |
| Click to enter comments. | | | |