

# Title I, Part C Education of Migratory Children



## Annual Re-sign/Data and IDR Training

# About this Training

This training is designed to provide school district migrant staff and contacts with an overview of the **re-sign process, data collection and reporting requirements and IDR** for the MEP.





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Georgia's School Superintendent  
"Educating Georgia's Future"  
[ga DOE.org](http://ga DOE.org)

# Georgia MEP Regional Map





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Georgia's School Superintendent  
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[gaode.org](http://gaode.org)

# Contact Information

## Region 1 Office

Rose McKeehan

Margarita Munoz

1-800-621-5217

## Region 2 Office

Pearl Barker

Marisela Trejo

1-866-505-3182

## State Data Collections Staff

Yesica Ordonez

404-463-1775

Iliana Garcia-Acevedo

1-800-238-7216

## State IDR Coordinator

Bernardo Sanchez-Vesga

(404) 557-4363

# Information Source



Richard Woods,  
Georgia's School Superintendent  
"Educating Georgia's Future"  
[gadoe.org](http://gadoe.org)

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. (Being updated to reflect Federal Law changes from ESSA)



# Family Education Rights and Privacy Act of 1974 (FERPA)



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# Check Your Knowledge

It is expected that MEP staff and MEP contacts comply with all FERPA requirements.

- a. True
- b. False

Georgia Department of Education



# Delivery of Reports

- MEP reports are disseminated electronically to school districts via the GaDOE Portal Migrant Data Transfer Site (MDTS).
- MEP contacts and School Nutrition Directors need access to the portal.
- MEP contacts download reports and share with MEP staff, as needed.
- SSPs should talk with MEP Contacts to ensure reports are received.





# Check Your Knowledge

What is the purpose of the portal migrant data transfer site (MDTS)?

- a. To share copies of COEs with families
- b. To give PFS information to the regional office.
- c. To share migrant reports from the GaDOE MEP to the local district.

# MEP Color Code for Reports & Forms



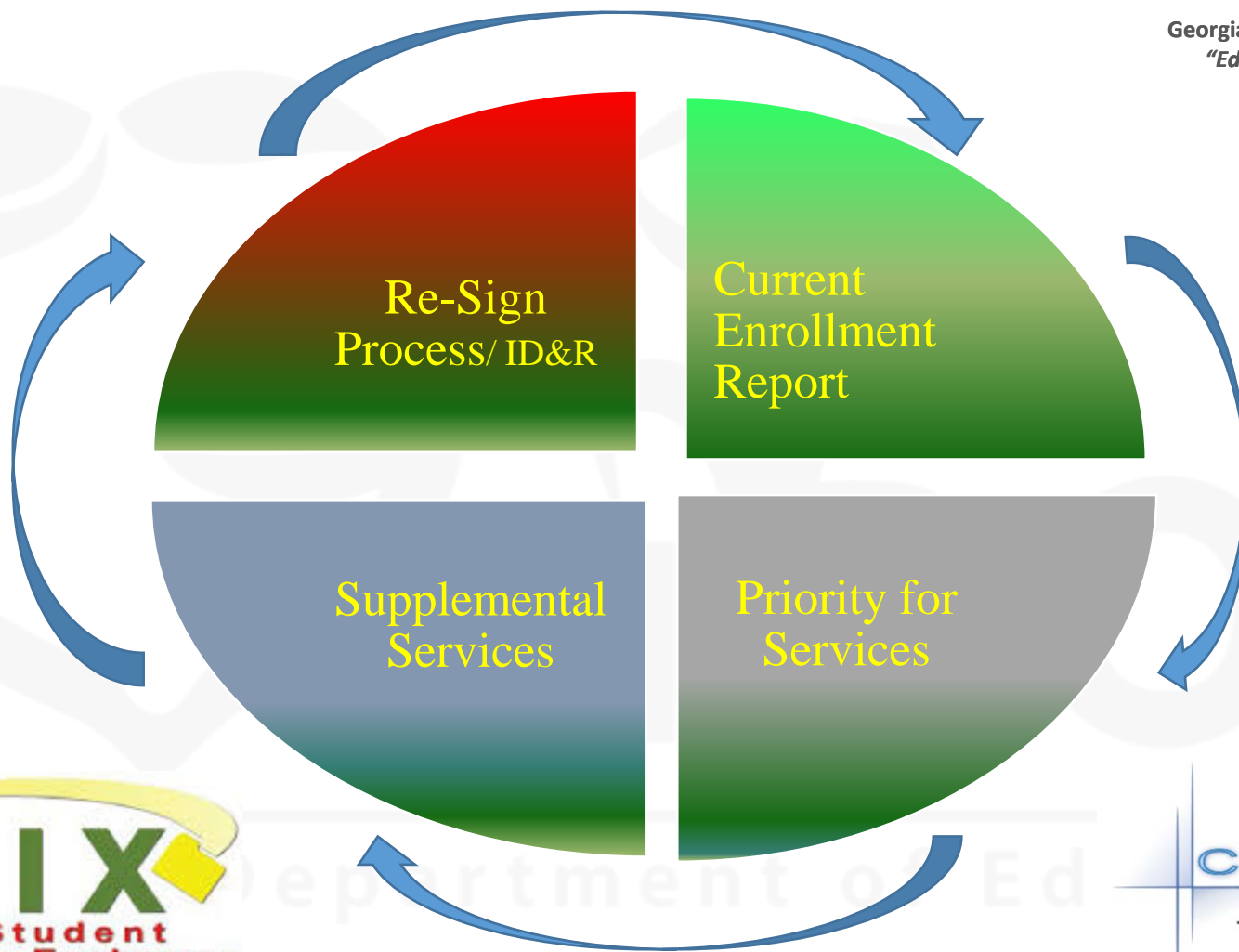
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COLOR	REPORT
Ivory	Grade Grid
Salmon	Information Change Form
Goldenrod	Departure Form
Yellow	PFS Report
Purple	Age/Grade Chart
Bright Green	PFS ID Form
Light green	Summer Supplemental Services
Gray	Quality Control

# MEP Data Reports Cycle

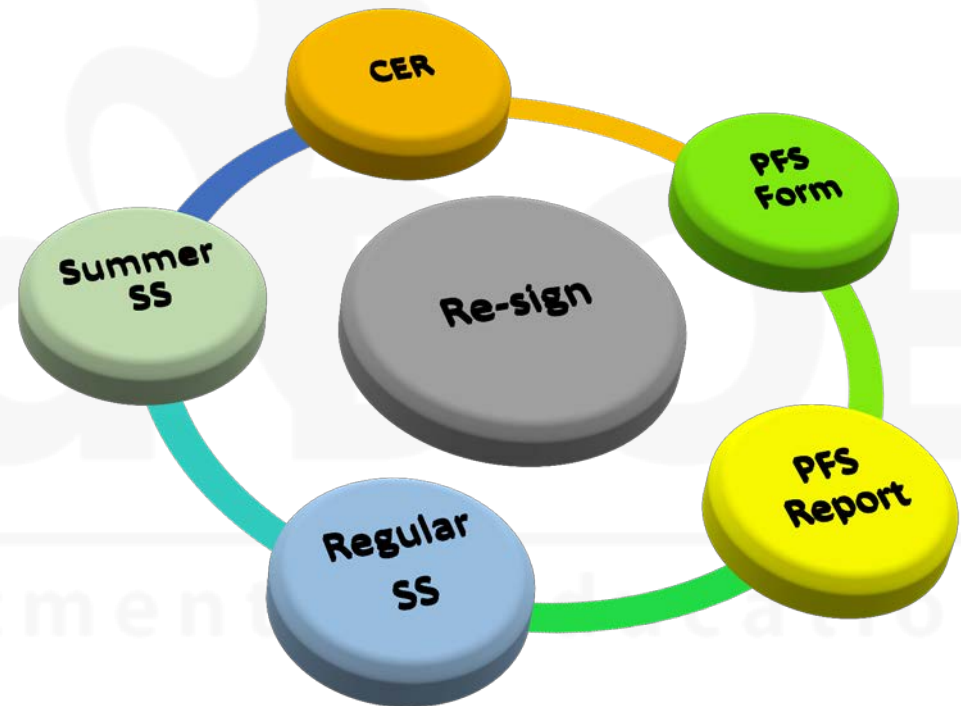


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# Annual Re-Sign

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



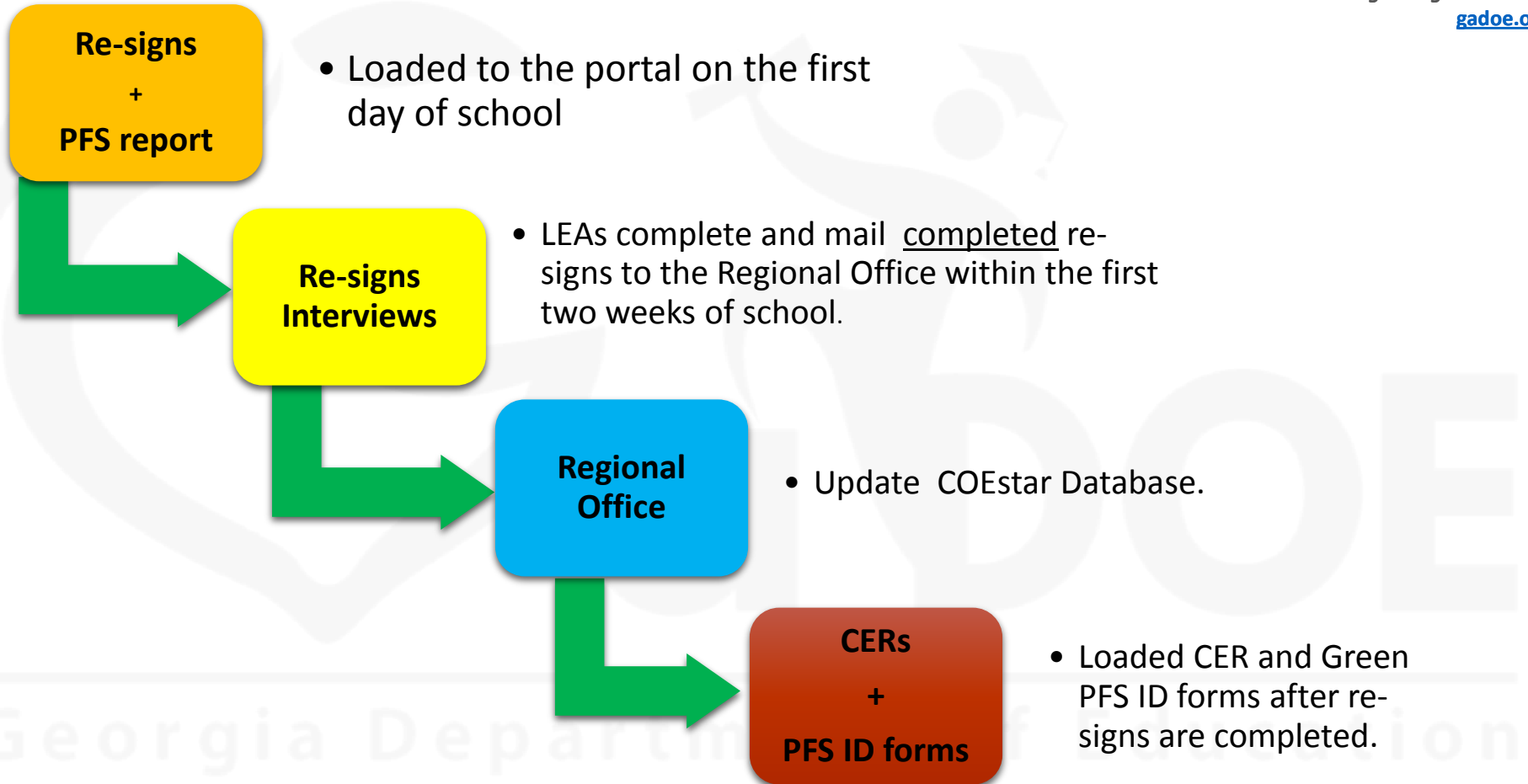
# Annual Re-sign Procedures



# Re-sign General Process



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# District Staff

- Download re-sign reports from the portal on the first day of school.
- Create a plan to divide the reports to facilitate contact with families or youth.
- Make contact with families/youth:
  - Three attempts are required
  - Phone or in person
  - Varied times of day
  - Record attempts on the bottom of the form
- Use a **red** pen to write any changes and corrections directly on the form.
- Sign and date each form.





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# Questions that Must be Addressed

1. Are the participants listed still here in the school district?
2. Are the participants listed 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?

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# Re-sign Situation #1

## Family has departed the school district



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Friday, July 22, 2017

**FY 2017-2018 RESIGNS**

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Make all corrections in RED.

Current Responsible Person: GARCIA, RAMON

Mother: GARCIA, MARIA

Address: 123 W TROMIK AVE, LITTLE ROCK, AR 77777

LEA/District: TROMIK SCHOOL DISTRICT

Qualifying

Activity: CLEANING POTATOES AT A PACKING COMPANY

Student Name / GTID	COESTAR ID No.	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD 4444444444	XX00005-1	09/07/04	06	03/01/15	08/05/16	TROMIK MIDDLESCHOOL (XXAAAM)	(111)222-3333	03/01/15
GARCIA, GLORIA 5555555555	XX00004-1	06/18/06	03	03/01/15	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/15
GARCIA, MARIA 7777777777	XX00003-1	05/11/06	05	03/01/15	08/05/16	TROMIK ELEMENTARY (XXAAAM)	(111)222-3333	03/01/15
GARCIA, RAMON 9999999999	XX00001-1	05/12/09	01	03/01/15	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/15
GARCIA, VICTOR 8888888888	XX00002-1	07/27/99	10	03/01/15	08/05/16	TROMIK HIGH SCHOOL (XXAAAH)	(111)222-3333	03/01/15

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

Moved From City: SALINAS, CA USA

COE attached  Send Recruiter

This family has moved from my district, destination Richmond, VA

Online MSIX Notification submitted (<https://msix.ed.gov>) Date: 8/12/2017

This family has NOT made another qualifying move.

Contact made by:  Phone  In Person

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

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

Migrant Staff Yanuel Title: SSP Date: 8/12/2017

8/12/2017 - Verified by Mr. Sanchez

# Re-sign Situation #2: Family is still here and has not left the school district since their last QAD



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Current Responsible Person: GARCIA, RAMON

Mother: GARCIA, MARIA

Address: 123 W TROMIK AVE, LITTLE ROCK, AR 77777  
678

LEA/District: TROMIK SCHOOL DISTRICT

Qualifying

Activity: CLEANING POTATOES AT A PACKING COMPANY

Student Name / GTID	COESTAR ID No.	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD 4444444444	XX00005-1	09/07/04	06 07	03/01/15	<del>08/05/16</del> 8/7/17	TROMIK MIDDLESCHOOL (XXAAAM)	<del>(111)222-3333</del> 770-111-2222	03/01/15
GARCIA, GLORIA 5555555555	XX00004-1	06/18/08	03 04	03/01/15	<del>08/05/16</del> 8/7/17	TROMIK ELEMENTARY SCHOOL (XXAAAE)	<del>(111)222-3333</del> 770-111-2222	03/01/15
GARCIA, MARIA 7777777777	XX00003-1	05/11/06	05 06	03/01/15	<del>08/05/16</del> 8/7/17	TROMIK ELEMENTARY (XXAAAM) TROMIK Middle School.	<del>(111)222-3333</del> 770-111-2222	03/01/15
GARCIA, RAMON 9999999999	XX00001-1	05/12/09	01 R	03/01/15	<del>08/05/16</del> 8/7/17	TROMIK ELEMENTARY SCHOOL (XXAAAE)	<del>(111)222-3333</del> 770-111-2222	03/01/15
GARCIA, VICTOR 8888888888	XX00002-1	07/27/99	10 11	03/01/15	<del>08/05/16</del> 8/7/17	TROMIK HIGH SCHOOL (XXAAAH)	<del>(111)222-3333</del> 770-111-2222	03/01/15

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

Moved From City: SALINAS, CA USA

COE attached

Send Recruiter

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

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

This family has NOT made another qualifying move.

Contact made by:  Phone  In Person

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

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

Migrant Staff

*Yelena Ouel*

Title:

*SSP*

Date:

*8/7/2017*

*8/4/17 - 1st visit - 4:00pm - family not at home  
8/5/17 - 2nd visit - 10:00am - family not at home.*

# Situation #3: Family left school district and came back, making a qualifying move



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LEA/District: TROMIK SCHOOL DISTRICT

Qualifying

Activity: CLEANING POTATOES AT A PACKING COMPANY

Student Name / GTID	COESTAR ID No.	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD 4444444444	XX00005-1	09/07/04	06	03/01/14	08/05/16	TROMIK MIDDLESCHOOL (XXAAAM)	(111)222-3333	03/01/14
GARCIA, GLORIA 5555555555	XX00004-1	06/18/08	03	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/14
GARCIA, MARIA 7777777777	XX00003-1	05/11/06	05	03/01/14	08/05/16	TROMIK ELEMENTARY (XXAAAM)	(111)222-3333	03/01/14
GARCIA, RAMON 9999999999	XX00001-1	05/12/09	01	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/14
GARCIA, VICTOR 8888888888	XX00002-1	07/27/99	10	03/01/14	08/05/16	TROMIK HIGH SCHOOL (XXAAAH)	(111)222-3333	03/01/14

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

Moved From City: SALINAS, CA USA

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

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

This family has NOT made another qualifying move.

COE attached  Send Recruiter

Contact made by:  Phone  In Person

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

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

Migrant Staff Yessie Ouel Title: SSP Date: 8/12/17

# Situation #4: Family reached end of eligibility and has not made a new qualifying move



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For this situation, just write EOE, check the appropriate box, sign and date.

Friday, July 22, 2017

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Qualifying

Activity: CLEANING POTATOES AT A PACKING COMPANY

Student Name / GTID	COESTAR ID No.	DOB	Grade	Residency	Enrollment	School	Phone	GAD
GARCIA, EDWARD 4444444444	XX00005-1	09/07/04	06	03/01/14	08/05/16	TROMIK MIDDLESCHOOL (XXAAAM)	{111}222-3333	03/01/14 EOE
GARCIA, GLORIA 5555555555	XX00004-1	06/18/08	03	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	{111}222-3333	03/01/14 EOE
GARCIA, MARIA 7777777777	XX00003-1	05/11/06	05	03/01/14	08/05/16	TROMIK ELEMENTARY (XXAAAM)	{111}222-3333	03/01/14 EOE
GARCIA, RAMON 9999999999	XX00001-1	05/12/09	01	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	{111}222-3333	03/01/14 EOE
GARCIA, VICTOR 8888888888	XX00002-1	07/27/99	10	03/01/14	08/05/16	TROMIK HIGH SCHOOL (XXAAAH)	{111}222-3333	03/01/14 EOE

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

Moved From City: SALINAS, CA USA

COE attached

Send Recruiter

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

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

This family has NOT made another qualifying move.

Contact made by:  Phone

In Person

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

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

Migrant Staff Yuan Qiu Title: SSP Date: 8/12/2017



# 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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Friday, July 22, 2017

## FY 2017-2018 RESIGNS

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Current Responsible Person: GARCIA, RAMON

Mother: GARCIA, MARIA

Address: 123 W TROMIK AVE, LITTLE ROCK, AR 77777

LEA/District: TROMIK SCHOOL DISTRICT

Qualifying

Activity: CLEANING POTATOES AT A PACKING COMPANY

Student Name / GTID	COESTAR ID No.	DOB	Grade	Residency	Enrollment	School	Phone	QAD
GARCIA, EDWARD 444444444444 EOE	XX00005-1	09/07/04	06	03/01/14	08/05/16	TROMIK MIDDLESCHOOL (XXAAM)	(111)222-3333	03/01/14 EOE
GARCIA, GLORIA 555555555555 EOE	XX00004-1	06/18/08	03	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/14 EOE
GARCIA, MARIA 7777777777 EOE	XX00003-1	05/11/06	05	03/01/14	08/05/16	TROMIK ELEMENTARY (XXAAM)	(111)222-3333	03/01/14 EOE
GARCIA, RAMON 999999999999 EOE	XX00001-1	05/12/09	01	03/01/14	08/05/16	TROMIK ELEMENTARY SCHOOL (XXAAAE)	(111)222-3333	03/01/14 EOE
GARCIA, VICTOR 888888888888 COS	XX00002-1	07/27/99	10 R	03/01/14	<del>08/05/16</del> 8/7/17	TROMIK HIGH SCHOOL (XXAAAH)	(111)222-3333	03/01/14 COS

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

Moved From City: SALINAS, CA USA

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

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

This family has NOT made another qualifying move.

COE attached

Send Recruiter

Contact made by:  Phone

In Person

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

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

Migrant Staff Yessie Ouel Title: SSP Date: 8/7/17

# Submitting the Re-signs

- Re-signs should be mailed in numerical order to the regional office upon completion.
- Larger districts should mail in groups of 100
  - Numerical order
  - Keep track of what is submitted
- Re-signs are due to the regional office **two weeks** after you receive them (or sooner).



# Reminders

- Re-signs will be uploaded to the portal on the first day of school.
- Make three attempts to contact – various times of day.
- Make changes on each form with a **red** pen.
- Make sure to write COS for those to whom it applies and don't forget to update their information.
- If they are EOE, check to see if they have made a new qualifying move.
- Attach any new COEs directly to the re-sign document. Do not send them separate.
- Keep track of re-sign forms submitted to the regional office and those still in the LEA waiting for parent/youth contact.
- Accuracy during this process will make your job and our job much easier during the school year!



# Next Steps

- Continue with normal migrant duties (recruiting, tutoring, etc.)
- First Current Enrollment Report will be uploaded to the portal after re-signs are completed.
- Green PFS ID forms will be uploaded to the portal with CER.



# 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?

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



# Check Your Knowledge

Which of the following are true about re-signs:

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

# Current Enrollment Report sample



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Monday, September 04, 2017		CURRENT ENROLLMENT REPORT										Page 1		
TROMIK PUBLIC SCHOOLS		TROMIK ELEM (PK-5) (GA9999)												
		3 school child/ren listed.												
COESTAR ID	Name	Eth	DOB	Age	Sex	QAD	EOE	Current Address/Parents	Phone	Enroll	Withdraw	Depart	Gr	Type
M133333-2 GTID: 1234567890	Grau, Alexa	600	06/15/10	6	F	11/03/14	11/03/17	2000 Castillo Drive Atlanta, GA 30315	(678)422-5555	08/07/17			02	R
Withheld Name, Marisa Holcomb														
M123645-1 GTID: 2345678912	Capeta, Frano	600	02/14/09	8	M	11/03/14	11/03/17	1234 Grande Cir. Atlanta, GA 30334	(404)123-5678	08/07/17			03	R
Enrique Capeta, Andrea Guerra														
MT00003-3 GTID: 3456789123	Messiah, Ezequiel	600	06/18/13	3	M	11/03/14	11/03/17	5689 Grange Cir. Atlanta, GA 30315	(471)422-5620				P4	R
Withheld Name, Keisha Gomez														

Monday, September 04, 2017

The information contained on this Georgia Migrant Education Program Current Enrollment Report (CER) has been received and reviewed for accuracy. Based on the information contained on the CER, 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 CER should be maintained for program audit purposes with the recipient's Georgia Migrant Education Program documents.

\* EOE has expired or will do so within 60 days.  
 \*\* COS Approved.

Listed Children Enrolled: in 1718 in grades 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, DO, GP, K, NA, NE, OS, P0, P1, P2, P3, P4, P5, PK, PS, and UG.

\* EOE has expired or will do so within 60 days.  
 \*\* COS Approved.

Listed Children Enrolled: in 1617 in grades 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 12, DO, GP, K, NA, NE, OS, P0, P1, P2, P3, P4, P5, PK, PS, and UG.



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# Current Enrollment Report Process

- The CER provided to the district monthly. The district will review the report and provide updates to GaDOE.
- Local staff will follow these steps:
- Review all information carefully. Use **red** ink for any changes that need to be reported. Draw one line through the incorrect information, write the correct information above the line, and initial the change.
- Complete the bottom of the form with the appropriate check mark.
  - If changes are required, please mail the form back to the regional Migrant office within **two weeks**.
  - If no changes are required, check the appropriate part of the verification portion, retain the report at the LEA, and simply **email** the regional data specialist so we may record the actions taken by the district.
- The CER should be used to ensure the local student information (SIS) is updated to correctly code children as migrant.

# New revised Green PFS ID Form



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**Priority for Services™ Identification Form**      School Year: \_\_\_\_\_

Title I, Part C - MIGRANT EDUCATION PROGRAM      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 (GSEA, Section 1304(d)). Please complete this form to establish current year "priority for services" identification. MEP-funded services cannot be determined or established for the student until the school system has completed this migration program requirement.

**I. Student Information**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Age: \_\_\_\_\_ COE ID#: \_\_\_\_\_ GTID#: \_\_\_\_\_  
Last First Month/day/year

QAD: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_ COE Site 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 status requiring that services flag go to students identified as having "priority for services". "Priority for services" is granted to migrant students who are either failing or at risk of failing the state's challenging academic content and achievement standards and whose education has been interrupted in the preceding 12 months from the Qualifying Arrival Date.

Please check all "priority for services" indicators that apply

<input checked="" type="checkbox"/>	<b>Interrupted Schooling Indicators</b>
<input type="checkbox"/>	In the preceding 12 months, changed school districts during the regular school year. (Do not count local moves made within the same school system.)
<input checked="" type="checkbox"/>	<b>Failing or at Risk of Failing Indicators</b>
<input type="checkbox"/>	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: _____)
<input type="checkbox"/>	Scored below established proficiency level on one or more of the Georgia Testing Program assessments (GKIDS, MILESTONES: Reading, LA, 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)
<input type="checkbox"/>	Has insufficient credits for promotion or graduation
<input type="checkbox"/>	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 _____)
<input type="checkbox"/>	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.</small>
<input checked="" type="checkbox"/>	<b>Drop Out-participant who attended a school in the United States and has dropped out of school</b>
<input type="checkbox"/>	OSY Profile completed on: _____

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

**GADOE Staff Use Only**

Priority for Services     Interrupted schooling (required) and     Failed/currently failing a core subject/state assessment or     at risk of failing on over-age for grade placement, credit deficient, or

Not Priority for Services     No interrupted schooling     on grade level and passed/currently passing all core/required subjects and state assessments.

Initials of Coordinator/Designee: \_\_\_\_\_ Name and Title of Designee: \_\_\_\_\_ Date: \_\_\_\_\_

Rev 11/15/2014

This form is used by LEAs to identify children who meet the academic risk indicators for PFS. This form is completed for new MEP eligible participants in grades k-12, DO/OSY.

# Reports provided after the CERs



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[gaode.org](http://gaode.org)

- New Participant Report (NPR).....monthly
- End of Eligibility (EOE) List .....monthly
- Three-Year Old List .....monthly

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# Immunization and Other Health Records

- Immunization and other health records must be on file at the LEA.
- Georgia is required to report to the Migrant Student Information Exchange (MSIX) that these records are available at the local district.
- This is to ensure immunization and other health records are quickly available for migrant students enrolling in schools.

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# Immunization and Other Health Records

In order to meet the US ED requirement for student immunization and other health records, LEAs have two options for getting this information to the MEP regional offices:

1. LEAs create a query from the local SIS by GTID, Migrant = Y, and Y or N indicating immunization and other health records are on file. The MEP Contact will email this file to Yesica Ordonez, GaDOE MEP Data Coordinator, via the portal (not Outlook).
2. LEAs fax or mail (not email) a copy of the GaDOE MEP immunization form to the regional office for data entry. This form is found on the GaDOE MEP website.



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# Immunization and Other Health Records


- LEAs are asked to provide these reports as follows:
  - September 15 each year
  - Monthly based on the MEP New Participant Report (NPR)
  - Any other time LEAs need to provide updates to the MEP

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# Immunization Form



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**Title I, Part C – Migrant Education Program (MEP)  
Immunization and Other Health Records Verification**

Section 1304(b)(3) requires State Education Agencies (SEAs) to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year. The Georgia MEP meets this requirement by providing information to the Migrant Student Information Exchange (MSIX). This information includes an indicator that immunization and other health records are on file in the school district.

Date: \_\_\_\_\_

Immunization and other health records are in the school's permanent file for the migrant children listed below:

NAME	GTID #	COEstar ID#

MEP Contact Signature \_\_\_\_\_

Directions:

1. Fax or mail this document to the MEP regional office by September 15.
2. Fax or mail this document to the MEP regional office after new migrant students arrive in the district based on the monthly GaDOE MEP New Participant Report.

<p><b>Region 1 Migrant Education Program Office</b> Georgia Department of Education 201 West Lee Street Brooklet, Georgia 30415 FAX (912) 842-5440</p>	<p><b>Region 2 Migrant Education Program Office</b> Georgia Department of Education 221 North Robinson Street, Lenox, Georgia 31637 Fax: (229) 546-3251</p>
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# Check Your Knowledge

Does the regional office need a copy of the immunization records or other health records for a migrant participant?

- a. Yes
- b. No

# GaMEP Eligibility

**Under the Every Student Succeeds Act (ESSA)**

**Revisions to the GaMEP Certificate of Eligibility (COE)**

*The Every Student Succeeds Act takes full effect  
in the 2017-18 school year*

# Objectives



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- Basic introduction and overview of ESSA changes that will effect ID&R eligibility determinations.
- Become familiar with OME's March 2017 Non-Regulatory Guidance on Child Eligibility (Chapter II).
- Accurately apply these requirements, in accordance with the Department's Guidance, using eligibility scenarios.
- Understand the changes to the GaMEP COE and its revised instructions.
- Apply eligibility scenarios to become familiar with how changes to eligibility requirements are reflected on the revised COE



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# Legal References

## Statute

Sections 1115(b) and (c), 1304(c)(2), and 1309 of the *Elementary and Secondary Education Act* (ESEA) of 1965, as amended by the *Every Student Succeeds Act* (ESSA) of 2015

## Code of Federal Regulations

34 C.F.R. 200.81, 200.103, and 200.89(c)

*National Certificate of Eligibility (COE) Instructions* (OMB Control Number 1810-0662)

## Guidance

Chapter II of the *Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children* (March 2017)



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## Important Note

Many (if not most) of the eligibility determinations you will make after the ESSA changes are implemented will be identical to the way you have understood eligibility in the past





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# ESSA Changes

- The removal of “seek or obtain” creates changes on the definition of:
  - Qualifying Move
  - Migratory Child
  - Migratory Worker
- **Note:** In some cases, these changes expand eligibility to include those children who didn't travel with the worker to the place where eligibility took place.



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# ESSA-Qualifying Move

A qualifying move is:

1. made due to economic necessity; *and*
2. from one residence to another residence;  
*and*
3. from one school district to another school district.\*

~~In order to obtain qualifying work~~



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# ESSA-Migratory Child

1. The child is not older than 21 years of age; *and*
2. The child is entitled to a free public education (through grade 12) under State law, *or* the child is not yet at a grade level at which the LEA provides a free public education, *and*
3. The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or a migratory fisher, or did so with, or to join a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher; *and*
4. The child moved due to economic necessity from one residence to another residence, from one school district to another.



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# ESSA-Migratory Agricultural Worker

Person who:

1. in the preceding 36 months, made a qualifying move and,
2. after doing so, **engaged** in new temporary or seasonal employment or personal subsistence in agriculture (which may be dairy work or the initial processing of raw agricultural products).



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# Major changes in new law

- The qualifying move doesn't have to be to seek or obtain qualifying work
- The child doesn't need **to accompany the worker to seek or obtain** qualifying work\*
- The worker doesn't need to move **to seek or obtain** qualifying work. The worker only needs to move **to engage in** qualifying work

\*The child still needs to move for economic necessity



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# Major changes in new law

- Under the new law, the qualifying move and the qualifying work is (can be) separate and distinct components
- The worker can establish his or her status as an agricultural worker during a move, then during a later move, can make a qualifying move according to the new guidance (unrelated to qualifying work or activity).
- (Worker can establish agricultural worker status on his or her own)



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# Worker Did Not Engage in New Qualifying Employment

If an individual did not engage in new employment soon after a qualifying move, such an individual may be considered a migratory agricultural worker if the individual-

1. Actively sought such new employment, and,
2. Has a recent history of moves for temporary or seasonal agricultural employment



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# Note on "Did Not Engage" rule

No supporting documentation is required beyond worker's statement and the recruiters use of the comments section





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# Actively Sought

- Means that the worker took positive actions to seek work
- If the worker moved reasonably believing work would be available, this is a basis for “actively sought”
- Must have taken place within 60 days of the move (soon after)
- Worker’s statement is sufficient to establish that they actively sought (must be documented in the comment section)



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# Recent History of Moves

- An individual may qualify through a recent history of moves if those moves were made with, or to join, a parent/guardian or spouse who was the migratory worker (An emancipated youth inherits his or her previous migrant worker's history)
- Worker's statement is sufficient basis to establish recent history of moves
- Recent history should not exceed 36 months
- As "moves" is plural, at least 2 moves must have been made
- Do not have to be qualifying moves (from one district to another)

# ESSA-Additional Factors



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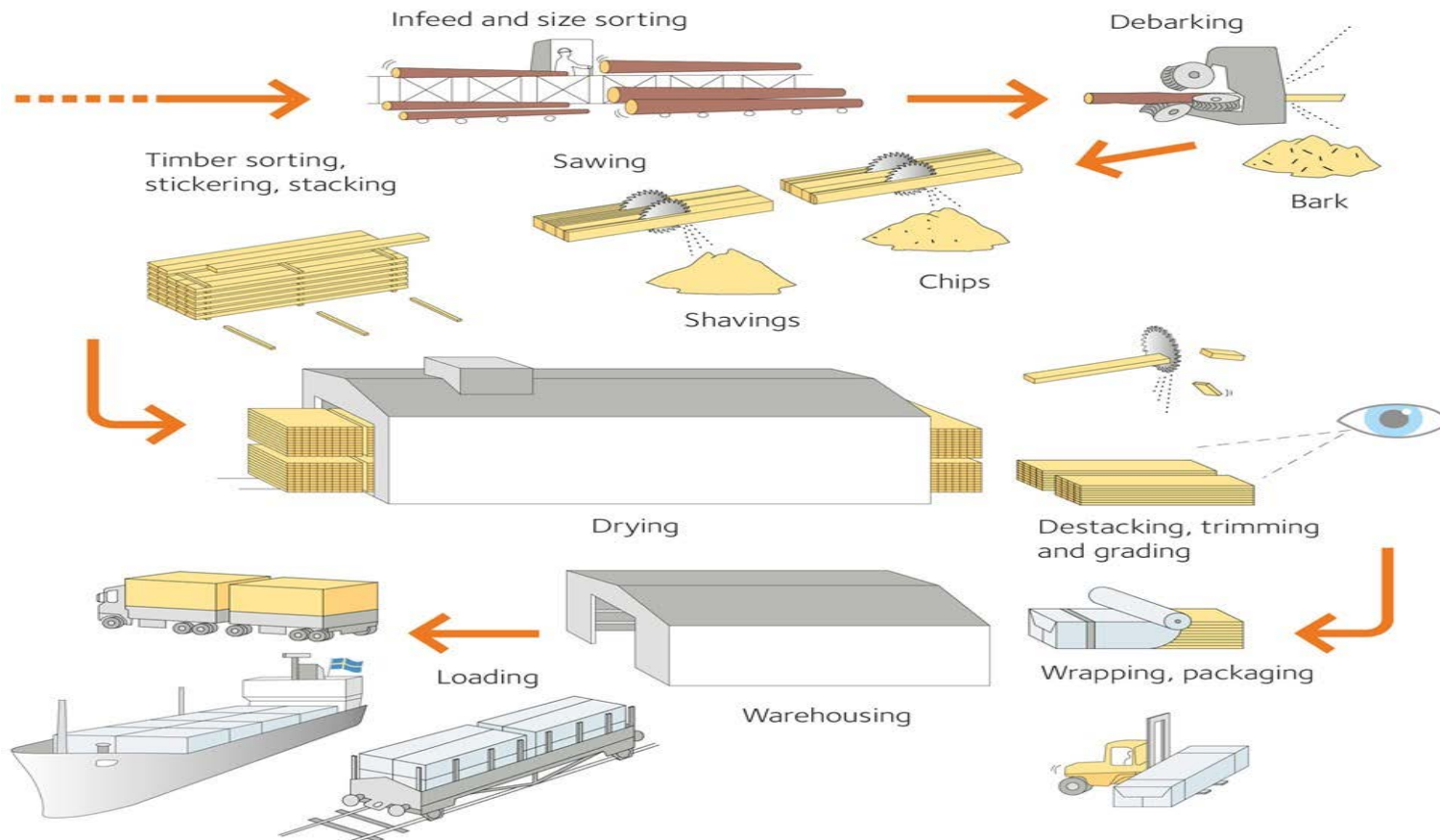
- Remove “Other Credible Evidence”
- “Soon after” window has been expanded from 30 days to 60 days and it is applicable to all scenarios.
- Trees- Initial processing of trees is now a recognized qualifying activity. Previously, this area was confined to cultivation and harvesting.

# Initial Processing of Trees



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The sawmill process from forest to sawn wood product



# GaMEP ESSA COE

**WHAT IS NEW/DIFFERENT ABOUT THE ESSA COE**

# Revised Titles and Instructions

- **NCLB COE**

- Male Parent/Guardian and Female Parent/Guardian
- Parent/Guardian/Spouse/Worker
- Qualifying Move and Work Section

- **ESSA COE**

- Parent/Guardian 1 and Parent/Guardian 2
- Interviewee
- Qualifying Moves and Work Section



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# Alignment to MSIX Minimum Data Elements (MDEs)

- **Past COE**
- Residency Date  
instruction: write dash (-)  
or "N/A" if same as QAD
- Birth Date Verification  
Code (Code): last two of  
four digits of NCES code
- **Revised COE**
- Residency Date instruction:  
write residency date, even  
if same as QAD
- Birth Date Verification  
Code (Code): all four digits  
of NCES code but States  
may choose to abbreviate  
by using last two digits



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**Georgia Department of Education - Migrant Education Program**

**Certificate of Eligibility (COE)**

The Child(ren) moved into \_\_\_\_\_ on \_\_\_\_\_  
*(School District) (Residency Date)*

<b>IFAMILY DATA</b>				<b>Parent/Guardian 1:</b> (Qualifying Worker 1)				<b>Parent/Guardian 2:</b> (Qualifying Worker 2)			
Last Name		First Name		MI		Last Name		First Name		MI	
Father:		Last Name		First Name		MI		Biological Mother:		Maiden Last Name	
<b>Current Address:</b> Street:				<b>Home Base City/Town:</b>				<b>State:</b>		<b>Country:</b>	
City:		State:		Zip Code:		Telephone:		<b>Family Language:</b>			
<b>Mailing Address:</b> Street/P.O. Box (if different from above):				<b>Student(s) intend(s) to graduate from:</b>							
City:		State:		Zip Code:		<b>School Name:</b>				<b>School District:</b>	
								<b>State:</b>			

II.CHILD DATA												
Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date (Verification Code)	MB	Race	Birth Place (City/State/Country)	School Name/School ID	Grade	Enrollment Date

**III.QUALIFYING MOVES & WORK**

- The child(ren) listed on this form moved due to economic necessity from a residence in School district / City / State / Country / to a residence in School district / City / State / Country.
- The child(ren) moved (complete both a. and b.):
  - as the worker, OR  with the worker, OR  to join or precede the worker.
  - The worker, First Name and Last Name of Worker, is  the child or the child's  parent/guardian  spouse.
    - (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on MM/DD/YY. The worker moved on MM/DD/YY. (provide comment)
- The Qualifying Arrival Date was MM/DD/YY.
- The worker moved due to economic necessity on MM/DD/YY, from a residence in School District / City / State / Country / to a residence in School District / City / State / Country, and:
  - engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
  - actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)
- The qualifying work, \* Describe agricultural or fishing work was (make a selection in both a. and b.):
  - seasonal OR  temporary employment
  - agricultural OR  fishing work
- (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
  - worker's statement (provide comment), OR
  - employer's statement (provide comment), OR
  - State documentation for Employer.

**IV.COMMENTS (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work Section, if applicable)**

(YANE information and migrant history)

(Migrant history)

(Temporary employer and work location)

**V.INTERVIEWEE SIGNATURE**

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

I have been informed about the Family Educational Rights and Privacy Act (FERPA). I provide consent to the Georgia Migrant Education Program (i.e., the Georgia Department of Education and its subgrantees) to disclose, as necessary, personally identifiable information from any of my child's education records to the following entities for the purposes of operating the Migrant Education Program (MEP), which includes, but is not limited to, ensuring that my child receives appropriate educational, supportive, and health-related services: State educational agencies; local educational agencies; MEP local operating agencies; public schools; private and non-public schools; charter schools; community based organizations that provide educational, social, and health services; health and social service providers; and representatives of the College Assistance Migrant Program, the High School Equivalency Program, the Migrant and Seasonal Head Start Program, and the Migrant and Seasonal Farmworker Program.

Signature of interviewee \_\_\_\_\_ Relationship to the child \_\_\_\_\_ Date \_\_\_\_\_

**VI.ELIGIBILITY DATA CERTIFICATION**

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399(2) and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Signature of interviewer \_\_\_\_\_ Date \_\_\_\_\_

Signature of designated SEA reviewer \_\_\_\_\_ Date \_\_\_\_\_



# Qualifying Moves and Work Section



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1. The child(ren) listed on this form moved due to economic necessity from a residence in \_\_\_\_\_ School district / \_\_\_\_\_ to a residence in \_\_\_\_\_ School district / \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_
2. The child(ren) moved (complete both a. and b.):
  - a.  as the worker, OR  with the worker, OR  to join or precede the worker.
  - b. The worker, \_\_\_\_\_ is  the child or the child's  parent/guardian  spouse.
    - i. (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on: MM/DD/YY.
    - The worker moved on: MM/DD/YY (provide comment)
3. The Qualifying Arrival Date was \_\_\_\_\_
4. The worker moved due to economic necessity on \_\_\_\_\_, from a residence in \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_ USA to a residence \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_
  - a.  engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
  - b.  actively sought new qualifying work after the move AND has a recent history of moves for qualifying work (provide comment)
5. The qualifying work,\* \_\_\_\_\_ was (make a selection in both a. and b.):
  - a.  seasonal OR  temporary employment
  - b.  agricultural OR  fishing work \*If applicable, check:  personal subsistence (provide comment)
6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
  - a.  worker's statement (provide comment), OR
  - b.  employer's statement (provide comment), OR
  - c.  State documentation for \_\_\_\_\_ Employer \_\_\_\_\_.



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# COE General instructions

- There are the same instructions as before plus:
- If the recruiter completes a COE for a family, the recruiter must fill out a separate COE for any child who has a different qualifying arrival date (QAD), **Residency Date**, or for any child who has different eligibility criteria than the rest of the children in the family, such as an out-of-school youth (OSY) who may have moved as the worker.



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# GaMEP ESSA COE Instructions

## Section III. Qualifying Moves & Work Section.



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# LET'S PRACTICE !!!

## (Scenarios)



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# Scenario #1

Amanda Lopez, age 11, lived with his parents in Cornelia, GA. Her father Edgar Lopez, who is a mechanic by trade, loss his job and moved on his own to Lyons, GA, on November 17, 2016, where he immediately starts work planting onions. Amanda's father returned to Cornelia, on December 28, 2016. Shortly thereafter, Amanda's mother was able to find work at a hotel in Atlanta, GA. So, the whole family moved from Cornelia to Atlanta on January 26, 2017. A GaMEP recruiter interviews Amanda's parents on July 1, 2017.

Is Amanda eligible for the MEP?

If she is eligible, what is the QAD?

# Scenario #1

## Is Amanda eligible for the MEP?



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### YES

- Is the child under age 22 and still entitled to a free public education (through grade 12) in the State? **YES**
- Did the child move in the preceding 36 months, on his own OR with, or to join, a parent/guardian or spouse who is a migratory agricultural worker (MAW)? **YES – with parent/guardian who is a MAW**
- Was the child's move with the parent/guardian or spouse a "qualifying move"- i.e., due to economic necessity, from one residence to another, and from one school district to another? **YES**
- Is the parent/guardian or spouse with whom the child moved a "migratory agricultural worker" or "migratory fisher"? **YES. The child's father is a migratory agricultural worker because he made a qualifying move in the preceding 36 months, soon after which he engaged in new qualifying work.**



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# Scenario #1 What is the QAD?

- Is the parent/guardian or spouse with whom the child moved a “migratory agricultural worker” or “migratory fisher”? **YES. The child’s father is a migratory agricultural worker because he made a qualifying move in the preceding 36 months soon after which he engaged in new qualifying work.**
- On November 17, 2016, the father moved from Cornelia to Lyons where he start work immediately planting onions
- On **January 26, 2017**, Amada move with her father, who is a migratory agricultural worker, from Cornelia to Atlanta.



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1. The child(ren) listed on this form moved due to economic necessity from a residence in School district /Cornelia / GA to a residence in School district / Atlanta / GA
2. The child(ren) moved (complete both a. and b.):
  - a.  as the worker, OR  with the worker, OR  to join or precede the worker.
  - b. The worker, Edgar Lopez is  the child or the child's  parent/guardian  spouse.
    - i.(Complete if "to join or precede" is checked in #2a.) The child(ren) moved on: MM/DD/YY.
    - The worker moved on: MM/DD/YY (provide comment)
3. The Qualifying Arrival Date was 01/26/17
- 4.The worker moved due to economic necessity on 11/17/16, from a residence in School District/ Cornelia/ GA/ USA to a residence in School District/ Lyons/ GA, and:
  - a.  engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
  - b.  actively sought new qualifying work after the move AND has a recent history of moves for qualifying work (provide comment)
5. The qualifying work,\* Planting onions was (make a selection in both a. and b.):
  - a.  seasonal OR  temporary employment
  - b.  agricultural OR  fishing work \*If applicable, check:  personal subsistence (provide comment)
6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
  - a.  worker's statement (provide comment), OR
  - b.  employer's statement (provide comment), OR
  - c.  State documentation for \_\_\_\_\_ Employer\_\_\_\_\_.





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**Questions?**

**Thank you!**

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# Contact Information

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