**MEP RECORDS CLERK**

1. What does this staff member need to know about his/her assignment and where can I find this information or these documents?

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1. What does this staff member need to report to the MSIS? *Note: MSIS reporting timeline includes reporting student data immediately upon withdrawal of student. If student persists through the end of year, reporting should be done within two weeks. For the secondary (HS) level, at the end of first semester, reporting of credits is auto downloaded from OSPI; however, LEAs must report unresolved HS coursework within two weeks of end of semester.*
2. What PD does this staff member need to be successful in his/her position?
3. What is the timeline for Director check-ins with this staff person, and what will be reviewed and discussed at these meetings?