

# Welcome



Check your audio

# Title I, Part C Education of Migratory Children

## Annual Re-signs Training



# Agenda



MEP Data Reports Cycle



Annual Re-sign Process



Check your knowledge questions



MEP report reminders

## About this training

This training is designed to provide school district migrant staff and contacts with an overview of the **Re-sign process** for the MEP.

## Information source

The information in this training is taken from the U.S. Department of Education Office of Migrant Education's Regulatory Guidance, 2010, (March 2017) and the Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook

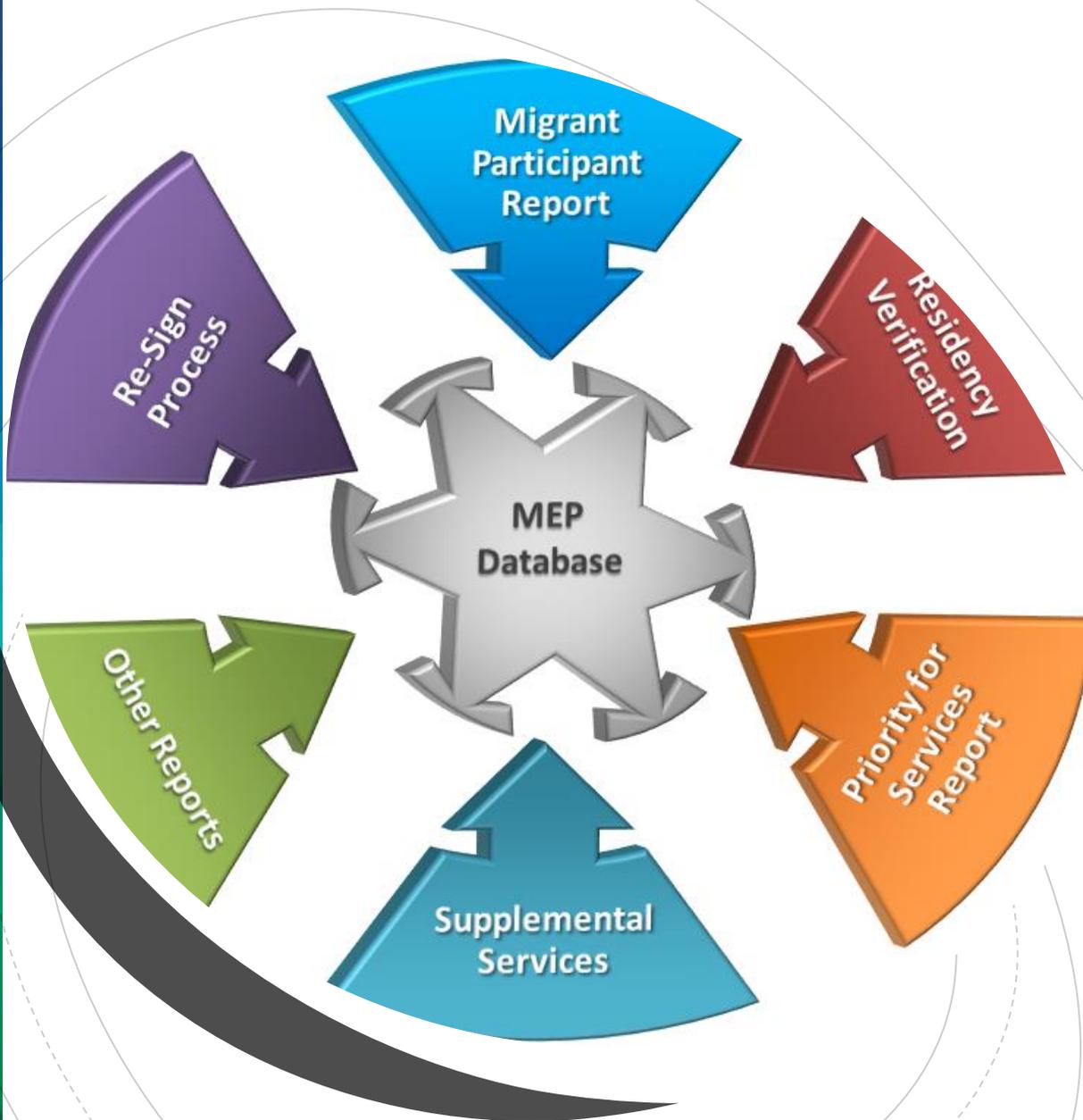


# FERPA

Family Educational  
Rights & Privacy Act

- Protect student identifiable information.
- Districts work with sensitive information.
- It's the LAW – Protect student information.





# MEP Data Reports Cycle

# Annual Re-sign Process

Forms created from our MEP database for each participant to determine which migrant participants (preschool, K-12, DO/OSY) are still residing in your district.

Re-signs to LEAs

Re-Signs Interviews

Regional office –Data entry

First FY22 MPR with PFS ID Forms



# Re-sign Form Process

1

Download the Re-sign forms (first day of school)

2

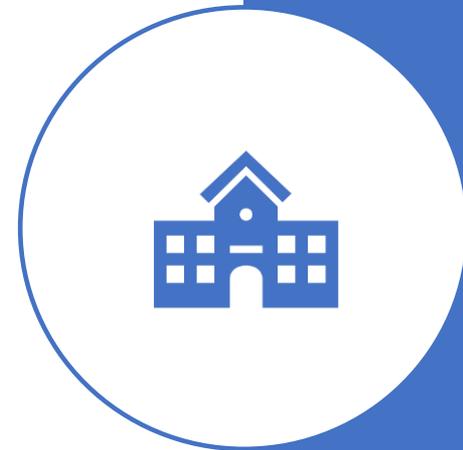
Create a plan:  
Divide the Re-sign forms

3

Contact families/youth

# Interview questions that must be addressed

- 1.-Are the participants listed on the Re-sign form still here in the school district?
- 2.- Are the participants listed on the Re-sign form residing at a new address?
- 3.- Have the participants changed grades and schools since last year?
- 4.- If participants left the school district, when did they leave? Did they come back?



# Situation #1

## Incorrect school district or family has departed the school district

Monday, August 02 2021 Page 1

**RE-SIGN REPORT**  
MEP (Situation #1)

**Make all corrections in RED.**

Current Responsible Person: GARCIA. RAMON LEA / District: GEORGIA SCHOOL DISTRICT

Mother: GARCIA MARIA Qualifying Activity: FEEDING CHICKENS

Address: 123 LITTLE CITY, BIGTOWN GA 31766

Student Name / GTID	MIS2000 ID	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD	M418873-2	5/13/2015	K	12/28/2020	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	12/28/2020
GARCIA, GLORIA	M413173-1	8/16/2012	02	12/28/2020	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	12/28/2020

This family has made another qualifying move. A new COE is required.

COE attached  Send Recruiter

Moved From City: SEBRING, FL USA

This family has moved from my district, destination 7/30/2021

Contact made by:  Phone  In Person

Online MSIX Notification submitted (<https://msix.ed.gov>) Date: 7/30/2021

This family has NOT made another qualifying move.

Family not home, visit at: 2pm a.m./p.m. Date: 8/7/2021 Initials: Y.O

Return to MEP because \_\_\_\_\_

Migrant Staff: Jessica Ordonez Title: MEP staff Date: 8/7/2021

8/7/2021: Departed to North Carolina. Information verified by Mr. Salas (Neighbor)

# Situation #2

Family is still here and has not left the school district since their last QAD

Wednesday, August 3, 2021 Page 1

**RE-SIGN REPORT**  
MEP (Situation #2)

**Make all corrections in RED.**

Current Responsible Person: GARCIA, RAMON LEA / District: Georgia County

Mother: GARCIA, MARIA Qualifying Activity: PICKING BLUEBERRIES

Address: 33450 GA HWY 45, MORGAN, GA 30886  
123

Student Name / GTID	MIS2000 ID	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, SANDIBEL 8886434708	M250073-2	11/2/2016	<del>08</del> <u>09</u>	1/27/2020	<del>8/3/2020</del> <u>8/7/2021</u>	Georgia County Elementary School MIS High School	<del>(444)588-2704</del>	1/27/2020
GARCIA, DAVID	M250073-1	10/30/2015	<del>RK</del> <u>K</u>	1/27/2020	<del>8/3/2020</del> <u>8/7/2021</u>	Georgia County Elementary School	<del>(444)588-2704</del>	1/27/2020
GARCIA, GLORIA 2129981004	M250073-3	6/20/2013	<del>02</del> <u>03</u>	1/27/2020	<del>8/3/2020</del> <u>8/7/2021</u>	Georgia County Elementary School	<del>(444)588-2704</del>	1/27/2020
GARCIA JHON 44424931593	M250073-4	3/11/2015	<del>R</del> <u>R</u>	1/27/2020	<del>8/3/2020</del> <u>8/7/2021</u>	Georgia County Elementary School	<del>(444)588-2704</del> <u>770-895-5834</u>	1/27/2020

This family has made another qualifying move. A new COE is required.  
 COE attached  Send Recruiter

Moved From City: NEWTON, GA USA  
 This family has moved from my district, destination \_\_\_\_\_

Contact made by:  Phone  In Person  Online MSIX Notification submitted (<https://msix.ed.gov>) Date: \_\_\_\_\_  
 This family has NOT made another qualifying move.

Family not home, visit at: 4pm a.m./p.m. Date: 8/9/2021 Initials: Y.O

Return to MEP because \_\_\_\_\_

Migrant Staff: Jessica Ordonez Title: MEP Staff Date: 8/10/2021

8/10/2021 - 2nd visit at 4pm- family was contacted



# Situation #3

## Family left the school district and came back, making a new qualifying move

Monday , August 02 2021 Page 1

**RE-SIGN REPORT**  
MEP (Situation #3)

**Make all corrections in RED.**

Current Responsible Person: GARCIA, RAMON LEA / District: GEORGIA SCHOOL DISTRICT  
Mother: GARCIA MARIA Qualifying Activity: FEEDING CHICKENS  
Address: 123 LITTLE CITY, BIGTOWN GA 31766

Student Name / GTID	MIS2000 ID	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD	M418873-2	5/13/2015	K	08/02/2019	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	08/02/2019
GARCIA, GLORIA	M413173-1	8/16/2012	02	08/02/2019	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	08/02/2019

This family has made another qualifying move. A new COE is required. Moved From City: SEBRING, FL USA

COE attached  Send Recruiter  This family has moved from my district, destination \_\_\_\_\_

Contact made by:  Phone  In Person  Online MSIX Notification submitted (<https://msix.ed.gov>) Date: \_\_\_\_\_

This family has NOT made another qualifying move.

Family not home, visit at: \_\_\_\_\_ a.m./p.m. Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Return to MEP because \_\_\_\_\_

Migrant Staff: Jessica Ordonez Title: MEP staff Date: 8/7/2021

# Situation #4

## Family reached end of eligibility and has not made a new qualifying move

Monday , August 02 2021 Page 1

**RE-SIGN REPORT**  
MEP (Situation #4)

**Make all corrections in RED.**

Current Responsible Person: GARCIA. RAMON LEA / District: GEORGIA SCHOOL DISTRICT  
 Mother: GARCIA MARIA Qualifying Activity: FEEDING CHICKENS  
 Address: 123 LITTLE CITY, BIGTOWN GA 31766

**EOE**

Student Name / GTID	MIS2000 ID	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD	M418873-2	5/13/2015	K	01/05/2018	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	01/05/2018
GARCIA, GLORIA	M413173-1	8/16/2012	02	01/05/2018	1/15/2021	GEORGIA CO SCHOOLS	678-596-6925	01/05/2018

This family has made another qualifying move. A new COE is required.

COE attached  Send Recruiter

Moved From City: MIAMI, FL USA

This family has moved from my district, destination \_\_\_\_\_

Contact made by:  Phone  In Person

Online MSIX Notification submitted (<https://msix.ed.gov>) Date: \_\_\_\_\_

This family has NOT made another qualifying move.

Family not home, visit at: \_\_\_\_\_ a.m./p.m. Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Return to MEP because \_\_\_\_\_

Migrant Staff: Jessica Ordonez Title: MEP staff Date: 8/7/2021

# Situation #5

Family has not made a new move, children have reached EOE, and only one student was approved for continuation of services (COS).

Monday , August 02 2021 Page 1

**RE-SIGN REPORT**  
MEP (Situation #5)

**Make all corrections in RED.**

Current Responsible Person: GARCIA. RAMON LEA / District: GEORGIA SCHOOL DISTRICT

Mother: GARCIA MARIA Qualifying Activity: PICKING BLUEBERRIES

Address: 123 LITTLE CITY, BIGTOWN GA 31766

Student Name / GTID	MIS2000 ID	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD 1111111111 <span style="color: red;">EOE</span>	M418883-2	5/13/2015	K	6/2/2018	8/3/2020	GEORGIA CO SCHOOLS	678-596-1111	6/2/2018 <span style="color: red;">EOE</span>
GARCIA, GLORIA 2222222222 <span style="color: red;">COS</span>	M418883-1	8/16/2012	02 <span style="color: red;">R</span>	6/2/2018	8/3/2020 8/5/2021	GEORGIA CO SCHOOLS	678-596-1111	6/2/2018 <span style="color: red;">COS</span>

This family has made another qualifying move. A new COE is required.

COE attached     Send Recruiter

Moved From City: SALINAS ,CA USA

This family has moved from my district, destination \_\_\_\_\_

Contact made by:     Phone     In Person

Online MSIX Notification submitted (<https://msix.ed.gov>)    Date: \_\_\_\_\_

This family has NOT made another qualifying move.

Family not home, visit at: \_\_\_\_\_ a.m./p.m.    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

Return to MEP because \_\_\_\_\_

Migrant Staff: Yesica Ordonez    Title: MEP staff    Date: 8/7/2021

# Submitting the Re-sign Forms



The Re-sign forms should be mailed to the regional office or emailed via GaDOE portal upon completion.



Keep track of what is submitted



Attach any new COES directly to the Re-sign form.

The Re-sign forms are due to the regional office two weeks after you receive them (or sooner).

# Re-sign Tips

1

Make three attempts to contact the family/youth.

2

Make the appropriate updates on each form with a red ink pen.

3

If the family already reached EOE, check to see if they have made a new qualifying move.

4

Make sure to write COS for those to whom it applies and don't forget to update their information.

# Next steps

Migrant  
duties

Continue with normal migrant duties (recruiting, tutoring, etc.)

MPR

First Migrant Participant Report (MPR) will be uploaded to the GaDOE portal after Re-signs forms are completed.

PFS ID  
Forms

PFS ID forms will be uploaded to the GaDOE portal with MPR.



**CHECK YOUR  
KNOWLEDGE**

# Check Your Knowledge

Migrant tutoring services stop during the Re-sign period

- a. True
- b. False

# Check Your Knowledge

What should you do if a child left while the rest of the family stayed in the district?

- a. Re-sign the whole family.
- b. Cross out that child's line and make the necessary changes to the other children on the Re-sign form.
- c. Cross out the whole family and send the Re-sign form back to regional office.

# Check Your Knowledge

Which of the following statements are true about the Re-sign forms?

- a. Re-sign forms are loaded to the GaDOE portal on the first day of school.
- b. LEAs are required to make contact with the families/youth (by phone or in person at the home) for each form.
- c. LEAs should start the Re-sign process prior to the district's first day of school for the students.
- d. Both A and B.

# MEP Reports and Forms Reminders

# MEP Reports and Forms

Nutrition Report

Migrant Participant Report

Priority for Services ID Form

New Participant Report

End of Eligibility Report

Three-Year Old Report

Priority for Services Report

Supplemental Services Report

# Migrant Participant Report (MPR)

Displays a list of all participants with enrollment information for a single school year.

Uploaded: September, November, February, April

### Migrant Participant Report

County								County Primary School		
Student ID	Last Name	Last Name 2	First Name	Middle Name	Birth Date	QAD	Current Address	Phone	Enroll	Grade
GTID					Age	Sex	Legal Parents	Departure	Withdraw	IMM
						EOE		Continuation of Services		
GA0-11111	SANCHEZ	CERRO	SANDRA	SOFIA	5/13/2019 2	F	6/2/2021 6/2/2024	106 CASTLE RD SANCHEZ, GERARDO CERRO CARMEN	123-456-7890	P2
GA0-22222	GONZALES	INFANTE	DAVID		3/18/2017 4	M	6/2/2021 6/2/2024	327 GEORGIA RD GONZALES GERE INFANTE MARIA	896-966-1234	P4
MS33333-1 7168888859	SMITH	RIVAS	RAFAEL		7/28/2014 7	M	7/15/2020 7/15/2023	125 SAINT DR, RIVAS RAFAEL RIVAS, CELIA	770-327-2708	8/26/2021 01 ✓
MS44444-1 7161111159	CARRILLO	MILLS	EDUARDO		3/2/2014 7	M	7/15/2020 7/15/2023	101 BLUEBERRY DR CARRILLO, RAFAEL MILLS SONIA	404-896-5555	8/26/2021 01 ✓
M55555-1 3430000023	BELL		DANIELA		7/5/2016 5	F	8/30/2018 8/30/2021*	101 BRITEBLUE DRIVE, ALMA BELL, NERY	678-859-6870	8/10/2020 5/21/2021 PK ✓

#### County Primary School Summary

County Summary

School Count: 1

Participant Count: 5

- Update student information
- Indicate if IMM is on file
- If a participant is NE and then Enrolls, indicate the grade and enrollment date
- EOE will be marked with an asterisk (\*) and participants will remain in the MPR for the current school year

\* Eligibility has ended or will do so within 60 days  
\*\* Continuation of Services

Parameters: Start Date: End Date: School Year: 20/21  
Filters: District.DISPLAYCODE = 603



# What is the purpose of the MPR?

- The MPR should be used to ensure the local Student Information System (SIS) is updated to correctly code children as migrant.
- Matching student records (between GaDOE, GaMEP and school districts).
- To ensure all participants on the MPR are accounted for MEP services.
- To maintain correct and accurate MEP data.

# MPR- Verification

- Sign and date the verification portion included in the memo/letter
- Send the MPR with ALL pages, **if changes are required**, to the regional data specialist –within 2 weeks
- Keep documentation for your records

The information contained on this Georgia Migrant Education Program Migrant Participant Report (MPR) has been received and reviewed for accuracy. Based on the information contained on the MPR, the following action(s) has/have been taken:

All needed corrections and/or program eligibility updates to the school system's SIS have been made

This document was mailed to the regional office with corrections in red ink.

No corrections are needed, and the regional data specialist was contacted by email.

Report reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

This signed MPR should be maintained for program audit purposes with the recipient's Georgia Migrant Education Program documents.

# Monthly reports

## New Participant Report (NPR)

MEP Contacts and SSPs should use this report to ensure new students are being served by the program

## End of Eligibility Report (EOE)

This report is only posted to the GaDOE portal if the LEA has students reaching EOE in the upcoming month.

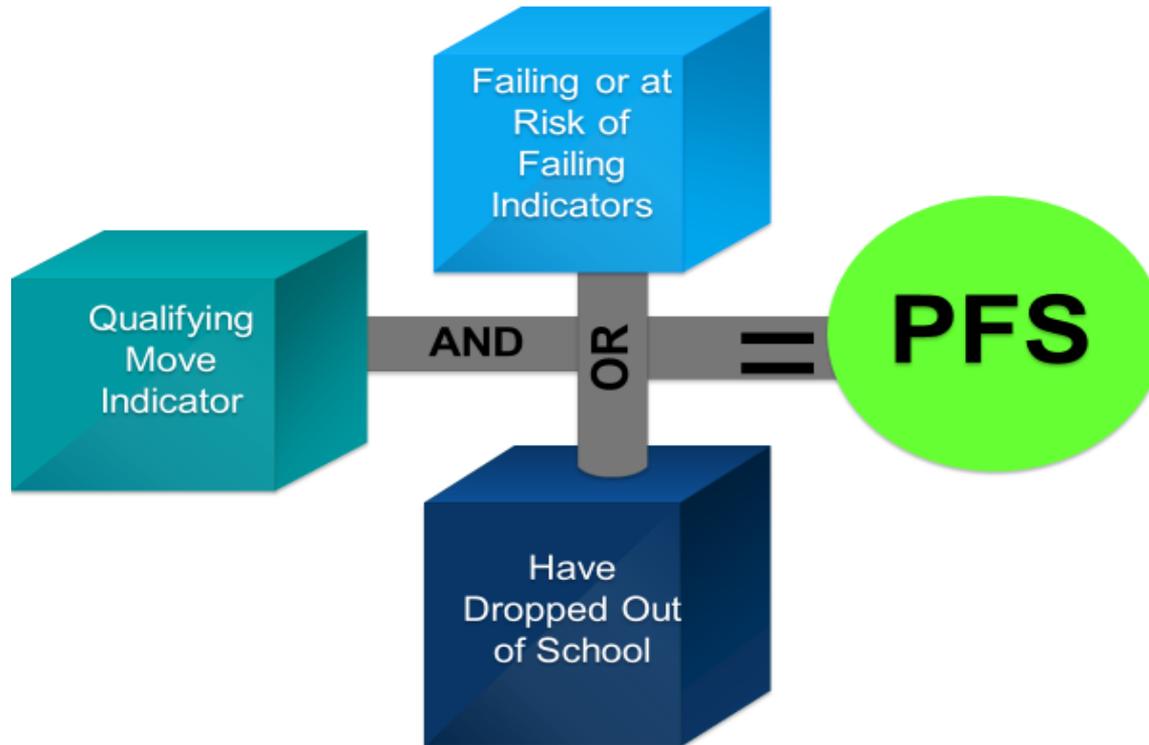
## Three-Year Old Report

Is only uploaded to the GaDOE portal if the LEA had students who turned three years of age in the current month.

# Priority For Services

- Priority For Services **Identification Form**: This form is completed for new MEP eligible participants in grades K-12, DO/OSY
- Priority For Services **Report**: This report lists the K-12, DO/OSY students for the current year and the academic at-risk factors.

# Priority for Services (PFS)



- MEP-eligible children must exhibit **both** factors in order to be considered PFS.
- In our state, we work to ensure PFS status is determined within the prescribed time period (2 weeks) so that services for these needy children can be put in place.

## Priority for Services” Identification Form

Title I, Part C - MIGRANT EDUCATION PROGRAM

School Year: 2122

School System: \_\_\_\_\_

**ATTENTION:** The following migrant student does not have a “priority for services” determination for the current school year as required by Title I, Part C - Migrant Education Program (MEP) statute (ESSA, Section 1304(d)). Please complete this form to establish current year “priority for services” identification. MEP funded services cannot be determined or established for this student until the school system has completed this important program requirement.

### I. Student Information

Name: _____		DOB: _____	Age: _____	MIS2000 ID: _____	GTID#: _____
Last	First	month/day/year			
QAD: _____	Enrollment Date: _____	School: _____	Grade: _____	School ID: _____	
month/day/year	month/day/year				

**II. Academic Performance Evaluation** - It has been determined that this student is currently *eligible* for Migrant Education Program (MEP) services. The MEP offers supplemental instructional and/or support services to *eligible* students, with the program statute requiring that services first go to students identified as having “priority for services”. “Priority for services” is granted to migrant students who have made a qualifying move within the previous 1-year period, are either *failing* or *at risk of failing* the state’s challenging academic content and achievement standards or Drop Out of School (DO).

**Please check all “priority for services” indicators that apply**

✓	<i>Qualifying Move Indicator</i>
	Participant made a qualifying move within the previous 1-year period.
✓	<i>Failing or at Risk of Failing Indicators</i>
	Scored below established proficiency level on <b>one or more</b> of the Georgia Testing Program assessments (GKIDS _____, MILESTONES: ELA _____ Math _____ or MILESTONES EOC (list name) _____ or other state’s required statewide assessments during the past consecutive 12 months (documentation of score(s) must be in student’s school records)
	During most recent and/or current semester has failing grades in <b>one or more</b> core academic content areas (K - 8) or course(s) required for graduation (9-12) Check all that apply: ___ English/Reading ___ Math ___ Science ___ Social Studies ___ Other - (identify): _____
	Has insufficient credits for promotion or graduation
	Working at grade level below grade placement <b>AND/OR</b> is over age for grade placement by <b>one or more</b> years (has been retained, started school late, under-schooled, etc.)
	Is identified as an English Learner (EL)* Test Date: _____ Score: _____ Test Name: _____ <small>*State Board of Education Rule 160-4-5-.02 defines English Learner (EL) as a student whose native, home, or first language is not English, scoring below the established proficiency level on the state-adopted proficiency measure and, if indicated, additional assessments as specified in the Rule</small>
✓	<i>Drop-Out/Out of School Youth</i>
	OSY Profile completed on: _____

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

*GADOE Staff Use Only*

<input type="checkbox"/> <b>Priority for Services</b>	<input type="checkbox"/> Made a qualifying move within the previous 1-year period. (required). AND	<input type="checkbox"/> Failed/currently failing a core subject/state assessment <b>or</b>	<input type="checkbox"/> <i>at risk of failing</i> on over-age for grade placement, credit deficient. Or EL	<input type="checkbox"/> Dropout/OSY
<input type="checkbox"/> <b>Not Priority for Services</b>	<input type="checkbox"/> Has not made a qualifying move, OR	<input type="checkbox"/> on grade level and passed/currently passing all core/required subjects and state assessments.		
Name and Title of Designee: _____			Date: _____	

Rev 2020/18

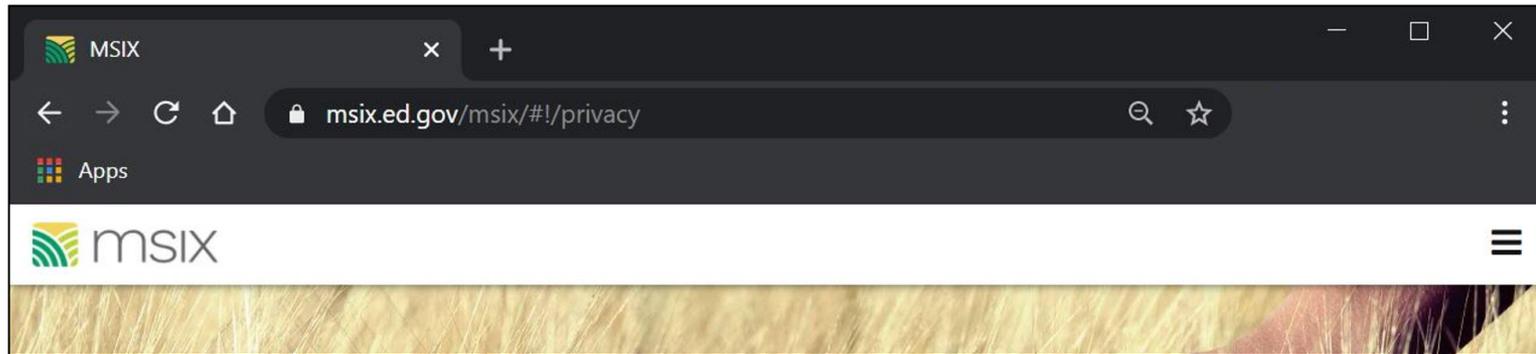


# Supplemental Services

- **Regular School Year Supplemental Services Report:** This report shows the academic and support services provided to eligible migrant participants.
- **Summer Supplemental Services Report :** The supplemental services report is distributed to the districts via the GaDOE portal. The districts complete the report and submits it to the regional MEP office at the end the summer projects.



# Migrant Student Information Exchange (MSIX)



# MSIX

MSIX is a web-based application that links State migrant systems to produce a single Consolidated Student Record containing the Migrant Education Program (MEP) minimum data elements (MDEs) to not only analyze national migrant trends, but also facilitate:



**Enrollment**



**Placement**



**Credit Accrual**



**MEP  
Participation**

# Migrant Student Information Exchange (MSIX)

- Instructions for obtaining a user account are on the [GaDOE MEP](#) website.
- An email from MSIX will be sent to you with a temporary password that is available for 24 hrs.
- Create 5 security questions in order to be able to re-set your own password (new feature).
- If you have any questions, please contact Yesica Ordonez ([yordonez@doe.k12.ga.us](mailto:yordonez@doe.k12.ga.us)).

# Out-of-State Transcripts Received in the District

- When your district receives records/transcripts from another state or country for a secondary-age student, please send the text below in an email to Yesica Ordonez ([yordonez@doe.k12.ga.us](mailto:yordonez@doe.k12.ga.us)).

*“Out of state or country records were received in our district for this secondary student: Student ID # (no names needed).”*

# FY22 Handbook Updates

# MPR and NPR - IMM flag

Wednesday, July 14, 2021 12:44 PM Page 1

### New Participant Report

Georgia County

COE ID	Student ID	Last Name	Last Name 2	First Name	DOB	School	Grade	Approved	Imm
GA0-11056	GA0-56895	CALLO		Henry	4/21/2015	Georgia County High School	01	1/28/2021	
GA0-68228	GA0-56906	VALLE		SOFIA	4/30/2010	Georgia County High School	04	1/31/2021	
GA0-67001	GA0-56736	LOPEZ		CELIA	5/21/2000	Georgia County High School	OS	1/12/2021	
GA0-68880	GA0-56737	ALARCON		FRANCO	3/28/2005	Georgia County High School	OS	1/12/2021	

Wednesday, September 1, 2021

### Migrant Participant Report

County										County Primary School	
Student ID	Last Name	Last Name 2	First Name	Middle Name	Birth Date	QAD	Current Address	Phone	Enroll	Grade	
GTID					Age	Sex	Legal Parents	Departure	Withdraw	IMM	
GA0-11111	SANCHEZ	CERRO	SANDRA	SOFIA	5/13/2019	6/2/2021	106 CASTLE RD SANCHEZ, GERARDO CERRO CARMEN	123-456-7890		P2	
GA0-22222	GONZALES	INFANTE	DAVID		3/18/2017	6/2/2021	327 GEORGIA RD GONZALES GERE INFANTE MARIA	896-966-1234		P4	
MS33333-1 7168888859	SMITH	RIVAS	RAFAEL		7/28/2014	7/15/2020	125 SAINT DR, RIVAS RAFAEL RIVAS, CELIA	770-327-2708	8/26/2021	01 ✓	

# Information Change/Departure Form



Georgia Department of Education  
Title I, Part C – Migrant Education Program  
Information/Departure Form

Date: MM/DD/YYYY     Information Change     Departure

School System			
Staff Name			
Family Name	Father	Mother	

Please complete the appropriate sections and boxes for the children listed on this form.

Date of Departure	MM/DD/YYYY	Relocated to: County	City	State
A. Change of Schools	MM/DD/YYYY			
B. Change of Address				
Old Address:				New Phone #
New Address:				

Please list ALL children in family for whom this information applies.

Child's Name	Date of Birth	MIS200ID#	Former School Name/Code	New School Name/Code	Enrollment Date	Grade Level	*Graduation Code and Date

\*G = Graduation  
\*H = High School Equivalency Diploma

Online MSIX Notification submitted (<https://msix.ed.gov>)

Date: MM/DD/YYYY

COMMENTS:

# Reminders

- MEP Re-signs training:  
August 2, 1:00 PM – 2:00 PM. Click [here](#) to register.
- Identification and Recruitment and Professional Development #1  
August 11, 8:30 AM – 10:30 AM. Click [here](#) to register.
- MSIX Back-to-School Webinar:
  - August 11, 1:30 PM – 3:00 PM. Click [here](#) to register.
- Migrant Participant Report- September upload.
- PFS ID forms: due in 10 business days.
- MSIX move notifications

# Contact Information

State Data Coordinator  
Yesica Ordonez  
404-416-2909

State Data Specialist  
Iliana Garcia-Acevedo  
470-607-0437

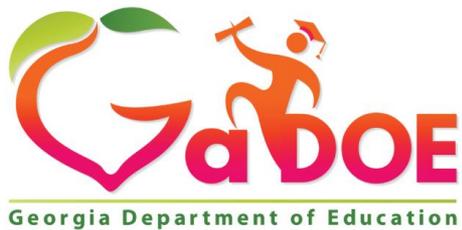
Region 1 Office  
Rose McKeehan  
912-842-5400

Region 2 Office  
Pearl Barker  
229-546-3248

[www.gadoe.org](http://www.gadoe.org)

   @georgiadeptofed

 [youtube.com/georgiadeptofed](https://youtube.com/georgiadeptofed)



**EDUCATING  
GEORGIA'S FUTURE**



# Questions?



**Thank you!**