2011-2012 Site Coordinator Data Retrieval Timetable

- **AUGUST 2011**
  - August 22nd - AISD starts

- **SEPTEMBER 2011**
  - September 1st - Service Agreements are Due/Applications go out to schools
  - Applications given to students
  - Collect applications
  - Check applications (name, address, SSN, AISD #, parent signature, DOB)
  - Collect a description of each grade level's reading component and fax to NLP at 232-4656
  - September 23rd - APPLICATIONS DUE TO NLP OFFICE (delivery or pick-up)
  - September 30th - End of 1st 6-weeks

- **OCTOBER 2011**
  - October 11th - tutoring begins
  - October 14th - End of 1st 9 weeks
  - Elementary Schools: Collect copies of report cards (Reminder: we will also need to know if students have completed reading component)
  - NLP enters applications

- **NOVEMBER 2011**
  - Collect beginning of the year reading levels (Will need for data entry)
  - November 10th - End of 2nd 6-weeks (Middle Schools)
  - November 18th Fall Tutoring Ends
  - Middle Schools: Collect copies of report cards (Reminder: we will also need to know if students have completed reading component)
December 2011
- Sign up for NLP assembly dates for February 2011 and May 2011
- December 20th - End of 2nd 9-weeks/3rd 6-weeks

January 2012
- January 5th Classes Begin
- Collect copies of report cards (Reminder: we will also need to know if students have completed reading component)
- Elementary Schools: input grades in numerical form for 1st & 2nd 9 weeks by January 13th
- Middle Schools: input grades for 2nd & 3rd 6 weeks by January 13th

February 2012
- 1st prize session (Each site must have at least one assembly hosted by an NLP representative)
- Assemblies begin
  - Elementary Schools: (based on 2nd grading period compared to 1st grading period, please remember we will need a list of gold and platinum winners at least one week in advance)
  - Middle Schools: (based on 3rd grading period compared to 2nd grading period, please remember we will need a list of gold and platinum winners at least one week in advance)
- February 16th - End of 4th 6-weeks
- February 21st - Tutoring Begins

March 2012
- Input grades in numerical form for 4th 6 weeks by March 2nd
- Middle Schools: Collect copies of report cards (Reminder: we will also need to know if students have completed reading component)
- March 23rd - End of 3rd 9-weeks
- Spring Break March 12-16th
- Elementary Schools: Collect copies of report cards (Reminder: we will also need to know if students have completed reading component)
- Assign prize level
- Elementary Schools: Input grades in numerical form for 3rd 9 weeks by March 30th
- **APRIL 2012**
  - April 13th - End of 5th 6-weeks
  - April 20th - Spring tutoring ends
- **MAY 2012**
  - Middle Schools: Input grades in numerical form for 5th 6 weeks by May 4th
  - Hold 2nd prize session in first three weeks of May (Each site must have at least one assembly hosted by an NLP representative)
  - No prize sessions to be held the last week of AISD school
  - Elementary Schools: Collect end of year reading levels in order to input data
  - Create list of potential scholarship qualifiers to turn in with final copy of report cards
    (Reminder: We will need final report cards for all participants)
- May 30th - AISD school ends
- June 15th - FINAL DEADLINE FOR COLLECTION OF 2011-2011 STUDENT INFORMATION to NLP OFFICE/ ALL REGISTERED NLP ELEMENTARY MEMBERS MUST HAVE COPY OF REPORT CARD THROUGH 4TH 9 WEEKS and ALL REGISTERED NLP MIDDLE SCHOOL MEMBERS MUST HAVE COPY OF REPORT CARD THROUGH 6TH 6 WEEKS.

**Timeline is to be used as a guideline. Dates are subject to change due to programmatic adjustments and/or weather conditions, with the approval of the Executive Director or Program Director**