

# LEARNING LAB AIDE SCHEDULE

## 2015-2016

JOBS TO BE COMPLETED	JULY 2015	AUGUST 2015	SEPTEMBER 2015	OCTOBER 2015	NOVEMBER 2015	DECEMBER 2015
COUNT WORKSHEET; ATTEND; REG. FORMS SIGN-IN SHEETS DUE	Collect/Sign Reg. forms; Begin 1st Count Worksheet		Collect/Sign Reg. forms; Begin 2nd Count Worksheet	October 29 All Paperwork (1st/2nd Count) Due in TC	November 5 All Paperwork (1st/2nd Count) Due in TC	
107 MSDS FILES DUE				October 29 - 1st / 2nd Count MSDS File Due		
AFL BILLING WORKSHEET DUE					November 19 1st AFL Billing	
LAB AIDE MEETINGS			September 8/9 10:00 - 4:00 All Staff Meeting	October 1 9:00 – 4:00 Aide Meeting	Go-To Meeting November 10 November 19- Aide Meeting 9:00-4:00 Classroom A/B	December 3 10:00 – 4:00 All Staff Meeting
MAERS DATA ENTRY DATES	Enter Attendance & Follow-up Info	Enter Attendance * Follow-up Info Data enter all 107/AFL students from 1 <sup>st</sup> count into MAERS	Enter Attendance & Follow-up Info	Enter Attendance & Follow-up Info	Enter Attendance & Follow-up Info Data Enter all 107/AFL students from 2 <sup>nd</sup> count into MAERS by Nov 18	Enter Attendance & Follow-up Info
FOLLOW-UP VICKIE: RUN REPORTS 1 <sup>ST</sup> WEDNESDAY – EMAIL TO AIDES AIDES: COMPLETE QUARTERLY FOLLOW-UP	1 <sup>st</sup> Quarter - Send in Follow-up Log	1 <sup>st</sup> Quarter - Send in Follow-up Log	Deadline for Follow-up of 1 <sup>st</sup> Quarter - Send in Follow-up Log	2 <sup>nd</sup> Quarter - Send in Follow-up Log	2 <sup>nd</sup> Quarter - Send in Follow-up Log	Deadline for Follow-up of 2 <sup>nd</sup> Quarter Send in Follow- up Log
MAERS DEADLINES	July 1 - New Program Year starts. Begin new enrollments into system; continue entering old data if necessary.	Aug. 30 - Last day to enter new Enrollments testing Information for program year 2012-13	Sept. 1 - Soft Exit program run. This exits any students that have no exit information and no activity for 90 days or more.	Oct. 25 - Last day to enter Outcomes for prior program year. URGENT - - at MIDNIGHT. MAERS locked down per federal requirements. No further entries or corrections allowed for 2012-13 program year.		
MARKETING JOBS	Marketing for 1 <sup>st</sup> Count – Start 7/1		September 2 Develop Marketing Plan for your lab			

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JOB TO BE COMPLETED	JANUARY 2016	FEBRUARY 2016	MARCH 2016	APRIL 2016	MAY 2016	JUNE 2016
COUNT WORK SHEET; ATTEND; REG. FORMS SIGN-IN SHEETS DUE		Collect Reg. Form signatures. Begin 3rd Count Worksheet	March 17- All Paperwork for 3rd Count Due	Collect Reg. Form signatures Begin 4th Count Worksheet	May 20 - All Paperwork for 4th Count due	
107 MSDS FILES DUE			March 17 MARS file due For 3rd Count		May 20 - MARS file due	June 25 EOY MSDS report due with 4th count entered
AFL BILLING WORKSHEET DUE			March 23 2 <sup>nd</sup> AFL Billing Worksheet Due with 3 <sup>rd</sup> Count 107			June 23 3 <sup>rd</sup> AFL Worksheet Due with 3 <sup>rd</sup> Count 107
LAB AIDE MEETINGS			March 24 Aide Meeting 9:00 - 4:00 Classroom A/B	April 14 10:00 - 4:00 All Staff Meeting		Go-To Meeting June 16 June 24-Aide Meeting 9:00 - 4:00 Classroom A/B
MAERS DATA ENTRY DATES	Enter Attendance & Follow-up Info e	Enter Attendance & Follow-up Info	Enter Attendance & Follow-up Info	Enter Attendance & Follow-up Info Data enter all AFL/107 students from 3 <sup>rd</sup> count into MAERS by April 1	Enter Attendance & Follow-up Info Data enter all 107/AFL info into MAERS	Enter Attendance & Follow-up Info Data enter all AFL/107 students from 4 <sup>th</sup> count into MAERS by June 24
FOLLOW-UP VICKIE: RUN REPORTS 1 <sup>ST</sup> WED. EMAIL TO AIDES	3 <sup>rd</sup> Quarter - Send in Follow-up Log	3 <sup>rd</sup> Quarter - Send in Follow-up Log	Deadline for Follow-up of 3 <sup>rd</sup> Quarter-Send in Follow-up Log	4 <sup>th</sup> Quarter - Send in Follow-up Log	4 <sup>th</sup> Quarter- Send in Follow-up Log	June 30 Soft Exit all active MAERS enrollments
MAERS DEADLINES						
MARKETING JOBS	January 4 <sup>th</sup> Create Marketing Plan- Complete Mkt. Strategies Start on January 29		March 1 Complete Marketing Plan Start Marketing Strategies	Marketing strategies for 4 <sup>th</sup> Count start on 4/13		
SHIFTING OF FILES		Complete Marketing Strategies		Complete Marketing Strategies		Shift inactive 2013-14 files to drawer Send the 4 yr out files to storage