



Data Review (DR) Process Outline | 2026-2027

Date	Action
August 3, 2026	Data Review process begins
September 14, 2026	PEA submits initial Student Selection List for review by PSM specialist (be sure to utilize the Student Selection List with built-in formulas)
September 21, 2026	PSM specialist provides feedback on the Student Selection List
October 26, 2026	During this week, the PSM specialist will conduct a check-in meeting (virtually or in person) to discuss the status of activities
December 18, 2026	PEA submits completed initial file review forms, Child Find, and In-by-3 worksheets (if applicable) to the PSM specialist for verification
January 4, 2027	PSM specialist requests documents from PEA for verification
January 15, 2027	PEA submits requested documents for verification
February 26, 2027	PSM specialist completes the verification process and provides feedback to the PEA on compliance class and whether a follow-up visit will be required in May
March 12, 2027	PSM specialist will conduct check-in meeting with the PEA (if needed) during the week of March 1st or March 8th to discuss trends from student forms, statewide data trends, policies and procedures, and applicable worksheets and forms submitted by the PEA
May 21, 2027	PSM specialist will conduct follow-up visit during the week of May 10th or May 17th to verify any corrections and review subsequent files, if needed
June 4, 2027	PEA receives a successful completion letter <u>or</u> Written Notification of Findings (WNOF) and completes a Corrective Action Plan (CAP), if applicable

**Tips for Successful Completion:**

- Provide Guide Steps for each team member reviewing files
- Ensure the team has access to each student's Home Language Survey (HLS), the 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 PSM specialist