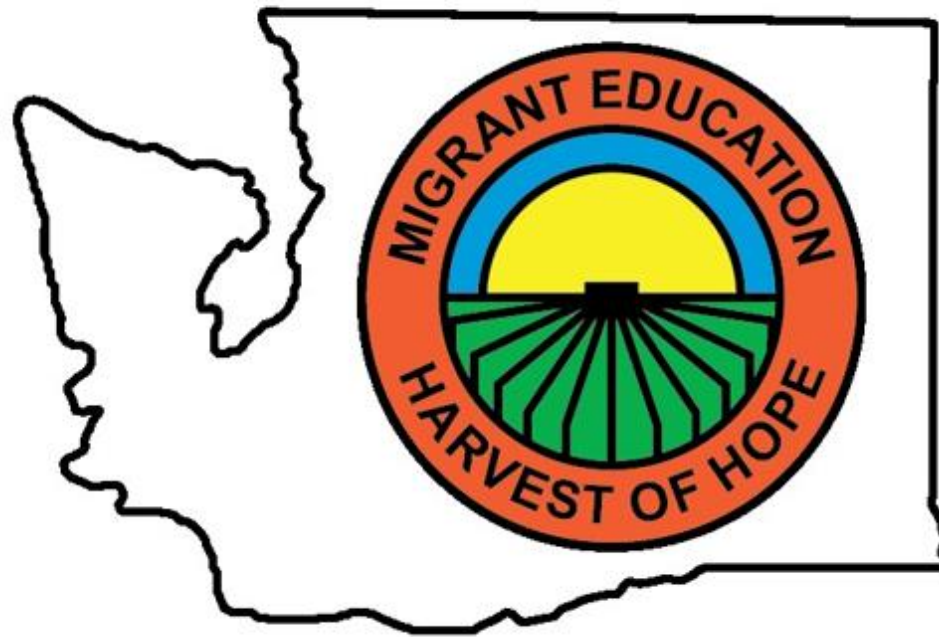


OSPI/MSDRS

RC/RT MONTHLY ACTIVITY GUIDE



Title I Part C Migrant Education Program

- ❖ OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION (OSPI)
- ❖ MIGRANT STUDENT DATA, RECRUITMENT AND SUPPORT (MSDRS)



WASHINGTON STATE MIGRANT EDUCATION PROGRAM

Office of Superintendent of Public Instruction (OSPI)

PHONE: 360-725-6150 • Website: www.ospi.k12.wa.us

Sylvia Reyna	Sylvia.Reyna@k12.wa.us	Director
Carlos D. González	Carlos.Gonzalez@k12.wa.us	Assistant Director of Migrant Education ID&R
Maira Ruiz	maira.ruiz@k12.wa.us	MSIS Trainer & Lead Data Reviewer

Migrant Student Data, Recruitment and Support Office

PHONE: (509) 837-2712 • Email: msis@msdr.org • Website: www.msdr.org

Lionel Campos	lcampos@msdr.org	Director
Lisa Schlenker	lschlenker@msdr.org	Admin, ID&R and Data Management Services Coord.
Alicia Champion	champion@msdr.org	Fiscal/Quality Control Specialist
Tina Mortensen	tmortensen@msdr.org	Quality Control Specialist
Eric Garza	egarza@msdr.org	Identification & Recruitment Trainer

Migrant Student Information System

Data Reporting Requirements

TYPE OF DATA	STUDENT DATA	OUT OF SCHOOL YOUTH	REQUIRED FOR EOY REPORT (REG. TERM)	SUMMER SCHOOL	SUMMER EOY REPORT
ENROLLMENTS ♦ Regular School ♦ 0-2 Year Olds ♦ Out-of-School Youth	X	X	X	X	X
WITHDRAWALS	X	X	X	X	X
ATTENDANCE	X		X	X	X
SUPPLEMENTAL ♦ Academic Services ♦ Non-Academic Services ♦ Service Approach (if mass reporting) ♦ Other Educational Services- CEDARS	X	X	X	X	X
STUDENT ASSESSMENTS ♦ Local Standardized-Highly Recommended ♦ Pre & Post Assessments-Required ♦ State Required Standardized- OSPI	X		X	X	X
SECONDARY ♦ Credits Earned- CEDARS ♦ Hours Attended ♦ Out of State Credits (Within 30 Days)	X		X	X	
IMMUNIZATIONS ♦ Report Yes if applicable	X				
MIGRANT PHYSICAL EXAM ♦ Reported by parent, student, or provider	X				

RECORDS CLERK REPORTING GUIDELINE SCHEDULE

All migrant student data is to be reported into the MSIS as the data becomes available. The timeline below is a guide to assist Records Clerks in the reporting of migrant student data as it affects the various reports available on the MSIS.

TYPE OF DATA	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
DESIGNATED SCHOOL OF GRADUATION	X	X								
ENROLLMENTS	<i>On-going</i>									
ASSESSMENTS -Highly Recommended-Local Standardized -Required-Pre & Post for Pre-K thru 8th grade students receiving ELA, Math, or Preschool services	<i>On-going</i>									
GRADUATION REQUIREMENTS	X	X								
HOURS ATTENDED	<i>On-going</i>									
IMMUNIZATIONS Report Yes if Applicable	<i>On-going</i>									
OUT OF STATE CREDITS Within 30 days of enrollment	<i>On-going</i>									
PHYSICAL EXAM RESULTS Student/Parent/Provider Reported	<i>On-going</i>									
SUPPLEMENTAL SERVICES Academic & Non-Academic	<i>On-going</i>									
WITHDRAWALS Report Attendance Secondary Hours Attended (if applicable) Supplemental Services Assessments	<i>On-going</i>									

X = Report Data during this month

If you have any questions on reporting of migrant student data, please call the MSIS Trainer & Lead Data Reviewer at OSPI (360) 725-6150.

RECRUITER ACTIVITY GUIDELINE SCHEDULE

The timeline below is a guide to assist recruiters with their activities for the school year.

ACTIVITY	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
ATTEND SCHOOL CONFERENCES			X				X			
CHECK FOR MOVES WHERE STUDENT WAS NOT WITHDRAWN FROM SCHOOL Possible Challenged COE				X	X	X	X	X		
COE REVALIDATIONS	<i>On-going</i>									
UTILIZE MSIS REPORTS Review ID&R Historical Activity Plan for Future Recruitment Efforts in District	<i>On-going</i>									
DISTRICT ID&R PLAN Submit no later than December 15 to OSPI via the instructions page on the ID&R District Plan (Note: Instructions can be found on the MSDRS resource website)	X	X	X	X						
IDENTIFICATION & RECRUITMENT	<i>On-going</i>									
RECRUITER ID&R LOGS Submit on weekly basis per the ID&R Log Instructions (Note: Instructions can be found on the MSDRS resource website)	<i>On-going</i>									
ATTEND FPD & MEP TEAM MONTHLY MEETINGS	<i>On-going</i>									
SPRING IMPACTION Review Mobility Report							X	X	X	X

X = Recommended activity during indicated month


If you have any questions on Identification and Recruitment, please call MSDRS at (509) 837-2712.



AUGUST



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
REMIND FPD TO SCHEDULE MEP TEAM MEETINGS FOR THE YEAR		SCHEDULE MEP TEAM MEETINGS WITH FPD FOR THE YEAR	
REPORT SUMMER SCHOOL DATA DUE END OF SUMMER TERM OR BY SEPTEMBER 15 TH <ul style="list-style-type: none">• Enrollments• Withdrawals / Attendance• Supplemental Services• Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable)		WORK ON SUMMER REVALIDATIONS AND EOE LIST	
		WORK WITH SCHOOL ENROLLMENT STAFF TO IDENTIFY MIGRANT STUDENTS NEW TO THE DISTRICT	
REMIND FPD TO RETURN SCHOOL DISTRICT DIRECTORY AS SOON AS POSSIBLE		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
FORWARD SIGNED MIGRANT FREE LUNCH AND EOE FREE LUNCH STUDENT LIST TO FOOD DIRECTOR			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Migrant Free Lunch & EOE Free Lunch Student Lists		❖ COE Revalidation Report	
❖ Enrollment Comparison Summary		❖ Possible Missed COE Report	
❖ Possible Missed Sibling Enrollment List		❖ Qualifying Arrival Date (QAD) Report	


SEPTEMBER



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
PROCESS MASS ENROLLMENTS <ul style="list-style-type: none">Verify that all students are currently enrolled in school district		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
ENROLL ALL OUT OF SCHOOL YOUTH <ul style="list-style-type: none">Verify that OS students are residing within the school district boundary		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
ENSURE ALL STUDENT ENROLLMENTS AND WITHDRAWALS ARE PROCESSED FOR PREVIOUS SCHOOL YEAR		WORK WITH SCHOOL ENROLLMENT STAFF TO IDENTIFY MIGRANT STUDENTS NEW TO THE DISTRICT	
ASK FPD FOR COPY OF GRANT TO VERIFY SUPPLEMENTAL SERVICES APPLIED FOR			
REVIEW THREE-YEAR PHYSICAL EXAM REPORT <ul style="list-style-type: none">If parent confirms student’s physical exam, report in MSIS as “Parent Reported” include month & year		REGISTER AND ATTEND REGIONAL OSPI ID&R TRAINING	
		REVIEW POSSIBLE MISSED COE REPORT	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Migrant Free Lunch & EOE Free Lunch Student Lists		❖ COE Revalidation Report	
❖ Enrollment Comparison Summary		❖ Possible Missed COE Report	
❖ Possible Missed Sibling Enrollment List		❖ Qualifying Arrival Date (QAD) Report	






RECORDS CLERK		DATE COMPLETED	RECRUITER		DATE COMPLETED
ENTER MINIMUM GRADUATION REQUIREMENTS FOR 9 TH GRADERS			WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST		
REPORT DESIGNATED SCHOOL OF GRADUATION FOR HIGH SCHOOL STUDENTS			SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI		
RESPOND TO MSIS AUTO EMAIL FOR STUDENTS WITH OUT OF STATE CREDITS WITHIN 30 DAYS			ATTEND OSPI MONTHLY ID&R CHECK INS		
WORK ON POSSIBLE MISSED SIBLING ENROLLMENT LIST			REVIEW POSSIBLE MISSED COE REPORT		
REPORT SUPPLEMENTAL DATA PER DISTRICT GRANT <ul style="list-style-type: none"> • Get copy of Grant from FPD • If services do not match Grant, FPD can modify – call ESD for assistance 			ID&R DISTRICT PLANS DUE DECEMBER 15 th TO OSPI 		
WITHDRAW STUDENTS WHO LEAVE AFTER SCHOOL STARTS OR HAVE EOE <ul style="list-style-type: none"> • Also withdraw OS students who leave district 					
RECORDS CLERK MSIS REPORTS			RECRUITER MSIS REPORTS		
❖ District Enrollment Status Report			❖ COE Revalidation Report		
❖ Building Supplement Services Summary			❖ Possible Missed COE Report		
❖ Student Supplemental Services Report			❖ Termination Report		

NOVEMBER





RC/RT MONTHLY ACTIVITY GUIDE



RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
REPORT MISSING IMMUNIZATION DATA <ul style="list-style-type: none"> Report "YES" if Applicable 		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
REPORT MIGRANT PHYSICAL EXAM DATA <ul style="list-style-type: none"> Parent, Student or Provider Reported 		ATTEND SCHOOL CONFERENCES <ul style="list-style-type: none"> Identify and recruit migrant families 	
CHECK FOR MISSING ENROLLMENTS <ul style="list-style-type: none"> Possible Missed Sibling Enrollment List District Enrollment Status Report 		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
WITHDRAW EOE STUDENTS WHO HAVE DNO REPORTED THE DAY BEFORE THE QAD <ul style="list-style-type: none"> If no DNO contact RT before Withdrawal 		ATTEND OSPI MONTHLY ID&R CHECK INS	
WITHDRAW THREE YEARS OLD STUDENTS <ul style="list-style-type: none"> The day before their birthday Re-enroll on their birthday 		ID&R DISTRICT PLANS DUE DECEMBER 15 th TO OSPI	
REPORT SUPPLEMENTAL DATA PER GRANT <ul style="list-style-type: none"> Get copy of Grant from FPD FPD can modify Grant, call ESD for assistance 		  	
REPORT PRE/POST ASSESSMENTS <ul style="list-style-type: none"> Student's Pre-K thru 8th grade receiving ELA, Math, or Preschool services 			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Priority for Service Student List		❖ COE Revalidation Report	
❖ Students Turning 3 List		❖ Qualifying Arrival Date (QAD Report)	
❖ Building Pre/Post Test Summary		❖ Termination Report	

DECEMBER

RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
CHECK ON NEEDS WITHDRAWAL <ul style="list-style-type: none"> Mass/Enroll/Withdraw 		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
ATTEND MSIS REQUIRED TRAINING		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
REPORT MIGRANT PHYSICAL EXAM DATA IF APPLICABLE <ul style="list-style-type: none"> Parent, Student, Provider Reported REPORT MISSING IMMUNIZATION DATA <ul style="list-style-type: none"> Report Yes if Applicable 		ATTEND ID&R REQUIRED TRAINING	
REPORT MEDICAL DIAGNOSED ALERTS <ul style="list-style-type: none"> Check with local nurse Resolve MDA if applicable 		ID&R DISTRICT PLANS DUE DECEMBER 15th TO OSPI	
FALL DATA MONITORING <ul style="list-style-type: none"> Report all Supplemental data per Grant Fall/Winter Data Monitoring Due to OSPI 		   	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ 3 Year Physical Exam Report		❖ COE Revalidation Report	
❖ Immunizations-Exemptions On File Report		❖ Possible Missed COE Report	
❖ MDA Report		❖ Termination Report	

JANUARY



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
WITHDRAW EOE STUDENTS WHO HAVE DNQ REPORTED THE DAY BEFORE THE QAD <ul style="list-style-type: none">If no DNQ contact RT before Withdrawal		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
CHECK FOR MISSING ENROLLMENTS <ul style="list-style-type: none">District Enrollment Status ReportPossible Missed Sibling Enrollment List		COMPLETE CHALLENGED COE FORM IF SCHOOL DID NOT WITHDRAW STUDENTS FOR WINTER MOVES	
PROCESS PENDING CHALLENGED COE ENROLLMENTS (if applicable) <ul style="list-style-type: none">Follow up with Recruiter make sure all Challenged COEs have been finalized		PROCESS PENDING CHALLENGED COEs <ul style="list-style-type: none">January thru AprilProcess within a week of interview	
REPORT SUPPLEMENTAL DATA PER GRANT <ul style="list-style-type: none">Get copy of Grant from FPDFPD can modify Grant - call ESD for assistance		WORK WITH SCHOOL ENROLLMENT STAFF TO IDENTIFY NEW STUDENTS TO DISTRICT	
IF YOU HAVE NOT REPORTED SUPPLEMENTAL DATA YET, PLEASE REPORT IT SOON		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
		ATTEND OSPI MONTHLY ID&R CHECK INS	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Termination Report		❖ COE Revalidation Report	
❖ District Enrollment Status Report		❖ Mobility Report	
❖ Priority for Service Student List		❖ COE Generation Report	



FEBRUARY



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK		DATE COMPLETED	RECRUITER	DATE COMPLETED
WITHDRAW THREE YEARS OLD STUDENTS <ul style="list-style-type: none">The day before their birthdayRe-enroll on their birthday			ID&R MONITORING <ul style="list-style-type: none">EnrollmentsCOE Revalidations	
REPORT MISSING IMMUNIZATION DATA <ul style="list-style-type: none">Report Yes if Applicable			WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
REPORT MIGRANT PHYSICAL EXAM DATA IF APPLICABLE <ul style="list-style-type: none">Parent, Student or Provider Reported			REVIEW POSSIBLE MISSED COE REPORT	
VERIFYBUILDING INDICATORS IN MSIS			SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
RESPOND TO MSIS AUTO EMAIL FOR STUDENTS WITH OUT OF STATE CREDITS WITHIN 30 DAYS (if applicable)			ATTEND OSPI MONTHLY ID&R CHECK INS	
CHECK SECONDARY CREDIT REPORT FOR STUDENTS 9-12th WHO WITHDREW AND DID NOT RECEIVE CREDIT. IF MISSING CREDITS: <ul style="list-style-type: none">Check SSID make sure it is correctCall Registrar make sure credits were uploadedReport hours attended (if applicable)			PROCESS PENDING CHALLENGED COEs <ul style="list-style-type: none">January thru AprilProcess within a week of interview	
RECORDS CLERK MSIS REPORTS			RECRUITER MSIS REPORTS	
❖ Students Turning 3 List			❖ COE Revalidation Report	
❖ Immunizations-Exemptions On File Report			❖ Qualifying Arrival Date (QAD Report)	
❖ Secondary Credit Report			❖ Possible Missed COE Report	

MARCH



RC/RT MONTHLY ACTIVITY GUIDE

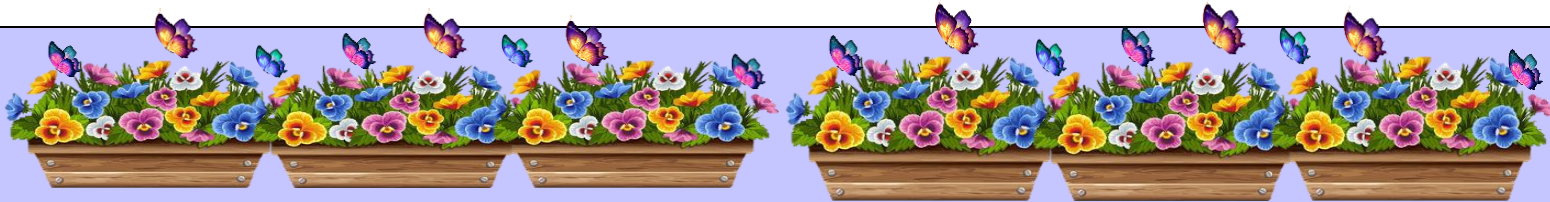
RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
WITHDRAW EOE STUDENTS WHO HAVE DNQ REPORTED THE DAY BEFORE THE QAD <ul style="list-style-type: none"> If no DNQ contact RT before Withdrawal 		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
REPORT PRE/POST ASSESSMENTS FOR <ul style="list-style-type: none"> Students Pre-K thru 8th Grade Who are receiving ELA, Math, or Preschool services (if applicable) 		ATTEND SCHOOL CONFERENCES <ul style="list-style-type: none"> Identify and recruit migrant families 	
REPORT LOCAL STANDARDIZED ASSESSMENTS IF POSSIBLE <ul style="list-style-type: none"> Not required but highly recommended 		PREPARE FOR SPRING IMPACTION <ul style="list-style-type: none"> Review Mobility Report for Returning Families 	
		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
		ATTEND OSPI MONTHLY ID&R CHECK INS	
		PROCESS PENDING CHALLENGED COEs <ul style="list-style-type: none"> January thru April Process within a week of interview 	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Termination Report		❖ COE Revalidation Report	
❖ Building Pre/Post Test Summary		❖ Qualifying Arrival Date (QAD Report)	
❖ Formal Assessment Report		❖ Three Year COE/Enroll Comparison	



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
CHECK ON NEEDS WITHDRAWAL <ul style="list-style-type: none"> Mass-Enroll/Withdraw 		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
CHECK FOR MISSING ENROLLMENTS <ul style="list-style-type: none"> District Enrollment Status Report Possible Missed Sibling Enrollment List 		ATTEND OR OBTAIN KINDERGARTEN REGISTRATIONS FOR POSSIBLE IDENTIFICATION AND RECRUITMENT	
CHECK SECONDARY CREDIT REPORT FOR STUDENTS 9-12th WHO WITHDREW AND DID NOT RECEIVE CREDIT. IF MISSING CREDITS: <ul style="list-style-type: none"> Check SSID make sure it is correct Call Registrar make sure credits were uploaded Report hours attended (if applicable) 		PREPARE FOR SPRING IMPACTION <ul style="list-style-type: none"> Review Mobility Report for Returning Families 	
REGISTER FOR STATE MEP CONFERENCE		PROCESS PENDING CHALLENGED COEs <ul style="list-style-type: none"> January thru April Process within a week of interview 	
PROVIDE FPD WITH MSIS REPORTS FOR <ul style="list-style-type: none"> Grant Application EOY Reporting 		REGISTER FOR STATE MEP CONFERENCE	
		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
		ATTEND OSPI MONTHLY ID&R CHECK INS	
ENJOY YOUR SPRING BREAK			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Termination Report		❖ Coe Revalidation Report	
❖ District Enrollment Status Report		❖ Possible Missed COE Report	
❖ Secondary Credit Report		❖ Mobility Report	

MAY



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
WORK ON END-OF-YEAR REPORTING <ul style="list-style-type: none"> Enrollments Withdrawals/Attendance Immunizations Supplemental Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
		REVISIT THE ID&R PLAN WITH FPD <ul style="list-style-type: none"> Call OSPI for assistance Submit Plan in the Fall 	
		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
PROVIDE FPD WITH MSIS REPORTS FOR <ul style="list-style-type: none"> Grant Application and EOY Reporting 		ATTEND OSPI MONTHLY ID&R CHECK INS	
REGISTER FOR STATE MEP CONFERENCE		REGISTER FOR STATE MEP CONFERENCE	
SPRING DATA MONITORING <ul style="list-style-type: none"> Report all Supplemental data per Grant Spring Data Monitoring form due to OSPI 			
NOTE: DISTRICTS CAN WITHDRAW 15 DAYS PRIOR TO END OF SCHOOL YEAR <ul style="list-style-type: none"> If option is used, RC must double check attendance before finalizing data. 			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ District Reporting Summary		❖ COE Revalidation Report	
❖ Building Supplemental Services Summary		❖ COE Generation Report	
❖ Enrollment Comparison Summary		❖ Qualifying Arrival Date (QAD) Report	





RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
PROCESS SUMMER SCHOOL ENROLLMENTS		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
<p>IF NO RC AVAILABLE FOR SUMMER MEP SUMMER SCHOOL DIRECTOR SHOULD GATHER REQUIRED DATA FOR REPORTING IN THE FALL</p> <ul style="list-style-type: none"> • Enrollments • Withdrawals/Attendance • Immunizations • Supplemental • Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 		<p>WORK ON SUMMER SCHOOL RECRUITMENT</p> <ul style="list-style-type: none"> • Attend Summer School registration • Visit local Seasonal Farmworker Home Complexes • Review MSIS Reports for planning of Summer Identification and Recruitment 	
<p>COMPLETE END OF YEAR REPORTING</p> <ul style="list-style-type: none"> • Enrollments • Withdrawals/Attendance • Immunizations • Supplemental • Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Building Supplemental Service Summary		❖ Coe Revalidation Report	
❖ Secondary Credit Report		❖ COE Generation Report	
❖ Building Pre/Post Test Summary		❖ Qualifying Arrival Date (QAD) Report	

JULY



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
PROCESS SUMMER SCHOOL ENROLLMENTS		WORK ON REVALIDATIONS, MISSED COES and END OF ELIGIBILITY LIST	
<p>IF NO RECORDS CLERK AVAILABLE FOR SUMMER MEP, SUMMER SCHOOL DIRECTOR SHOULD GATHER REQUIRED DATA FOR REPORTING IN THE FALL</p> <ul style="list-style-type: none"> • Enrollments • Withdrawals/Attendance • Immunizations • Supplemental • Assessments- Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 		<p>WORK ON SUMMER SCHOOL RECRUITMENT</p> <ul style="list-style-type: none"> • Attend Summer School registration • Visit local Seasonal Farmworker Home Complexes • Review MSIS Reports for planning of Summer Identification and Recruitment 	
<p>COMPLETE END OF YEAR REPORTING</p> <ul style="list-style-type: none"> • Enrollments • Withdrawals/Attendance • Immunizations • Supplemental • Assessments-Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 		 	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Building Supplemental Service Summary		❖ COE Revalidation Report	
❖ Secondary Credit Report		❖ COE Generation Report	
❖ Building Pre/Post Test Summary		❖ Termination Report	



AUGUST



RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
REMIND FPD TO SCHEDULE MEP TEAM MEETINGS FOR THE YEAR		COORDINATE ACTIVITIES WITH FPD TO SCHEDULE MEP TEAM MEETINGS FOR THE YEAR	
REPORT SUMMER SCHOOL DATA DUE END OF SUMMER TERM OR BY SEPTEMBER 15 TH <ul style="list-style-type: none"> • Enrollments • Withdrawals / Attendance • Supplemental Services • Assessments- Pre & Post/ Pre-K thru 8th Grade/ ELA, Math, or Preschool services (if applicable) 		WORK ON SUMMER REVALIDATIONS, MISSED COES AND EOE LIST	
		WORK WITH SCHOOL ENROLLMENT STAFF TO IDENTIFY NEW MIGRANT STUDENTS TO DISTRICT	
RETURN SCHOOL DISTRICT DIRECTORY		SUBMIT WEEKLY IDENTIFICATION & RECRUITMENT LOGS TO OSPI	
FORWARD SIGNED MIGRANT FREE LUNCH AND EOE FREE LUNCH STUDENT LIST TO FOOD DIRECTOR			
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Migrant Free Lunch & EOE Free Lunch Student Lists		❖ COE Revalidation Report	
❖ Enrollment Comparison Summary		❖ Possible Missed COE Report	
❖ Possible Missed Sibling Enrollment List		❖ Qualifying Arrival Date (QAD) Report	

Data Entry & Monitoring MSIS Reports Guide

The following resource provides the required data category and correct entry screen to be used for reporting migrant student data by season. The MSIS Reports that contain the data entered are also included for each category.

FALL DATA MONITORING

FALL DATA MONITORING	ENTERING YOUR DATA	HELPFUL MSIS RESOURCES
CATEGORY	DATA ENTRY SCREEN	REPORT
ENROLLMENTS-MASS ENROLL <ul style="list-style-type: none"> • OUT-OF-SCHOOL YOUTH • RE-ENROLL STUDENTS TURNING 3-YEARS OLD • POSSIBLE MISSED SIBLING 	STUDENT - Enroll/Withdraw/New Enrollment MASS - Enroll/Withdraw/Enrollments	REPORTS/STUDENT LIST <ul style="list-style-type: none"> • District Enrollment Status Report • Migrant Student List • Possible Missed Sibling Enrollment List • Migrant Free Lunch Student List • Priority for Service Student List • Students Turning 3 List
WITHDRAWALS <ul style="list-style-type: none"> • PREVIOUS SCHOOL YEAR Report Attendance • NEEDS WITHDRAWAL • END OF ELIGIBILITY WITHDRAWALS Withdraw students who have DNQ reported if no DNQ contact Recruiter before EOE withdrawal Process withdrawal day before the QAD 	STUDENT - Enroll/Withdraw /Enrollment Line MASS - Enroll/Withdrawal/Withdrawals and Attendance MASS - Enroll/Withdrawal/Needs Withdrawal STUDENT - Enroll/Withdraw/Enrollment Line	REPORTS/STATISTICAL <ul style="list-style-type: none"> • Enrollment Comparison Summary REPORTS/ELIGIBILITY <ul style="list-style-type: none"> • Termination Report
SECONDARY <ul style="list-style-type: none"> • SCHOOL OF GRADUATION • GRADUATION REQUIREMENTS • HOURS ATTENDED Review Secondary Credit Report (Unreported Credits) • OUT OF STATE CREDITS Report status for students with out of state credits within 30 days 	MASS - Secondary/School of Graduation MASS - Secondary/Grad Requirements STUDENT - Secondary /Credits /Hours/ Enrollment Line/New Hours Attended STUDENT - Enroll/Withdrawal/ Enrollment Line	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> • Secondary Credit Report

Data Entry & Monitoring MSIS Reports Guide

The following resource provides the required data category and correct entry screen to be used for reporting migrant student data by season. The MSIS Reports that contain the data entered are also included for each category.

FALL DATA MONITORING

FALL DATA MONITORING	ENTERING YOUR DATA	HELPFUL MSIS RESOURCES
CATEGORY	DATA ENTRY SCREEN	REPORT
SUPPLEMENTAL SERVICES <ul style="list-style-type: none"> Academic Services Non-Academic Services Service Approach (if mass reporting) 	STUDENT - Supplemental/Supplemental Services/ Enrollment Line MASS - Educational/Supplemental	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Building Supplemental Services Summary Student Supplemental Services Report
ASSESSMENTS <ul style="list-style-type: none"> LOCAL STANDARDIZED ASSESSMENTS Highly recommended that districts report Local Standardized Assessments for migrant students PRE AND POST ASSESSMENTS Required for any student Pre-K through 8th grade receiving ELA, Math or Preschool services STATE REQUIRED STANDARDIZED ASSESSMENTS Secure Student Identifier (SSID) allows OSPI to upload State Standardized Assessments into the MSIS. 	STUDENT - Assessment /New Assessment/ Enrollment line MASS - Educational/Assessment	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Formal Assessment Report Building Pre/Post Test Summary Formal Assessment Report

AUTOMATED MSIS EMAILS

The MSIS sends out several electronic emails throughout the year regarding different subject categories. If you are not receiving any of the following emails, please let us know immediately. It is very important that you receive these emails since they are part of missing required data that needs to be completed and submitted into the MSIS.

ACTION EMAIL	FOR YOUR INFORMATION EMAIL
<ul style="list-style-type: none"> ➤ eCOE Successfully Submitted and Approved ➤ Health Summary of Students Without Health Exams ➤ Missing SSID Number ➤ Monthly Termination Report ➤ Pending Enrollments / Reminder sent at 10, 20, 30 days ➤ Possible Migrant Student Transfer to District in State ➤ Secondary Data Out of State Transcripts ➤ Student Transfer Document 	<ul style="list-style-type: none"> ➤ Monthly COE Revalidations Missing ➤ Possible Migrant Student Transfer Out of State ➤ 30 Days Enrolled No COE on File ➤ New PASS Enrollment

Data Entry & Monitoring MSIS Reports Guide

The following resource provides the required data category and correct entry screen to be used for reporting migrant student data by season. The MSIS Reports that contain the data entered are also included for each category.

SPRING DATA MONITORING

SPRING DATA MONITORING	ENTERING YOUR DATA	HELPFUL MSIS RESOURCES
CATEGORY	DATA ENTRY SCREEN	REPORT
WITHDRAWALS /END OF YEAR <ul style="list-style-type: none"> Option to withdraw students 15 calendar days prior to end of School Year 	STUDENT - Enroll/Withdrawal/Enrollment Line MASS - Enroll/Withdrawal/Withdrawal	REPORTS/STATISTICAL <ul style="list-style-type: none"> Enrollment Comparison Summary
PRE AND POST ASSESSMENTS <ul style="list-style-type: none"> Required for any student Pre-K through 8th grade receiving ELA, Math, or Preschool services 	STUDENT - Assessment/New Assessment/ Enrollment Line MASS - Educational/Assessment	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Building Pre/Post Test Summary
SUPPLEMENTAL SERVICES <ul style="list-style-type: none"> Academic Services Non-Academic Services Service Approach (if mass reporting) 	STUDENT - Supplemental/Supplemental Services/Enrollment Line MASS - Educational/Supplemental	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Building Supplemental Services Summary Student Supplemental Services Report
QUICK LINK MENU/RANT REPORTS		
Grant Reports can be a valuable tool for the Federal Programs Director. These reports will assist the FPD in completing the iGrant Application, preparing for the Program Review and completing the End-of-Year Report.		
<ul style="list-style-type: none"> ➤ Building Supplemental Service Summary ➤ End of Year Data Summary ➤ Enrollment Comparison Summary ➤ Formal Assessment Report ➤ Migrant Student List ➤ Priority for Service Student List 		<ul style="list-style-type: none"> ➤ Recovered Out of School Youth List ➤ Served in Preschool Report ➤ Statewide Dashboard ➤ Students Credit Earned Summary ➤ Student Needs Assessment Data ➤ Student Supplemental Service Report

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the information contained on the Migrant Student Information System (MSIS) therefore, information is only to be shared with educational agencies providing educational services to migrant students.

(Model notice developed by the U.S. Department of Education, Family Policy Compliance Office)

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

* State Law Qualification: Although FERPA allows 45 days to honor a request, the state policy records law requires an appropriate response to a "public records" request within five business days. RCW 42.17.320

NOTE: In addition, an institution may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.

Washington State Priority for Services

Section 1304(d) PRIORITY FOR SERVICES.—In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who—

- (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or
- (2) have dropped out of school.

Migrant Students Priority for Services Criteria	
Criterion #1 – Migratory children who made a qualifying move within the previous 1-year period	
Qualifying Move within Previous 1-Year period defined by the following parameter: • A Qualifying Arrival Date (QAD) has been made within the last 365 days (<i>within the last 12 months, including summer</i>).	Documentation Required • Certificate of Eligibility (COE)
AND	
Criterion #2 – Migratory children who are failing, or most at risk of failing, to meet the State's challenging academic standards or dropped out of school.	
<input type="checkbox"/> Has not met standard on Smarter Balanced or WA-AIM (Washington-Access to Instruction and Measurement) in Grades 3-8 or 11 in either English language arts or math; <input type="checkbox"/> Has not demonstrating readiness characteristics of entering Kindergartners as measured by WaKIDS.	Documentation Required • Student level assessment results in the areas tested
OR	
<input type="checkbox"/> Has been identified as drop-out (not yet graduated). Dropouts are defined as students who (1) were enrolled in school at some time during the school year, were not enrolled the following school year, but were expected to be in membership (i.e., were not reported as dropouts the year before), (2) did not graduate from high school (graduates include students who received a GED without dropping out of school), (3) did not complete a state or district-approved educational program, and (4) did not meet any of the following exclusionary conditions: (4a) transfer to another public school district, private school, or state- or district-approved educational program; (4b) temporary school-recognized absence due to suspension or illness; or (4c) death	• Drop out count provided by OSPI CEDARS.
USE OF PROXY RISK FACTORS when State assessment data is not available to determine whether migrant students are failing, or most at risk of failing, to meet the State's challenging State academic content standards and challenging State student academic achievement standards.	
One Proxy risk factor may be applied when:	
• The student was not present in the district when the State assessment was administered, OR • The student is enrolled in a grade level where a State assessment is not administered (grades 1-2 and high school).	
Proxy Risk Factors to Criteria #2	
<input type="checkbox"/> 2-a) Student is enrolled in State Bilingual Education Program.	• Enrolled in State Bilingual Education Program
<input type="checkbox"/> 2-b) Retained – student is enrolled in same grade level from one school year to the next.	• Grade level retained.
• 2-c) Grade Age Compatible (Over Age for Grade)-age does not match acceptable range for grade level placement within 2 years.	• Age and grade level placement.
• 2-d) Credit Deficiency (for secondary-age students only) - student has not earned sufficient credits per his/her school's graduation requirements and grade level.	• Number of credits deficient and area of deficiency
• 2-e) Attendance – Student attendance is less than 90% of days enrolled	• Number of days attended divided by number of days enrolled
• 2-f) Special Education	• Identified with IDEA flag
• 2-g) Homeless	• Identified with homeless flag in state database
• 2-h) Minimal Enrollment Days -	• Total days enrolled in a WA State school is fewer than 90
• 2-i) Qualifying move during COVID-19 time period	• Qualifying move between March 15, 2020 to August 31, 2022

Program Period 2021-2022

Creative Commons Attribution 4.0 International License.

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2023-2024 Supplemental Program Services and Definitions

The Supplemental Program Services listed below provide the service names and definitions for both Academic and Non-Academic services to serve migrant students and are reflected in the program grant application.

ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
CREDIT ACCRUAL	Academic services to allow a student to make up partial or full credits of course work necessary for grade promotion or to meet high school graduation requirements. For example PASS, NovaNet, and other.
MATH	Academic services that promote a student's attainment of Washington State's Math standards.
ENGLISH LANGUAGE ARTS (ELA)	Academic services that promote a student's attainment of Washington State's English Language Arts standards.
PRESCHOOL/ K-READINESS	Academic services related to WaKIDS indicators for Kindergarten readiness: <ul style="list-style-type: none"> • Social-Emotional • Language • Literacy • Physical • Cognitive • Math
SCIENCE AND CTE	Academic services that promote a student's attainment of Washington State's Science standards or aligned Career and Technical Education science equivalencies: http://www.k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf
ENGLISH AS A SECOND LANGUAGE (ESL) - OSY	Academic supports that promote an OSY's acquisition of the English language. ESL support includes but is not limited to: <ul style="list-style-type: none"> • Providing direct supplemental education, tutoring, other academic support; • Providing support with access to existing ESL courses or supports; Resources: ELL ISOSY (osymigrant.org)
LIFE SKILLS - OSY	Academic supports that promote an OSY's acquisition of general life skills, including lifelong learning strategies with the goal of successful social and academic integration. Life skills include but are not limited to: <ul style="list-style-type: none"> • Health; • Parenting; • Employment; • Financial literacy; • Legal rights and; • Other topical areas that are geared towards improving living standards and communicating with daily life. Resources: Life Skills ISOSY (osymigrant.org)

 The Migrant Education Program Update by OSPI is licensed under a Creative Commons Attribution 4.0 International License.

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2023-2024 Supplemental Program Services and Definitions

The Supplemental Program Services listed below provide the service names and definitions for both Academic and Non-Academic services to serve migrant students and are reflected in the program grant application.

NON-ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
CAREER EDUCATION AND POSTSECONDARY PREPARATION	Participation in: <ul style="list-style-type: none"> • Structured career awareness options, e.g. access to career role models, professions, interest surveys, career fairs, career and technical training programs • Formally structured training or individualized support in job seeking and obtaining skills • College and campus visits including CAMP, • Formally structured support with application(s) to postsecondary educational institutions • Advocacy and supports for students to access IB, AP, and Running Start courses leading to dual credit opportunities.
EDUCATIONAL SUPPLIES	Necessary supplies purchased in order to allow a student to meet the desired objectives specified in the service delivery plan.
TECHNOLOGY	Activities and supports to facilitate the purchase and establishment of a lending library of technology resources for migratory students to meet the desired objectives specified in the state service delivery plan. This may include processes and functions of software, hardware, networks, telecommunications and electronics. Examples of technology service include the purchase of hardware such as notebooks, laptops, electronic calculators, and Internet access including hotspots or sim cards. Services may include training to students and families on how to use the equipment as well as appropriate usage within school or district policies.
HEALTH	Health supports that promote the identification and treatment of physical and social/emotional health, which may require additional services and supports so as not to negatively impact a student's educational participation. Health supports include but are not limited to: <ul style="list-style-type: none"> • Procuring and/ or preparing for MEP-funded physical exams; • Procuring health services for migrant students; • Interacting with parents regarding unresolved health issues and on-going follow-up; • Directly funding preventative supplemental health services such as vision exams, sports physicals, immunizations, etc. in event of a gap, even temporary, in state/ federal programs. • Providing supplemental nutritional support beyond what is provided through state/federal food and nutrition programs; • Providing supplemental hygiene kits with appropriate health and safety education on the use of contents; • Providing health education intended to increase the awareness and knowledge of health and safety; • Referral to other health and social/emotional needs; including referrals to drug rehabilitation and gang prevention and follow-up to ensure students accessed the referred services. Resources: Health ISOSY (osymigrant.org)
DENTAL	Screening services to identify dental health conditions which may require treatment so as not to negatively impact a student's educational participation such as: <ul style="list-style-type: none"> • Dental Disease • Pain • Infection
SOCIAL WORK/ OUTREACH	Coordination of activities with parents, other family members, teachers, service agencies, and others designed to ensure that migrant families receive the full range of services available to them. (Excludes identification and recruitment process for determination of eligibility)

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2023-2024 Supplemental Program Services and Definitions

The Supplemental Program Services listed below provide the service names and definitions for both Academic and Non-Academic services to serve migrant students and are reflected in the program grant application.

STUDENT LEADERSHIP/ENGAGEMENT	Formally structured small or large group activities to: build supportive networks, develop personal and interpersonal skills to enhance feeling of belonging in the school, and foster school engagement and academic achievement.
TRANSPORTATION	Project-based locally developed student activities that will foster home and school engagement and increase academic achievement.
NON-INSTRUCTIONAL SUPPORT	<p>In coordination with school counselor and other school staff, provide non-instructional support in:</p> <ul style="list-style-type: none"> Coaching and support on a one-on-one basis to expedite adjustment to new school environments and to promote positive interactions with school, peers, and community such as: <ul style="list-style-type: none"> Guidance for setting personal goals and solving general problems; referral to other school resources and courses; working with school counselor for referrals to address crisis situations, and personal/emotional, school or family/lifestyle challenges Orientation and welcome for students who transfer midterm between schools Individual support and on-going advocacy to improve likelihood of academic success in K-12 setting or high school equivalent. Supporting the development of High School and Beyond Plan unique to intended school of graduation Facilitating access to supplemental instruction designed to help the student stay on track to complete graduation requirements prior to turning 22 years of age such as: <ul style="list-style-type: none"> Drop-out prevention programs, e.g. referrals to: High School Equivalency Programs (HEP), and community organizations that provide support for GED prep High school recovery programs, e.g. credit accrual analysis, credit accrual, and program support through an Alternative Learning Environment (ALE) such as alternative schools, on-line schools, etc; course equivalent credit support through Career and Technical Education, and job training support (e.g., Youth Build, OIC, etc.) Credit accrual: <ul style="list-style-type: none"> Tracking of high school credit accrued across schools attended Analysis of credit accrual status; collaboration with counselors for appropriate placement Participation in alternative credit practices Participation in CTE, AP, and Running Start classes Receipt of credit for partial coursework Support in mainstream classrooms for EL transitioned students

DEFINITION OF "SERVICES"

Services are a subset of all allowable activities that the MEP can provide through its programs and projects. "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 SEA'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/annual measurable objectives.

The one-time act of providing instructional or informational packets to a child or family does not constitute a support service. Activities related to identification and recruitment activities, parental involvement, program evaluation, professional development, or administration of the program are examples of allowable activities that are not considered services. Other examples of an allowable activity that would not be considered a service would be the one-time act of providing instructional packets to a child or family, and handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children. Although these are allowable activities, they are not services because they do not meet all of the criteria above.

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2023-2024 Supplemental Program Services and Definitions

The Supplemental Program Services listed below provide the service names and definitions for both Academic and Non-Academic services to serve migrant students and are reflected in the program grant application.

SERVICE APPROACH / MGS & MSA	
SERVICE NAME	DEFINITION
CASE MANAGEMENT MIGRANT GRADUATION SPECIALIST (MGS)	<p>Migrant students served by a program funded graduation specialist following the duties and responsibilities as outlined in state developed job description.</p> <p>Provide supplemental support and advocacy, in coordination with school counselor(s) and other school student support teams, that address the needs of migrant students including:</p> <ol style="list-style-type: none"> 1. Monitoring and tracking attendance and academic progress leading toward graduation. 2. Conducting referrals to services aligned to a student's needs. 3. Facilitating appropriate scheduling options for students to gain access to AP, Highly Capable (Gifted), CTE, Running Start, and regular academic core course options. 4. Facilitating access to services to address social/emotional needs. 5. Fostering family/school connections and conducting home visits. 6. Conducting parent information sessions to ensure that migrant students and their parents understand assessment and graduation requirements and students understand their rights to an equitable and rigorous education that prepares them for college and career. 7. Promoting access to or developing leadership and mentoring programs.
STUDENT ADVOCACY MIGRANT STUDENT ADVOCATE (MSA)	<p>Migrant students served by a program funded student advocate following the duties and responsibilities as outlined in state developed MSA position description.</p>
CASE MANAGEMENT & STUDENT ADVOCACY OSY/HEALTH COORDINATORS (Educational Service District Staff Only)	<p>A. Health:</p> <ol style="list-style-type: none"> 1. Coordinate with OSPI, MSDRS, school districts, health care service providers, and local community organizations to identify and provide priority for service migrant students with referrals to health services. 2. Actively coordinate with the Migrant Education Health Program (MEHP) Supervisor, private, and public health care agencies to improve access to and deliver health services to migrant students. 3. Provide case management addressing the health needs of migrant students in distress, including but not limited to: mental and physical health issues, victimization, life traumas, and other health problems that may impede a migrant student's success. 4. With the Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other MEHP partners. <p>B. OSY:</p> <ol style="list-style-type: none"> 1. Coordinate with OSPI, MSDRS, school districts, and other educational agencies to identify, recruit, assess, and connect OSY migrant students with academic or other post-secondary educational services. 2. Actively coordinate with academic or other agencies to provide the delivery of academic or post-secondary educational services to migrant OSY students. 3. Provide case management addressing the academic needs of migrant students including but not limited to: assistance in obtaining ESL Classes, GED, High School Diploma, employment opportunities and training referrals, and other post-secondary educational and scholarship opportunities. 4. With OSPI's Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other OSY partners. <p>And other duties and responsibilities as outlined in state developed OSY/Health Coordinator position description</p>

OSPI/MSDRS RC/RT MONTHLY ACTIVITY GUIDE

A publication developed by Migrant Student Data, Recruitment and Support.

The OSPI/MSDRS RC/RT Monthly Activity Guide is intended to assist **Record Clerks** in the collecting and reporting of migrant student data in the Migrant Student Information System.

The Guide also provides information to assist **Recruiters** with Identification and Recruitment activities as it pertains to the children's eligibility for the Title I, Part C- Migrant Education Program.

Questions, Comments, or Input on the Activity Guide can be submitted via email to msis@msdr.org