



Richard Woods, Georgia's School Superintendent

"Educating Georgia's Future"

**Title I, Part C – Migrant Education Program (MEP)
Local Staff (SSP, Recruiter, Tutor) Weekly Schedule Template**

This package contains a weekly schedule template, examples of weekly schedules, and sample daily time log templates. These documents should be used to ensure an accurate accounting of staff time, an up-to-date record of academic support provided, and an up-to-date record of support services provided to migrant children in youth in the district. Local staff will also use online calendars, plan books, or lesson planning documents of some type to record the actual day to day instruction provided and to record the specifics of support services provided. During meetings with GaDOE MEP staff, schedules, calendars, logs, and planning books will be reviewed.

These templates and samples are provided as examples of how local staff should organize time and documentation as required by the MEP.

Directions

Schedule Template

1. May be used by all MEP funded staff.
2. Schedules are fluid and flexible based on student need.
3. Create a filing system to retain copies of schedules to show ongoing changes that are made.
4. Include student name, classroom/room # and/or teacher name and content area.
5. Highlight Priority for Service (PFS) in yellow.
6. Ensure monitored students are updated, as needed.
7. Distribute copies as indicated on the bottom of the form.

Phone/Contact Log Template

1. May be used by all MEP funded staff.
2. This log may be organized by child name, grade level, or district depending on the local procedures.
3. Include dates, times, purpose of contacts, results, and/or next steps for the individual. (This will be useful documentation if a question arises about a supplemental service code the district submits.)

Activity Log Template

1. May be used by all MEP funded staff.
2. May be used as a daily supplement to the main schedule. Shows additional and specific activities that are provided and/or completed as part of MEP duties.

If you have any questions about creating schedules for local staff, please contact the Resource Specialists in the regional offices:

Region 1 (800-621-5217)

Sabrina Pineda (spineda@doe.k12.ga.us)

Cindell Mathis (cmathis@doe.k12.ga.us)

Region 2 (800-505-3182)

Marisela Trejo (mtrejo@doe.k12.ga.us)

Miriam Ndaayezwi (mndaayez@doe.k12.ga.us)

Bonnie Larson-Brogdon (blarson@doe.k12.ga.us)

Nancy Trujillo (itrujillo@doe.k12.ga.us)

SSP/Recruiter Name: _____
 Work Hours: From ____ To _____
 Total hours worked/week: _____

Migrant Education Program Staff Weekly Schedule

First Semester ____ Second Semester ____
 School Year _____

Home Base School: _____
 Schools Served: _____

** PFS children must be highlighted in yellow.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

PFS and NON-PFS MONITORED: Currently performing well according to teacher(s) and student grades:

CURRENT copy given to: Regional Office _____ System Contact _____ Principal(s) _____ School Secretary _____ **Date of Last Update:** _____

SSP/Recruiter Name: SSP NAME
 Work Hours: From 7:40 AM to 3:40 PM
 Total hours worked/week: 8 HOURS

Migrant Education Program Staff Schedule
 First Semester x Second Semester _____
 School Year 2014

Home Base School: MIDDLE SCHOOL
 Schools Served: COUNTY SCHOOLS

** PFS children must be highlighted in **yellow**.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Home visits; Middle School; ID&R	Middle School; OSY; High School	Middle School; home visit	ID&R; High School	Home visits; Middle School
7:40-10:00 Preschool EXITO home visits: 7:40-8:00 travel. 8:00 -8:45 student Charles at his home; 8:45-9:00 travel. 9:00-9:45 – students Ben & Nancy in their home. 9:45-10:00 return to middle school.	7:40-8:05 Classroom checking e-mails/ working with migrant students who need extra help (homework/quiz/test), occupational survey review, if any	7:40-8:05 Classroom checking e-mails/ working with migrant students who need extra help (homework/quiz/test), occupational survey review, if any	7:00-11:00 ID&R during 3 rd and 4 th weeks of March – onions are ready. 10:45-11:00 travel to high school.	7:40-10:00 Preschool EXITO home visits: 7:40-8:00 travel. 8:00 -8:45 student Billy at his home; 8:45-9:00 travel. 9:00-9:45 – student Marla in her home. 9:45-10:00 return to middle school.
10:05-10:55 6 th grade math with students Sarah, Mark , and Justin . Teacher A.	8:05-8:55 8 th ELA with Margo and Jennifer. Teacher G.	8:05-8:55 8 th ELA with Margo and Jennifer. Teacher G.		10:05-10:55 6 th grade math with students Sarah, Mark , and Justin . Teacher A.
11:00-11:50 8 th grade math with students William and Jesus. Teacher R.	8:55-9:40 6 th ELA with Shirley, Frank, and Michael. Teacher D.	8:55-9:40 6 th ELA with Shirley, Frank, and Michael. Teacher D.	11:00-11:30 Lunch	11:00-11:50 8 th grade math with students William and Jesus. Teacher R.
11:50-12:20 Lunch	OSY English Lessons during their lunch break. Travel from 11:45-12:10. Lessons from 12:10-1:00. 1:00-1:25 travel to high school.	OSY English Lessons during their lunch break. Travel from 11:45-12:10. Lessons from 12:10-1:00. 1:00-1:25 travel to middle school		11:30-12:20 Coordinate Algebra with Patrick and Suzie. Teacher J.
12:20-1:10 7 th grade ELA with Maria, Sammy, and Sylvia. Teacher N.			1:25-2:15 – 9 th Lit with Sherry. Teacher M.	1:25-1:45 Contacting classroom teachers to prepare for upcoming lessons/student needs
1:10-2:00 8 th grade ELA with Beth and Jill. Teacher K.	2:15-2:40 Contact classroom teachers at the high school to prepare for upcoming lessons/student needs. 2:40 – end of day (1 hr early to account for Monday ID&R)	1:45-2:00 Planning, materials collection, copies, phone calls.	1:25-2:15 – 9 th Lit with Sherry. Teacher M. 1:10-2:00	1:10-2:00 8 th grade ELA with Beth and Jill. Teacher K.
2:00 –4:40 ID&R during 3 rd and 4 th weeks of March – onions are ready.				2:00-2:50 – William on math problem solving in library (Specials Period)
		2:00 travel time. 2:30- 3:40 home visit and GED prep support for Martha (DO).	2:15-2:40 Contact classroom teachers at the high school to prepare for upcoming lessons/student needs.	2:50-3:20 – Mark and Justin on long division (Specials Period)
				3:20-3:40 Contacting classroom teachers to prepare for upcoming lessons/student needs.

PFS and NON-PFS MONITORED: Currently performing well according to teacher(s) and student grades: Student- (4), Student- (4), Student- (4), Student (4), Student (4), Student (4), Student- (3), Student-(2), **Student (3)**, Student- (4), Student- (4), Student-(1), **Student- (2)**, **Student-(1)**, Student- (4), Student (1), Student (3), Student (3), Student (3)

CURRENT copy given to: Regional Office Marisela Trejo System Contact _____ Principal(s) x School Secretary x
Date of Last Update: 3/1/2015

SSP/Recruiter Name: Nancy Trujillo
 Work Hours: From 8:00 to 4:00
 Total hours worked/week: 40

Migrant Education Program Staff Schedule
 First Semester ___ Second Semester X
 School Year 2014-2015

Home Base School: Georgia Middle School
 Schools Served: Georgia Elem., Middle, High School

** PFS children must be highlighted in **yellow**.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MS and HS; Home visit	MS; HS; Home visits; ID&R	MS and HS	MS and HS	Elem and MS ½ day
8:00-8:30 Contacting classroom teachers to prepare for upcoming lessons/student needs. 8:30-9:00 Preview ELA class with Edvin (library)	8:00-8:30 Pull-out tutoring – multiplication facts for Edvin, Doral, Alice (library) 8:30-9:00 Pull-out tutoring – multiplication facts for Carmin and Lori (library)	8:00-8:30 Contacting classroom teachers to prepare for upcoming lessons/student needs. 8:30-9:00 Preview ELA class with Sonia (library)	8:00-8:45 Writing Essay practice – Leticia and Maria (library) 8:45 – travel to ES	8:00-9:00 Office work/emails/calls and planning for Saturday class.
9:00-9:40 Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid)	9:00-9:40 Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid)	9:00-9:40 Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid)	9:00-9:40 Georgia Elem. School Alan Cruz & Dora Paz ELA/Rdg. Rm. # 208(Mrs.Ross)	9:00-9:40 Georgia Elem. School Alan Cruz & Dora Paz ELA/Rdg Rm.#208 (Mrs.Ross)
9:50-10:45 Georgia High School Juan Martinez & Alex Mono Analytic Geometric Rm. # 201(Mr. Patrick)	9:50-10:30 Georgia High School Juan Martinez, Alex Mono Analytic Geometric Rm. # 201(Mr. Patrick)	9:50-10:45 Georgia Elem. School Juan Cruz, Simon Vela Math Rm. # 111(Mr. Burke)	9:50-10:45 Georgia High School Juan Martinez, Alex Mono Analytic Geometric Rm. # 201(Mr. Patrick)	9:50-10:45 Georgia Elem. School Juan Cruz, Simon Vela Math Rm. # 111(Mr. Burke)
10:55-11:55 Georgia Middle School Leticia Solis & Maria Galvan Math Rm. #414 (Mrs. Blue)	10:55-11:55 OSY/DO (Corina Mata, Pedro Solis) Taylor Trailer Park Rm.# 3&9	10:55-11:55 Georgia Middle School Leticia Solis & Maria Galvan Math Rm. #414 (Mrs. Blue)	10:55-11:55 Georgia Middle School Nora Paz, Sol Reyes, Jay Ramos Math Rm. #414 (Mrs. Blue)	10:55-11:55 Georgia Middle School Nora Paz, Sol Reyes, Jay Ramos Math Rm. #414 (Mrs. Blue)
Lunch and Planning 11:55-12:40		Lunch and Planning 11:55-12:40		
12:40-1:35 Georgia Middle School Jose Castro, Noe Soto, Ana Soto Edvin Gonzales EIA/Rdg Rm. #412(Ms. Haines)	12:00-2:45 ID&R; occupational survey follow up; employer visits	12:40-1:35 Georgia Middle School Jose Castro, Noe Soto, Ana Soto Edvin Gonzales EIA/Rdg Rm. #412(Ms. Haines)	12:00-12:45 Georgia High School Luis Cano, Blas Gil, Tony Gala 9 th Lit Rm.#101 (Mrs. Canon) Lunch 12:45-1:15	SATURDAY 6 Week Saturday Class for OSY 7:00-8:30 travel to site – Miller’s Packing Shed 8:30-9:00 set up class iPads. 9:00-11:00 SEL for OSY OSY: Samuel, Charles, Mark, Jose, and Phillip.
1:40-2:40 Georgia Middle School Carmen Mena & Lori Lama ELA/Rdg Rm.# 412(Mrs.Haines)		1:40-2:40 Georgia Middle School Carmen Mena & Lori Lama Ela/rdg Rm.# 412 (Mrs.Haines)	1:15-2:00 Reading/Rm#109 2:00-2:40/Math/ (Ms.Moss) Georgia Elem. School Lyla Lama, Joel Peña, Ana Peña	
2:45-4:00 Travel/EXITO Eva Luna, Saul Rios 222 E. Pine St./225 E. Pine St	2:45-4:00 Georgia Middle School Noel Bravo & Inez Lobo Liturature Rm.406 (Mrs. Royal)	2:45-4:00 Georgia Middle School Noel Bravo & Inez Lobo Liturature Rm.406 (Mrs. Royal)	2:45-4:00 Georgia Middle School Noel Bravo & Inez Lobo Liturature Rm.406 (Mrs. Royal)	
Contracted Hours on Tues and Wed	4:30-5:30 EXITO Pedro and Sandy O.	4:30-5:30 EXITO Juan and Ana		

PFS and NON-PFS MONITORED: Currently performing well according to teacher(s) and student grades: **Sandra Mata, Irma Vela, Nancy Rios**

CURRENT copy given to: Regional Office ___X___ System Contact ___X___ Principal(s) ___X___ School Secretary ___X___ **Date of Last Update:** 1/15/15

_____ COUNTY MIGRANT EDUCATION PROGRAM

PARTICIPANT CONTACT DOCUMENTATION

Month: _____

SSP/Recruiter Name: _____

<u>Date</u>	<u>Parent/Students/DO/OSY</u>	<u>Method of Contact</u>	<u>Purpose</u>
		<input type="checkbox"/> Telephone <input type="checkbox"/> Homevisit <input type="checkbox"/> School visits/Conference	<input type="checkbox"/> ID&R <input type="checkbox"/> Academic Concerns <input type="checkbox"/> Social Concerns <input type="checkbox"/> Migratory Issues <input type="checkbox"/> Other – explain:
		<input type="checkbox"/> Telephone <input type="checkbox"/> Homevisit <input type="checkbox"/> School visits/Conference	<input type="checkbox"/> ID&R <input type="checkbox"/> Academic Concerns <input type="checkbox"/> Social Concerns <input type="checkbox"/> Migratory Issues <input type="checkbox"/> Other – explain:
		<input type="checkbox"/> Telephone <input type="checkbox"/> Homevisit <input type="checkbox"/> School visits/Conference	<input type="checkbox"/> ID&R <input type="checkbox"/> Academic Concerns <input type="checkbox"/> Social Concerns <input type="checkbox"/> Migratory Issues <input type="checkbox"/> Other – explain:
		<input type="checkbox"/> Telephone <input type="checkbox"/> Homevisit <input type="checkbox"/> School visits/Conference	<input type="checkbox"/> ID&R <input type="checkbox"/> Academic Concerns <input type="checkbox"/> Social Concerns <input type="checkbox"/> Migratory Issues <input type="checkbox"/> Other – explain:

SSP/Recruiter

TIME LOG

Day: _____

TIME	LOCATION	ACTIVITY					NOTES
		Tutoring	Recruitment	Home Visit/Phone Call	Planning with Teachers	Other	
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							