



## Verification Timeline

1. **Before 10/1**
  - District Actions:
    - Have all applications you have already received, entered into Mosaic
    - Make sure your active students in Mosaic match your Student Information System
    - Make sure your Mosaic is on version 3.1.6.XXXX or higher
    - Edit your Verification Letters (If needed)
2. **10/1**
  -  Mosaic Actions:
    - 12:15 AM: Mosaic compiles the Application data and creates the Selectable Pool of applications for the Verification Selection and Reporting.
  - District Actions:
    - Select Applications for Verification (start the Verification Process in Mosaic)
    - Send Letters
    - Send Letters
3. **10/2 – 10/31**
  - District Actions:
    - Wait for Verification Responses
    - Record Verification Responses as they arrive
    - Send letters for the Verification Responses you receive
    - Send Verification Notification letters again (optional)
4. **10/31**
  -  Mosaic Actions
    - 12:15 AM: Mosaic compiles Student Data for the Verification Collection Report for the last operating day in October
  - District Actions:
    - Print a Student Listing Report first thing in the morning.
5. **10/31 – 11/14**
  - District Actions:
    - Wait for Verification Responses
    - Record Verification Responses as they arrive
    - Send letters for the Verification Responses receive
6. **11/15**
  - District Actions:
    - Record last responses
    - Send letters for last responses
    - "Complete Verification"
    - Send Verification Result letters