

# **NGS Summer Data Entry Procedures Training**

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Division of Instructional Support  
Office of School Improvement, Accountability and Compliance



# Intellectual Property Statement

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# Norms

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- Begin on time; End on Time.
- Active listening and participation.
- Stay on topic.
- Share the floor.
- Limit sidebar conversations.
- Silence all electronic devices.

# Purpose

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To provide guidance and training to migrant supervisors, designated Full Access NGS Data Clerks and Reviewers on the NGS Data Management Requirements for Summer of 2018-2019.

# AGENDA

May 30, 2019 8:30AM-11:30AM

- NGS Responsibilities/Summer Programs
- Summer Enrollments (New COEs)
- Residency Verification
- Summer Enrollments (Summer Programs)
- Supplemental Services (Instructional and Support)
- Project SMART Assessments
- Early Withdrawals
- End of Summer Withdrawals
- End Of Year Reminders

# NGS Responsibilities

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NGS generates the reports based upon the report criteria entered and federal student eligibility and reporting requirements. It is important that your student and enrollment records are up-to-date and accurate in NGS before generating a report. (NGS User Manual)

**Your Data source and NGS Report  
MUST MATCH**

# Summer Programs

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In preparation for summer data entry requirements, NGS Clerks must obtain copies of the following from their migrant supervisor:

1. Summer Program Announcement with begin and end dates;
2. List of campuses where migrant funded programs will take place;
3. Facility List from NGS;
4. List of supplemental services that will be provided for each program (Summer Master List of Services).

# NGS Documentation

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Personnel working with summer programs need to provide copies of the following to NGS Clerks for data entry:

- Attendance Rosters
- Assessment Rosters
- Supplemental Services

This needs to be part of the NGS Quality Control Binder/Folder.

**Note:** In addition, administration needs to maintain all Summer Program Documentation, including the above, for auditing purposes.

The documentation that a district maintains may include: Intent to Commit to attend summer programs forms, actual tests administered, travel documentation, POs, permission slips, etc.



# Enrollments

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# Summer Enrollments Timeline

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
V. Summer/Intersession Enrollments*** (p. 103)	All migrant students in grades P3-12 and non enrollees receiving MEP-funded summer/ intersession services	Within 5 working days of parent signature date on new COE; or <b>within 2 working days after initial summer/intersession enrollment</b>	Within 5 working days after receipt of new COE; or within 2 working days after receipt of initial summer/ intersession multiple enrollment worksheet

## Note:

- If the summer program is taking place at a campus in the district, the campus SSID must be used. These children will have enrollment and withdrawal dates.
- Residency only children (P) do not have enrollment and withdrawal dates on NGS as they are not enrolled in school but **require residency verification dates**.
- Recruiters must use previous grade level.

# Enrollment Types

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There are two (2) types of enrollments for the summer.

- 1) Summer (S) Enrollment Type
- 2) Residency Only (P) Enrollment Type - as a reminder, recruitment is year-round.

- 1) **Summer (S)** – Students enrolled in an **MEP-funded** summer school program.
  - a. Campus or home-based Project SMART;
  - b. Campus or home-based A Bright Beginning (ABB);
  - c. Migrant lab

# Enrollment Types

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- 2) **Residency only (P)** – Non-enrolled migrant children (ages P0 and up to the age of 22) **Add a residency only line for the following only if the students are receiving supplemental (instructional or support) services. In addition, add residency verification.**
- a. MUSE/MAARS
  - b. Regular summer school
  - c. Other district funded activity

# Summer Enrollments

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There are three methods to enroll students on NGS.

- If using **individual enrollment**, COE is data source and must be used to encode children on NGS.
- If using **family enrollment**, no COE is needed to encode children on NGS. Use Family ID and check eligibility rollover box. (check box, SSID, enrollment date, previous GL). Data source will be district discretion.
- If using **multiple enrollment**, no COE is needed. Data source will be the attendance roster.

Note:

if the child's eligibility has expired, the child will not appear on the multiple enrollment screen.

# Summer Enrollment Reminders

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- Project SMART is for grades K-8 ONLY.
- P3-PK students should be enrolled in A Bright Beginning Summer Program and cannot be included in Project SMART.
- OS is only to be used for high school aged youth who were never enrolled in school or a charter school or for high school aged youth who dropped out.
- **A student must have at least one day of eligibility** at the time of enrollment in a MEP-funded summer program in order for the NGS Data Specialist to encode a summer enrollment on NGS. (NGS Manual, p. 104)

# Summer Enrollments Sample Process and Documentation **New COE**

Data source	Stamp	Activity	Stamp
1) <b>New COE</b> and <b>not enrolled</b> in any summer program use <b>P</b>	Received	Enter COE data	Processed

## NGS Clerk Responsibilities:

1. Secure COE from recruiter/reviewer.
2. Enter COE data on NGS.
3. Use residency only SSID.
4. Make applicable copies for dissemination.
5. File in COE Folder.

# Summer Enrollments Sample Process and Documentation

New COE

Data source	Stamp	Activity	Stamp
1) New COE <b>and</b> enrolled in Project SMART – Use (S) <b>or</b> 2) New COE <b>and</b> enrolled in A Bright Beginning Summer Program- Use (S) <b>or</b> 3) New COE <b>and</b> enrolled in Other Summer Migrant Funded Program - Use (S)	Received	Enter COE data	Processed

## NGS Clerk Responsibilities:

1. Secure COE from recruiter/reviewer.
2. Enter COE data on NGS.
3. Use campus SSID where child/ren are physically attending.
4. Make applicable copies for dissemination.
5. File with COE folder.



# Residency Verification Sample Documentation and Process

Data Source	Section	Stamp	Activity	Stamp
New COE	COE Section F	Received on SDF Stamp Area	Enter parent signature date in the residency verification field.	Processed.
Continued Residency COE	COE Section H	Received on SDF Stamp Area	Enter date from section H in the residency verification field.	Processed
SDF  <b>Note:</b>	Residency Verification for P2s Turning 3	Received on SDF.	Enter the date from the SDF section entitled "Residency Verification for P2s Turning P3."	Processed

- Residency Verification cannot be entered on NGS without a data source.
- NGS Clerks must have a document that has been previously completed by the recruiter or designee in order to enter dates on NGS.

# Residency Verification

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1. When a student withdraws from school or just stops attending and the district withdraws the student, the recruiter should make a home visit to ensure that the student is still residing in the district. (ID&R Manual, p. 3.4) OSY Profile is needed. OSY must have a residency verification date to appear on the Out of School Youth Report.
2. Ensure that residency verification for the reporting period is correct. Do not encode residency verification dates for current reporting period on last year's lines.
3. Ensure that residency verification dates for all students in the district have been entered.

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

### 26a. Summer Enrollments New COEs – (Residency Only not in Project SMART) (MEP Compliance Indicator)

- Are these received within 5 and/or 7 working days of parent signature date? Yes \_\_\_\_ No \_\_\_\_
- Are the COEs complete? Yes \_\_\_\_ No \_\_\_\_  
Boxes not checked RV incomplete Not using most updated copy of COE/SDF
- Do you know how to use the “Multiple Enrollment” process? Yes \_\_\_\_ No \_\_\_\_  
(This process must only be used when there is no new QAD.)  
ø District does not use.
- Are the new COEs being processed within 7 working days after receipt from the reviewer? Yes \_\_\_\_ No \_\_\_\_
- Are the COEs date stamped and marked “Received” and “Processed?” Yes \_\_\_\_ No \_\_\_\_

#### Observations:

- ☐ Stamping must not cover any COE information.
- ☐ No local district information on COE (i.e., local IDs, “new”, etc.)
- ☐ Additional technical assistance or training needed on how to conduct enrollments.
- ☐ NGS clerk did not return COE to reviewer/recruiter when incomplete.
- ☐ NGS Clerk did not request and print summer Unique Count after completing summer enrollments.



# Summer Enrollments Sample Documentation and Process

Existing COE

Data source	Stamp	Activity	Stamp
1) Attendance Roster for Project SMART – Use (S) or 2) Attendance Roster for A Bright Beginning Summer Program- Use (S) or 3) Attendance Roster for Other Summer Migrant Funded Program - Use (S)	Received	Enter COE data	Processed

## NGS Clerk Responsibilities:

1. Secure copies of attendance rosters from all migrant-funded summer programs.
2. Use multiple enrollment to enroll students on NGS.
3. Use campus SSIDs or home-based SSIDs.
4. Request and print the Summer Unique Count by SSID.
5. Ensure that attendance rosters and Summer Unique Count by SSID match.
6. Keep copies in NGS Quality Control Binder/Folder.

# Summer Enrollments Sample Documentation and Process

Existing COE

Add a residency only line for the following only if the students are receiving supplemental services, i.e., clothing, school supplies, etc.

Data source	Stamp	Activity	Stamp
1) Roster <b>and</b> enrolled in MUSE/MAARS – Use (P) <b>or</b>	Received	Enter COE data	Processed
2) Roster <b>and</b> enrolled in Regular Summer School – Use (P) <b>or</b>			
3) Other district funded activity			

## NGS Clerk Responsibilities:

1. Secure copies of rosters from all summer programs for which students are receiving MEP funded assistance/supplemental services.
2. Use multiple enrollment to enroll students on NGS.
3. Use Residency Only SSID and residency verification.
4. Request and print the Summer Unique Count by SSID.
5. Ensure that rosters and Summer Unique Count match.
6. Keep copies in NGS Quality Control Binder/Folder.



# Test Your Knowledge

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What enrollment type is used with students enrolled in Project Smart, ABB Summer or any other Migrant Funded Summer program.

- A. Intersession (I)
- B. Summer (S)
- C. Regular (R)
- D. Residency (P)

# Test Your Knowledge

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What enrollment type is used with students enrolled in Project Smart, ABB Summer or any other Migrant Funded Summer program.

- A. Intersession (I)
- B. Summer (S)
- C. Regular (R)
- D. Residency (P)

**B. Summer (S)**

# Test Your Knowledge

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Can you add a residency only line for students receiving supplemental services while attending a non-migrant funded summer program?



# Test Your Knowledge

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Can you add a residency only line for students receiving supplemental services while attending a non - migrant funded summer program?

**Yes**, a residency only line added only if the students are receiving supplemental services, i.e., clothing, school supplies, etc. Documentation of services received need to be kept in NGS Quality Control Binder/Folder.

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 26b. Summer Enrollments – Continued Residency (Project SMART) (MEP Compliance Indicator)

- Did you receive Project Smart Rosters within 2 working days after initial summer enrollment?  
Yes \_\_\_\_ No \_\_\_\_
- Are Project Smart Rosters stamped “Received” and “Processed?”  
Yes \_\_\_\_ No \_\_\_\_

#### Observations:

- ☐ NGS clerk does not have evidence of start and end dates for Project Smart.
- ☐ Project Smart attendance roster not stamped received.
- ☐ Project Smart attendance roster not stamped processed.
- ☐ NGS Clerk did not request Project Smart attendance roster.
- ☐ NGS Clerk did not receive Project Smart attendance roster.
- ☐ NGS Clerk did not request and print summer Unique Count after completing summer enrollments.

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 26c. Summer Enrollments – Continued Residency (A Bright Beginning {ABB}) (MEP Compliance Indicator)

- Did you receive ABB Roster within 2 working days after initial summer enrollment?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- Is ABB Roster stamped “Received” and “Processed?”  
Yes \_\_\_\_\_ No \_\_\_\_\_

#### Observations:

- ☐ NGS clerk does not have evidence of start and end dates for ABB.
- ☐ NGS Clerk did not request and print summer Unique Count after completing summer enrollments.
- ☐ NGS Clerk did not request A Bright Beginning (ABB) attendance roster.
- ☐ NGS Clerk did not receive A Bright Beginning (ABB) attendance roster.
- ☐ ABB attendance roster not stamped received.
- ☐ ABB attendance roster not stamped processed.

# Supplemental Services

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# Summer Supplemental Services Timeline

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
Y. Summer/Intersession Supplemental Program Data (p. 103)	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer/ intersession services	<b>Within 5 working days after end of summer/intersession services</b>	Within 2 working days after receipt of supplemental program data

## Notes:

- Request a list of supplemental services for the summer from your administrator.
- Data source must be labeled with a type of service from the NGS system.
- Only migrant funded supplemental services must be encoded on NGS with the exception of Credit Accrual-Non MEP funded.

# Sample Master List of Services

Service	Campus	Population	Grade	Ins or Supp	NGS Term	Justification	Goal	Strategy	Fund Type	NGS Documentation	Description
Project SMART		all	K-8	Instructional	Project SMART Making Mathematics Meaningful	SDP	2	7	MEP	Roster w pre and post	Summer migrant project to maintain and improve math skills
STAAR Camp		PFS	3, 4, 5, 6, 7	Instructional		SDP	2	8	MEP	Roster w pre and post	STAAR summer remediation camp for non-SSI grade levels
A Bright Beginning		P3-P5	P3-P5	Instructional	ABB Center Based	SDP	3	2	MEP	Roster w pre and post	provide direct instruction using MEP ABB State Curriculum
A Bright Beginning		P3-P5	P3-P5	Instructional	ABB Home Based	SDP	3	2	MEP	Roster w pre and post	provide instruction to parents using MEP ABB State Curriculum and provide feedback for parent child instruction
MUSE		PFS	10-11	Instructional	Other Credit Accrual (MEP Funded)	SDP	4	3	MEP	Roster	residential credit recovery program
MAARS		PFS	10-11	Instructional	Other Credit Accrual (MEP Funded)	SDP	4	3	MEP	Roster	residential credit recovery program
Clothing		all	P3-12	Support	Clothing	Parent Request	n/a	n/a	MEP	District Form	Students receive 2 uniform pants, 2 shirts, shoes,
Clothing		OSY	OSY	Support	Clothing	Parent Request	n/a	n/a	MEP	District Form	Students receive 2 pants, 2 shirts and shoes to attend HSE or school
School Supplies		all	P3-12	Support	School Supplies	Parent Request	n/a	n/a	MEP	District Form	Students receive pencils, pens, notebooks,
School Supplies		OSY	OSY	Support	School Supplies	Parent Request	n/a	n/a	MEP	District Form	Students receive pencils, pens, notebooks to attend HSE or school
CLOSE-UP High School Program		all	9-12	Support	Other 1						On-site high school educational experience with focus on elements of curriculum in US History and Government

# Instructional Supplemental Services Sample Process and Documentation

Data source	Stamp	Activity	Stamp
Summer School Roster for Project SMART (K-8 only)	Received	Encode Project SMART Making Mathematics Meaningful 2018	Processed
A Bright Beginning Summer School Roster (P3-PK)	Received	Encode A Bright Beginning Home Based <b>and/or</b> A Bright Beginning Center Based	Processed
Other Summer Migrant Funded Program i.e., MUSE/MAARS roster	Received	Director/Designee must designate type of service on roster  Some options under Instructional are: Other 1 Other 2 Other 3	Processed

# Support Supplemental Services Sample Documentation and Process

Data source	Stamp	Activity	Stamp
District made lists	Received	Encode Supplemental Services on NGS	Processed

## Notes:

- Some examples of support services include clothing, school supplies, nutrition, transportation, etc.
- Food used for Project SMART Curriculum is not a supplemental service.



# Summer Supplemental Services Sample Documentation and Process

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## NGS Clerk Responsibilities:

- 1) Request a list of supplemental services from administrator.
- 2) Ensure that data source includes signature, title and date and is labeled with a type of service from the NGS system.
- 3) Use the Multiple Supplemental feature to add supplemental services.
- 4) After data entry has been conducted, request and print Supplemental Program Count or Individual Supplemental Report by SSID.
- 5) Ensure that data source matches with NGS Report.
- 6) Keep copies in NGS Quality Control Binder/Folder.

# Test Your Knowledge

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When encoding supplemental services for Project SMART (K-8 only) what activity is selected?

- A. Project SMART Making Mathematics Meaningful 2018
- B. Math Instruction by teacher
- C. Project SMART Making Mathematics Meaningful 2019

# Test Your Knowledge

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When encoding supplemental services for Project SMART (K-8 only) what activity is selected?

- A. Project SMART Making Mathematics Meaningful 2018
- B. Math Instruction by teacher
- C. Project SMART Making Mathematics Meaningful 2019

**C. Project SMART Making Mathematics Meaningful 2019**

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 27a. Supplemental Program Data – Instructional (Project SMART and/or ABB)

- ☐ Is the supplemental data submitted within 5 working days after end of summer/ intersession services?  
Yes \_\_\_\_ No \_\_\_\_
- ☐ Is the supplemental data processed within 2 days after end of summer/intersession services?  
Yes \_\_\_\_ No \_\_\_\_
- ☐ Is data date stamped and marked “Received” and “Processed?”  
Yes \_\_\_\_ No \_\_\_\_

#### Observations:

- ☐ NGS clerk does not have evidence of start and end dates for summer programs.
- ☐ ABB attendance roster not stamped received.
- ☐ ABB attendance roster not stamped processed.
- ☐ NGS Clerk did not request Project Smart attendance roster.
- ☐ NGS Clerk did not receive Project Smart attendance roster.
- ☐ Project Smart attendance roster not stamped received.
- ☐ Project Smart attendance roster not stamped processed.
- ☐ NGS Clerk did not request A Bright Beginning (ABB) attendance roster.
- ☐ NGS Clerk did not receive A Bright Beginning (ABB) attendance roster.
- ☐ Migrant Supervisor did not provide NGS Clerk with a district-wide list of all Supplemental Services for the summer term.
- ☐ NGS Clerk did not request and print Supplemental Count or Individual Supplemental Report with names after completing data entry.



# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 27b. Supplemental Program Data – Support (school supplies, clothing, etc.)

- ☐ Is the supplemental data submitted within 5 working days after end of summer/ intersession services?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is the supplemental data processed within 2 days after end of summer/intersession services?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is data date stamped and marked “Received” and “Processed?”  
Yes \_\_\_\_\_ No \_\_\_\_\_

#### Observations:

- ☐ NGS Clerk did not request lists of support services.
- ☐ NGS Clerk did not receive lists of support services.
- ☐ Data source was not stamped received.
- ☐ Data source was not stamped processed.
- ☐ NGS clerk does not have evidence of start and end dates for summer programs.
- ☐ Migrant Supervisor did not provide NGS Clerk with a district-wide list of all Supplemental Services for the summer term.
- ☐ NGS Clerk did not request and print Supplemental Count or Individual Supplemental Report with names after completing data entry.

# Project Smart Withdrawals

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# Early Withdrawals and End of Summer Withdrawals Timeline

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
W. Summer/Intersession Withdrawals (p. 103)	All migrant students in grades P3-12 and non enrollees receiving MEP-funded summer/ intersession services	Within 2 working days after early withdrawal; or within 5 working days after completion of summer/intersession services	Within 1 working day after receipt of early withdrawal data; or within 5 working days after receipt of withdrawal data

## Note:

- When children stop attending a campus based or home-based program, contact must be made with the parent to confirm non-attendance, and student must be withdrawn in a timely manner. Districts should not wait until the end of the summer program to withdraw students.
- When a child withdraws early, both early withdrawal date and Project SMART scores need to be entered.

# Early Withdrawals

## Sample Documentation and Process

Data source	Stamp	Activity	Stamp
1) Attendance Roster for Project SMART – Use <b>(S)</b> or  2) Attendance Roster for A Bright Beginning Summer Program- Use <b>(S)</b> Or  3) Attendance Roster for Other Summer Migrant Funded Program - Use <b>(S)</b>	Received	Encode withdrawal date	Processed

### NGS Clerk Responsibilities:

1. Secure copies of attendance rosters from all migrant-funded summer programs.
2. Use multiple withdrawal to withdraw applicable students from NGS.
3. Request and print the Summer Unique Count by SSID.
4. Ensure that attendance rosters and Summer Unique Count by SSID match.
5. Keep copies in NGS Quality Control Binder/Folder.



# End of Summer Withdrawals

## Sample Documentation and Process

Data source	Stamp	Activity	Stamp
1) Attendance Roster for Project SMART – Use <b>(S)</b> <b>or</b> 2) Attendance Roster for A Bright Beginning Summer Program- Use <b>(S)</b> <b>or</b> 3) Attendance Roster for Other Summer Migrant Funded Program - Use <b>(S)</b>	Received	Encode withdrawal date	Processed

### NGS Clerk Responsibilities:

1. Secure copies of attendance rosters from all migrant-funded summer programs.
2. Use multiple withdrawal to withdraw students on NGS.
3. Use campus SSIDs or home-based SSIDs.
4. Request and print the Summer Unique Count by SSID. All students should have a withdrawal date.
5. Request and print the Multiple Withdrawal Worksheet. It should be blank.
6. Keep copies in NGS Quality Control Binder/Folder.

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 28. Early Withdrawals

- ☐ Is the early withdrawal data submitted within 2 working days after early withdrawal?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is the early withdrawal data processed within 1 day after receipt?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is all required data being encoded on NGS? (e.g., Project Smart Assessments and supplemental services)?  
Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is data date stamped and marked “Received” and “Processed?”  
Yes \_\_\_\_\_ No \_\_\_\_\_

#### Observations:

- ☐ District does not have Project Smart attendance roster.
- ☐ District does not have ABB attendance roster.
- ☐ District does not have supplemental services data.
- ☐ District does not have Project Smart Assessment Data (Pre-Test, Post-Test).

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 29. End of Summer Withdrawals

- ☐ Is the end of summer withdrawal submitted within 5 working days after end of Project Smart and ABB? Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is the end of summer withdrawal data processed within 5 days after receipt? Yes \_\_\_\_\_ No \_\_\_\_\_
- ☐ Is data date stamped and marked “Received” and “Processed?” Yes \_\_\_\_\_ No \_\_\_\_\_

#### Observations:

- ☐ NGS Clerk did not request final Project Smart attendance roster.
- ☐ Data source was not stamped received.
- ☐ NGS Clerk did not receive final Project Smart attendance roster.
- ☐ Data source was not stamped processed.
- ☐ NGS Clerk did not receive final ABB attendance roster.
- ☐ NGS Clerk did not receive final ABB attendance roster.
- ☐ NGS clerk did not request Multiple Withdrawal Worksheet.
- ☐ NGS clerk does not have evidence of start and end dates for Project SMART and ABB.

# Project Smart Assessments

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# Project SMART Assessments

Grade Level	# of Questions	Points Possible	Example
K	4	16	16/16
1	4	16	10/16
2	10	20	18/20
3	10	18	5/18
4	10	20	10/20
5	10	20	20/20
6	10	20	3/20
7	10	17	7/17
8	10	17	11/17

# Project SMART Assessments Timeline

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
X. Summer/Intersession Program Assessments (Project Smart) (p. 103)	All migrant students in grades P3-12 and no enrollees receiving MEP-funded summer/ intersession services	Within 2 working days after early withdrawal; or <b>within 5 working days after completion of summer/intersession services</b>	Within 1 working day after receipt of early withdrawal data; or within 5 working days after receipt of withdrawal data

## Notes:

- Scroll to bottom of **Assessment Type**, select Program Pre-Test or Program Post-Test only.
- Assessment Roster must include campus name and dates of test administration.
- If child withdraws prior to taking the post-test, write “withdrew” for score.

# Project SMART Assessments

## Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Project SMART Assessment Roster	Received	<b>Encode</b>  <b>Assessment Type:</b> Summer Program Pre-Test <b>Name:</b> <b>Project SMART Making Mathematics Meaningful 2019</b> <b>Date:</b> 06/07/2019 <b>SSID:</b> TXABCD <b>Score:</b> 8/18 <b>Interpretation:</b> N/A <b>Result Type:</b> Not Applicable <b>Grade Level:</b> Grade 3	Processed

### NGS Clerk Responsibilities:

- 1) Request the Summer Unique Count by SSID.
- 2) Ensure that scores are received for each student on the Summer Unique Count.
- 3) From drop down menu, select only items with "Program Pre-Test or Program Post Test" on Assessment Type.
- 4) After data entry has been conducted, request Project SMART Report. Ensure that all 3 boxes are checked.
- 5) Ensure that Assessment Rosters and Project SMART Report match.
- 6) Keep copies for NGS Quality Control Binder/Folder.

# Test Your Knowledge

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When conducting summer withdrawals , what three documents are to be kept in NGS Quality Control binder/folder.

- A. Campus Unique Count
- B. Parent commitment form
- C. Multiple Withdrawal Worksheet
- D. Attendance Roster



# Test Your Knowledge

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When conducting summer withdrawals , what three documents are to be kept in NGS Quality Control binder/folder.

- A. Campus Unique Count
- B. Parent commitment form
- C. Multiple Withdrawal Worksheet
- D. Attendance Roster

- A. Campus Unique Count**
- C. Multiple Withdrawal Worksheet**
- D. Attendance Roster**

# Test Your Knowledge

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When entering Project Smart Assessments what **Assessment Type** will you select.

- A. Math Instruction Level
- B. Summer Pre-Test or Summer Post-Test
- C. Program Pre-Test or Program Post- Test
- D. Project Smart Pre-Test or Project Smart Post-Test

# Test Your Knowledge

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When entering Project Smart Assessments what **Assessment Type** will you select.

- A. Math Instruction Level
- B. Summer Pre-Test or Summer Post-Test
- C. Program Pre-Test or Program Post- Test
- D. Project Smart Pre-Test or Project Smart Post-Test

**C. Program Pre-Test or Program Post- Test**

# NGS QUALITY CONTROL CHECKLIST

## 2018-2019 School Year

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### 30. Project Smart Assessments (Pre-Test, Post-Test)

- ☐ Is assessment data submitted within 5 working days after end of summer/intersession services?  
Yes \_\_\_\_ No \_\_\_\_
- ☐ Is the supplemental data processed within 5 days after end of summer/intersession services?  
Yes \_\_\_\_ No \_\_\_\_
- ☐ Is data date stamped and marked “Received” and “Processed?”  
Yes \_\_\_\_ No \_\_\_\_

#### Observations:

- ☐ NGS Clerk did not request Assessment Roster.
- ☐ NGS Clerk did not receive Assessment Roster.
- ☐ Data source was not stamped received
- ☐ Data source was not stamped processed.
- ☐ NGS clerk did not request and print Project SMART Report.

# End of Year Reminders

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# End of Year NGS Data Entry Reminders

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If End of Year activities were not completed prior to summer, then these activities should be continued during the summer program.

- At Risk of Non Promotion
- Not on Time for Graduation
- Recommended Courses
- Grades
- State Assessments
- Residency Verification specifically P2s Turning P3
- OSY Documentation

# Region One ESC Migrant Personnel

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