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

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.
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
MEP Data Cycle

- Migrant Participant Report
- Residency Verification
- Re-Sign Process
- Priority for Services Report
- Supplemental Services
- Other Reports

 MEP Database
Annual Re-sign Process

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

Re-signs to LEAs

Re-signs Interviews

Regional office – Data entry

First FY23 MPR with PFS ID Forms
Re-sign Form Process

- **Download**: Download the Re-sign forms (first day of school)
- **Create**: Create a plan
- **Divide**: Divide and organize the Re-sign forms
- **Contact**: Contact families/youth and completes Re-sign forms
Interview questions that must be addressed

1. Are the participants listed on the Re-sign form still 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
Situation #2
Family has not left the school district since their last qualifying arrival date (QAD)
Situation #3
Family left the school district and came back, making a new qualifying move

**Wednesday, August 03 2022**

**RE-SIGN REPORT**

**Current Responsible Person:** GARCIA, RAMON

**Mother:** GARCIA MARIA

**Address:** 123 LITTLE CITY, BIGTOWN GA 31788

**LEA / District:** GEORGIA SCHOOL DISTRICT

**Qualifying Activity:** FEEDING CHICKENS

<table>
<thead>
<tr>
<th>Student Name / GTID</th>
<th>MIS2000 ID</th>
<th>DOB</th>
<th>Grade</th>
<th>Residency</th>
<th>Enrollment</th>
<th>School</th>
<th>Phone</th>
<th>QAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARCIA, EDWARD</td>
<td>M418673-2</td>
<td>3/13/2015</td>
<td>01</td>
<td>06/02/2021</td>
<td>1/15/2022</td>
<td>GEORGIA CO SCHOOLS</td>
<td>678-550-6925</td>
<td>09/02/2021</td>
</tr>
<tr>
<td>GARCIA, GLORIA</td>
<td>M413173-1</td>
<td>8/10/2013</td>
<td>03</td>
<td>06/02/2021</td>
<td>1/15/2022</td>
<td>GEORGIA CO SCHOOLS</td>
<td>678-550-6925</td>
<td>09/02/2021</td>
</tr>
</tbody>
</table>

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

☐ COE attached ☐ Send Recruiter

Contact made by: ☐ Phone ☑ In Person

☐ This family has moved from my district, destination

☐ Online MSIX Notification submitted (https://imsix.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:** Jesica Ordenez ☑ Title: MEP staff ☑ Date: 8/8/2022
Situation #4
Family reached the end of eligibility (EOE) and has not made a new qualifying move
**Situation #5**

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

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<table>
<thead>
<tr>
<th>Student Name / GTID</th>
<th>MIS2000 ID</th>
<th>DOB</th>
<th>Grade</th>
<th>Residency</th>
<th>Enrollment</th>
<th>School</th>
<th>Phone</th>
<th>QAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garcia, Gloria</td>
<td>M18883-1</td>
<td>8/16/2012</td>
<td>03</td>
<td>6/2/2010</td>
<td>8/5/2022</td>
<td>Georgia Co Schools</td>
<td>678-596-1111</td>
<td>COS</td>
</tr>
</tbody>
</table>

- This family has made another qualifying move. A new COE is required.
- This family has moved from my district, destination
- Contact made by: Phone
- Online MSIX Notification submitted (https://msix.ed.gov) Date:
- This family has not made another qualifying move.

Migrant Staff: Yesica Ordonez

Title: MEP staff

Date: 8/8/2022
Submitting the Re-sign Forms

Email the Re-sign forms to the regional data specialist via GaDOE portal upon completion.

Keep track of the forms submitted.

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

Make a note if a COE is completed online stating “Online COE submitted”.

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

Make three attempts to contact the family/youth.

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

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

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

**Migrant SSP**
- Services and duties continue (recruiting, tutoring, etc.) during Re-signs.

**MPR**
- First Migrant Participant Report (MPR) to the GaDOE portal after Re-sign forms and data entry is completed.

**PFS ID Forms**
- PFS ID forms are uploaded to the GaDOE portal with MPR.
CHECK YOUR KNOWLEDGE
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 contact the families/youth (by phone or in person at the home) for each form.

c. LEAs should write school codes.

d. LEAs should start the Re-sign process prior to the district’s first day of school for the students.

e. 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 to GaDOE portal: September, November, February, April.
**Migrant Participant Report**

<table>
<thead>
<tr>
<th>School County</th>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Suffix</th>
<th>QAD</th>
<th>Current Address</th>
<th>Phone</th>
<th>Enroll</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>GA0-11111</td>
<td>JUNE</td>
<td>ROSY</td>
<td>IMARIEL</td>
<td></td>
<td></td>
<td>123 zone, Claxton</td>
<td>123-456-3300</td>
<td>P1</td>
<td></td>
</tr>
<tr>
<td>M12333-1</td>
<td>SARMIENTO</td>
<td>RODRIGUEZ</td>
<td>LYZ</td>
<td>ELIZABETH</td>
<td>7/21/2021</td>
<td>11 FRELLIG DR, Claxton</td>
<td>789-503-3111</td>
<td>P4</td>
<td></td>
</tr>
<tr>
<td>M22222-1</td>
<td>SARMIENTO</td>
<td>RODRIGUEZ</td>
<td>FRANO</td>
<td></td>
<td></td>
<td>11 FRELLIG DR, Claxton</td>
<td>456-123-0000</td>
<td>04</td>
<td></td>
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<tr>
<td>M33333-4</td>
<td>SARMIENTO</td>
<td>RODRIGUEZ</td>
<td>JUAN</td>
<td></td>
<td></td>
<td>11 FRELLIG DR, Claxton</td>
<td>123-543-3459</td>
<td>01</td>
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<tr>
<td>GA0-00000</td>
<td>RAMIREZ</td>
<td>BRISSA</td>
<td></td>
<td></td>
<td></td>
<td>15 WOOD ST, CLAXTON</td>
<td>555-388-0000</td>
<td>NE</td>
<td></td>
</tr>
<tr>
<td>GA0-77777</td>
<td>RAMIREZ</td>
<td>MARGARITA</td>
<td></td>
<td></td>
<td></td>
<td>15 WOOD ST, CLAXTON</td>
<td>432-111-2122</td>
<td>NE</td>
<td></td>
</tr>
</tbody>
</table>

**Elementary School Summary**

- Update student information – GTID, name, address, phone #, enrollment information
- Indicate if immunization record is on file
- Indicate the grade and enrollment date, if a participant is NE and then Enrolls.
- EOE will be marked with an asterisk (*) and participants will remain in the MPR for the current school year
What is the purpose of the MPR?

• Ensures the local Student Information System (SIS) is updated to correctly code children as migrant.
• Matches student records (between GaDOE, GaMEP and school districts).
• Accounts for services to all participants.
• Maintains 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)**
  Ensures new students are being served by the program

- **End of Eligibility Report (EOE)**
  Notifies families about the participant(s) end of eligibility

- **Three-Year Old Report**
  Verifies participants residency
Priority For Services

- Priority For Services **Identification Form** is completed for new MEP eligible participants in grades K-12, DO/OSY.

- Priority For Services **Report** lists the K-12, DO/OSY students for the current year and their 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: 2022-2023  
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

<table>
<thead>
<tr>
<th>Name:</th>
<th>DOB:</th>
<th>Age:</th>
<th>COE ID:</th>
<th>GTID:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>QAD:</th>
<th>Enrollment Date:</th>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## 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 states 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 (DOS).

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

- **Qualifying Move Indicator**
  - Participant made a qualifying move within the previous 1-year period.

- **Failing or at Risk of Failing Indicators**
  - Scored below established proficiency level on one or more of the Georgia Testing Program assessments: GEDS, 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 one or more 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 AND/OR is over age for grade placement by one or more years (has been retained, started school late, under-schooled, etc.).
  - Is identified as an English Learner (EL)
    - Test Date: [ ]
    - Score: [ ]
    - Test Name: [ ]

- 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 measures and, if indicated, additional assessments as specified in the Rule.

**Signature:** [ ]

**Title:** [ ]

**Date:** [ ]

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**GADOE Staff Use Only**

- [ ] Priority for Services: Made a qualifying move within the previous 1-year period, (revised), AND
- [ ] Not Priority for Services: Has not made a qualifying move, OR
- [ ] Failed/currently failing a core subject/core assessment or
- [ ] at risk of failing on core-ages for grade placement, credit deficient or
- [ ] Drop out/OSY

**Name and Title of Designee:** [ ]

**Date:** [ ]
**Supplemental Services**

- **Regular School Year** Supplemental Services Report shows the academic and support services provided to eligible migrant participants.

- **Summer** Supplemental Services Report is distributed to the districts via the GaDOE portal. The districts complete the report and submit it to the regional MEP office at the end of the summer projects.
Supplemental Services

Keep the SS Tracking form updated and save it for your records!

| CODE of ID | NAME | GR | QAD | START DATE | END DATE | SS | PP | PP ID | PP ID Ending Date | PP ID Ending Date
|------------|------|----|-----|------------|----------|----|----|-------|-------------------|-------------------
|            |      |    |     |            |          |    |    |       |                   |                   

* JFSI Student
** CSE Student
Migrant Student Information Exchange (MSIX)

The Migrant Student Information Exchange (MSIX) will be implementing Multi-Factor Authentication (MFA). Optional use of MFA will begin in July 2022 with mandatory use in October 2022.
MSIX

MSIX is a web-based application that links information from 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 Participants
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.

- If you have any questions, Contact Yesica Ordonez (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).

“Out of state or country records were received in our district for this secondary student: Student ID # (no names needed).”
Information Change/Departure Form
FY23- Updates

- LEAs have access to MEP Information System, MIS2000
  - COEs
    - SSP Submits COEs
    - SSP receives an email after the COE is approved
    - COE can be printed and saved

Coming…
- Supplemental Services
  - SSPs report services provided
- PFS
  - SSP adds PFS data

NOTE: Training will be provided before implementation
Re-sign Reminders

• Provide graduation date or enrollment date in the Re-sign form
• Complete COE if needed: do not update the Re-sign form, sign the Re-sign form, and email the COE and Re-sign form together to the Regional Data Specialist
• Do not include P0-P5 enrollment date
• Ensure the handwriting is legible
• Do not include school code
• SIGN AND DATE
Other Reminders

- Review Migrant Participant Report - September upload.
- Send PFS ID forms which are due within 10 business days.
- Send MSIX move notifications.
- Remember the Multifactor Authentication system will be implemented in MSIX.

Training Dates

- MEP Re-signs training:
  August 4, 1:00 PM – 2:00 PM [here](#)

- MSIX back-to-School Webinar 2022
  August 11, 1:00 PM – 2:00 PM [here](#)

- Identification and Recruitment and Professional Development #1
  August 12, 8:30 AM – 11:30 AM [here](#)
Contact Information

State Data Coordinator
Yesica Ordonez
404-416-2909

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

Region 1 Office
Data Specialist
Rose McKeehan
470-763-1137

Region 2 Office
Data Specialist
Pearl Barker
470-763-1138
Questions?

Thank you!