



Data Review Tracking Form: 2026-2027

**Note: This tracking form is not required to be submitted to PSM as part of the Data Review Monitoring Process. It is provided solely as a tool to help track and manage submission timelines.*

PEA:

Required Completion Date	Performance Task	Actual Completion Date
September 14, 2026	PEA submits initial Student Selection List for review by PSM specialist (be sure to utilize the SA 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 calls and whether a follow-up visit will be required in May	



Required Completion Date	Performance Task	Actual Completion Date
March 12, 2027	PSM specialist will conduct check-in meeting with the PEA (if needed) during the week of March 1 st or March 8 th 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 10 th or May 17 th 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	