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Program Overview

The Migrant Education Program (MEP)

The Migrant Education Program provides formula grants to districts to establish or improve education programs for migrant children. These grants assist districts in improving educational opportunities for migrant children to help them succeed in the regular school program, meet the challenging State content and performance standards that all children are expected to meet, and graduate from high school.

History of the Migrant Education Program

The Migrant Education Program is authorized by Title I, Part C of the Elementary and Secondary Education Act of 1965. Congress established the National Migrant Education Program in 1966 to provide funds to establish or improve educational programs designed to meet the special needs of migrant children. Congressional support has increased steadily since then.

The State of Alaska became involved with the Migrant Education Program in 1980 when the federal definition of qualifying migrant activity was expanded to include both logging and fishing. Currently, 40 of Alaska's school districts operate a Migrant Education Program.

Today, the Migrant Education Program serves roughly 400,000 children across the country with approximately 12,000 migrant children in Alaska. With these funds, states and local schools provide a broad range of instructional and support services to supplement regular classroom instruction and to help migrant children overcome barriers arising from lifestyle, mobility, and educational interruption.

Alaska Migrant Education Program Mission Statement

The primary goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma that prepares them for responsible citizenship, further learning, and productive employment.

Family Educational Rights and Privacy Act (FERPA)

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.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest,
- Other schools to which a student is transferring,
- Specified officials for audit or evaluation purposes,
- Appropriate parties in connection with financial aid to a student,
- Organizations conducting certain studies for or on behalf of the school,
- Accrediting organizations,
- To comply with a judicial order or lawfully issued subpoena,
- Appropriate officials in cases of health and safety emergencies, and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office

1-800-USA-LEARN

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

FERPA Overview

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law which:

- Protects the privacy of student education records (including the COE, as well as any electronic version of the COE).
- Applies to all schools and educational agencies that receive funds under an applicable program of the U.S. Department of Education.
- Gives parents certain rights with respect to their children's education records. These rights transfer to students when they turn 18 or attend a school beyond high school.
- Requires that educational agencies and institutions adopt a policy regarding how they meet the requirements of FERPA and how they notify parents and eligible students annually of their rights.

Parent Information

- Parents or eligible students have the right to access and inspect the student's educational records.
- Parents or eligible students have the right to request that education records be corrected if they are found to be inaccurate or misleading.
- Generally, schools and districts must have written permission from the parent or eligible student before releasing any information from a student's education record (including the COE).

Records Manager Information

COEs and personally identifiable information may not be shared without written parental consent. There are a few exceptions, see below.

Without written consent, the COE may be shared with:

- The Migrant Education Office,
- Officials within your district with legitimate education interest, or
- Officials of another school system where the student is transferring.

What is a legitimate education interest? Those individuals who:

1. Need to know in order to perform an administrative task required in the school employee's position description (aka, records manager).
2. Perform a supervisory or instructional task directly related to the student's education.
3. Perform a service or benefit for the student or the student's family such as health care or counseling.

Transferring enrollment is not the same as concurrent enrollment. If a student is concurrently enrolled in two districts (or resides in one district and attends school in another district), written permission is needed to share COEs or other education records. This includes boarding and correspondence schools.

Any other situation requires written consent from the parent. Check with your district office regarding written consent policies/forms for your district. When in doubt, ask for written parent consent.

Confidentiality of Migrant Records

Migrant records are confidential because they contain personally identifiable information about children. Like all other school records, migrant files and paperwork are subject to the Family Educational Rights and Privacy Act (FERPA). Educating migrant personnel about migrant record confidentiality should be part of the overall school district plan for compliance with FERPA.

Migrant records should be maintained in a manner that will guarantee the child's privacy. All personnel with access to the record must be knowledgeable regarding privacy requirements and procedures. In addition, personnel cannot share any information from the files with others.

FERPA Best Practices

Personally Identifiable Information

Personally Identifiable Information includes but is not limited to: student name, date/place of birth, parent's names, addresses, student ID, etc.

- Personally identifiable information is protected under FERPA. Any notes with personally identifiable information should be shredded once the interview has concluded.

Paper Security

- Be sure to shred any extra copies of the COE, or any COEs with mistakes.

Electronic Security

- Electronic COEs must be completed using official district computers (not personal computers) and copies must be securely deleted (not stored on the computer).
 - Laptop computers must have encryption to protect student data in the event that the laptop is stolen.
- If transmitting COEs to a parent's personal email account, consider obtaining parent permission (even verbal permission) prior to emailing. The district may consider password protecting the COE before emailing it to parents.
- Always use official district email accounts to send student data (COEs).
- When you receive reports containing personally identifiable student information, consider saving the report to a secure location and deleting the email. When you send reports, consider deleting the sent email.
- Consider password protecting documents containing personally identifiable student information before you save or send them.

COE requests

If another district requests a copy of a COE:

- Ask if that child has moved to their district and is enrolling in their district.
- Ask if the parent signed a written release.
- Check if your district has a written release on file.
- Call the MEO and inform us of the child's move and we can coordinate with the receiving district.

Administering the Program

The purpose of this section is to provide guidance to the Federal Programs Coordinator/Migrant Coordinator in the design and execution of the district's Migrant Education Program (MEP).

Responsibilities of the Federal Programs Coordinator/Migrant Coordinator

Identifying the Unique Needs of Migrant Students

Federal programs directors and migrant coordinators are responsible for identifying the unique needs of the migrant students within their district, this includes:

- Work with the district Parent Advisory Council to help identify the unique needs of the migrant students within the district.
- Send the annual Migrant Education Program survey out to migrant parents to get feedback on the district MEP, and the unique needs of the district's migrant students.
- Send the annual Migrant Education Program survey out to district staff to get feedback on the district MEP, and the unique needs of the district's migrant students.

Grant Planning

- Use GMS to submit the Title IC portion of the Consolidated Application.
- Complete revisions to the Title IC portion of the Consolidated Application as required.
- Ensure the application for the Migrant Education Literacy Grant is completed and sent to the MEO.

Planning Supplemental Activities

- Using the identified unique needs of the district's migrant children and the grant application to plan supplemental activities and services for migrant children.

Training

- Federal programs directors and migrant coordinators should attend an in-person training within one year of hire.
- Federal programs directors and migrant coordinators should attend an in-person training once every three years to keep up to date with Migrant Identification, Recruitment, and Records Management Procedures.
- Ensure that recruiters and records managers attend fall training annually or as directed by the MEO.

Recruit and Re-recruit Migrant Students by November 15th

- Establish a written Identification & Recruitment Plan for the district.
- Work with the district records manager to ensure that all migrant students in the district are recruited annually before the November 15th deadline.

Keep Track of the Services Migrant Students Receive with Migrant Funds

- Establish and maintain a method of tracking services provided with migrant funds.
- Create a written Service Delivery Plan.

Ensure all Reports are Returned to the MEO on Time

- Work with the district records manager to ensure that data provided to the MEO on reports is as accurate and up to date as possible.
- Work with the district records manager to ensure that all reports are returned to the MEO by the due date.

State Guiding Documents

The Alaska Migrant Education Program is based on two guiding documents required of all states. They are the Comprehensive Needs Assessment and the Service Delivery Plan. Both documents for the state of Alaska can be found at: <http://education.alaska.gov/tls/migt1/>.

Comprehensive Needs Assessment (CNA)

The CNA guides the design of the Alaska MEP. The last CNA was finalized in December 2012. The CNA committee identified four areas of need for the Alaska MEP: academic support for reading and math, high school graduation, school readiness, and support services.

Service Delivery Plan (SDP)

The SDP is the guiding document for the execution of the Alaska MEP. The SDP was last updated in May 2013. It identifies performance targets, measurable program outcomes, service delivery, and evaluation.

Evaluation of Effectiveness (Evaluation)

Evaluating the effectiveness of the migrant program is a federal requirement.

Grants Application

ESEA Consolidated Application

The ESEA Consolidated Application is a single, consolidated application for all ESEA formula entitlements, including the following titles: Title I-A, Title I-C, Title I-D, Title II-A, and Title III-A. The consolidated application is completed using an electronic web-based application, known as GMS.

For assistance in completing the Title I-C portion of the ESEA Consolidated Application, consult the PowerPoint for Title I-C located in the GMS Document Library or contact the migrant program manager. Refer to page 103 for the MEO Contact information.

Summer Programs

The guidance for operating a summer program in July and August is located in the GMS Document Library. All planned expenses must be approved by May 31 of each year.

Activities Funded by the State

The following activities are funded by the state and typically do not appear in the ESEA Consolidated Application.

Fall Training – The MEO provides annual training for recruiters, records managers, and federal programs coordinators in the fall. Most expenses for attending the training are reimbursable to the district.

Alaska Migrant Education Literacy Grant – The MEO provides annual Literacy Grants to participating districts. Participation in the grant requires a one page application at the beginning of the fiscal year and a one page report at the conclusion of the school year. Distributing books to children through the literacy grant is considered a support service; however, many districts choose to incorporate the books into a family literacy night and offer instructional services (certain requirements apply).

State Parent Advisory Council (PAC) – There are nine members on the Alaska Migrant Parent Advisory Council. They are representatives from six geographical regions of Alaska and serve three year terms. The state PAC meets 2-3 times each year. All travel costs are provided by the state through a separate grant. Expiring PAC seats are filled by a nomination process in May of each year. A current council membership list can be found on our website: <http://education.alaska.gov/tls/migt1/pac.html>.

Monitoring Preparation

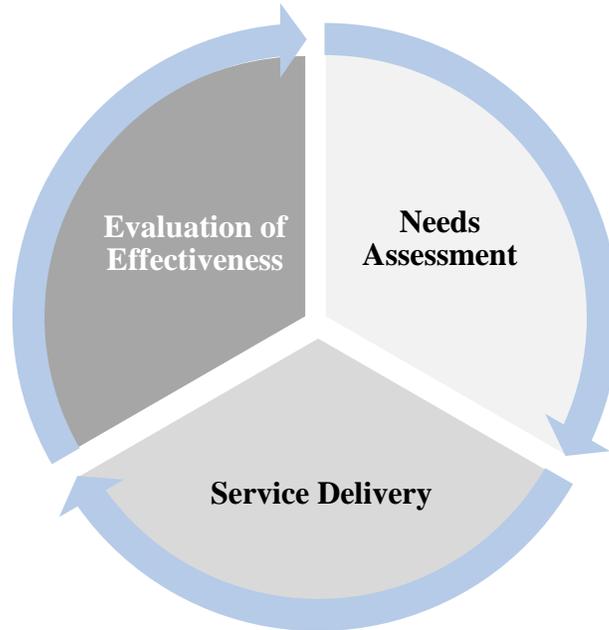
Districts' ESEA grants are monitored through the federal programs monitoring process. Please contact your ESEA program manager for the dates of your next monitoring trip. During the monitoring visit, the migrant program manager will evaluate the Title I-C program and the migrant identification & recruitment specialist will provide a technical assistance visit with the district records manager. For more information about technical assistance visits, refer to pages 19 and 88.

Some common documents that could be requested during the monitoring and technical assistance visits are:

- Identification & Recruitment Plan, Quality Control Plan, Needs Assessment Process, Service Delivery Plan, and evaluation results (these documents have all been combined into the Required Program Documents (RPD) and a template has been created), email MEO for a copy
- ESEA Consolidated Application
- paper copies of COEs and ARCs from the past 10 years
- parent and staff survey results
- migrant student data
- student records transfer request form
- minutes/agendas from migrant parent meetings
- migrant consolidation documentation (if applicable)

The Annual Cycle of Migrant Education Program Planning

In planning the district's migrant grant, consider the annual cycle of the Migrant Education Program.



Needs Assessment – Similar to the State CNA, districts conduct a local needs assessment to determine the needs of local migrant children. This appears in the ESEA Consolidated Application, Title I-C, program details page. The district can consult a variety of sources for the needs assessment including, but not limited to: annual staff surveys, annual parent surveys, annual state assessment results, and progress monitoring assessment results. During the monitoring process, EED will verify that the district needs assessment is aligned with the state CNA, including elements in the following four goal areas: academic support in reading and mathematics, high school graduation, school readiness, and support services. EED will also verify that the needs assessment has identified the unique educational needs of migrant children that result from their migratory lifestyle and other needs of migratory children that must be met in order for them to participate effectively in school.

Service Delivery – The district's service delivery plan should be a written document that outlines many of the district's policies and procedures. A template has been developed that covers all required and recommended topics. Please consult the Alaska Migrant Education Required Program Documents (RPD), email the MEO for a copy.

Evaluation of Effectiveness – Evaluating the effectiveness of the migrant program is a federal requirement. The results from the evaluation can be incorporated into the needs assessment for the following year. More information regarding the district's evaluation process is located in the ESEA Grants Program Details, and the Alaska Migrant Education Required Program Documents (RPD), email the MEO for a copy.

Type of Program and Services

Type of Program

Districts can offer one or more types of programs to migrant children:

- during school day, during regular school year
- extended time during regular school year
- summer school
- preschool

Note:

- It is often difficult to show that migrant services are supplemental if the district's migrant program is offered during the school day, during the regular school year.
-

Activities and Services

In general, districts may use migrant education funds for allowable activities and supplemental services, as long as those activities and services address an identified migrant student need.

Activities – Some expenses are allowable that are not used to provide direct services to students.

Possible activities a district could fund:

- identification & recruitment
- records management
- professional development (e.g. training programs for school personnel to enhance their ability to understand and appropriately respond to the needs of migrant children)
- migrant parent meetings

Services – Services are those educational or educationally related supplemental activities that directly benefit the migrant child, address a need of the migrant child, and are designed to enable the district's migrant program to meet its measurable program outcomes through strategies as outlined in the Service Delivery Plan (or the service delivery section of the Required Program Documents).

Instructional – Supplemental services that provide research-based instruction to migrant children.

Support – Supplemental services to provide support and advocacy to migrant children.

Referred – Referred services are those provided to a migrant child by another agency through a referral by a migrant program staff member. Referred services cannot be migrant funded and they cannot be school or district based services that the child is already entitled to receive, e.g., Title I Part A services, Title III services. Furthermore, the child must actually receive the service in order for it to be counted as a referral.

Possible services a district could offer:

- academic instruction
- tutoring
- after school programs
- help with school supplies
- graduation support
- career education services
- support services
- health services
- counseling and testing services
- parent involvement activities
- referral to local agencies
- preschool services
- literacy materials through the Literacy Grant
- family literacy nights
- Saturday programs
- summer or intersession programs
- distance learning programs

Required Migrant Parent Meetings

Districts are required to have, at minimum, one annual migrant parent meeting; although a local Parent Advisory Council (PAC) is recommended.

The annual meeting should address the following:

- consultation with migrant parents regarding the planning and operating of the local migrant education program,
- the design and implementation of the local migrant Service Delivery Plan (or the service delivery section of the Required Program Documents),
- migrant student data showing progress on performance targets and measurable program outcomes (targets and outcomes should be identified in the Required Program Documents),
- information about the migrant program services available to their children, and
- strategies to increase engagement of migrant parents in supporting their child's education.

Continuation of Services Provision

Under the Continuation of Services Provision, school districts may choose to offer services to migrant children whose eligibility has ended under the following conditions:

- a child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term, or
- a child who is no longer a migratory child may continue to receive services for 1 additional school year, but only if comparable services are not available through other programs, or
- secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

Consolidation of Title I-C Funds into a Schoolwide Program

Under certain conditions, ESEA allows Title I Schoolwide schools to consolidate Title I-C with other federal, state, and local funds to support any component of the educational schoolwide plan. Consolidation of migrant funds is a three step process. Prerequisites must be met, data must be gathered and analyzed, and documentation must be uploaded in GMS. For further information about consolidation of Title I-C funds into the schoolwide program, please consult the guidance located in the GMS Document Library and/or contact the migrant program manager.

Resources

For more information about the Migrant Education Program, please consider these resources:

Alaska Migrant Education Office website:

<http://education.alaska.gov/tls/migt1/>

Federal Office of Migrant Education websites:

<http://www2.ed.gov/about/offices/list/oese/ome/index.html>

<http://www2.ed.gov/programs/mep/index.html>

<http://www2.ed.gov/programs/mep/legislation.html>

Federal Statute referencing Migrant Education:

<http://www2.ed.gov/policy/elsec/leg/esea02/pg8.html>

Federal Regulations referencing Migrant Education:

<http://www2.ed.gov/legislation/FedRegister/finrule/2008-3/072908a.html>

Federal Non-Regulatory Guidance:

<http://www2.ed.gov/programs/mep/mepguidance2010.doc>

Family Education Rights & Privacy Act:

<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Alaska Statutes:

<http://www.touchngo.com/lglcntr/akstats/Statutes/Title14.htm>

Alaska Administrative Code:

<http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

Quality Control

Quality control is a valuable part of a successful Migrant Education Program. All districts with a MEP should follow basic quality control procedures. A quality control process can be established through a quality control plan. The quality control plan protects the integrity and accuracy of identification and recruitment policies and procedures. It also ensures that all potential migrant children are identified and recruited, only eligible children are certified as eligible, and policies are in place to ensure migrant student files and data are accurate.

Note:

- For the Required Program Documents (RPD) template, call or email the MEO.
-

Quality Control Procedures

Staff Training

Recruiters, records managers and new migrant program coordinators are required to receive annual MEP training. Migrant Education fall training is provided at several sites throughout the state. All staff involved with the district's MEP should be given local training regarding local procedures and issues. The district should ensure that new manuals and training materials are given to all migrant staff.

Local migrant training should include all people involved with migrant identification, recruitment, and eligibility certification. Depending on the district, this may include:

recruiters	designated SEA reviewers	teachers
records managers	superintendents	counselors
data entry specialist	principals	registrars
migrant program coordinators	federal programs coordinators	paraprofessionals

District Migrant Staff Communication and Coordination

There should be effective workflow and communication between migrant staff members. The roles and responsibilities of each staff member should be understood by everyone in the program.

Communication and coordination steps should include:

- All migrant staff should understand the district's migrant program including the program structure, purpose, requirements, services offered and families served.
- Migrant staff should know their individual job requirements and understand how they fit into the workflow of the program.
- The lines of communication within the district, with the MEO, or with other districts should be clear.
- The district staff structure should be such that the workflow ensures the district's program meets all requirements for state and federal migrant regulations and laws.

Accuracy of Eligibility Determinations

Every COE and ARC must be quality reviewed by the recruiter, records manager and designated SEA reviewer. By signing a COE or ARC, each district staff member ensures that the COE or ARC is complete, filled out correctly, and that the information meets the MEP eligibility requirements. After the COE or ARC data is entered into MIS2000 and uploaded, the MEO's eligibility specialist reviews the information to ensure that it meets all eligibility requirements. The MEO makes the final eligibility determination on all COEs and ARCs. For more information on the appeals process, refer to page 25.

Note:

Children new to the MEP are not eligible for services until the COE is approved by the MEO.

Analysis and Accuracy of Migrant Reports

Any discrepancies between reports generated by the district and the MEO need to be reported to the MEO immediately. Refer to page 103 for the MEO contact information.

Quality Control and Identification & Recruitment (ID&R) Plans

Quality Control Plan - Each district must have a Quality Control Plan on file. It is a document that establishes a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level MEP.

ID&R Plan - Each district must have an ID&R Plan on file. The purpose of an ID&R Plan is to ensure efficient identification and recruitment of migrant children within a district-level MEP.

Note:

- More information on Quality Control and ID&R plans can be found in the Required Program Documents template. Call or email the MEO for a copy.
-

Prospective Re-Interviewing

The United States Department of Education's Office of Migrant Education requires each state to conduct an annual review of the program's eligibility determinations. Re-interviewing may alert the MEO to misunderstandings of the eligibility requirements at the district level. It may also help to find clerical or computer errors. The prospective re-interviews are conducted by trained and qualified personnel who are independent of the original interviews. The prospective re-interviews may be conducted either in-person or by telephone.

Interviewees are selected from a random student list generated by MIS2000. Interviews are conducted using a standard eligibility interview form. Following the interview, the answers from the form are compared to the COE. If the information contradicts the information on the COE or indicates that the family is not eligible for the migrant program, the MEO will bring the COE and issues raised during the re-interview to the attention of the records manager. The records manager will then have the opportunity to provide additional information such as notes from the recruiter, further information regarding the family's migrant moves, as well as other pertinent information. The MEO will work with district staff until all questions and data integrity issues are resolved.

Note:

- A Parent/Guardian/Spouse/Worker signature on a COE certifies that a parent is willing to talk to the MEO, should they be contacted.
-

COE Quality Control Review

Each year, at the conclusion of fall recruitment, the MEO will conduct COE Quality Control Review. All districts will be required to submit a small random sample of hardcopy COEs to the MEO. The MEO will verify that information recorded on the hardcopy COE is consistent with what is recorded in MIS2000. This will ensure accurate data at both the district and the MEO.

Technical Assistance (TA) Visits

Each school year, the MEO will conduct approximately ten technical assistance visits with migrant staff. These technical assistant visits will be conducted virtually, or onsite at the district. During these visits, a staff member from the MEO will conduct a thorough review of the district's identification and recruitment procedures, migrant student files, and compliance with eligibility requirements.

Typically, the technical assistance visits focus on three main areas:

Technical Assistance Eligibility Verification from the MEO – This process involves calling a small percentage, drawn at random, of migrant families within that district to verify that the information on the COE is accurate. This is done prior to the technical assistance visit. Technical assistance eligibility verification will also be used to verify that original COEs in district files match what is in MIS2000.

Technical Assistance Form – An interview based on the technical assistance form will be conducted. The MEO staff will ask the records manager a series of questions about the district's identification and recruitment procedures, review the district's COE and ARC files, and review supporting files. This helps guide the visit, noting any areas or strength or where improvements could be made.

Training – The technical assistance visit also provides a retraining or extended training opportunity for migrant staff. During the on-site visit, a staff member from the MEO will devote time to answering questions, assisting records managers with MIS2000 entry and reports, developing and improving recruitment procedures, and any other specific requests.

Records Manager

Role of the District Records Manager

This guide provides an in-depth timeline of a records manager's responsibilities throughout the school year. The MEO recommends that these procedures be followed as closely as possible by district migrant staff in order to ensure that all migrant files are accessible, organized and updated. There are some unique needs and circumstances that may cause districts to modify their procedures; however, records managers should consult the Migrant Education Office (MEO) before making changes. Records management and reporting procedures are intended to:

- provide systematic procedures for tracking COEs/ARCs through the identification and recruitment process,
- simplify filing procedures, eliminate duplicate copies, and make file retrieval easier, and
- ensure that records are organized and maintained in compliance with state and federal guidelines.

Records managers are responsible for ensuring that all forms, resource materials, reports, and lists are prepared for migrant recruitment. Districts must keep all migrant files and related information in a central location. Most districts begin recruitment at the start of the school year and continue through the November 15 deadline. Records managers are encouraged to recruit on a year-round basis as they become aware of new children or children with new migrant activity.

If records managers have questions, need assistance with file maintenance or with other job duties, they should contact the MEO.

Records Managers Job Duties

Training

- Attend annual migrant education fall training
- Review all training materials to better understand the necessary information needed to make eligibility determinations for the migrant education program
- Train new recruiters and other district staff about the MEP

Manage Recruitment Process

- Provide recruiters with needed materials: Fall Recruitment List, Certificates of Eligibilities (COEs), Annual Recertification of No New Moves (ARCs), Maps, etc.
- Set recruiter deadlines for parent interviews and COE/ARC completion
- Review and enter complete and accurate COEs/ARCs into MIS2000
- Regularly upload entered COEs/ARCs in MIS2000 to the MEO for approval
- Work with the MEO to correct COEs/ARCs
- Make sure every child on the Fall Recruitment Report has been contacted
- Provide parents with their eligibility determinations and a signed copy of their completed COE

Filing/Reports

- Maintain COE/ARC records and all other migrant files following guidelines set forth in the Records Manager Guide
- Ensure all required migrant reports are submitted by due dates to the MEO
- Refer to page 80 for Records Managers Critical Dates

Fall Recruitment

Identification Methods

Federal regulations require that a satisfactory effort be made to identify all eligible migrant children. Every effort must be made to find and enroll every migrant child who lives in the district, regardless of when they arrive in the district, whether they enroll in school, or how long they stay.

It is not enough to simply enroll children that come to school. Special efforts need to be made to find and certify eligible children not in an Alaska public school: including private school children, homeschool children, dropouts, infants, and preschoolers. Records managers often assist with migrant identification. The following section describes various identification and recruitment methods.

Questionnaires

Within the school district, questionnaires given to parents as part of the annual school enrollment packet are a valuable tool for finding potentially eligible migrant children. Refer to Appendix, pages 94-95 for sample questionnaires. Questionnaires can be brief, including a few questions concerning basic migrant eligibility requirements. The migrant staff member will collect the questionnaires and determine which families should be contacted for an interview based on their answers.

This identification method can be very useful throughout the school year if the district continues to use the questionnaire for all new and transferring students.

Note:

- The sample forms are included only as a guide; each district may want to develop its own questionnaire. It is important that the questions are worded carefully to avoid confusion and frustration for the parents. The MEO is always available for assistance.
-

District Outreach

Referrals from school officials are another valuable identification method. Teachers, counselors, and administrators should be provided with basic instructions concerning the eligibility requirements for the migrant program. If a school official believes a child might qualify for the migrant program, they can let migrant staff know. This referral can be done informally, or a referral form can be made available by the district's migrant program.

Another way to bring attention to the migrant program is to include articles explaining the importance of the program in the school newsletter.

Many districts find it effective to set up information booths at school events such as: assemblies, start of school parent/student orientation meetings, parent-teacher conferences, literacy nights, etc.

Community Outreach

Districts are responsible for informing the community about their migrant program. Examples include:

- **Posters/Flyers** – Posters and/or flyers placed in prominent places and in areas of migrant work activity are used to notify the public of the migrant program. Many districts find harbors, post offices, grocery stores, Laundromats, community halls, housing units, fish processors, and preschools to be locations that are useful for reaching migrant families.
- **Newspaper Article** – Articles concerning the migrant program can be submitted to the local newspaper.

- **Community Organizations** – Many community organizations can provide connections to families. Providing information to and communicating with social service agencies, tribal councils, employers, libraries, PTAs, employment centers, and other community organizations can facilitate referrals.
- **Word of Mouth** – Many families are referred through word of mouth by other migrant families.

Identification & Recruitment Materials

Each year, records managers must obtain and provide their recruiters with:

- copies of the COE (hard copy and/or electronic) for the current school year
- copies of the ARC (hard copy and/or electronic) for the current school year
- Recruiter Handbook
- Records Manager Guide
- Fall Recruitment Report
- other training materials and notes

Training materials are updated annually and distributed at the migrant fall trainings. They can also be downloaded from the MEO website: <http://education.alaska.gov/tls/migt1/>. Current manuals and materials should be stored with migrant files. All fall training materials from previous years should be discarded to avoid confusion.

Maps – Each district should have a map that outlines the area of its school district. The map needs to be more detailed than a map of the entire state. School district maps must be:

- reviewed annually, and updated showing common migrant activity sites, distances, and school district boundaries,
- have a legend/scale for determining distance,
- available in the district’s migrant office, and
- distributed to recruiters.

Note:

- Please refer to the current migrant fall training flash drive for a list of district maps with boundaries.
-

Districts are responsible for ensuring that all migrant staff understand the location of the school district boundaries and any important details (landmarks, water boundaries) that are required to indicate that a move was across school district boundaries or that the move was 20 miles or more in a school district with more than 15,000 square miles.

Note:

- Any across district boundaries move does not require a map attached.
-

Important Lists and Reports – During recruiting, there are several lists and reports that records managers will need to prepare and refer to during the recruiting process. Refer to pages 31-34 for detailed list and descriptions of these reports.

Pre-Prints – The pre-printed COE will show all COE information from the most recent New Move/New Student COE. They can be used by records managers and recruiters as a reference tool during the recruiting period. Pre-prints can be obtained from MIS2000.

Additional Paperwork Preparation – The next step is to prepare the paperwork for recruiters. Recruiters will need to have:

- new blank COE and ARC forms and/or electronic COE and ARC with current school year,
- pre-printed COEs, if requested,
- copies of the parent questionnaires/surveys that indicate the family may have made a qualifying move, if applicable, and
- a list of children from the district’s Fall Recruitment Report that they must contact, listed in order of priority.

Note:

- The blank hard copy and electronic COE and ARC must have the current school year printed on the top right corner. Use of a previous years COE/ARC is not permitted.
-

Tracking Recruitment Progress

During the fall recruitment period, records managers should establish a regular schedule for receiving progress reports from recruiters regarding their contacts and interviews with migrant families. This is important because it allows the records manager to provide updates to the MEO and assess whether the recruiting strategies need to be adjusted. Records managers are encouraged to call the MEO for assistance as needed. After the **November 15** deadline, records managers should establish a procedure for regular communication with the district recruiters.

Each district will need to have a system for tracking the progress of migrant recruitment. Effective processes include:

- regular communication between recruiters and records managers
- a uniform method of noting progress on recruitment paperwork,
- a system in place for collecting completed COEs and ARCs from recruiters, and
- an organized filing system.

Submitting COEs

Records managers should upload their COEs to the MEO as early as possible. This allows time for the MEO to review the information and get back to the districts with questions, if necessary, before the **November 15** deadline.

On **November 15**, districts are required to:

- submit the completed Fall Recruitment Report
- have entered and uploaded all COEs into MIS2000

The COEs uploaded to the MEO and approved as eligible by the November 15 deadline establish the district’s federal child count for funding purposes. For information and instructions on entering COEs into MIS2000, refer to pages 53-55.

Submitting ARCs

Records managers should enter ARCs into MIS2000 (a new school history line in MIS2000 for each child on the ARC) and upload to the MEO as early as possible. This allows time for the MEO to review the information and get back to the districts with questions, if necessary, before the **November 15** deadline.

On **November 15**, districts are required to:

- submit the completed Fall Recruitment Report
- have entered all ARCs into MIS2000

The ARCs entered into MIS2000 and uploaded to the MEO, that are approved as eligible by the **November 15** deadline establish the district's federal child count for funding purposes. Information and instructions on entering ARCs into MIS2000 is provided on page 56.

Eligibility Notification

Records managers need to provide families with a copy of their child's current school year COE. Records managers are responsible for notifying families of their child's COE eligibility determination, including those not approved. Refer to page 96 for a sample eligibility notification letter. If there are any questions about eligibility at the district level the issue should be referred to the eligibility specialist at the MEO for guidance.

Appeals Process

The MEO makes the final eligibility determination on all COEs. If a district or a parent would like to appeal a decision from the MEO, they may do so using the processes detailed below.

District Appeals Process

If a district would like to appeal the eligibility determination of a COE made by the MEO, they may submit a written request (via email) to the MEO for a second review. The MEO will conduct a team review of the COE and provide a written response to the district's records manager regarding eligibility determinations. If the district is still not satisfied with the decision, they may contact the migrant program manager directly. If the situation continues to be unresolved, the migrant program manager will contact the regional representative from OME to assist.

Parent Appeals Process

If a parent would like to appeal the eligibility determination made by their district or the MEO, they must first contact their district's records manager. The records manager will review the eligibility determination with the parent. If the parent is not satisfied with the response from the records manager, they may contact the MEO directly (via phone or email). The MEO will review the eligibility determination as a team and provide a written response to the parent. If the parent is still not satisfied with the decision, they may contact the migrant program manager directly. If the situation continues to be unresolved, the migrant program manager will contact the regional representative from OME to assist.

Migrant File Organization

During the school year, records managers are responsible for ongoing recruitment of new children, providing migrant eligibility information to school district staff and maintaining the migrant files. It is the job of the records manager to ensure that migrant COE and ARC files are kept in an orderly fashion. The following section describes recommended migrant file organization.

Certificate of Eligibility (COE) Filing

The COE is the most important document in the migrant files; it is the basis for each child's migrant eligibility. The original COE must be kept by the district office for **ten school years**. The information on the COE is sent to the MEO through MIS2000 where it is entered and uploaded. Entry of COEs into MIS2000 is covered in the MIS2000 section on pages 53-55.

It is recommended that districts file their COEs according to the following specifications:

- When filing COEs, they should be grouped into family bundles by family last name.
- The family name is determined by the last name of the first child listed on the COE, who is the youngest qualifying child in the family.
- Within the family bundle, COEs should be in descending chronological order, with the most recent COE in the front of the family bundle.
- After eligibility has been confirmed, all COEs should be attached to the front of the appropriate family bundle.
- The family bundle must be filed according to the most recently approved COE.

Note:

- Due to blended families and other circumstances, the family last name may change from year-to-year.
 - A Locator List can help to find blended families; it can also be used for cross-referencing families. To build a Locator List for the district, refer to page 67.
-

Annual Recertification of No New Moves (ARC) Filing

The ARC should be filed with the most recent eligible COE. Information on the ARC is sent to the MEO through MIS2000 where it is entered and uploaded. Entry of ARCs into MIS2000 is covered in the MIS2000 section on page 56. The ARC must be attached to the original COE and kept by the district office for ten school years.

It is recommended that districts file their ARCs according to the following specifications:

- When filing ARCs, they should be grouped into family bundles by family last name with the most recent COE.
- The family name is determined by the last name of the first child listed on the ARC, who is the youngest qualifying child in the family.
- Within the family bundle, COEs/ARCs should be in descending chronological order, with the most recent COE/ARC in the front of the family bundle.
- After eligibility has been confirmed, all ARCs should be attached to the front of the appropriate family bundle.
- The family bundle must be filed according to the most recently approved COE/ARC.

Note:

- Due to blended families and other circumstances, the family last name may change from year-to-year.
 - A Locator List can help to find blended families; it can also be used for cross-referencing families. To build a Locator List for the district, refer to page 67.
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Files

Active Files – These are COEs and ARCs for families with at least one currently eligible migrant child. The COEs and ARCs have been reviewed and approved by the MEO. They should be organized into family bundles and kept in the Active file, as long as at least one child listed on the COE and ARC remains eligible in the program.

Pending Files – These are COEs and ARCs that have not yet been approved by the MEO. Depending upon the number of COEs and ARCs a district has, the records manager may want to file these in categories, as the follows:

District Review – Completed COEs and ARCs that need the signature of the Designated SEA Reviewer.

Questions – COEs with specific eligibility concerns that require review or approval from the MEO.

To Be Entered – COEs and ARCs that have been approved at the district level, but have not been entered into MIS2000.

Uploaded – COEs and ARCs that have been entered into MIS2000 and uploaded for the MEO review. Hold COEs in this file until they have been reviewed by the MEO.

Corrections and Clarification – COEs and ARCs that have been reviewed by the MEO, but more information or corrections are required from the district in order to determine eligibility. The corrections must be entered into MIS2000 and uploaded to the MEO for another review once that information is provided.

Inactive Files – These are COEs and ARCs for migrant families who are not currently eligible, but could become eligible in the future. For a COE and ARC to be categorized as inactive, every child listed on the COE or ARC must be in inactive status. Some possible reasons why COEs and ARCs may become inactive: all children on the COE or ARC move out of the district, their eligibility ends or parents withdraw children from the program. The completed Inactive Form/File Tab must be attached to the bundle, explaining the reason and date that each child was made inactive. If any child could become eligible again, the family bundle is kept in this file. Refer to Appendix, page 97, for the Inactive Form/File Tabs.

Gone Forever File – These are COEs and ARCs for migrant children who cannot become eligible again, because they graduated from high school, turned 20, or are deceased. A family bundle can only be placed in this file if every child listed on the COE is in Gone Forever status. Many districts combine the Gone Forever files with the Inactive files. Either method can be used as long as files are clearly labeled.

Canceled COEs – COEs for children who did not qualify for the program because their families did not meet all the eligibility requirements.

Other Migrant Files

Documentation on Termed Out Children – This could include correspondence with a migrant family or district documentation on the termination of eligibility for a child.

Other Paperwork – Any other documentation provided to the MEO for eligibility verification.

Map of School District – Every district is required to maintain a school district map showing district boundaries and work locations such as fish camps, rivers, etc.

Correspondence – This includes printed letters, e-mail messages, or other important information sent by the MEO or U.S. Office of Migrant Education (OME) regarding the Migrant Education Program in general. It may include the MEO guidance, deadlines, trainings schedules or correspondence sent by the records manager to the MEO.

Migrant Student Lists – there are several useful migrant student lists that should be kept current and filed with the migrant records. Refer to pages 31-34 for more details on the following lists:

Current Eligible Student List (Snap 12) – A list of all migrant children who are currently eligible, recertified for the current school year, in the record manager’s school district.

Locator List – A tracking tool for finding migrant children in the files and finding their eligibility status quickly. It is an index for all migrant children in district files. It includes all children in Active, Inactive, and Gone Forever status for the past 10 years.

District All Eligible Service/Lunch List – A list of all eligible migrant children in the records manager’s district, including those that the district did not recertify during the previous school year. This report should also be used for free meal benefits eligibility. The MEO can run the All Eligible Service/Lunch List for the district upon request.

Missing Eligible Students – A report that lists the children in the district that still have migrant eligibility but were not recertified for the current school year. This report is useful to districts after fall recruitment is over. The MEO can run the Missing Eligible Student list for the district upon request.

Eligibility Status Report (Snap 6) – A report by COE ID of the district’s COEs that the records manager has entered into MIS2000 for the year, but are not active. This report tells the records manager the COEs current status: not determined, incomplete or canceled.

COEs Active and the Children on each COE (Snap 7) – A report that lists the district’s active COEs and the children on them for the current school year.

Destroying Old Records

Migrant records are kept for a total of 10 years. Districts should only have COEs and migrant paperwork dating back to the 2007-2008 school year in their files. Older COEs/ARCs should be shredded, even if the family still has active children in the program. Migrant records should be reviewed and old files shredded annually.

Migrant records from 2006-2007 and all prior years should be securely shredded. These records may include COEs, ARCs, reports, eligible student lists, locator lists, correspondence and other notes.

2016-2017	Current Year
2015-2016	} Keep
2014-2015	
2013-2014	
2012-2013	
2011-2012	
2010-2011	
2009-2010	
2008-2009	
2007-2008	
2006-2007	

Priority For Service (PFS)

The State of Alaska receives MEP funds from the U.S. Department of Education, Office of Migrant Education, to carry out the Federal Title I, Part C law which requires that priority must be given to students who are failing, or most at risk of failing to meet State academic content standards and student achievement standards **and** whose education has been interrupted during the regular school year. [Elementary and Secondary Education Act of 1965, amended as No Child Left Behind Act of 2001, Title I-C, Section 1304(d)]

One factor from both A and B must be met in order for a migrant child/youth to be considered PFS.

A. A student meets the criteria for failing, or being at risk of failing, to meet academic content and achievement standards if one of the following criteria exists:

1. Any eligible migrant student in grades 3-10 who is below proficient in English language arts and/or math on SBAs; or
2. Any eligible migrant student in grades 11-12 who has not passed all sections of the High School Graduation Qualifying Exam; or
3. Any eligible migrant student in grades K-2 who is determined to be at risk of failing to meet content and achievement standards through a district-determined assessment such as the DIBELS, the English language proficiency assessment, or appropriate universal screening assessment.

B. A student meets the criteria for school interruption if one or more of the following criteria exists within the previous 12 months:

1. The Qualifying Arrival Date (QAD) of the most recent migrant move was during the current or prior school year; or
2. One or more school interruptions related to the migrant lifestyle occurred from the following list:
 - A move related to the migrant lifestyle was made during the current or prior school year; or
 - Enrollment in school was late due to the migrant lifestyle; or
 - A move for qualifying work was made during the summer that caused a student to miss necessary summer coursework; or
 - A student missed school for reasons related to the migrant lifestyle such as an accident that occurred while on a fishing trip that caused the student to miss school (the guidance suggests this interruption be 10 or more days; however, Alaska has not defined a minimum number).

Procedure for Identifying and Serving Priority for Service (PFS) Migrant Students

Grades 3-12 PFS Migrant Student List Procedures

1. At the beginning of the 2016-2017 school year, the MEO will send a list of all Priority for Service students to each district records manager and migrant program coordinator.
 - a. The list will contain the names of students in grades 3-12 that meet the Priority for Service criteria.
2. The list of PFS students will be created using a combination of data from MIS2000 and the State assessment data (based on 2014-2015 assessment data and 2015-2016 school year moves).
 - a. This procedure will identify students who have a school interruption under criteria B1 or B2 in the definition. (Refer to page 29 for PFS definition.)
3. Eligibility specialist at the MEO will select the identified students in the MIS2000 system and will flag them as Priority for Service.
 - a. The Data Field that flags students as migrant can only be accessed for data entry from the MEO.
 - b. District personnel will be able to see whether a student has been flagged as PFS in MIS2000.
4. Records managers should ensure that the list of PFS students is communicated to the migrant program coordinator and/or person overseeing the PFS program so that appropriate services are targeted to these students.

Grades K-2 PFS Migrant Student List Procedures

1. For students in grades K-2, MEO will identify those students who had an interruption through criteria B1 or B2 in the definition and will send this list of K-2 students to the districts at the beginning of the 2016-2017 school year. (Refer to page 29 for PFS definition).
 - a. This list will contain names of students in K-2 who had an interruption during the 2015-2016 school year.
2. Districts will be responsible for sending back the list of K-2 students to the MEO by October 15, 2016, noting which of the students are failing or at risk of failing, to meet the content and achievement standards.
 - a. These students should be selected based on district determined criteria, such as DIBELS, preschool recommendation, etc.
3. The MEO will flag these students as PFS in the MIS2000 system.
4. Districts can request an updated PFS list that includes students in all grades (K-12) after **November 15**.
5. Records managers should ensure that the list of PFS students is communicated to the migrant program coordinator and/or person overseeing the PFS program so that appropriate services are targeted to these students.

Identifying PFS Migrant Students the During School Year

If any migrant student meets the PFS criteria during the 2016-2017 school year, the records manager must alert the MEO eligibility specialist to flag that student as PFS. For example, a student may be newly certified as migrant, or may be a kindergarten student who made a move during the school year. In addition, an eligible migrant student may have a school interruption related to the migrant lifestyle (such as an injury on a fishing boat that caused the child to miss school) that is not documented as a move or QAD.

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Note:

- The definition of PFS has changed under ESSA. The new definition will go into effect on July 1, 2017.
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Reports & Lists

Migrant Reports

Fall Recruitment Report

The Fall Recruitment Report serves as a to-do list showing all of the eligible children from the previous school year, in the district that the records manager must contact. It is the main report used for fall recruitment; completion of this report by the district records manager is mandatory. Districts will receive the Fall Recruitment Report from the MEO in mid-August. The report must be filled out and returned to the MEO in electronic format by the **November 15th** deadline and the district must keep a copy on file with the migrant records.

All children on the Fall Recruitment Report should be contacted and interviewed to determine if they:

- are still living in the district,
- have made a new move(s), and
- are still attending school in the district.

Note:

- If the district does not recertify all eligible children by **November 15** each year, they will not be in the district count and the district will not receive funding for them. However they are still eligible for, and entitled to receive migrant supplemental program services and free meal benefits.
-

Mass Withdrawal Report

Districts will receive the Mass Withdrawal Report from the MEO in early April each year. The Mass Withdrawal Report serves two purposes; to withdraw all migrant students from MIS2000 each year, and to provide the MEO with a list of supplemental services each migrant student received during the school year. Through the Mass Withdrawal the district also reports term codes and dates, such as graduates, out of school youth, and families who have moved out of district. The Mass Withdrawal Report is a one of the major resources consulted for preparing state and federal reporting. Instructions on mass withdrawal are provided in the spring. Federal Program Directors/Migrant Coordinators need to review the Mass Withdrawal and complete the cover page worksheet. The deadline for submission of this report to the MEO is **June 15**.

Note:

- If you have questions regarding migrant funded supplemental services and/or how to report these services, contact the data specialist at the MEO.
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Course History Report

Each district is required to report course history on all current eligible migrant children, grades 9-12. This data is collected and reported to the MEO twice a year. Districts will receive the Course History Report twice a year, (December 15 and May 1) which will include all eligible migrant children for the current school year, grades 9-12. The deadline for submission of the Course History Report to the MEO are twice a year on January 31 (semester one) and **June 30** (semester two).

Note:

- If you have questions regarding the Course History Report, contact the data specialist at the MEO.
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Summer Enrollment and Withdrawal

This report is similar to the Mass Withdrawal Report, only it is for districts that run a migrant funded summer program. Districts will receive the Summer Withdrawal Report from the MEO in mid-August each year. Records managers report the supplemental program services migrant children received during the summer program on this Summer Withdrawal Report. The deadline for submission of this report to the MEO is **September 30**.

Note:

- This report should be completed for any summer program regardless of whether or not it crosses the fiscal year. If the district has questions regarding the Summer Withdrawal Report, contact the data specialist at the MEO.
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Alaska Migrant Education Literacy Grant Final Report

This report is for districts that choose to participate in the Alaska Migrant Education Literacy Grant. It is a short, one-page final report that serves as the conclusion of the Literacy Grant year. The Final Report will be sent to districts in the spring. Districts will indicate how many books were ordered and how many migrant children received books. Districts will also describe the book distributions and any associated activity on the report. The deadline for submission of this report to the MEO is **April 24**.

PFS K-2 Report

This list will contain the names of students in K-2 who had an interruption during the 2015-2016 school year and will be sent to the districts by the MEO. Districts will be responsible for sending back the list of K-2 students to EED by **October 15**, noting which of the students are failing or at risk of failing, to meet the content and achievement standards. These students should be selected based on district-determined criteria, such as DIBELS, preschool recommendation, etc. The deadline for submission of this report to the MEO is **October 15**.

Migrant Lists

Monthly Eligible_Updated (Snap 12)

This is a list of all migrant children who are currently eligible (recertified for the current school year) in the records manager's school district. It includes migrant children who are one of the following:

- attending school in the records manager's district
- attending school in another district but reside in the records manager's district
- too young for school
- not attending any school

The Monthly Eligible_Updated List should be saved on a computer that is easily accessible to the records manager. It can be used to track children not attending school, note family changes, and create other reports that the school district may need for migrant children. Depending on the needs of the district, an updated list may be shared with district personnel to keep them informed of which children are enrolled in the MEP. This data is confidential information and should not be shared publicly. Refer to page 67 on how to pull this report.

Locator List

The Locator List is a tracking tool for finding migrant children in the files and finding their eligibility status quickly. It is an index for all migrant children in district files. It includes all children in Active, Inactive, and Gone Forever status for the past 10 years.

The Locator List should be updated annually, usually after fall recruiting. This list is for district use only and is not to be distributed. Refer to page 67 on how to pull this report.

Missing Eligible Students

This report will be useful to districts after fall recruitment is over. The report will list the children in the district that still have migrant eligibility but were not recertified for the current school year. The MEO will run the missing eligible student list for the districts and sent out in mid-December.

District All Eligible Service/Lunch List

This is a list of all eligible migrant children in the records manager's district. These children have not reached the end of their eligibility (EOE). This report should be used for free meal benefits eligibility.

Free Meal Benefits Eligibility:

- Districts must contact the families of all migrant students whose eligibility ended on or before the first day of the current school year. Starting on the first day of school, these students have a 30-day carryover period for continued free meal benefits. After the 30-day period, they are no longer eligible for the free meal benefits unless they are recruited by their district before the end of the 30 days and a New Move or New Student COE is made eligible by the MEO.
- If a migrant student's eligibility ended after the first day of the new school year, the migrant student is categorically eligible for free meal benefits until the end of the school year. The families of these students must still be contacted by the district in order to update eligibility status.
- If the migrant student still has eligibility (regardless of whether they were recertified), they are categorically eligible for free meal benefits.

Note:

- If the district does not recertify all eligible children by November 15 each year, they will not be in the district count and the district will not receive funding for them. However they are still eligible for, and entitled to receive migrant supplemental program services and free meal benefits.
 - If the district would like a copy of this list please contact the data specialist at the MEO.
-

Eligibility Status Report (Snap 6_updated)

This is a report by COE ID of the district's current school year COEs that the records manager has entered into MIS2000, but are not active. This report will tell the records manager the COEs current status. Refer to page 68 on how to pull this report

COEs Active and the Children on each COE (Snap 7)

This report lists the district's active COEs and the children on them for the current school year. Refer to page 68 on how to pull this report.

Priority for Service 3-12 List

This list will contain the names of students in 3-12 who are failing, or at risk for failing, to meet the state's challenging academic content and student achievement standards and who had an interruption during the 2015-2016 school year. This list will be sent to the districts by the MEO in October.

MIS2000

About MIS2000

MIS2000 is the database used for the Alaska Migrant Education Program (MEP). MIS2000 is a firebird-based, Microsoft Windows-compatible, database program which stores all COE and enrollment information (which comes from the ARC) for Alaska's migrant children. MIS2000 was developed by MS/EdD of Little Rock, Arkansas, and has been adapted to meet the unique data needs of Alaska's MEP.

The data held in MIS2000 is used for all migrant eligibility decisions. All information regarding enrollment and withdrawal dates, supplemental program information and family contact information is contained in MIS2000. Further, the database is used by the MEP to complete federally mandated reports and to allocate funds to school districts. All data entered into MIS2000 comes from the COEs and ARCs submitted by the district and from district reports requested by the MEO.

For more information on MIS2000, general questions, further assistance or to report a problem, please contact the MEO. Refer to page 103 for the MEO contact information.

MIS2000 Updates for 2016-2017

1. COE status terms:
 - a. I = Incomplete – Status of a newly created COE by district (has not yet been submitted, and belongs to COE creator)
 - b. N = New – Status of COE after district has searched for students and clicked on the Submit button, or COE has been uploaded to the MEO and the MEO Rejects the COE due to missing or incorrect information. The COE goes back to prior user for updates and returns to NEW status
 - c. C = Canceled – COE has been canceled by MEO
 - d. V = Verified – COE has been uploaded to MEO, and MEO needs to review
 - e. Reviewed – COE has been approved at district level and is awaiting upload to MEO for review
2. COE Draft View – When a COE is in Incomplete, New, or Reviewed status it will appear under the View tab in COE Draft View
3. COE Drafts buttons:
 - a) Approve COE – Use this button to send COE to the next status level
 - b) Delete COE – Use to delete a COE that has not been approved by the MEO
 - c) Reject COE – Use this button to Reject COE (COE needs more information or corrections)
 - d) Cancel COE – This button is for MEO use only
4. View Log button – The View Log Button shows the COEs entry process, including the COE statuses, dates, times and who has reviewed the COE.
5. Approve Child for COE button – At the COE New status, Records Managers will need to search for students using the Approve Child for COE button, this is a required step in the COE review process.
6. Searched Status – When the COE is in NEW status and you have used the Approve Child for COE button and searched for the child, the Searched Status found next to Grade will change to Y.

MIS2000 First Steps

Logging On

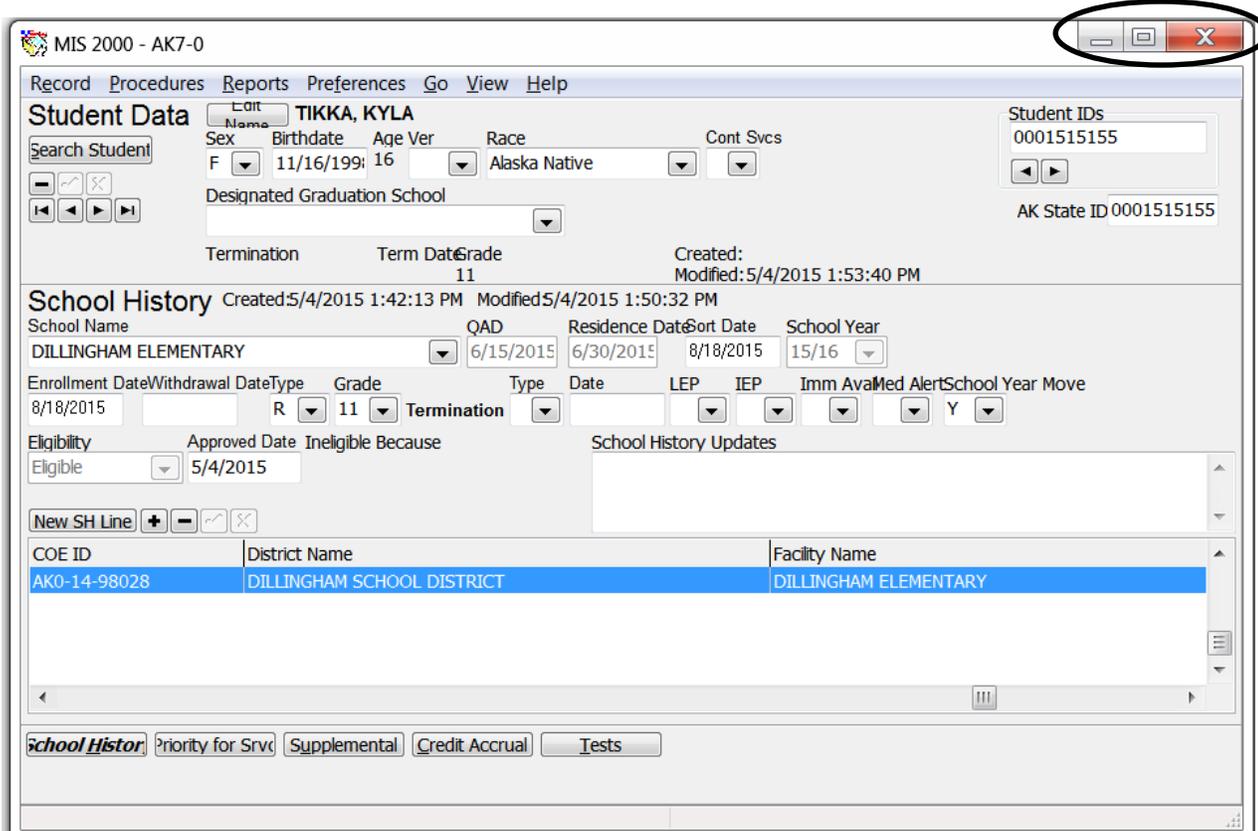
As soon as records managers return to their districts after fall training, they should log on to the computer that houses MIS2000, check for upgrades, and upload changes (even if there is not current information to upload). Records managers should complete this first step within two weeks of attending training. This is very important. Records managers need to make sure they are able to complete uploads and check for upgrades. If this procedure is not done, the database may not allow records managers to upload COEs to the MEO; this will delay eligibility determinations for children.

Opening and Closing the Database

Opening – Double click on the MIS2000 icon on the desktop or open the program from the Start Menu. The last screen worked on in MIS2000 will appear. Make sure CAPS are locked (all data must be entered in capital letters).



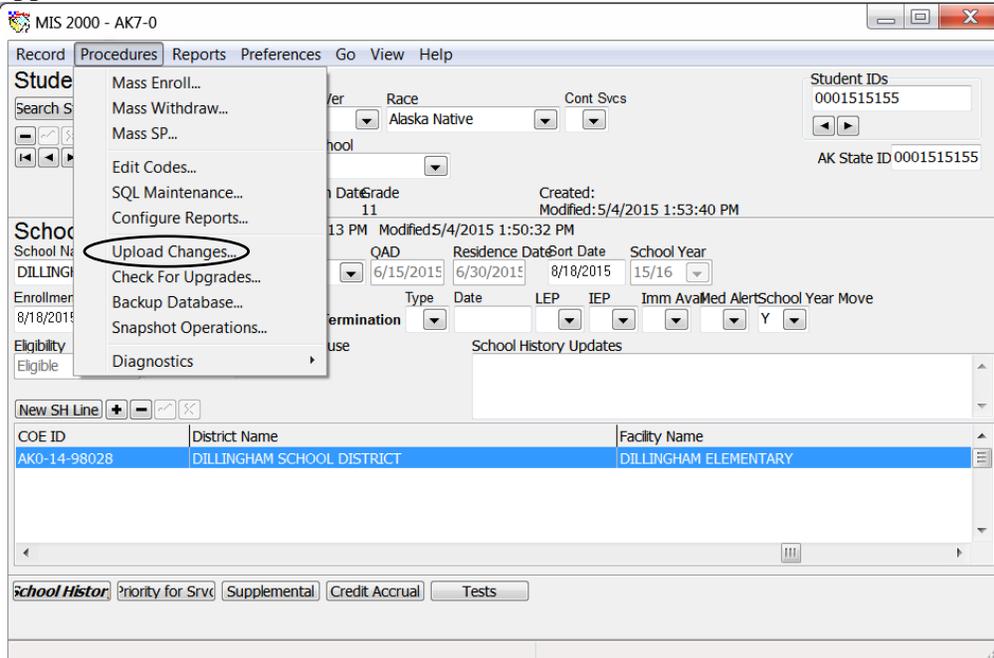
Closing – Close the program by clicking on the X in the upper right corner of the screen.



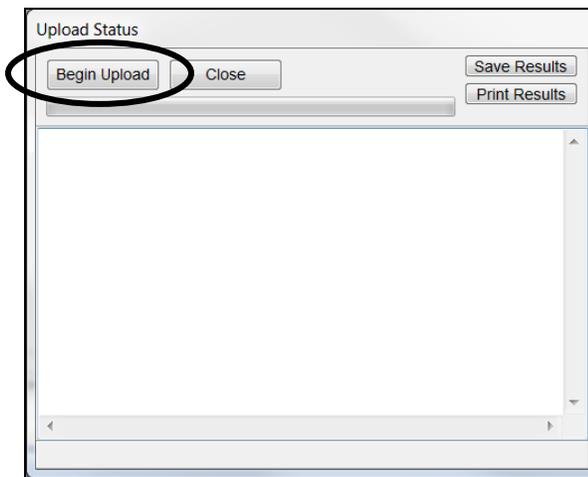
Upload Changes

The State migrant database is housed on the MS/EdD server. For COEs to be reviewed and approved by the MEO, they must first be uploaded from the district database to the main state database. To upload changes, follow the procedure below.

1. Go to the **Procedures** drop down menu and select **Upload Changes**. The upload status window will appear.



2. Select **Begin Upload**.

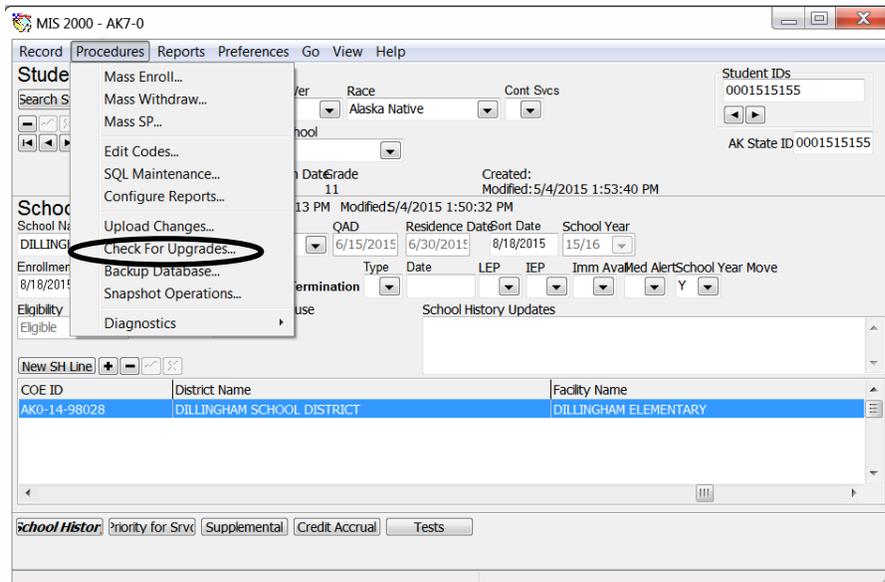


3. When the upload process has finished, one of two messages will appear.
 - If running **Upload Changes** was successful, the following message will appear: **Your Upload has completed successfully**. Following a successful upload, MIS2000 will look for upgrades. If upgrades are available, MIS2000 will begin downloading upgrades. Following the installation of upgrades, users should restart their computer before continuing with MIS2000 (see **Check for Upgrades**).
 - If running **Upload Changes** was unsuccessful, a status report and error message will appear. When this occurs, please take a screen shot of error message and email to the MEO.
 - **Upload Changes** allows for the School Year tab to be updated to **16/17**.

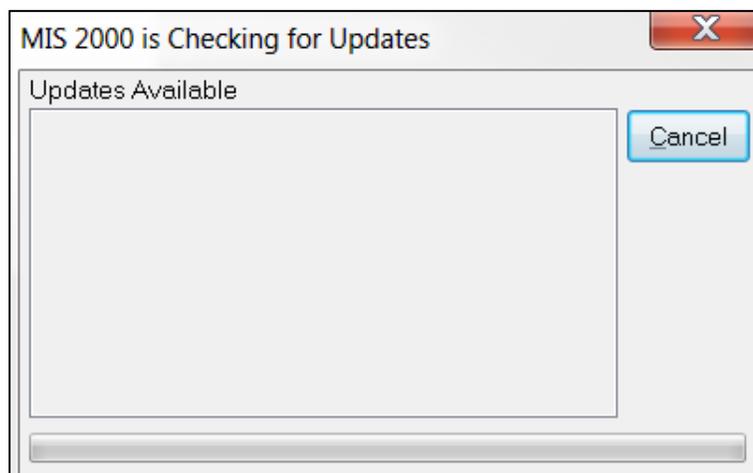
Check for Upgrades

It is important to run Check for Upgrades at the start of the recruiting season and periodically throughout the year. To check for upgrades, follow the procedures below.

1. Go to the **Procedures** drop down menu and select **Check for Upgrades**.



- The following status window should appear:



2. When the updates process has finished, one of two messages will appear:
 - If running **Check for Updates** was successful, the following message will appear: **Updates completed.**
 - If running **Check for Updates** was successful, but there were no upgrades, the following message will appear: **There are no updates available at this time.**
 - If running **Check for Updates** was unsuccessful, the following message may occur: **Failed to connect to server.** Please take a screen shot of any error message and email to the MEO.

Note:

- When entering COEs for the new school year, please make sure to have run a **Check for Upgrades** and it has been successful.
-

Unable to Connect

Below is a quick fix to the **Unable to Connect to Server** error message. Please try the procedure below. If still unable to connect, call the MEO.

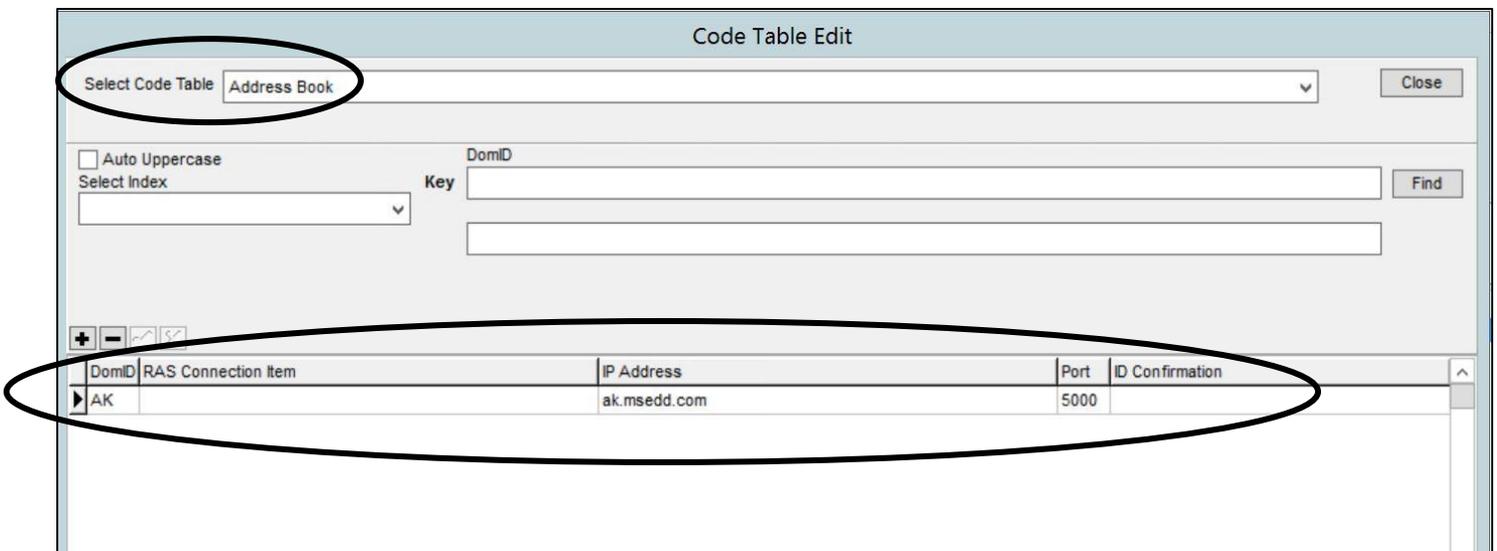
Go to the **Procedures** drop-down at the top left in MIS2000, click on it, and scroll down to **Edit Codes**. A box will appear; click on the drop down tab at the top and select **Address Book**. Once that loads, there should be a table with the following headings:

DomID – which should list AK

IPaddress – which should list AK.MSEDD.COM. If numbers appear under IPaddress, erase them and enter AK.MSEDD.COM.

Port – which should list 5000.

Close MIS2000, reopen, and run Upload Changes.



The screenshot shows the 'Code Table Edit' window. At the top, there is a dropdown menu labeled 'Select Code Table' with 'Address Book' selected. Below this, there are several input fields: 'Auto Uppercase' (checkbox), 'Select Index' (dropdown), 'DomID' (text field), 'Key' (text field), and 'Find' (button). At the bottom, there is a table with the following data:

DomID	RAS Connection Item	IP Address	Port	ID Confirmation
AK		ak.msedd.com	5000	

Navigating MIS2000

The next several pages will cover the different views of the database and the associated tabs. There are two main parts to the database: **COE View** and **Student View**.

Student View – Where Annual Recertification of No New Moves (ARCs) are entered. For more information, refer to page 56.

COE View – Where all New Move/New Student COEs are entered. For more information New Move/New Student entries, refer to pages 53-55.

Note:

- To switch between the COE View and Student View use the Go drop-down in the upper menu bar. When switching, double check to make sure the same student data is on the screen.

Record Procedures Reports Preferences **Go** View Help

Student Data TIKKA, KYLA

Search Student Student IDs: 0001515155

Sex: F Birthdate: 11/16/98 Age Ver: 16 Race: Alaska Native Cont Svcs:

Designated Graduation School:

AK State ID: 0001515155

Termination: Term Date: Grade: 11 Created: 5/4/2015 1:53:40 PM Modified: 5/4/2015 1:42:13 PM

School History Created: 5/4/2015 1:42:13 PM Modified: 5/4/2015 1:50:32 PM

School Name: DILLINGHAM ELEMENTARY QAD: 6/15/2015 Residence Date: 6/30/2015 Sort Date: 8/18/2015 School Year: 15/16

Enrollment Date: 8/18/2015 Withdrawal Date: Type: R Grade: 11 Termination: LEP: IEP: Imm Ava: Med Alert: School Year Move: Y

Eligibility: Eligible Approved Date: 5/4/2015 Ineligible Because: School History Updates:

New SH Line

QAD Date	Res Date	Enroll Date	Withdraw Date	Grade	COE ID	District Name
6/15/2015	6/30/2015	8/18/2015		11	AK0-14-98028	DILLINGHAM SCHOOL DISTRICT

School Histor

Student View

Search Student Button

To search for specific students, go to the Student View of the database and click Search Student located in the upper left corner of the screen.

The screenshot displays the 'Student View' interface. At the top, there is a menu bar with 'Record', 'Procedures', 'Reports', 'Preferences', 'Go', 'View', and 'Help'. Below the menu, the 'Student Data' section is visible, featuring a 'Search Student' button circled in red. The student's name is 'TIKKA, KYLA'. Other fields include Sex (F), Birthdate (11/16/98), Age Ver (16), Race (Alaska Native), and Cont Svcs. The 'Student IDs' section shows '0001515155' and 'AK State ID 0001515155'. The 'School History' section shows 'DILLINGHAM ELEMENTARY' as the school name, with QAD (6/15/2015), Residence Date (6/30/2015), Sort Date (8/18/2015), and School Year (15/16). The enrollment date is 8/18/2015, and the type is 'Termination'. The eligibility is 'Eligible' with an approved date of 5/4/2015. A table at the bottom shows school history updates with columns for QAD Date, Res Date, Enroll Date, Withdraw Date, Grade, COE ID, and District Name. The first row is highlighted in blue.

QAD Date	Res Date	Enroll Date	Withdraw Date	Grade	COE ID	District Name
6/15/2015	6/30/2015	8/18/2015		11	AK0-14-98028	DILLINGHAM SCHOOL DISTRICT

Note:

- To switch between the COE View and Student View use the Go drop-down in the upper menu bar. When switching, double check to make sure the same student data is on the screen.

Clicking Search Student will bring up this dialog box:

There are six tabs across the top of the Student Search screen. Of these, the following three are the most useful:

Key Data – Search the database and the State database.

District/Facility – Search the database by district or facility.

Snap – Select students based on a preexisting Snap report.

For more information regarding the other tabs, contact the MEO.

Note:

- If it is believed that a student should be in MIS2000, but they cannot be located using the Student Search, please call the MEO for help.
 - Searching by partial last name and first name initial only (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names and reduce errors.
-

School History Tab

The School History tab of the Student View includes all migrant school history data for migrant children. This screen is where ARCs are entered, enroll and withdrawal dates are viewed, current school enrollment and previous school history is available, and termination codes and dates are viewed and entered.

Record Procedures Reports Preferences Go View Help

Student Data **BUCHANAN, TRICIA A**

Search Student Sex Birthdate Age Ver Race Cont Svcs

F 12/10/199 17 White (Caucasian)

Designated Graduation School

Termination Term Date Grade Created:
Drop Out 12/15/20 11 Modified: 5/5/2015 10:56:56 AM

School History Created: 5/5/2015 10:52:18 AM Modified: 5/5/2015 11:00:50 AM

School Name QAD Residence Date Sort Date School Year

NORTH POLE HIGH SCHOOL 6/15/2015 6/30/2015 8/15/2015 15/16

Enrollment Date Withdrawal Date Type Grade Type Date LEP IEP Imm Ava Med Alert School Year Move

8/15/2015 R 11 Termination O 12/15/2015

Eligibility Approved Date Ineligible Because School History Updates

Eligible 5/5/2015 DROPPED OUT OF SCHOOL PER DISTRICT CH REPORT. KDG 12/30/15

New SH Line

QAD Date	Res Date	Enroll Date	Withdraw Date	Grade	COE ID	District Name
6/15/2015	6/30/2015	8/15/2015		11	AKO-14-98031	FAIRBANKS NORTH STAR BOROUGH SCHOOLS

School Histor

Permanent Termination		Non-Permanent Termination	
Code	Definition	Code	Definition
D	Deceased	M	Moved
G	Graduated	N	Parent Refusal
Y	Aged Out	O	Dropped Out
		U	Unreachable

Type	
Code	Definition
R	Regular School Year
S	Summer Program

School History Updates Box

This box is provided to add comments for the ARC, or any other relevant information regarding the child's migrant eligibility. Comments should pertain to school history or family information. To enter comments, highlight the school history line for the school year to which the comments apply and click in the School History Updates Field.

Examples:

- Student is attending school at Mt. Edgecumbe.
- Student is repeating grade 10.
- Student dropped out of school on 09/25/16.

Record Procedures Reports Preferences Go View Help

Student Data EDIT **BUCHANAN, TRICIAA** Student IDs
 0000000012
 AK State ID 0000000012

Search Student Sex Birthdate Age Ver Race Cont Svcs
 F 12/10/1997 17 White (Caucasian)

Designated Graduation School

Termination Term Date Grade Created:
 Drop Out 12/15/2011 11 Modified: 5/5/2015 10:56:56 AM

School History Created: 5/5/2015 10:52:18 AM Modified: 5/5/2015 11:00:50 AM

School Name QAD Residence Date Sort Date School Year
 NORTH POLE HIGH SCHOOL 6/15/2015 6/30/2015 8/15/2015 15/16

Enrollment Date Withdrawal Date Type Grade Type Date LEP IEP Imm Ava Med Alert School Year Move
 8/15/2015 R 11 Termination O 12/15/2011

Eligibility Approved Date Ineligible Because
 Eligible 5/5/2015

School History Updates
 DROPPED OUT OF SCHOOL PER DISTRICT CH REPORT. KDG 12/30/15

New SH Line

QAD Date	Res Date	Enroll Date	Withdraw Date	Grade	COE ID	District Name
6/15/2015	6/30/2015	8/15/2015		11	AK0-14-98031	FAIRBANKS NORTH STAR BOROUGH SCHOOLS

School Histor Priority for Srv Supplemental Credit Accrual Tests

Priority For Service Tab

The **Priority for Srvc** tab contains all information regarding students' Priority For Service status. All students meeting the requirements of Priority For Service will be flagged on this screen. This screen is updated by the MEO and cannot be changed by district staff.

Record Procedures Reports Preferences Go View Help

Student Data

Search Student

Sex: F Birthdate: 1/14/2000 Age Ver: 15 07 Race: Mixed Ethnicity Cont Svcs:

Designated Graduation School:

Termination: Term Date: Grade: 8

Created: 11/14/2005 3:36:53 Modified: 10/25/2013 3:25:46 PM

Student IDs:

Student School Year Data

School Year: 15/16 PFS Start Date: 9/1/2015 PFS End Date: 8/31/2016

School Year	PFS Start Date	PFS End Date
15/16	9/1/2015	8/31/2016

School History **Priority for Srvc** Supplemental Credit Accrual Tests

Note:

- Refer to page 30 for the definition of Priority for Service.
-

Supplemental Tab

The **Supplemental** tab shows both the supplemental program (SP) information for students and their corresponding school history information. Supplemental programs are the services each district provided to their eligible migrant students during the school year. This screen is helpful for viewing SPs from the previous year.

Although SP information can be added from this page, it is recommended that SPs be added using the Mass Withdrawal Report procedure at the end of the year. The Mass Withdrawal Report procedure requires districts to list the services (SP codes) provided to their migrant students in a spreadsheet that is provided by the MEO.

Note:

- Refer to page 30 for more information on Mass Withdrawal Report.
- More information on Mass Withdrawal will be offered in the spring of each year through a Mass Withdrawal recorded PowerPoint. If you have additional questions, contact the data specialist. Refer to page 103 for contact information.

Record Procedures Reports Preferences Go View Help

Student Data Edit Name **KELLER, LESLIE**

Search Student

Sex: F Birthdate: 8/26/1996 Age Ver: 18 07 Race: White (Caucasian) Cont Svcs:

Designated Graduation School:

Termination: Term Date: Grade: 11 Created: 11/8/2005 4:05:23 P Modified: 12/16/2013 2:11:54 PM

Student IDs: 0000058061
AK State ID 0000058061

Supplemental Programs

Program: Social Work, Outreach or Advocacy Code: X

Start Date: 8/20/2013 End Date: 5/21/2014

Add Group of SPs
SP Group: SP Group Description:

Start Date: End Date: Add SP Group

SP Code	Start Date	End Date	SP Text	Enroll Date	Withdraw Date	Type	Grade	Eligible Code	District Name
X	8/20/2013	5/21/2014	Social Work, Outreach or Advocacy	8/20/2013	5/21/2014	R	11	E	WRANGELL SCHOOL DISTRICT
026	8/9/2007	8/9/2007	Social work, Outreach or Advocacy	8/23/2011	5/23/2012	R	9	E	WRANGELL SCHOOL DISTRICT
				8/24/2010	5/26/2011	R	8	E	LAKE AND PENINSULA SCHOOL DISTRICT
				8/19/2009	5/20/2010	R	7	E	KENAI SCHOOL DISTRICT
				8/20/2008	5/21/2009	R	6	E	LAKE AND PENINSULA SCHOOL DISTRICT
				8/22/2007	5/22/2008	R	5	E	LAKE AND PENINSULA SCHOOL DISTRICT
				8/9/2007	8/9/2007	S	4	E	ALASKA GATEWAY SCHOOL DISTRICT
				8/22/2006	5/23/2007	R	4	E	LAKE AND PENINSULA SCHOOL DISTRICT

Change Enrollment Linkage

School History Priority for Srv **Supplemental** Credit Accrual Tests

Credit Accrual Tab

The **Credit Accrual** tab shows the most current, and previous course history for students in grades 9-12. Although Course History information can be added from this page, it is recommended that it be added using the Course History Report procedure that happens twice a year. The Course History Report procedure requires districts to list the courses, credits received, and grades for all migrant eligible children in grades 9-12 on a spreadsheet that is provided by the MEO.

Note:

- More information on Course History Report will be offered in December and April of each year through a Course History recorded PowerPoint, refer to page 31. If you have additional questions, contact the data specialist. Refer to page 103 for contact information.

Record Procedures Reports Preferences Go View Help

Student Data Edit Name **MARTUSHEV, KATELNIKOFF** Student IDs
 0000058450

Search Student Sex Birthdate Age Ver Race Cont Svcs
 M 6/16/1995 19 07 White (Caucasian)

Designated Graduation School

Termination Graduate Term Date Grade Created: 11/14/2005 8:26:49 Modified: 11/1/2011 3:37:16 PM
 5/21/2012

Course History

Subject Course Name Course Type Course Section Term Type
 OTHER COLLGE RELEASE Regular Section A Semester

Clock Hours Grade To Date Credits Granted Final Grade
 For Partial Credit 83 Completed Courses Only 0.00 I

Subject	Course	Year	Course Ty	Section	Term Typ	Clock Hou	Grade to D	Credits grant	Final Grad	Enroll	Withdraw	Type	Gr	Facility
OTHER	COLLGE R	12/13	Regular	Section A	Semester	83		0.00	I	8/21/2012	5/21/2013	R	12	STIKINE MIDDLE SCHC
OTHER	COLLGE R	12/13	Regular	Section A	Semester	83		0.00	I	8/23/2011	5/23/2012	R	11	STIKINE MIDDLE SCHC
MATH	PER FIN M	12/13	Regular	Section B	Semester	3		0.00		8/24/2010	5/26/2011	R	10	STIKINE MIDDLE SCHC
OTHER	AIDE	12/13	Regular	Section B	Semester	3		0.00		8/24/2009	5/21/2010	R	9	STIKINE MIDDLE SCHC
OTHER	RECONN	12/13	Regular	Section B	Semester	1		0.00		8/20/2008	5/20/2009	R	8	DILLINGHAM ELEMENT.
OTHER	AIDE	12/13	Regular	Section B	Semester	86		0.00		8/22/2007	5/21/2008	R	7	DILLINGHAM ELEMENT.
OTHER	HOME REL	12/13	Regular	Section B	Semester	86		0.00						

Created 2/7/2013 9:33:19 AM Modified: [Change Enrollment Linkage](#)

School History Priority for Srvc Supplemental **Credit Accrual** Tests

Tests Tab

The Tests tab shows the student's assessment data, such as AMP, SBA, and HSGQE results. This data is entered by the MEO. No work is required on the part of the districts. If you have additional questions, contact the data specialist. See page 103 for contact information.

Record Procedures Reports Preferences Go View Help

Student Data **HVAMSTAD, ANN MARIE ANANY** Student IDs
1212121212

Search Student Sex Birthdate Age Ver Race Cont Svcs

F 1/14/2000 15 07 Mixed Ethnicity

Designated Graduation School

Termination Term Date Grade Created: 11/14/2005 3:36:53 Modified: 10/25/2013 3:25:46 PM

8

Test Data

Name Code Score Date (MMYYYY) Interpretation

STANDARDS BASED ASSESSMENT - MATH SBAM 468 04/2014 Advanced

Test Name	Content	Admin Date	Interpretation	Score Result	Enroll Date	Withdraw Date	Type	Grade	Facility Name
STANDARDS BASED A MATH		04/2014	Advanced	468	8/20/2013	5/21/2014	R	8	NAKNEK ELEMENTARY
STANDARDS BASED A READING		04/2014	Advanced	506	8/21/2012	5/23/2013	R	7	NAKNEK ELEMENTARY
STANDARDS BASED A WRITING		04/2014	Basic	459	8/23/2011	5/23/2012	R	6	MAIN ELEMENTARY
STANDARDS BASED A MATH		04/2013	Advanced	458	8/24/2010	5/26/2011	R	5	MAIN ELEMENTARY
STANDARDS BASED A READING		04/2013	Advanced	526	8/24/2009	5/21/2010	R	4	MAIN ELEMENTARY
STANDARDS BASED A WRITING		04/2013	Proficient	411	8/20/2008	5/20/2009	R	3	NIKOLAEVSK SCHOOL
STANDARDS BASED A MATH		04/2011	Advanced	558	8/22/2007	5/21/2008	R	2	BAXTER ELEMENTARY
STANDARDS BASED A READING		04/2011	Advanced	556	8/22/2005	5/25/2006	R	K	BAXTER ELEMENTARY
STANDARDS BASED A WRITING		04/2011	Advanced	432					

[Change Enrollment Linkage](#)

School History Priority for Srvc Supplemental Credit Accrued **Tests**

COE View

Child Data Tab

The **Child Data** tab in the COE View of MIS2000 contains the information from the Child Data Section of the hardcopy COE and is the starting point for entering New Move/New Student COEs.

Note: To switch between the COE View and Student View use the Go drop-down in the upper menu bar. When switching, double check to make sure the same student data is on the screen.

The **Child Data** tab includes:

- demographic information for each child on a COE (if the child had a previous or current COE)
- Eligibility Status Field for the COE, which is updated by the MEO
- Status Field for the COE, which is updated by the MEO
- create a new COE Field (the starting point for entering New Move/New Student COEs)

Note:

- Alaska State ID requires 10 digits and is the number given by the State of Alaska to all students enrolled in an Alaska public school. If the student has never been enrolled in an Alaska public school, an ID starting with AK will be automatically generated by MIS2000. Please make sure to verify the student does not have an assigned Alaska State ID before allowing MIS2000 to generate one.
-

The screenshot displays the MIS 2000 - AK0-2 application window. The top menu bar includes 'Record', 'Procedures', 'Reports', 'Preferences', 'COE', 'Go', 'View', and 'Help'. The 'COE Data' section contains a 'Search COE' button (circled in red), 'School District Name' (ANCHORAGE SCHOOL DISTRICT), 'School Year' (15/16), 'Create New COE' button, 'COE IDs' (AK41-...), 'Status' (Active), and a 'View Log' button. The 'Child Data' section includes fields for 'AK State ID', 'Last Name', 'Last Name2', 'First Name', 'Middle', and 'Suffix'. Below these are fields for 'DOB' (4/15/2013), 'Age' (3), 'Sex' (F), 'MB' (N), 'EB' (6), 'Birth City' (ANCHORAGE), 'Birth State Ver' (AK, 1007), 'School Name' (ANCHORAGE SCHOOL DISTRICT), 'Enr. Date', 'Grade' (00), 'Type' (R), 'School Year' (15/16), 'School Year Move' (N), 'Eligibility' (Eligible), and 'Approved Date' (4/21/2016). A table at the bottom shows columns for 'Last Name', 'First Name', 'Enroll Date', 'Facility Name', and 'Grade'. The 'Child Data' tab is selected and circled in red. The 'Student IDs' section shows 'AK41-40390' and buttons for 'New Enrollment', 'Remove Enrollment', and 'Update Record'.

Family Data Tab

The **Family Data** tab contains the information from the Family Data Section of the hardcopy COE.

The **Family Data** tab includes:

- parent/guardian names,
- physical and mailing address, and
- phone number.

Note:

- If the family does not have a telephone number, they need to give a number where a message can be left (not a district number). When signing the COE, parents are agreeing to the fact that they may be contacted by the MEO, as part of a Federal requirement requiring the MEO contact random families and review their most recent eligible COE with them. Therefore, a reliable contact number for each family is required.
 - MIS2000 auto populates the Mailing Address Field using the current address entered. If the mailing address is the same as the current address, do not do anything. If the mailing address is different from the current address, update the Mailing Address Field.
-

The screenshot displays the MIS 2000 - AK0-2 software interface. At the top, the window title is "MIS 2000 - AK0-2". The main menu includes "Record", "Procedures", "Reports", "Preferences", "COE", "Go", "View", and "Help". The "COE Data" section shows "School District Name" as "ANCHORAGE SCHOOL DISTRICT" and "School Year" as "15/16". There is a "Search COE" button and a "Create New COE" button. The "Status" is set to "Active". A "COE IDs" field shows "AK41-". Below this, there are checkboxes for "Show Incomplete Only", "Show Approved Only", and "Show Cancelled Only", along with a "Submit" button and a "View Log" button. The "Family Data" tab is highlighted with a red circle. It contains fields for "Male Parent/Guardian Last First" and "Female Parent/Guardian Last First", each with a "Search" button. The "Current Address" section includes fields for "City" (ANCHORAGE), "State" (AK), "Zip" (9951800C), and "Phone". The "Mailing Address" section includes fields for "City" (ANCHORAGE), "State" (AK), and "Zip" (9951800C). At the bottom, there are tabs for "Child Data", "Family Data" (highlighted with a red circle), "Qualifying Data", and "Comments".

Qualifying Data Tab

The **Qualifying Data** tab contains the information from the Qualifying Move and Work Section of the hardcopy COE.

The **Qualifying Data** tab includes:

- fill-in boxes for the names of the people who signed the COE (Parent/Guardian/Spouse/Worker, Interviewer, and Designated SEA Reviewer), and
- Residency Date (located in the top section of the hardcopy COE), and
- Additional Moves boxes.

MIS 2000 - AK0-2

Record Procedures Reports Preferences COE Go View Help

COE Data School District Name ANCHORAGE SCHOOL DISTRICT School Year 15/16 Create New COE

Search COE

Created: 4/19/2016 8:14:57 AM Status Active
Modified: 4/21/2016 10:04:41 AM

Show Incomplete Only
 Show Approved Only
 Show Cancelled Only Submit

COE IDs AK41-15 View Log

Qualifying Data

From School District ANCHORAGE SCHOOL DISTRICT City ANCHORAGE State AK Country USA
To School District KENAI SCHOOL DISTRICT City KENAI State AK

Children Moved WITH THE WORKER Worker Name Worker is the child's PARENT Worker Moved On Child Moved On

Qualifying Arrival Date 7/26/2015 Residency Date 7/28/2015 Moved To Obtain QUALIFYING WORK - OBTAINED If worker did not obtain qualifying work, the worker

Type of: Gear/Activity DIP NETTING-SUBSISTENCE
Type of: Catch/Crop/Logging camp SALMON-SUBSISTENCE
Temp/Seas Agri/Fish QWA Date S F
 Personal Subsistence
The work was temporary based on

Additional Moves

	From	To	Nights
1	7/15/2015	7/20/2015	6
2	7/7/2015	7/9/2015	2
3			
4			
5			

Parent/Guardian/Spouse/Worker Signature
Signed By Relationship PARENT Sign Date 4/18/2016
Interviewer Signature
Signed By Sign Date 4/18/2016
SEA Reviewer Signature
Signed By Sign Date 4/18/2016

Child Data Family Data **Qualifying Data** Comments

Note:

- Migrant staff cannot interview their own families or sign their own COEs as a Parent/Guardian/Spouse/Worker and/or as a district representative. Migrant staff must be interviewed by other migrant staff in order to sign as the Parent/Guardian/Spouse/Worker on their own COE.

Comments Tab

The **Comments** tab contains the information from the Comments Section of the hardcopy COE and the State Comments.

The **Comments** tab includes two boxes:

- box one is for comments from the hardcopy COE
- box two is for comments from the MEO, State Comments.
 - The State Comments are direct correspondences from the MEO concerning changes and corrections that are needed on the hardcopy COE in order for an eligibility determination to be made.
 - Districts do not have the ability to write in or change the State Comments Field.

MIS 2000 - AK0-2

Record Procedures Reports Preferences COE Go View Help

COE Data School District Name ANCHORAGE SCHOOL DISTRICT School Year 15/16 Create New COE

Search COE Status Active

Created: 4/19/2016 8:14:57 AM Modified: 6/22/2016 2:05:17 PM

COE IDs AK41-15-102620

Show Incomplete Only Show Approved Only Show Cancelled Only Submit View Log

Comments

State Comments

Child Data Family Data Qualifying Data **Comments**

Note:

- A full list of required comments can be found in the Recruiter Handbook on pages 36-38.
 - Comments added by the records manager to the Comments Section after the MEO review must be initialed and dated.
 - Comments should never be deleted from the Comments Section unless directed by the MEO.
-

Entering a New Move or New Student COE in MIS2000

To enter a New Move or New Student COE, follow the steps listed on the next pages.

1. From the **Child Data** tab of the COE View, click **Create New COE**. A blank child data screen will appear. COE will be in *Incomplete* status.



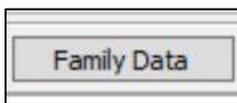
2. To add children to the COE, click **New Enrollment** on the right side of the screen. Enter students' Name, Date of Birth, Sex, MB, EB, Birth City, Birth State, Ver Code, School Name, Enroll Date, Grade, and Type.



- The enroll date must be the same as, or after, the residency date.
 - If the child is not enrolled in a school in the records manager's district, the records manager will leave the enroll date blank. For more information on this, refer to the Appendix pages 85-86.
 - Choose R for regular school year, or S for summer program under the Type Field.
3. Click **Update Record** button located on the right side of the screen. Repeat steps 2 and 3 for every child on the COE before proceeding to the **Family Data** tab.



4. Click on the **Family Data** tab. Enter all information from the Family Data Section of the hardcopy COE (You can use the search button to search for family in database).



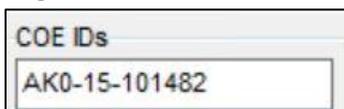
5. Click on the **Qualifying Data** tab and enter all information from the Qualifying Move and Work Section of the hardcopy COE. In addition to this information, this tab also includes information from other portions of the COE such as the Residency Date and the three required signatures: parent, interviewer, and Designated SEA Reviewer.



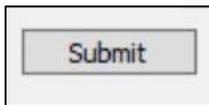
6. Click on the **Comments** tab at the bottom of the screen. Enter all comments found in the Comments Section of the COE, including recruiters' initials and dates.



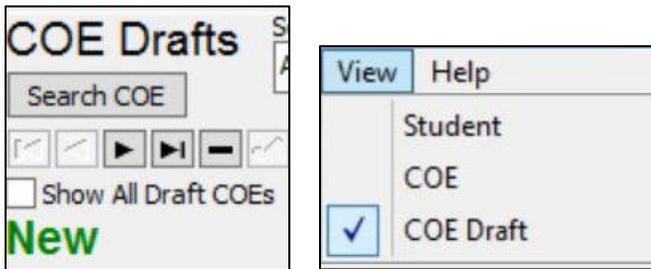
7. Write the generated MIS2000 **COE ID number** on the hard copy COE in the COE ID# Field.



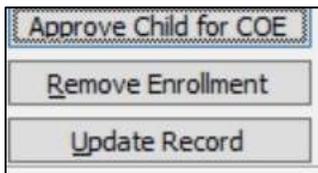
- After entering all data (except for Student IDs), click the **Submit** button.



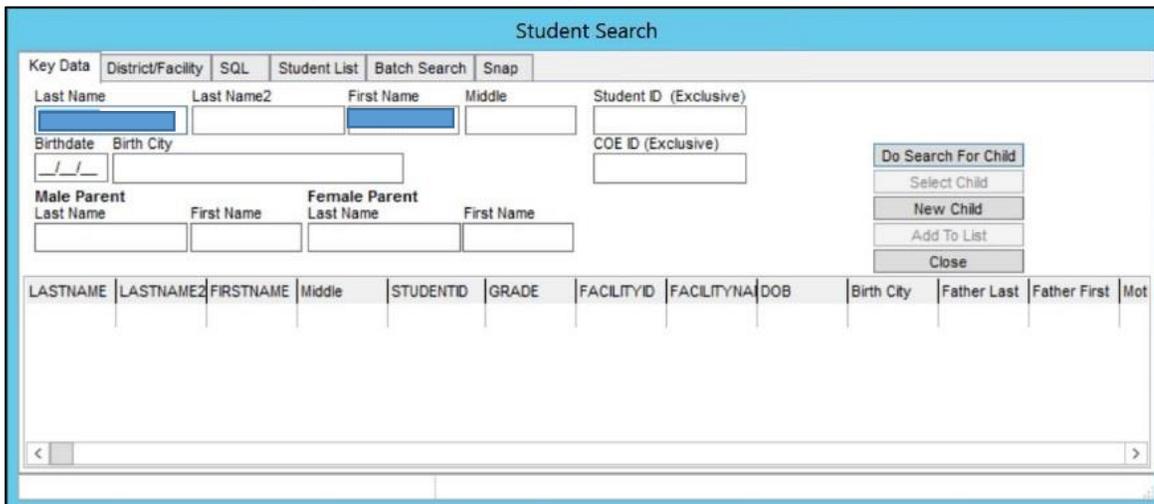
- COE will now be in **New** Status as a **COE Draft**. Click on **View** and then **COE Draft**.



- You will now need to search for the student(s). On the **Child Data** tab highlight the student, click on the **Approve Child for COE** tab. Clicking **Approve Child for COE** will open a Student Search dialog box.

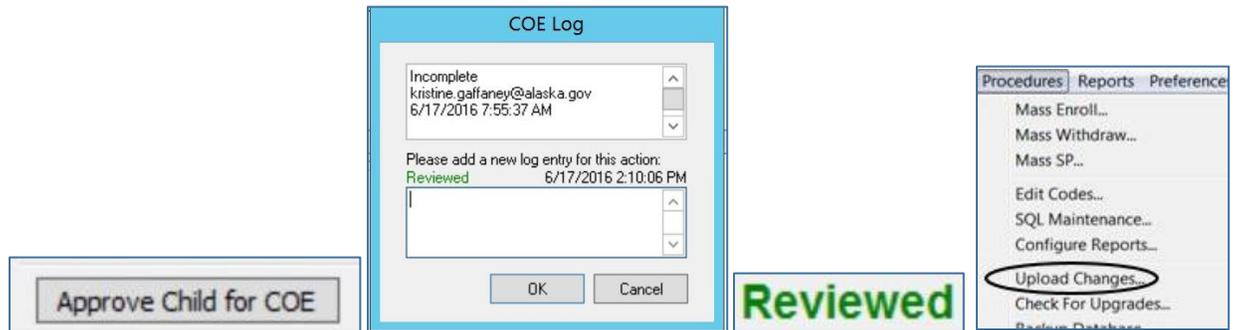


- In the **Student Search** dialog box, the student's first and last name will auto populate. Click **Do Search For Child** tab. Note: Searching by partial last name and first name initial only (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names.



- Child is Found** – Highlight the student and double click on the highlighted name. This will close the dialog box and the **Searched** field next to **Grade** will now have a **Y** for Yes student was searched for. Student ID will be auto-populated from **Student Search**. Check to make sure the hardcopy COE information matches the information auto-populated by MIS2000. If the information conflicts, change the information in MIS2000 to match the hardcopy.
- Child is Not Found** – Click **New Child**; this will close the dialog box. If a child is enrolled in a public school in Alaska you must enter the AKSID in the AK State ID Field. If a child is not yet in school, MIS2000 will generate a MIS2000 ID for that student, and the AK State ID Field should be left blank.
- Missing Child** – If it is believed a child should already be in MIS2000 but they cannot be located under **Student Search**, please contact the MEO for help. This will help prevent duplicate students in MIS2000.

12. Repeat steps 10 and 11 for every child on the COE before clicking on **Approve COE** button.
13. Click **Approve COE** button. **COE Log** will appear. You can enter any information you think the MEO may need when reviewing the COE for final approval. Close **COE Log**. COE has now gone to **Reviewed** status and will be uploaded to MEO when you run your next **Upload Changes**. You are no longer able to make changes.



14. To start on the next COE, return to the **Child Data** tab and click **Create New COE**. When finished with COE entry for the day, make sure to run **Upload Changes** to connect and transmit to the State server. To do this, follow the instructions from page 37 of this guide.

Note:

- If mistakes are made during COE entry, please contact the MEO. In nearly all cases, mistakes made during COE entry can easily be rectified by the MEO staff. However, if mistakes are not pointed out, they can lead to incorrect reporting and corrupted data.
 - It is the records managers' responsibility to review the COE for completeness before entering into MIS2000 and uploading to the MEO.
-

Corrections/Updates

COEs can be in the following statuses in MIS2000:

- a. I = Incomplete – Status of a newly created COE by district (has not yet been submitted, and belongs to COE creator)
- b. N = New – Status of COE after district has searched for students and clicked on the Submit button, or COE has been uploaded to the MEO and the MEO Rejects the COE due to missing or incorrect information. The COE goes back to prior user for updates and returns to NEW status
- c. C = Canceled – COE has been canceled by MEO
- d. V = Verified – COE has been uploaded to MEO, and MEO needs to review
- e. Reviewed – COE has been approved at district level and is awaiting upload to MEO for review

For COEs that have been **Rejected** by the MEO, records managers should go to COE and read the State Comments in the Comments Section. Once the records manager and/or recruiter has provided the corrections or missing/needed information for the COE, records managers need to click the Approve COE button. Remember to do an upload changes. Clicking on the Approve COE button and doing an upload changes sends the COE to the MEO for review.



Entering Annual Recertification of No New Moves (ARC)

When a child is listed on an ARC, a new school history line is required. Follow the steps below to enter a new school history line.

1. In the **Student Data** view, enter the student's Alaska Student ID in the **Student ID** box in the top right corner and press the enter key. If the student does not have an Alaska Student ID, select the **Search Student** button and search for the student by last name.
2. Once the student has been located and their Student Data screen is visible, click on the **New SH Line** button.
3. On the **School History** tab, enter the student's School Name, and Enrollment Date
4. Choose R for regular school year, or S for summer program under the Type Field.
5. Enter a grade.
6. Click the Y if an IEP is on file for the student.
7. Enter any comments in the School History Updates box.
8. Click the √ button. If everything was done correctly, a new school history line will appear in the bottom panel. This completes the process of entering an ARC for this student.
9. Repeat this process for all students on an ARC. Remember to run **Upload Changes** before closing MIS2000.

Note:

- School Name must be updated as it is auto-populated with the last years' school.
 - School History lines can only be added for students who have not EOE'd and have had a COE entered and approved for your district within the last three years.
 - If a child is enrolled in a public school, you must enter their Alaska State ID.
 - Comments added in the School History Updates box need to be initialed and dated.
 - School History lines are reviewed by the MEO. If the student meets the eligibility requirements the student's current school year status will be updated to eligible. If student does not meet eligibility requirements, the student's current school year status will be updated to ineligible.
-

MIS2000 Do's and Don'ts

Do's

- Review COE/ARC for any missing, needed, and accurate information.
- Enter completed and accurate COEs and ARCs as soon as they come in. Do not wait.
- Enter *exactly* what the hard copy COE and ARC says into MIS2000. No changes, additions, or deletions are allowed unless those changes are also made on the hard copy COE or ARC. *No changes can be made to the Qualifying Work section of the COE.*
- Enter the MIS2000-generated COE ID number on the hard copy COE for all New Move/New Student COEs.
- Search for students in MIS2000 by partial last name and first initial only. This will increase your success in finding the student.
- Enter student IDs for K-12 public school students. All students entered into MIS2000 in grades K-12 must have a state-assigned student ID entered if they have ever been enrolled in any Alaska public school. COEs will be considered incomplete without.
- Make sure the youngest child is listed first on the hard copy COEs and ARCs.
- Make sure there is a phone number listed in the Family Data section. We must have a number to reach the family, even if it is only to leave messages. This cannot be a school district number.
- Make sure the recruiter has initialed & dated the end of the Comment section. Any comments added after the original interview must also include initials and date.
- Run “Upload Changes” every time before closing out of MIS2000.

Don'ts

- Do not enter a “space” after the last letter of a student’s name in the search bar when searching by student name in MIS2000. No matches will show up, making it appear the student was not found.
- Do not enter any punctuation, such as an apostrophe, for student names. Unless exact name with punctuation is entered the same every time, student will not show up in a search.

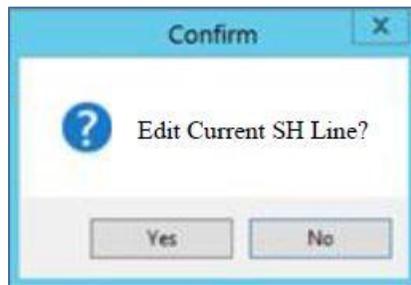
Pop-Up Messages

The MEO has implemented a series of pop-up messages throughout MIS2000 in an attempt to avoid common errors with data entry and to ensure the fidelity of historical data. A few of the pop-up messages are described on the following pages. For additional questions regarding pop-up messages, please contact the MEO.

Student View (ARC) Pop-Ups

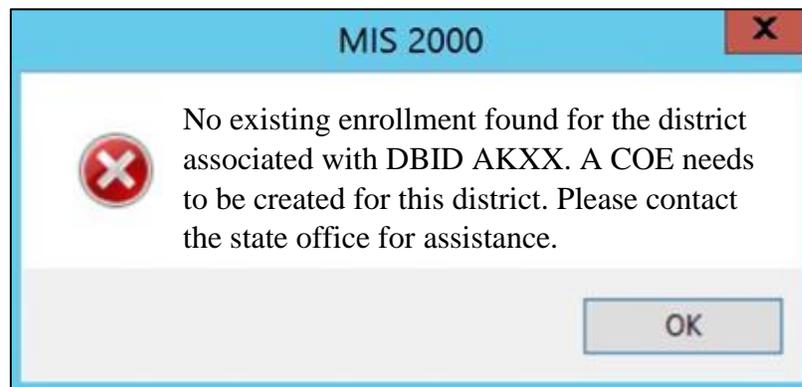
Edit Current SH Line

When making any changes on the Student Data screen, a warning pop-up message will appear. This is to ensure that no changes are accidentally made by users. Additionally, school history information from prior school years is locked and cannot be changed. To make changes to the current school history line, simply click Yes in the warning pop-up message box. Click No in the warning pop-up message box to not make changes to the current school history line.



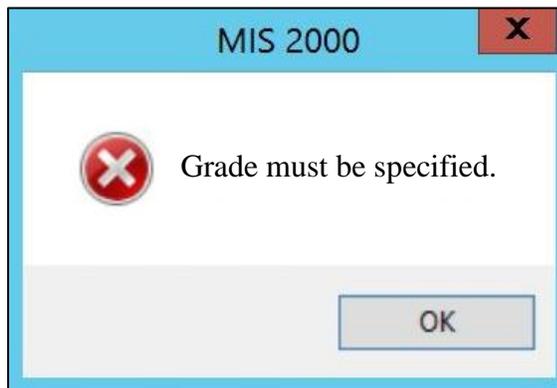
No Existing Enrollment Error

When entering an ARC (new school history line), districts will no longer be allowed to enter a school history line unless the child still has eligibility on a COE for their district.



Missing Grade Error

When entering enrollment data for a child on the School History tab, the district must enter a grade in the Grade Field. An error message will pop-up if a grade is not entered.



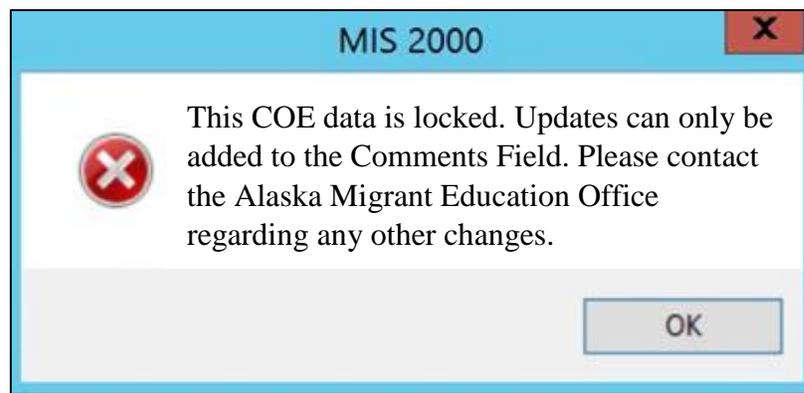
COE View Pop-Ups

When entering COEs, a series of pop-up messages may appear if information is entered incorrectly. The system will not allow incorrect COE information to be entered. This ensures that information entered and uploaded to the State is complete and correct.

Data Locked Error

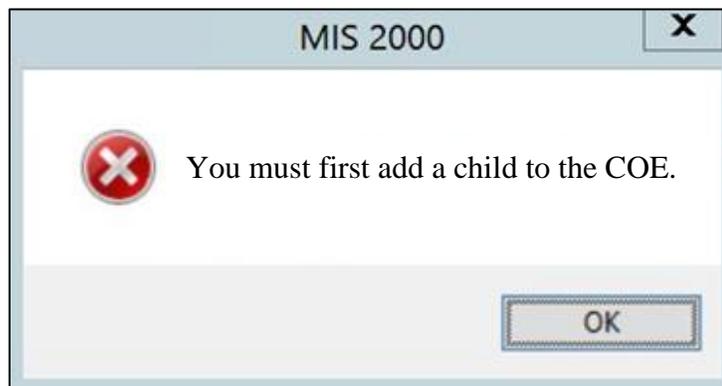
This error message will appear for one of two reasons:

1. When creating a new COE on the wrong school year, usually the prior school year. Run an upload changes to pull down the current school year.
2. When trying to enter data on a locked COE. Changes to approved COEs made after December 31 of each year require districts to notify the MEO. This is to protect information from being accidentally changed. Additionally, COEs from previous years cannot be changed because they are considered historical information.



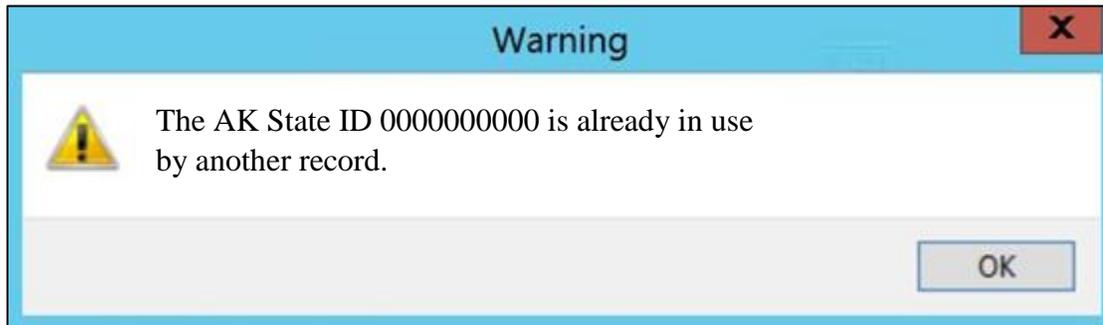
New Enrollment Error

This error message will appear when districts try to enter child data without click on the New Enrollment button first.



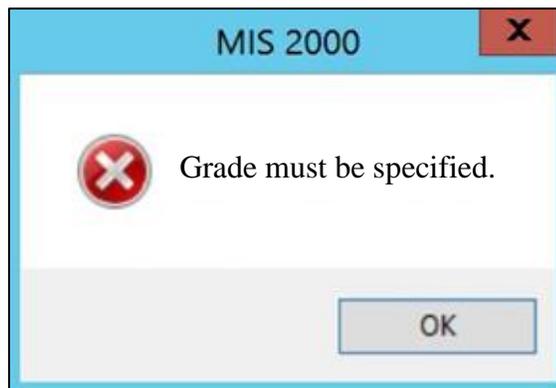
AKSID Already in Use Error

An error message received when districts enter an Alaska Student ID (AKSID) for a child and the AKSID is already in use in MIS2000.



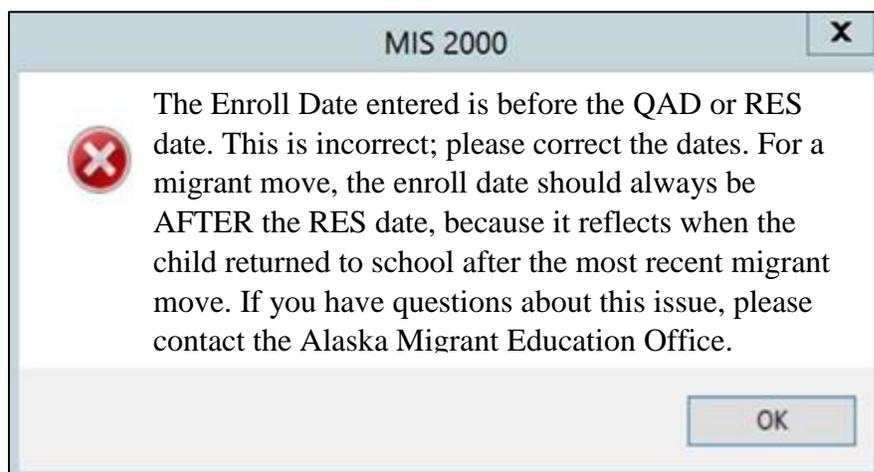
Missing Grade Error

When entering enrollment data for a child on the Child Data tab, the district must enter a grade in the Grade field. An error message will pop-up if a grade is not entered.



Enroll Date Error

When entering qualifying move data on the Qualifying Data tab, the district must make sure the enroll date entered on the Child Data tab is before the QAD or RES date on the Qualifying Data tab. An error message will pop-up if the enroll date is before the QAD or RES date. For questions about this issue, please contact the MEO.



Missing Birth City Error

When entering enrollment data for a child on the Child Data tab, the district must enter the child's birth city in the Birth City Field. An error message will pop-up if a grade is not entered.



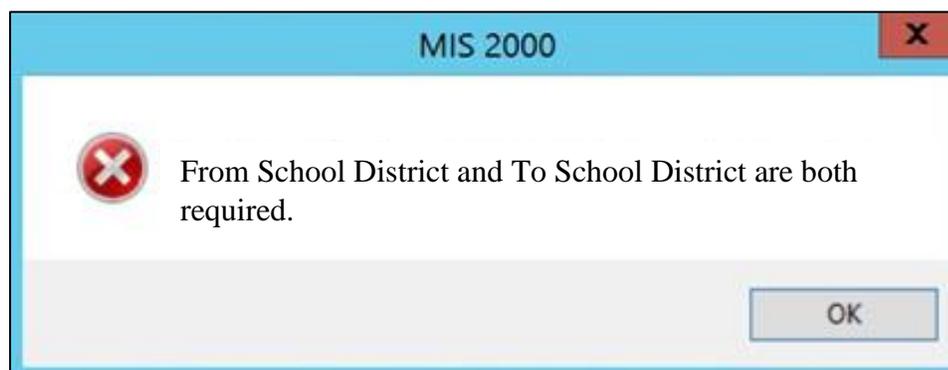
Missing Phone Number Error

When entering data for the family on the Family Data tab, the district must enter a telephone number in the Phone Field. An error message will pop-up if a phone number is not entered.



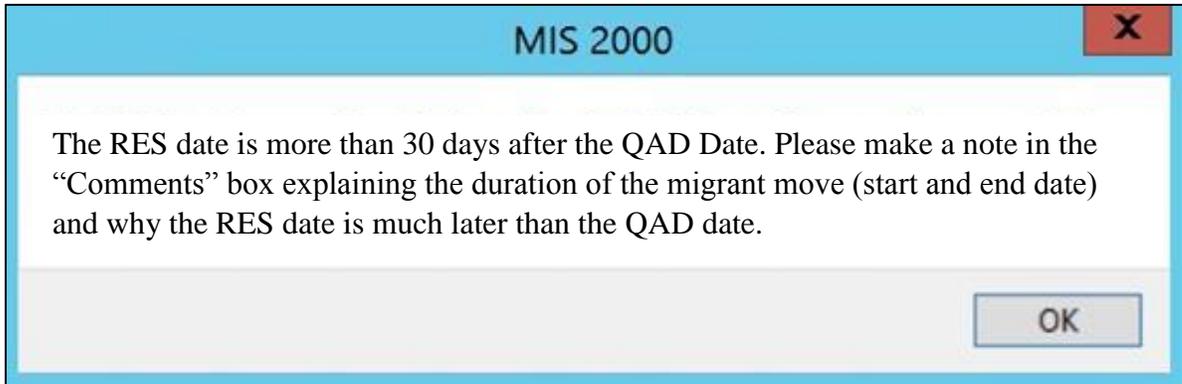
Missing Move From or To Error

When entering qualifying move data on the Qualifying Data tab, the district must enter the Move From and the Move To locations in the Move From and Move To Fields. An error message will pop-up if one or both are not entered.



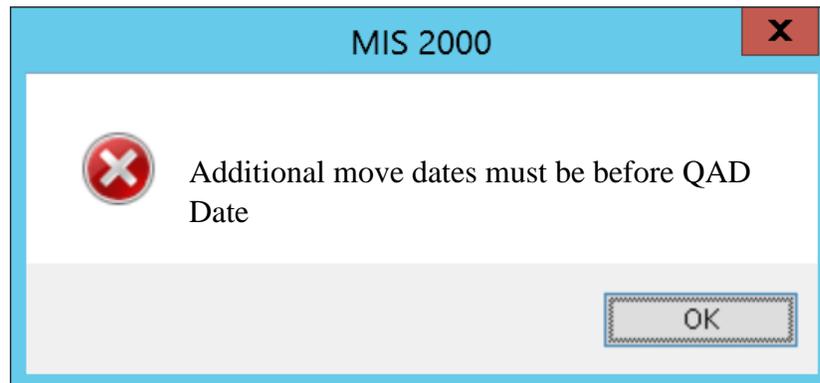
RES Date Reminder

When entering data in the Qualifying Data Section of the COE, this pop-up message may appear if data was entered incorrectly or the data entered needs more clarification. The system does not allow for the Residency date to be more than 30 days after the QAD date. Most likely causes of this error is a typo in the QAD date. If the Residency date entered is correct and is 30 days or more after the QAD, a comment must be provided in the Comments Section.



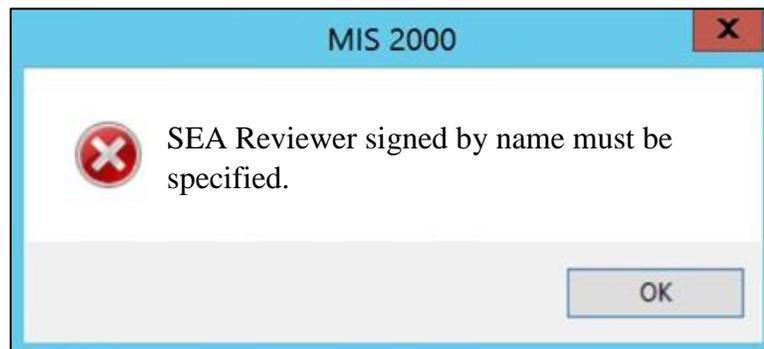
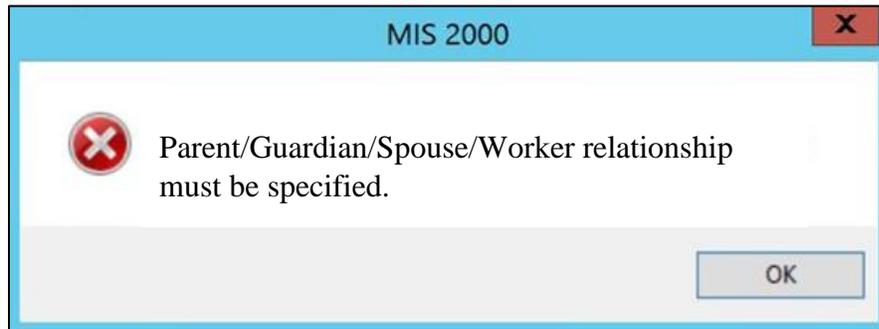
Additional Move Date Error

When entering qualifying move data on the Qualifying Data tab, this pop-up message will appear if data was entered incorrectly. The system does not allow the Additional Move Dates to be after the QAD date. Most likely cause is an error inputting the dates.



Missing Signature/Date Error

When entering qualifying move data on the Qualifying Data tab, the district must enter the all signature information in the Signature Fields. An error message will pop-up if any part of it is not entered.



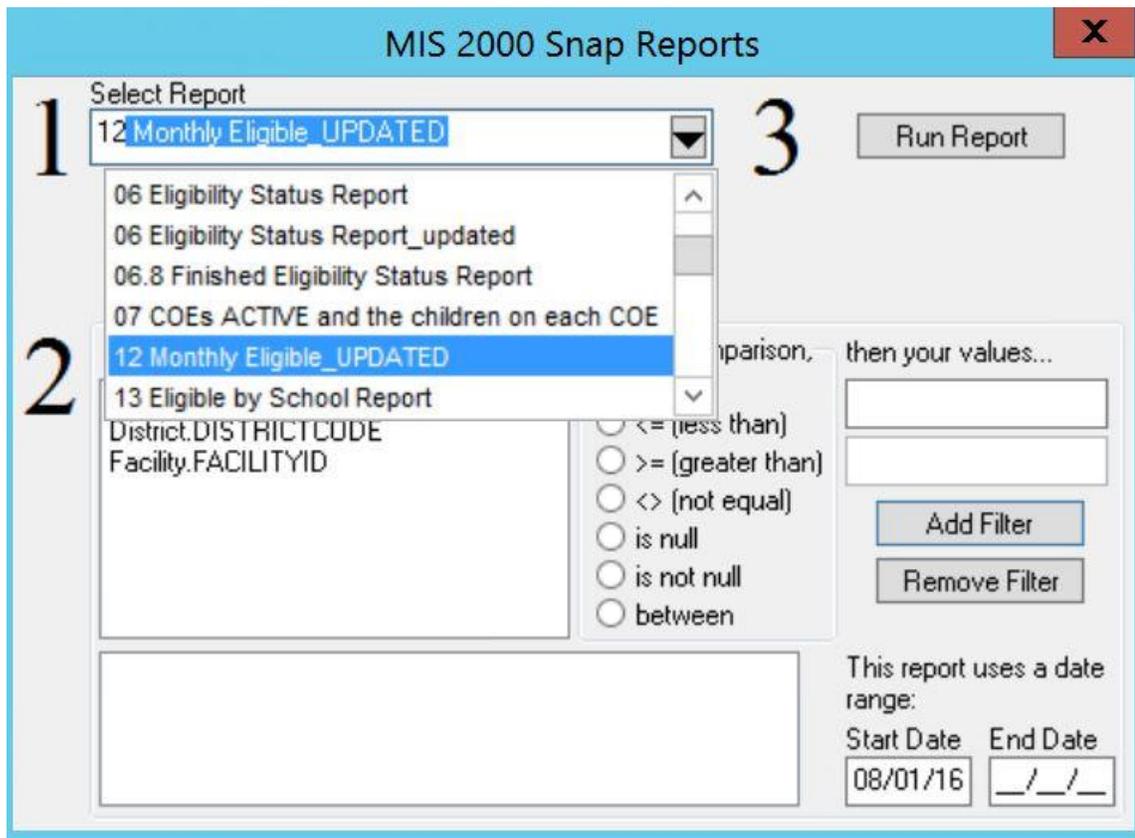
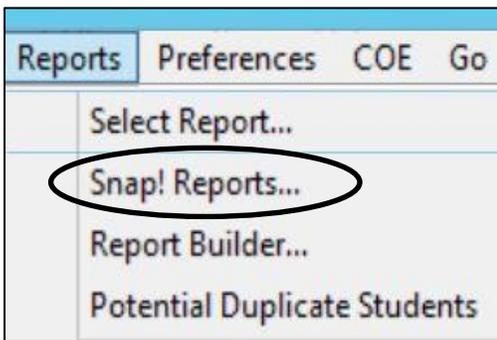
Migrant Snap Reports

All reports are run in MIS2000 and can be printed and/or saved in Excel. The monthly reports are for internal use in order to ensure quality control of migrant student records. Additional reports may be run in response to school district or the MEO requests, or for special projects. The following are details for commonly used reports.

Reports can be run by the school district or the MEO. School district staff are welcome to contact the MEO to request reports. Upon request, the MEO staff will run reports for a district in any format.

How to Run a Snap Report

Reports in MIS2000 are called Snap Reports. To run a Snap report, go to the Reports drop down menu and select Snap! Reports. In the dialog box that opens, there will be the option to select a report, select a filter, and enter a date range.



For the report below, a district filter is needed. To enter the district filter, highlight District.DISPLAYCODE in the left column. Then, moving right, select the = button, enter the district code, and click Add Filter. When the filter is added, it will appear in the box to the left of the date range. Next, enter the date range. Finally, click on Run Report.

The screenshot shows the 'MIS 2000 Snap Reports' window. At the top, there is a 'Select Report' dropdown menu with '12 Monthly Eligible_UPDATED' selected, and a 'Run Report' button. Below this is the 'Add Your Own Filters' section. It has three columns: 'Pick a field', 'then a comparison', and 'then your values...'. In the 'Pick a field' column, 'District.DISPLAYCODE' is highlighted. In the 'then a comparison' column, the '=' radio button is selected. In the 'then your values...' column, 'AKAKAK' is entered. Below the comparison options are 'Add Filter' and 'Remove Filter' buttons. At the bottom right, there is a section for 'This report uses a date range:' with 'Start Date' and 'End Date' fields. The 'Start Date' field contains '08/01/16' and the 'End Date' field is empty. The number '2' is circled around the 'District.DISPLAYCODE' field, and the number '3' is circled around the 'Run Report' button.

Note:

- Districts should run all reports using the District Display Code (some Snap Reports only allow this option). A list of Alaska's District Display codes can be found on page 82.
-

Types of Snap Reports

Monthly Eligible Updated (Snap 12)

Purpose: This is a list of all migrant children who are currently eligible (recertified for the current school year) in the records manager's school district. It includes migrant children who are:

- attending school in the records manager's district
- attending school in another district
- too young for school
- not attending any school

Run: Monthly Eligible_UPDATED (Snap 12)

Dates: Run for the current school year. Use 08/01/16 for Start Date and do not enter an End Date.

Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report 12 Monthly Eligible_UPDATED. Click on District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values, e.g. AKDNCG. Click Add Filter. Enter the date 08/01/16 in the Start Date box. Do not enter an End Date. Click Run Report. Save this report in Excel.

Locator List

Purpose: This report is a tracking tool for locating migrant children in the records manager's files and finding their current eligibility status quickly. The list includes all children that are Active, Inactive, and Gone Forever for the last 10 years.

Run: Monthly Eligible_UPDATED (Snap 12)

Dates: Run for the last 10 years. Use 08/01/06 for Start Date and 08/31/16 for the End Date.

Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report 12 Monthly Eligible_UPDATED. Click on District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values box, e.g. AKDNCG. Click Add Filter. Enter 08/01/06 for Start Date and 08/31/16 for the End Date. Click Run Report. Save this report in Excel.

Facility List

Purpose: This report provides a current list of all the schools in the district.

Run: Facility List

Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report Facility List.

- For a list of the district's schools only, click District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values box, e.g. AKDNCG. Click Add Filter, then Run Report.
- For a list of all schools in the State of Alaska, click run report.

District All Eligible Service/Lunch List

Purpose: This is a list of all eligible migrant children in the records manager's district, including those that the district did not recertify during the previous school year. This report should also be used for free meal benefits eligibility.

Instructions: Contact the MEO to request this list.

Note: If the records manager does not recertify all eligible children by November 15 each year, they will not be in the district count and the district will not receive funding for them, but they are still eligible for and entitled to migrant supplemental program services and free meal benefits.

Eligibility Status Report (Snap 6)

Purpose: This report is a list by COE ID of the COEs that are NOT ACTIVE. It will tell the district their COE status: not determined, incomplete or canceled.

Run: Eligibility Status (Snap 6)

Dates: Run for the current school year. Use 16/17.

Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report 06 Eligibility Status Report. Click on District.DISPLAYCODE under the Fields, check the = in the Comparison and enter the District Display Code in the values, e.g. AKJCHF. Click Add Filter. Click on COE.SCHOOLYEAR under the Fields, check the = in the Comparison, and enter 16/17. Click Add Filter. Click Run Report. Save this report in Excel.

Code Explanation: I – incomplete (district must upload to MEO), N – new (district needs to either search for students or fix missing or incorrect information), V – verify (MEO to review), or C – canceled.

COEs Active and the Children on each COE (Snap 7)

Purpose: This report is a list the district's Active COEs and the children on them

Run: COEs Active and the Children on each COE (Snap 7)

Dates: Run for the current school year. Use 16/17.

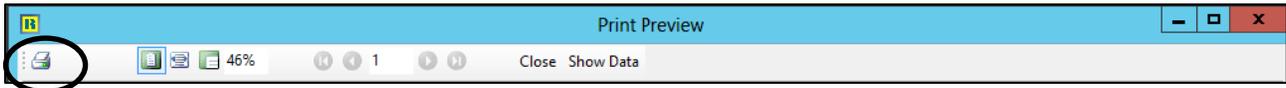
Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report 07 COEs Active and the Children on each COE. Click on District.DISPLAYCODE under the Fields, check the = in the Comparison and enter the District Display Code in the values, e.g. AKVRQX. Click Add Filter. Click on COE.SCHOOLYEAR under the Fields, check the = in the Comparison, and enter 15/16. Click Add Filter. Click Run Report. Save this report in Excel.

How to Save a Snap Report

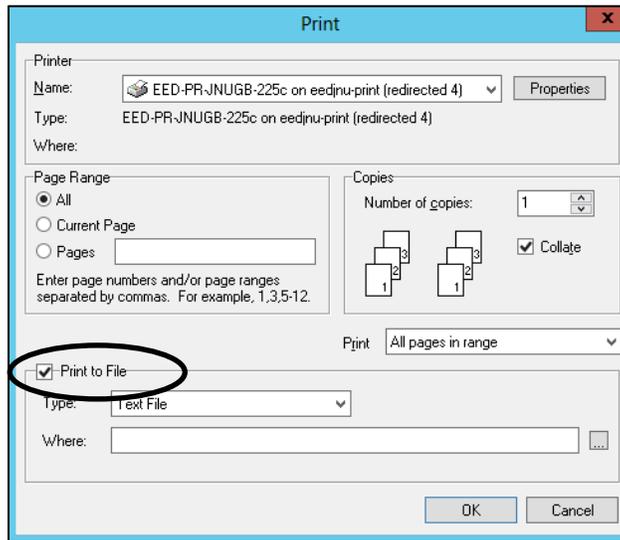
Snap reports in MIS2000 can be saved in Excel or PDF format. To save a report, a snap report must be ran. Refer to pages 67-68 for how to run a snap report. Data loads in one of two formats, report view or .csv (Excel) view.

Report View (PDF):

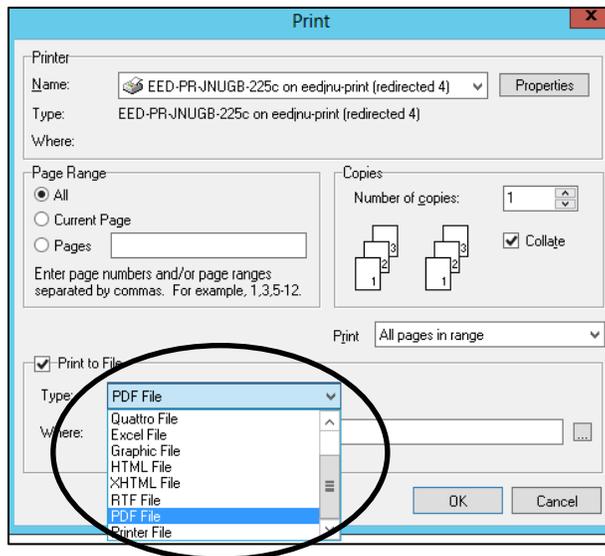
1. Click on *printer icon* in left corner.



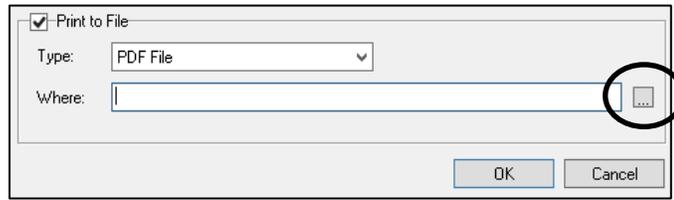
2. Click on *Print to File*.



3. Choose type of document to be saved.



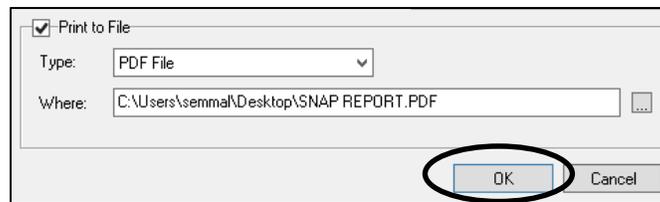
4. Choose a file path for the snap report.



5. Name the report and click *save* button.

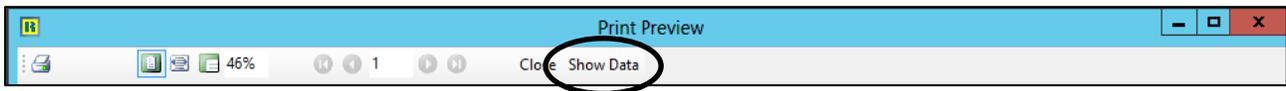


6. Click *ok* button



CSV (Excel) View:

1. Click on *show data* tab.



2. Click on *save as file* tab.



3. Choose a file path and name the snap report.



4. Click *save* button.



Note:

- Format will be saved as a CSV document.

Glossary

Acronyms/Abbreviations

AKSID	Alaska Student ID
ARC	Annual Recertification of No New Moves
CNA	Comprehensive Needs Assessment
COE	Certificate of Eligibility
EB	Ethnic Breakdown
EED	Alaska Department of Education & Early Development
EOE	End of Eligibility
FERPA	Family Education Rights and Privacy Act of 1974
ID&R	Identification and Recruitment
IEP	Individualized Education Program
LEA	Local Education Agency (School District)
LEP	Limited English Proficiency
MB	Multiple Birth
MEO	Migrant Education Office at the State of Alaska, EED
MEP	Migrant Education Program
OME	U.S. Department of Education's Office of Migrant Education
OSY	Out of School Youth
PAC	Parent Advisory Council
PFS	Priority for Service
QAD	Qualifying Arrival Date
RES	Residency Date
RPD	Required Program Documents
SDP	Service Delivery Plan
SEA	State Education Agency
SP	Supplemental Programs
TA	Technical Assistance
VER	Birth Date Verification Code

Definitions

Activities	Some expenses are allowable that are not used to provide direct services to children. Identification & recruitment, professional development, distributing materials, parent involvement, etc.
Allocation	Amount of funds allocated by the Alaska Department of Education & Early Development to an eligible school district that is based on a formula and the student count generated by that district.
Annual Recertification of No New Moves (ARC)	A form used when eligible migrant children have not made any additional qualifying moves since their last qualifying activity, but they are still currently eligible. An Annual Recertification of No New Moves recertifies a child's eligibility in the recruiter's district.
Annual Verification	The State of Alaska requires all migrant children to be contacted each year for verification of eligibility in the Migrant Education Program.
Certificate of Eligibility	A form adopted by the U.S. Department of Education and the Alaska Migrant Education Program that is used to document a child's eligibility. The COE contains the information needed to certify a child as eligible.
Child Data Tab	The Child Data tab in the COE View of MIS2000 contains the information from the Child Data Section of the hardcopy COE and is the starting point for entering New Move/New Student COEs.
COEs Active and the Children on each COE	The Snap 7 report that lists the district's active COEs and the children on them for the current school year.
COE View	Where all New Move/New Student COEs are entered.
Comments Tab	The Comments tab contains the information from the Comments Section of the hardcopy COE and the state comments.
Comprehensive Needs Assessment (CNA)	The CNA guides the design of the Alaska Migrant Education Program. The CNA committee identified 4 areas of need for the Alaska MEP program: academic support for reading and math, high school graduation, school readiness, and support services.
Continuation of Services	School districts may choose to offer services to migrant children whose eligibility has ended under the following conditions: a child who ceases to be a migratory child during a school term shall be eligible for services until end of such term; a child who is no longer a migratory child may continue to receive services 1 additional school year, but only if comparable services are not available through other programs; and secondary school students who are eligible for services in secondary school may continue to be served through credit accrual programs until graduation.
Credit Accrual Tab	The Credit Accrual tab shows the most current, and previous course history for students in grades 9-12.
Current Eligible Student List (Snap 12)	A list of all migrant children who are currently eligible (recertified for the current school year) in the record manager's school district.

Designated SEA Reviewer	The person at the district level that has agreed to be the district's final reviewer on all COEs.
District All Eligible Service/Lunch List	A list of all eligible migrant children in the records manager's district, including those that the district did not recertify during the previous school year.
Eligibility Status Report (Snap 6)	A report by COE ID of the district's COEs that the records manager has entered into MIS2000 for the year, but are not active. This report tells the records manager the COEs current status: not determined, incomplete or cancelled.
ESEA Grants Application	A single, consolidated application for all ESEA formula entitlements, including the following titles: Title I-A, Title I-C, Title I-D, Title II-A, and Title III-A. The consolidated application is completed using an electronic web-based application, known as GMS.
Fall Recruitment Report	Serves as a to do list showing all of the eligible children in a district, that a district must contact to recertify as migrant eligible for the current school year, including those that were not recertified during the previous school year.
Family Data Tab	The Family Data tab contains the information from the Family Data Section of the hardcopy COE
FERPA	The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.
Grants Management System (GMS)	The electronic web-based grants management system used for the ESEA Consolidated Grant application and reimbursement requests. http://gms.education.alaska.gov
ID&R Plan	A document that establishes an identification and recruitment process for a district- level Migrant Education Program that encompasses training of staff, identifying potential children, and effective recruitment.
IEP	Is a written document required for each child who is eligible to receive special education services.
Instructional Service	Services that provide research-based instruction to migrant children.
Literacy Grant	The Alaska Department of Education and Early Development's Migrant Literacy Grant is a grant-based program for the purchase of literary materials for migrant children. Allocation size depends on the number of qualifying migrant children in a district.
Literacy Grant Final Report	This report is for districts that choose to participate in the Migrant Literacy Grant.
Local Education Agency	The local agency responsible for the implementation of program services to identified eligible migrant children. In Alaska, this is usually the school district.
Locator List	A tracking tool for finding migrant children in the files and finding their eligibility status quickly. It is an index for all migrant children in district files. It includes all children in Active, Inactive, and Gone Forever status for the past 10 years.

Mass Withdrawal Report	Records managers report the supplemental program services received by migrant children during the school year on this report.
Migrant Coordinator	The district-level staff member responsible for ensuring local quality control of the migrant identification, recruitment and eligibility certification process. The coordinator also ensures that key tasks are completed by the deadline and may also develop a program plan or be involved with the federal grant application.
MEO	The Migrant Education Office (MEO) is located at the Department of Education and Early Development (EED) office in Juneau.
MIS2000	The migrant student database where migrant eligibility information is entered, stored, and reported.
Missing Eligible Students Report	A report that lists the children in the district that still have migrant eligibility but were not recertified for the current school year. This report is useful to districts after fall recruitment is over. The MEO can run the missing eligible student list for the district upon request.
Monitoring	A review of fiscal and program records to determine if those activities are in compliance with federal and state regulations and in conjunction with the LEA application.
Needs Assessment	An assessment to determine the needs of local migrant children.
Parent Advisory Council (PAC)	A council comprised of migrant parents representing all regions of the state to provide a means for community and parent input during the planning, operation and evaluation of a Migrant Education Program project. District may also have their own PACs.
Preprinted COE	Used as a reference tool during the recruiting process. Pre-prints provide data on the child's most recent qualifying move as reported in MIS2000.
Priority for Service	A term used to identify students in greatest need of migrant education services. These are students who have been determined to be failing or at risk of failing to meet state academic content and achievement standards and whose education has been interrupted during the regular school year due to a qualifying migrant move.
Priority for Service K-2 Report	This list will contain the names of students in K-2 who had an interruption during the 2013-2014 school year and will be sent to the districts by the MEO. Districts will be responsible for sending back the list of K-2 students to EED by October 15, noting which of the students are failing or at risk of failing, to meet the content and achievement standards.
Priority for Service 3-12 List	This list will contain the names of students in 3-12 who are failing, or at risk for failing, to meet the state's challenging academic content and student achievement standards and who had an interruption during the 2013-2014 school year. This list will be sent to the districts by the MEO in October.
Priority for Srvc Tab	The Priority for Srvc tab contains all information regarding students' Priority For Service status.

Quality Control Plan	A document that establishes a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level Migrant Education Program.
Qualifying Data Tab	The Qualifying Data tab contains the information from the Qualifying Move and Work Section of the hardcopy COE.
Records Manager	The district-level staff member assigned the responsibility of collecting and recording all pertinent migrant student data on a timely basis and transmitting such information to the MEO by MIS2000.
Recruiter	The district-level staff member assigned to identify and recruit migrant families. This person usually conducts the parent interviews and completes the COEs.
Recruitment	The process of making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the MEP, and recording the basis of the child's eligibility on a COE.
Referred Service	Referred services are those provided to a migrant child by another agency through a referral by the migrant program.
Service Delivery Plan (SDP)	Guiding document for the implementation of the Alaska Migrant Education Program. It identifies performance targets, measurable program outcomes, service delivery, and evaluation.
Services (Supplemental)	Services are those educational or educationally related activities that directly benefit the migrant child, address a need of the migrant child and are designed to enable the program to meet its measurable program outcomes through strategies as outlined in the Service Delivery Plan.
State Education Agency	The government agency responsible for statewide education program supervision and administration. The legal entity in each state recognized by the U.S. Department of Education as being the governing agency eligible to receive migrant funds and administer the MEP.
Student View	Where ARCs are entered.
Summer Enrollment and Withdrawal	This report is very similar to the Mass Withdrawal Report, only it is for districts that run a migrant-funded summer school.
Supplemental Program Services	Services provided to eligible migrant children. The supplemental program services are those educational or educationally related activities that 1) directly benefit a migrant child; 2) address a need of a migrant child consistent with the state's comprehensive needs assessment and service delivery plan; 3) are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and 4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the state's performance targets.
Supplemental Tab	The Supplemental tab shows both the supplemental program (SP) information for students and their corresponding school history information.
Support Service	Services to provide support and advocacy to migrant children.

Technical Assistance	On-site identification and recruitment process and procedure training for MEP staff at each school district as needed. Need is determined by the district and EED. Technical assistance is provided by the assigned ID&R specialist or migrant program manager.
Test Tab	The Tests tab shows the student's assessment data, such as SBA and HSGQE results.

Appendix

Records Manager Duties

Fall

1. Summer Mass Withdrawal:

- a. Review recorded PowerPoint from the MEO
- b. Gather Supplemental Program (SP) codes
- c. Gather Withdrawal Dates
- d. Gather Term Codes and Dates
- e. Fill out and submit to the MEO by September 30, refer to page 32

2. PFS K-2 Report:

- a. Complete the PFS K-2 Report and submit to the MEO by October 15, refer to page 32

3. Update MIS2000 after August 1:

- a. Refer to pages 36-39 for detailed instructions

4. Obtain the following lists:

- a. PFS 3-12 List, refer to page 34
- b. Fall Recruitment Report (sent to districts by the MEO)
 - i. Compare the Fall Recruitment Report with district's previous year eligible list.
 - ii. Contact the MEO if children are missing off of the Fall Recruitment Report
- c. COE Preprints (printed off of MIS2000, if desired)
- d. SNAP 12 Monthly Eligible List printed from MIS2000, refer to page 33

5. Records Managers, Migrant Coordinators, Federal Program Directors, and Designated SEA Reviewers must have the following current year materials:

- a. Recruiter Handbook
- b. Record Managers Guide
- c. Current school year COEs and ARCs (either paper or electronic version)
- d. Any other district forms or paperwork for migrant identification & recruitment

6. Recruiters should be given:

- a. Recruiter Handbook
- b. Current school year COEs and ARCs (either paper or electronic version)
- c. Fall Recruitment Report
- d. COE Preprints (if desired)
- e. Any other district forms or paperwork for migrant identification & recruitment
- f. Local training regarding:
 - i. Migrant Population
 - ii. School District Boundaries (if district is more than 15,000 square miles)
 - iii. Maps (if district is more than 15,000 square miles)
- g. Instructions regarding:
 - i. Paperwork to complete
 - ii. Deadlines
 - iii. Performance expectations
 - iv. Communication during recruitment period

7. Pre recruitment period:

- a. Set up working files and other organization systems
 - i. Example: Pending, Incomplete, To Be Entered, Need Signatures
- b. Send completed Designated SEA Reviewer Form to the MEO, refer to page 89
- c. Send completed Remote Access Agreement Form to the MEO, refer to page 90
- d. Assist with identification & recruitment in schools
 - i. Examples: Parent questionnaires are in enrollment packets or that the school staff know to do referrals

8. During recruitment period:

- a. Support recruiters with an eligibility, COE or miscellaneous questions. Call the MEO as needed
- b. Review the following documents for eligibility, errors and completeness:
 - i. New Student/New Move COEs and ARCs
 - ii. Maps (if applicable)
- c. Designated SEA Reviews must review the following documents for eligibility, errors and completeness:
 - i. New Student/New Move COEs and ARCs
 - ii. Maps (if applicable)

9. Enter every COE into MIS2000 and upload to the MEO:

- a. Enter COE and ARC data into MIS2000
 - i. New Student/New Move COEs, refer to pages 53-55 for detailed instructions
 - ii. ARCs, refer to page 56
- b. Upload Changes on MIS2000 once COEs and ARCs have been input, refer to page 39
 - i. Notify eligibility specialist of upload

10. Track eligibility determinations by the MEO:

- a. Upload Changes on MIS2000 prior to pulling reports
 - i. Pull a SNAP 6, to view the status of COEs that are not active. It will tell their status: incomplete, new, verified or canceled, refer to page 68
 - ii. Pull a SNAP 7 for a list of all the active COEs and the students on them.
- b. Approved/Canceled COEs
 - i. Once a COE has either been approved or canceled, file the COE appropriately, refer to pages 27-28
- c. Incomplete COEs
 - i. Follow up with recruiter or family to get the needed information
 - ii. Add the new information to the paper COE
 - iii. Enter the COE updates into MIS2000 and upload changes to the MEO
 - iv. Change status on MIS2000 from Incomplete to Ready to Review and upload changes, refer to page 56
 - v. Notify the eligibility specialist at the MEO of changes made on MIS2000

11. Fall Recruitment Period:

- a. Review pending COE files weekly so nothing is forgotten
- b. Run weekly COE Status reports from MIS2000, refer to pages 67-68
- c. Check completed COEs against Fall Recruitment Report
- d. Fall Recruitment Report must be filled out completely and sent to the MEO by November 15
- e. COEs must be completed, entered into MIS2000 and uploaded to the MEO
- f. If there are pending COEs or families who have not yet been recruited, note this on the Fall Recruitment Report and contact the MEO

During School Year

- 1. Continue to identify, recruit and certify migrant children.**
- 2. Track school year changes through:**
 - a. School History Lines
 - b. Termination codes, refer to page 43 or 81
 - c. Comments on paper COE and in MIS2000
- 3. Coordinate with other district/the MEO for the transfer of records and services for migrant children.**
- 4. Quality control for the migrant files:**
 - a. File review
 - b. Eligibility review of COEs and ARCs
 - c. Data integrity review (paper COE must match MIS2000 exactly)
 - d. Write down migrant records procedures
 - e. Keep a copy of reports
 - f. Shred COEs and ARCs that are from more than 10 years ago
- 5. Monthly records tasks:**
 - a. Run monthly MIS2000 reports, refer to pages 68
 - b. Resolve pending issues with the MEO
- 6. Complete Fall Course History Report, refer to page 31**

Spring

- 7. Book Program:**
 - a. Fill out current fiscal year Literacy Grant Final Report, refer to page 32
 - b. Apply for the next fiscal year Literacy Grant Application
- 8. Mass Withdrawal:**
 - a. Review PowerPoint from the MEO
 - b. Gather Supplemental Program (SP) codes
 - c. Gather Withdrawal Dates
 - d. Gather Term Codes and Dates
 - e. Fill out and submit to the MEO by June 15, refer to page 31
- 9. Complete Spring Course History Report, refer to page 31**
- 10. Start planning for the Migrant Fall Training by completing training registration online**

Records Managers Critical Dates

DEADLINE	TASK
August 15, 2016	Remote Access Agreement form due to the MEO
August 15, 2016	Migrant Web System Access Form
September 15, 2016	SEA Reviewers form due to the MEO
September 30, 2016	Summer withdrawal reporting summer supplemental programs (SPs) must be completed and submitted to the MEO
October 15, 2016	Priority For Service List of K-2 students must be completed and returned to the MEO
November 15, 2016	All migrant students must be enrolled and marked as eligible in MIS2000
November 15, 2016	Fall Recruitment Report due to the MEO
December 15, 2016	Quality Control COEs due upon request
January 31, 2017	First semester Course History Report due to the MEO
April 24, 2017	Literacy Grant final report due to the MEO
May 29, 2017	Literacy Grant application for the next school year due to the MEO
June 15, 2017	Mass withdrawal reporting school year supplemental services (SPs) must be completed and submitted to the MEO
June 30, 2017	Second semester Course History Report due to the MEO

Key Charts

Gender (SEX)	
Code	Gender
M	Male
F	Female

Multiple Birth (MB)	
Code	Multiple Birth Type
Y (Yes)	Twin, Triplet, or Other Multiple Birth
N (No)	Single Birth

Birth Date Verification Code (VER)	
Code	Verification Type
1003	Baptismal or Church Certificate
1004	Birth Certificate
1005	Entry in Family Bible
1006	Hospital Certificate
1007	Parent's Affidavit
1008	Passport
1009	Physician's Certificate
1010	Previously Verified School Records
1011	State Issued ID
1012	Driver's License
1013	Immigration Document
1082	Life Insurance Policy
1099	Other

Ethnic Breakdown (EB)	
Code	Race/Ethnicity
1	White (Caucasian)
2	Black or African American
3	Hispanic/Latino
4	Asian
5	American Indian
6	Alaska Native
7	Two or More Races
8	Native Hawaiian or Pacific Islander

Grade (GR)	
Code	Grade
00	Not Yet in School
PS	Preschool
K	Kindergarten
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
6	Sixth Grade
7	Seventh Grade
8	Eighth Grade
9	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
OY	Out of School Youth

Permanent Termination Codes	
Code	Definition
D	Deceased
G	Graduated
Y	Aged Out

Temporary Termination Codes	
Code	Definition
M	Moved
N	Parental Refusal
O	Dropped Out
U	Unreachable

Type	
Code	Definition
R	Regular School Year
S	Summer Program

District Display Codes for Migrant Districts

DISTRICT	CODE
Alaska Gateway	AKJVML
Aleutians East	AKSKCY
Anchorage	AKQMKN
Bering Strait	AKSSKW
Bristol Bay	AKGQVG
Cordova	AKPGGN
Craig	AKKQXT
Dillingham	AKPQXP
Fairbanks	AKNLSS
Galena	AKQWPH
Haines	AKJTHT
Hoonah	AKDHXT
Hydaburg	AKDMXG
Iditarod	AKTGGS
Kake	AKJQYT
Kashunamiut	AKRRQP
Kenai	AKLTVD
Klawock	AKJXHP
Kodiak	AKPGLF
Kuspuk	AKPCKJ

DISTRICT	CODE
Lake & Peninsula	AKRXZF
Lower Kuskokwim	AKMQZG
Lower Yukon	AKNTRH
Mat-Su	AKHTBJ
Mt. Edgecumbe	AKGZGL
Nenana	AKLWRH
Nome	AKNTWB
Northwest Arctic	AKNCRT
Pelican	AKDNCG
Petersburg	AKPQDY
Saint Mary's	AKJCHF
Sitka	AKMTYD
Southeast Island	AKQXBK
Southwest Region	AKMKKM
Tanana	AKLWSD
Valdez	AKQZCH
Wrangell	AKKTZF
Yakutat	AKRLTS
Yukon/Koyukuk	AKJCLH
Yupitit	AKVRQX

Note:

- Use the *District.DISPLAYCODE* filter in all Snap Reports
-

Alaska School Districts

Alaska Gateway School District	Kodiak School District
Aleutians East School District	Kuspuk School District
Aleutian Region School District	Lake & Peninsula School District
Anchorage School District	Lower Kuskokwim School District
Annette Island School District	Lower Yukon School District
Bering Strait School District	Mat-Su School District
Bristol Bay School District	Mt. Edgecumbe School District
Chatham School District	Nenana School District
Chugach School District	Nome School District
Copper River School District	North Slope School District
Cordova School District	Northwest Arctic School District
Craig School District	Pelican School District
Delta-Greely School District	Petersburg School District
Denali School District	Pribilof School District
Dillingham School District	Saint Mary's School District
Fairbanks School District	Sitka School District
Galena School District	Skagway School District
Haines School District	Southeast Island School District
Hoonah School District	Southwest Region School District
Hydaburg School District	Tanana School District
Iditarod School District	Unalaska School District
Juneau School District	Valdez School District
Kake School District	Wrangell School District
Kashunamiut School District	Yakutat School District
Kenai School District	Yukon Flats School District
Ketchikan School District	Yukon/Koyukuk School District
Klawock School District	Yupiit School District

Note:

- Districts participating in the Migrant Program are bolded
-

State Abbreviations Key

State	Abbreviation
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY
Washington DC	DC

School Name/Enroll Date/Grade Scenarios

Below are examples of different scenarios showing how to fill out the School Name, Enroll Date and Grade on the COE/ARC.

For Children Attending School in the Recruiter's District

1. Enrolled in a **Public School** in the Recruiter's District

This scenario pertains to children from **preschool to grade 12** enrolled in any **public school operated by the recruiter's district**. This includes the recruiter's district operated public schools, preschools, charter schools, and homeschools. **This scenario does not include head start programs.**

Example: You are a recruiter for Mat-Su School District. The child you are recruiting lives in Mat-Su School District and is enrolled in Palmer Middle School, a public school operated by the Mat-Su School District. The child is in the 7th grade and their first day of school after their most recent qualifying move for the current school year was 08/20/16.

SCHOOL NAME	ENROLL DATE	GR
PALMER MIDDLE SCHOOL	08/20/16	7

Required Comment: None

2. Enrolled in a **Non-Public School** in the Recruiter's District

This scenario pertains to children from **preschool to grade 12** enrolled in any **non-public school located in the recruiter's district**. Non-public schools include, **head start programs, private schools, and homeschools**. The name of the school in which they attend must be recorded in the Comments Section.

Example: You are a recruiter for Mat-Su School District. The child you are recruiting is enrolled in Valley Christian School, a private school. The child is in the 3rd grade and their first day of school after their most recent qualifying move for the current school year was 08/21/16.

SCHOOL NAME	ENROLL DATE	GR
MAT-SU NON-PUBLIC SCHOOL	08/21/16	3

Required Comment: The child is enrolled in Valley Christian School.

For Children Not Attending Any School

3. **Not Yet in School**

This scenario pertains to children/babies who are **too young to enroll** in school.

Example: You are a recruiter for Mat-Su School District. The child you are recruiting is too young to be enrolled in school, but went on the qualifying move.

SCHOOL NAME	ENROLL DATE	GR
MAT-SU SCHOOL DISTRICT	---	00

Required Comment: None

4. Not Enrolled in School (**Out of School Youth**)

This scenario pertains to children who were in school at some point, but **are no longer attending**. These children must not have a high school diploma. They can, however, possess a GED.

Example: You are a recruiter for the Mat-Su School District. The child you are recruiting has dropped out of school.

SCHOOL NAME	ENROLL DATE	GR
MAT-SU SCHOOL DISTRICT	---	OY

Required Comment: None

For Children Going to School in Another District

5. Enrolled in a **Public School Operated by Another District**

This scenario pertains to children who are **enrolled in a State of Alaska public school**, including **preschool and homeschools that are operated by any district other than the recruiter's**. The school district name and the name of the school the child is enrolled in must be recorded in the Comments Section.

Example: You are a recruiter for Mat-Su School District. The child you are recruiting resides in Mat-Su School District, but is enrolled in Mt. Edgecumbe High School, a public high school operated by Mt. Edgecumbe School District. The child is in the 10th grade and their first day of school after their most recent qualifying move for the current school year was 08/17/16.

SCHOOL NAME	ENROLL DATE	GR
ANOTHER DISTRICT: PUBLIC	08/17/16	10

Required Comment: The child is enrolled in Mt. Edgecumbe School District and is attending Mt. Edgecumbe High School.

6. Enrolled in a **Non-Public School Located in Another District**

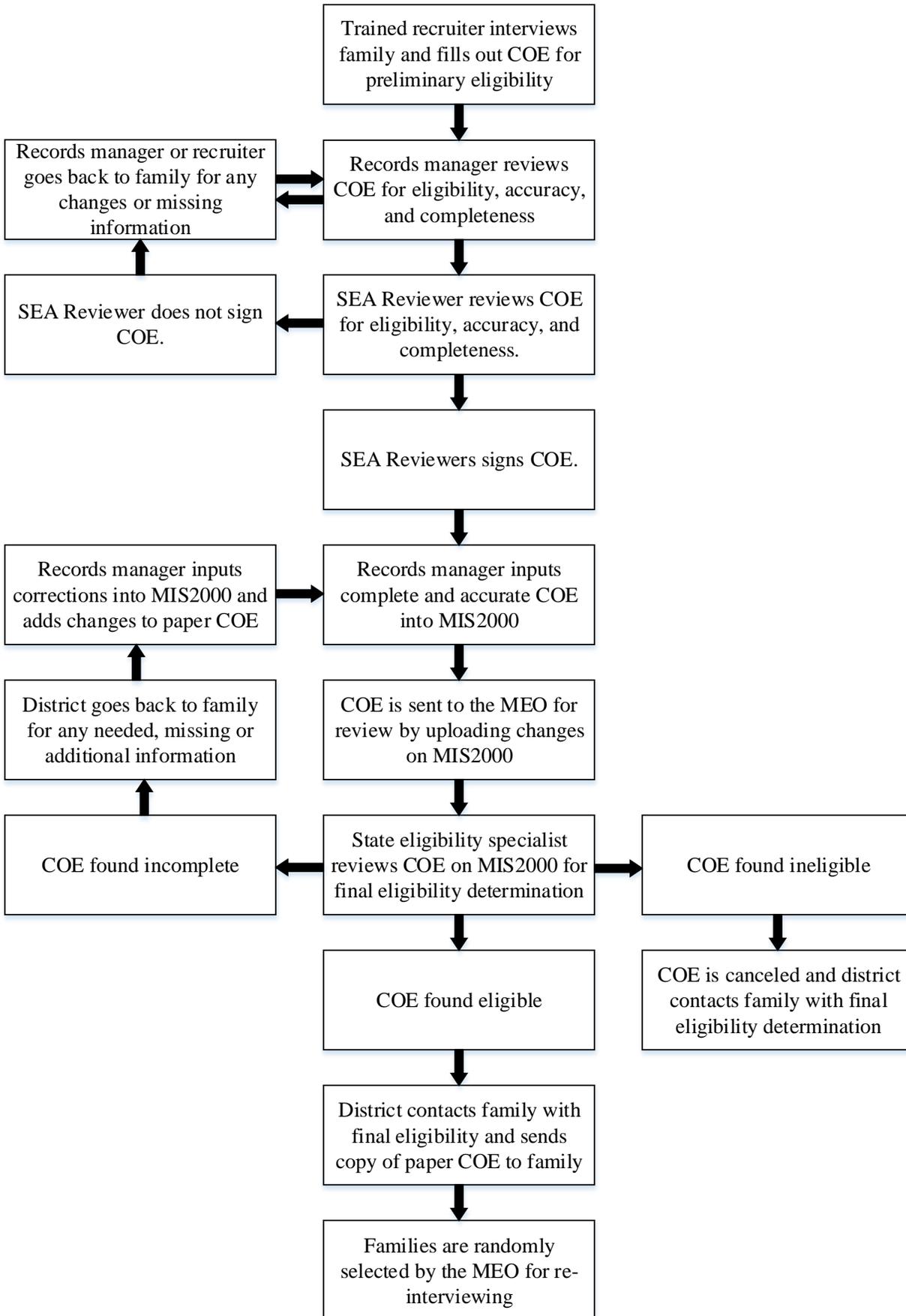
This scenario pertains to children from **preschool to grade 12** enrolled in any **non-public school located in a district other than the recruiter's**. Non-public schools include, private schools grades and homeschools. The school the child is enrolled in must be recorded in the Comments Section.

Example: You are a recruiter for Mat-Su School District. The child you are recruiting is enrolled in CCS Learning, a preschool not operated by any school district. The child's first day of preschool after their most recent qualifying move for the current school year was 08/19/16.

SCHOOL NAME	ENROLL DATE	GR
ANOTHER DISTRICT: NON-PUBLIC	08/19/16	PS

Required Comment: The child is enrolled in CCS Learning.

Eligibility Determination Process



Technical Assistance Visit Preparation Checklist

Each school year, the MEO travels to approximately ten migrant school districts to conduct technical assistance visits with migrant staff. During these visits, a staff member from the MEO will conduct a thorough review of the district's identification and recruitment procedures, migrant student files, and compliance with eligibility requirements.

- Files organized according to recommended Alaska MEO procedures.
- Migrant reports and lists readily available and filed for easy access.
- Identification & Recruitment materials are up-to-date and readily available.
- Knowledgeable about the supplemental services provided to migrant children.
- Knowledgeable about the Mass Withdrawal and Summer Withdrawal process, including reporting.
- Documented identification and recruitment procedures.
- Written Identification and Recruitment Management Plan.
- Written procedures for collection of migrant parent and staff surveys.
- Written migrant staff job descriptions.
- Maps of district boundaries and common fishing areas readily available.
- Computer and printer set-up for migrant use with access to MIS2000.
- Written Quality Control Plan on file.
- Readily available recruitment materials.
- Proficiency with MIS2000 (training available on-site if needed).

Designated SEA Reviewer Form

School Year 2016-2017

Persons Designated to Sign Migrant Certificates of Eligibility and Annual Recertification of Now New Moves

District: _____

The Certificate of Eligibility (COE) asks for the signature of the State Education Agency (SEA) designated reviewer. This is the federal term for the person in the district who reviews the final COE for completeness, accuracy, eligibility, and provides the final signature. In the past, they were called the Authorized District Representative. This person must be someone other than the parent or recruiter.

Training and materials are provided to all SEA Designated Reviewers that explain eligibility for the Migrant Education Program (MEP).

Names of district personnel designated by the SEA to sign COEs:

_____	_____
Print Name	Signature
_____	_____
Print Name	Signature

Note: If staffing changes occur during the year, EED should be informed of changes in this list of authorized signatures.

Please return by September 15, 2016 to:

Amanda Mosher
Alaska Department of Education & Early Development
801 W. 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500
Phone 907-465-2885
Fax 907-465-2989
Email – amanda.mosher@alaska.gov

Alaska Department of Education & Early Development

Remote Access Agreement

Submission Deadline: August 15, 2016

Please Print Clearly

Fax or Email Completed Form to Amanda Mosher
Fax: (907)465-2989 - Email: Amanda.mosher@alaska.gov

Company or Organization: _____

Telephone Number: _____

Date of Request: _____

Purpose of Access: Use of Migrant Education Program Student Database

Duration of Agreement: July 1, 2016 – June 30, 2017

(Not to exceed 365 days)

Please indicate your status:

Federal Programs Director: Employee Contractor Other: _____
Please Explain

Records Manager: Employee Contractor Other: _____
Please Explain

By signing on the line below, you are agreeing:

- To safeguard the security of any password provided to you by system administrators
- Not to share the system access you have been given
- That you will not perform actions on Alaska Department of Education and Early Development Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law or result in system instability.
- That any computer you will use to access the Migrant Education Program Student Database is protected by Anti-Virus with current updates and is free of any malicious code or applications (E.G., virus, Trojans, worms, key loggers, back doors, etc.)
- If the computer you use is a laptop, the laptop will have encryption software installed.

District Federal Programs Director

Migrant Education Records Manager

Printed Name

Printed Name

Signature of Person Above

Signature of Person Above

Date

Date

The State of Alaska reserves the right to rescind this agreement at any time without prior notification.

AK Migrant Web System Form



Alaska Department of Education & Early Development (DEED)

Migrant Web System *User Access for*



Please Print Clearly

District: _____
First and Last Name: _____
Email Address (district email only): _____
Telephone Number: _____
Title: _____
Purpose of Access: User access for MEP Web System

Duration of Agreement: July 1, 2016-June 30, 2017

The Alaska Migrant Web System (ak.msedd.com) is for the use of the Alaska Department of Education and Early Development Migrant Education Program, and may be accessed and used only for official Migrant Education Program business, and by authorized personnel only.

By signing on the line below, the user agrees to the following:

- To safeguard the security of any password provided to you by system administrators
- To follow FERPA guidelines and not distribute or share any student information or migrant records
- To not share the system access you have been given
- To not perform actions on Alaska Department of Education and Early Development Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law or result in system instability
- To not download and save reports from the web system to a personal computer.

Printed Name

Title

Signature of Person Above

Date

The State of Alaska reserves the right to rescind this agreement at any time without prior notification

Supplemental Services for Non-Consolidating Districts

Instructional

L – Literacy Event with Instructional Service: Book(s) provided through the migrant book program or other sources AND participation in related literacy instruction/activities led by a certified teacher. Certified teacher must be paid using migrant funds.

B – Reading by Teacher: Reading instruction provided by a certified teacher.

C – Reading by Paraprofessional: Reading instructional support provided by a paraprofessional.

D – Math by Teacher: Math instruction provided by a certified teacher.

E – Math by Paraprofessional: Math instructional support provided by a paraprofessional.

F – Language Arts by Teacher: Language Arts instruction provided by certified teacher.

G – Language Arts by Paraprofessional: Language Arts instructional support provided by a paraprofessional.

H – Science: Science instructional support provided by a certified teacher or a paraprofessional.

R – High School Credit Accrual: Instruction in courses that accrue credits needed for high school graduation provided by a certified teacher for students on a regular or systematic basis, usually for a predetermined period of time. This includes correspondence courses taken by a student under the supervision of a certified teacher
Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.

S – Social Studies: Social Studies instructional support provided by a certified teacher or a paraprofessional.

T – Other Academic Content or Study Skills Support: Study skills, instructional support in other academic content areas such as art and music.

U – Career and Technical Education: MEP-funded instructional support in career and technical education.

V – Preschool: Eligible migrant children attending a Preschool funded by migrant education.

Support

A – Literacy Support: Book(s) provided through the migrant book program.

W – Counseling: Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy. To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students. These counseling services are outside of the regular counseling provided to all district students.

X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services: Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.

Referred

Z – Referred Service: Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff. Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.

Continuation of Services

J – Continuation of Services: Students who received MEP-funded instructional or support services under the continuation of services authority Section 1304(e). Please also provide an SP code for the corresponding instructional and/or support services provided under Continuation of Services.

Supplemental Services for Consolidating Districts

Instructional

L – Literacy Event with Instructional Service: Book(s) provided through the migrant book program or other sources AND participation in related literacy instruction/activities led by a certified teacher. Certified teacher must be paid using migrant funds.

B – Reading by Teacher: Reading instruction provided by a certified teacher.

C – Reading by Paraprofessional: Reading instructional support provided by a paraprofessional.

D – Math by Teacher: Math instruction provided by a certified teacher.

E – Math by Paraprofessional: Math instructional support provided by a paraprofessional.

F – Language Arts by Teacher: Language Arts instruction provided by certified teacher.

G – Language Arts by Paraprofessional: Language Arts instructional support provided by a paraprofessional.

H – Science: Science instructional support provided by a certified teacher or a paraprofessional.

K – Targeted Instructional Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated: Instructional service must be directly funded with MEP-funds and targeted to identified MEP students only. These services must be in addition to instructional support migrant students receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.

R – High School Credit Accrual: Instruction in courses that accrue credits needed for high school graduation provided by a certified teacher for students on a regular or systematic basis, usually for a predetermined period of time. This includes correspondence courses taken by a student under the supervision of a certified teacher

Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.

S – Social Studies: Social Studies instructional support provided by a certified teacher or a paraprofessional.

T – Other Academic Content or Study Skills Support: Study skills, instructional support in other academic content areas such as art and music.

U – Career and Technical Education: MEP-funded instructional support in career and technical education.

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Support

A – Literacy Support: Book(s) provided through the migrant book program.

M – Targeted Support Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated: Support service must be directly funded with MEP-funds and targeted to identified MEP students only. These services must be in addition to support services migrant students receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.

W – Counseling: Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy. To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students. These counseling services are outside of the regular counseling provided to all district students.

X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services: Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.

Referred

Z – Referred Service: Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff. Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.

Continuation of Services

J – Continuation of Services: Students who received MEP-funded instructional or support services under the continuation of services authority Section 1304(e). Please also provide an SP code for the corresponding instructional and/or support services provided under Continuation of Services.

Sample Migrant Work Questionnaire No. 1

Please take time to complete this quick survey. All of your answers will be kept **confidential**. The information you provide may help the _____ School District qualify for federal funding to provide more education services to our students.

This program serves children of migratory families who participate in the fishing, logging, and/or agriculture industries.

1. Within the past three years, did your child(ren) **travel by self, with parent, or another adult** to engage in a qualifying work activity in any of the following areas of employment? If so, please check the appropriate categories.

- Commercial Fishing: cannery work, fishing boat, etc.
- Subsistence Fishing: catching fish for personal use, fish camps, etc.
- Logging: cultivation or harvesting of trees

- Agriculture: producing or processing crops, dairy products, livestock, etc.

*If you **have not** checked any of the above, please go no further and discard this survey.*

*If you **have** checked one of the above, please complete the rest of this survey.*

2. Is the work activity an economic necessity for yourself or your family? Yes No

3. Which children went on the trip?

NAME	GRADE	SCHOOL

Parent/Guardian: _____

Phone Number (home): _____ (work): _____

Address: _____

City: _____

Please give this survey to your school secretary or mail it to:

_____ **SCHOOL DISTRICT**
Address

Sample Migrant Work Questionnaire No. 2

Dear Parents/Guardians,

In order to better serve your children, _____ School District would like to identify students who may qualify to receive additional educational services and/or free lunch. The information provided below will be kept confidential. Please answer the following questions and return this survey form to your child's school or to the local Migrant Education Program located at _____. Or, if you prefer, for more information, call your Migrant Office at _____.

1. Have your children moved (made an overnight trip) within the past 3 years with you, with someone at least 14 years old, or on their own? Where did the children move (travel) to?
Yes, the move (trip) was to _____
No, the children have not moved _____
2. If yes, did you or your children do agricultural, berry picking, or fishing related work while on the move (trip)?
Yes _____ for _____
(Activity, i.e. pole fishing, set netting, picking, harvesting) (Catch, i.e. salmon, berries, potatoes)
No _____
3. If yes, when was the most recent move (trip)?
From: _____ To: _____
(MM/DD/YY) (MM/DD/YY)
4. Do you rely on this work (income/food supply) to support the family?
Yes _____ No _____
5. Was the child away from home at least one night at a time, for a total of seven nights/eight days within a calendar year?
Yes _____ No _____

If you answered yes to the questions above, a migrant recruiter may contact you to find out if your child is eligible for the Migrant Education Program. Final eligibility determination is made by the Alaska Migrant Education Office. Please provide the following information.

Name of child(ren):	_____	Age:	_____	Grade:	_____
	_____	Age:	_____	Grade:	_____
	_____	Age:	_____	Grade:	_____
	_____	Age:	_____	Grade:	_____
	_____	Age:	_____	Grade:	_____
	_____	Age:	_____	Grade:	_____

Parent/Guardian Name(s): _____

Address: _____

Telephone Number: _____

Best Time to Contact You: _____

Sample Notification of Eligibility Letter

[School District]
Migrant Education
[Address]
[City, State, Zip]
[Phone Number]

[Month, Day, Year]

[First and Last Name]

[Address]

[City, State Zip]

NOTIFICATION OF ELIGIBILITY

Child(ren)

Dear Parent or Guardian:

Recently, staff from our program contacted you to determine if your child(ren) listed may be eligible for the Alaska Migrant Education Program. After reviewing all the information you provided, it is our responsibility to inform you of your child(ren)'s eligibility for this program.

Eligible

Date on which eligibility will expire: _____

Not Eligible

Reason for ineligibility: _____

If you should have any questions, or feel our assessment is incorrect please contact our offices.

Sincerely,

[First and Last Name]

[Title]

Sample Inactive File Tabs

<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>	<p><i>Instructions: Print on blue paper. When all children are no longer eligible in a Family Bundle, complete this form and paper clip it to the top of the Family Bundle.</i></p> <p style="text-align: center;">INACTIVE FILE</p> <p><input type="checkbox"/> Graduated Date _____</p> <p><input type="checkbox"/> Moved out of district Date _____</p> <p><input type="checkbox"/> Deceased Date _____</p> <p><input type="checkbox"/> Parent or student refusal Date _____</p> <p><input type="checkbox"/> Eligibility Ended Date _____</p> <p><input type="checkbox"/> Aged Out Date _____</p> <p>Initial & Date _____ COMMENTS:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>
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Sample Migrant Education Program Brochure

Email/call the MEO for a digital copy or paper copies of this brochure.

PLACE
STAMP
HERE

MIGRANT ELIGIBILITY SURVEY

1. Have your children made an over night trip within the past 3 years with you, someone at least 14 years old, or on their own?
 Yes
 No
2. If yes, did you or your children do agricultural, berry picking, fishing, or logging related work while on the trip?
 Yes
 No
3. If yes, when was the most recent trip?

4. Do you rely on this work (income/food supply) to help support the family?
 Yes
 No
5. Was the child away from home for a total of seven nights and eight days within a calendar year?
 Yes
 No

**If you answered yes to the questions above, a migrant recruiter may contact you to find out if your child is eligible for the Migrant Education Program. Final eligibility determination is made by the Alaska Migrant Education Office.*

FAMILY INFORMATION

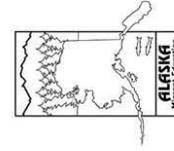
Parent/ Guardian	
Phone Number	
Best Time to Call	
Names & Grades of Children	

Return this survey to your school secretary.

[District/School Return Address]



ALASKA MIGRANT EDUCATION PROGRAM



**PROVIDED BY:
STATE OF ALASKA
MIGRANT PARENT
ADVISORY COUNCIL**

"Cut fish hanging for drying at the dock of the Unalakleet River"
 Photo credits to Francine Johnson of Unalakleet.



“Subsisting on the Unalakleet River”
Duncan Ivanoff cutting the fish and little brother Mason Ivanoff looking on. Photo Credits to Mother Dorothy Ivanoff of Unalakleet.

QUICK FACTS

In Alaska:

- About **12,000** children are currently eligible for the Migrant Education Program in Alaska
- **40** school districts across the state of Alaska participate in the Migrant Education Program
- The most common type of gear used by Alaska migrant families is a **Set Net**

- **Salmon** is the number one catch for Alaska migrant families

- **Whitefish** is the number two catch for Alaska migrant families

MIGRANT EDUCATION

Overview:

The primary goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards AND graduate with a high school diploma that prepares them for responsible citizenship, further learning, and productive employment.

PARENT ADVISORY COUNCIL

If you are interested in contacting your local parent representative or attending a statewide Migrant Parent Advisory Council meeting, please access our website:

<https://education.alaska.gov/ESEA/Title-C/pac.html>

JUNE 2016

Su	M	Tu	We	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY 2016

Su	M	Tu	We	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2016

Su	M	Tu	We	Th	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

PROGRAM SERVICES

Possible Services:

- Eligibility for free school meals
- Migrant Education Literacy Grant
- Academic enrichment activities
- Tutoring

Note: Each district offers different services to migrant children. Please contact your local school or district office for more details.

Fishing Calendar

2016 Summer Fishing/Berry Picking Calendar for the DISTRICT NAME Migrant Education Program



Keep this calendar on your refrigerator until you have finished fishing for the season.
Please mark all the nights you spent away from home on your fishing or berry picking trips.
Please then **tri-fold with the address out, tape closed, and return** to Migrant Education.

If you have any question or concerns please contact the **DISTRICT NAME** Migrant Education Program at **PHONE NUMBER**.

May 2016						
Sun	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2016						
Sun	M	T	W	Th	F	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2016						
Sun	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September 2016						
Sun	M	T	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2016						
Sun	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

My family did not go fishing or berry picking this year

All children who went on the above fishing or berry picking trips:

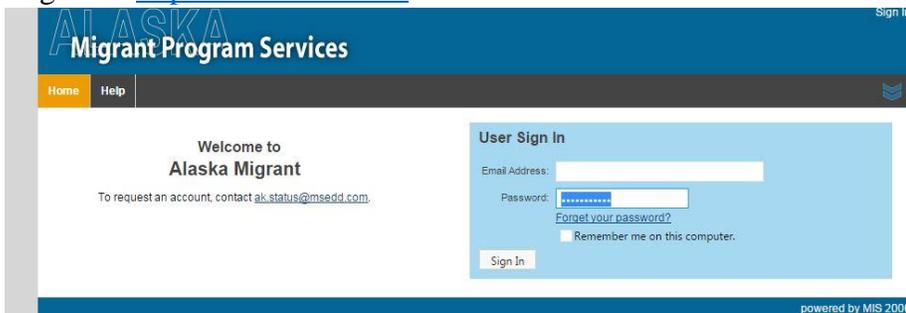
Any other fishing or berry picking dates within the last 12 months:

Contact Name: _____
Signature: _____

Contact Number(s): _____
Date: _____

Web System File Transfer Exchange Protocol

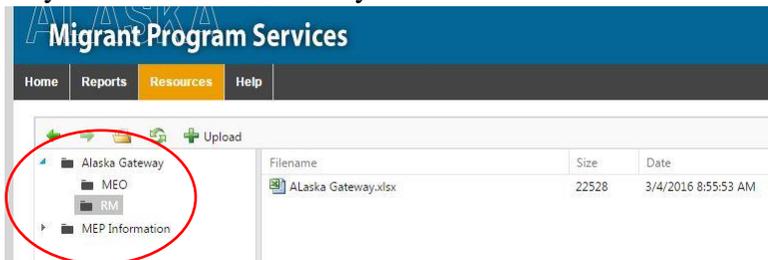
1. Web User Access form is signed and returned to the MEO
2. The MEO will activate migrant personnel in the AK Migrant Web System
3. The Web system will send the migrant personnel an activation email
4. The migrant personnel signs in and creates a password; please keep in a safe place and do not share
 - i. If for some reason you have trouble activating account, email or call the MEO and they will reset activation for you
5. **Steps to Receive reports from the MEO:**
 - i. We will send you an email when a file has been uploaded to <https://ak.msedd.com> for you to download
 - ii. Log on to <https://ak.msedd.com>



- iii. Click on Resources tab



- iv. Any file the MEO sends to you that has student data in it will be in the file called RM



- v. You double click on the file to download

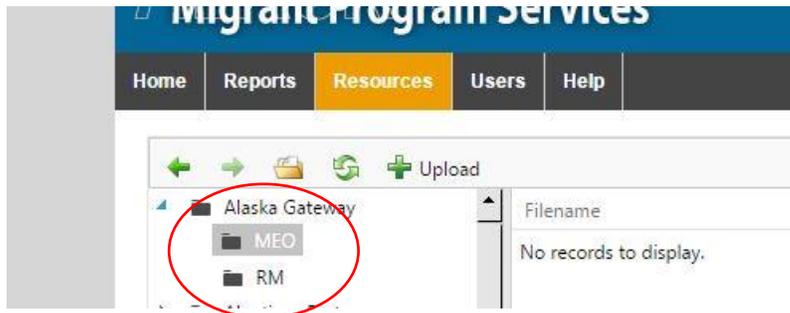


- vi. Once the file downloads, click on the downloaded document and save it to a file on your district authorized computer. Do not save to a personal computer
- vii. All student data sent using this File Transfer Protocol will still be password protected

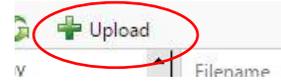
6. **Steps to send the MEO documents:**

- i. To send the MEO documents that include student data, such as; Course History, Mass Withdrawal reports, etc., please make sure to password protect them
- ii. Log on to ak.msedd.com
- iii. Go to Resource tab

- iv. Click on the MEO file

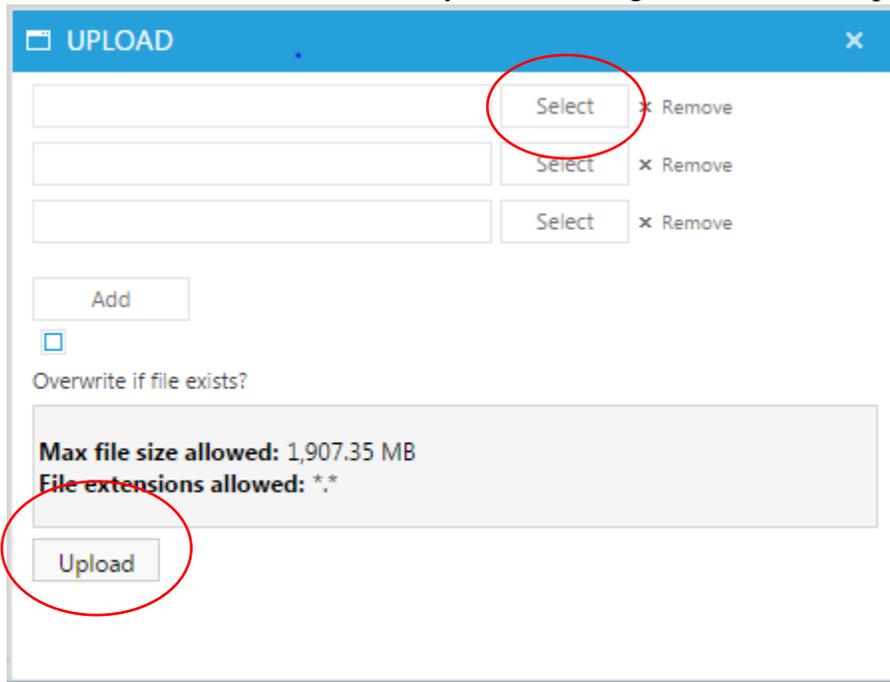


- v. Click on Upload tab



- vi.

- vii. Click on Select tab and locate file you are sending to the MEO for upload



- viii. Click on upload tab

- ix. File you are uploading should appear in the MEO file.

- x. Send an email to Kristine Gaffaney (kristine.gaffaney@alaska.gov), alerting her that a file from your district has been uploaded

7. MEP Information Folder:

- i. This is where we will post any information that all districts should have access to, such as, fall training dates, Mass Withdrawal PPT, Course History PPT, etc.

Migrant Education Office (MEO) Contact Information

Migrant Education Office

Alaska Department of Education & Early Development
801 West 10th St. Suite 200
Juneau, Alaska 99801
Fax: 465-2989
<https://education.alaska.gov/esea/titlei-c/>



Nicole Endsley, Migrant Program Manager
email: nicole.endsley@alaska.gov, **phone:** 465-6549

Title I-C guidance and program questions
Grants Management System (GMS)
Schoolwide Consolidation
Migrant Education Program Parent Advisory Council (PAC)
ESEA monitoring



Kristine Gaffaney, Data Specialist
email: kristine.gaffaney@alaska.gov, **phone:** 465-5531

MIS2000 - connection issues, technical assistance, reports
Reports - Mass Withdrawal, Summer Withdrawal, Course History, Fall
Recruitment, Priority For Service
Participation Rate, Summer OASIS, Fall OASIS
MSIX
Fall training
Technical assistance visits



Amanda Mosher, Identification & Recruitment Specialist
email: amanda.mosher@alaska.gov, **phone:** 465-2885

Re-interviewing - statewide and technical assistance calls
Literacy Grant - applications, allocations, final reports
Fall training
Technical assistance visits
COE quality control review
Newsletter, website, and email contact list



Jannessa Luerra, Eligibility Specialist
email: jannessa.luerra@alaska.gov, **phone:** 465-8231

COEs - MIS2000 entries, eligibility determinations, COE submissions to
the MEO
Eligibility questions
Fall training registration and reimbursement
MIS2000 technical assistance