

# MSIS

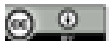
**800-274-6084**

**WWW.MSDR.ORG**



**MIGRANT STUDENT INFORMATION SYSTEM**

# HANDBOOK









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# Migrant Student Data Recruitment and Support

## CONTACT INFORMATION

<b>Address:</b>	810-B East Custer Avenue - Sunnyside, Washington 98944		
<b>Phone:</b>	(509) 837-2712	<b>Fax:</b>	(509) 839-9017
<b>Office Email:</b>	msdr@msdr.org	<b>Website:</b>	www.msdr.org
<b>Director:</b>	Lionel G. Campos	<b>Email:</b>	lcampos@msdr.org

### Data Management Services Component

#### Office and Data Management Services Coordinator:

Lisa Schlenker

#### Email Address:

lschlenker@msdr.org

#### Data Management Specialists/Trainers:

Margaret Lopez

mlopez@msdr.org

Evangelina "Bengie" Aguilar

baguilar@msdr.org

Martha Jimenez

mjimenez@msdr.org

#### Secretary:

Tina Mortensen

tmortensen@msdr.org



## **Washington State Migrant Education Program**

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Many migrant families move from school district to school district and from state to state, they withdraw their children from one school and enroll them in another which has interrupted their children's education. Often, children will be in a district for a limited time span and will return to their home base or move to other areas where parents seek or obtain agriculture or fishing employment. These children represent many ethnic groups and may have limited English language skills. This, combined with irregular school attendance, poverty, often inadequate nutrition, poor housing and high incidence of health problems, leads to low overall achievement and frustration, causing many children to drop out of school in their early teens.

Congress established the National Migrant Education Program in 1966 in an effort to meet the special needs of these children. This legislation authorized federal funding for a specific group of children who had limited access to traditional school systems – the children of migratory agricultural workers and fishermen.

Washington State's Migrant Education Program was developed in 1967 and was designed to provide services to help educate migrant children. Migrant children may receive supplementary basic skill instruction, supportive health services, and social service referrals, etc. The Washington State Migrant Education Program works closely with other state migrant programs in an effort to provide migrant students with the best possible education and increase the number of migrant students graduating from high school.

## **Migrant Student Information System—MSIS**

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A computerized database system, the MSIS stores, maintains and transfers educational and health information for migrant students. The MSIS has the capability of providing migrant students transfer documents, state and school district monthly and yearly reports, as well as data for the federal performance report. The MSIS assists educators by providing continuity in educational and health reporting and record keeping. By utilizing the online capabilities of the MSIS, educators have immediate access to student academic and health information. In addition, MSIS facilitates the merging of student data with a national database and web portal known as the Migrant Student Information Exchange (MSIX). MSIX is a web-based portal that links states' migrant student record databases to facilitate the national exchange of migrant students' information among the states.

## **Records Clerk**

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Records Clerks at local school districts provide a vital link between the migrant student and the Migrant Student Information System (MSIS). The online features of the MSIS allow the records clerks to enter pertinent data for migrant students into this statewide database. The Record Clerks collect student's information from educators and health professionals, and report the data into the MSIS, keeping the student's record and transfer document complete and up to date.



# ACRONYMS USED

Helpful acronyms used in this handbook include:

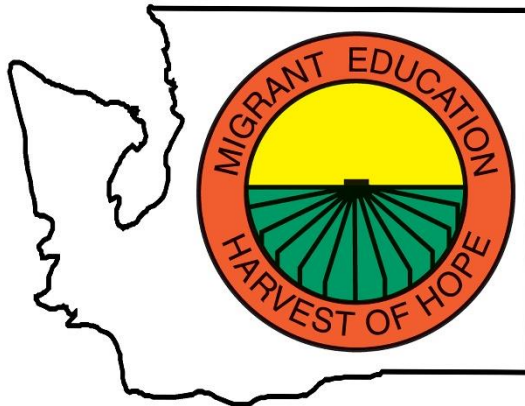
ACRONYM	EQUALS	DEFINITIONS
<b>CAMP</b>	=	College Assistant Migrant Program
<b>CEDARS</b>	=	Comprehensive Education Data and Research System
<b>CNA</b>	=	Comprehensive Needs Assessment
<b>COE</b>	=	Certificate of Eligibility
<b>COS</b>	=	Continuation of Services
<b>CPR</b>	=	Consolidated Program Review
<b>DMS</b>	=	Data Management Specialist
<b>eCOE</b>	=	Electronic Certificate of Eligibility
<b>EOE</b>	=	End of Eligibility
<b>ePHYSICAL</b>	=	Electronic Physical
<b>ESD</b>	=	Educational Service District
<b>ESSA</b>	=	Every Student Succeeds Act
<b>FPD</b>	=	Federal Programs Director
<b>HEP</b>	=	High School Equivalency Program
<b>ID&amp;R</b>	=	Identification and Recruitment
<b>LEA</b>	=	Local Educational Agency
<b>MEP</b>	=	Migrant Education Program
<b>MGS</b>	=	Migrant Graduation Specialist
<b>MSA</b>	=	Migrant Student Advocate
<b>MSDRS</b>	=	Migrant Student Data, Recruitment and Support
<b>MSIS</b>	=	Migrant Student Information System
<b>OME</b>	=	Office of Migrant Education
<b>OSPI</b>	=	Office of Superintendent of Public Instruction
<b>OSY</b>	=	Out-of-School Youth
<b>PASS</b>	=	Portable Assisted Study Sequence
<b>PFS</b>	=	Priority For Service
<b>QAD</b>	=	Qualifying Arrival Date
<b>RC</b>	=	Records Clerk
<b>RT</b>	=	Recruiter



# MIGRANT STUDENT INFORMATION SYSTEM HANDBOOK

# SECTION I

## General MEP Information

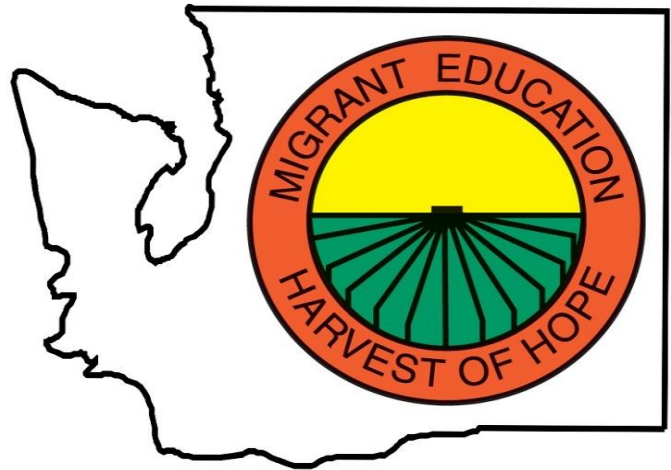


## RC Job Description

[illegible]



# MIGRANT EDUCATION PROGRAM OVERVIEW



## GENERAL MEP INFORMATION

### MIGRANT EDUCATION PROGRAM

The Migrant Education Program (MEP)-Title I, Part C is authorized under Part C of the Title I of the Elementary and Secondary Education Act of 1965, as amended.



### MIGRANT EDUCATION PROGRAM GOAL

The goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a High School Diploma or complete a General Education Diploma (GED) that prepares them for responsible citizenship, further learning, and productive employment.

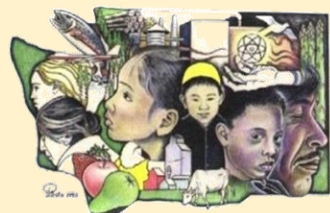


# WASHINGTON STATE MEP OFFICES



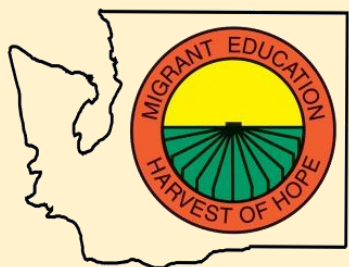
## **OSPI – Office of Superintendent of Public Instruction**

The Washington State Migrant Education Program, located in Olympia, is a federally funded program through the Office of Migrant Education in Washington, D.C., that provides supervision and guidance to local education agencies and support offices regarding the education and health needs of Washington State migrant children.



## **ESD-Educational Service District Migrant Education Office**

The ESD Migrant Education staff are housed at four Educational Service Districts in Washington State (Anacortes, Pasco, Wenatchee and Yakima) and are responsible to assist in the design and implementation of local migrant education programs.



## **MSDRS - Migrant Student Data, Recruitment and Support**

The MSDRS office is located in Sunnyside, Washington, and has the responsibilities of maintaining the Washington State Migrant Student Information System containing migrant student's academic and health data; coordinating statewide migrant identification and recruitment (ID&R) efforts; and training school district staff on the MSIS and ID&R. In addition, this statewide office also supports school districts with educational needs of secondary migrant students through the Portable Assisted Study Sequence (PASS) Program and with participation in Migrant Education Program sponsored student events.

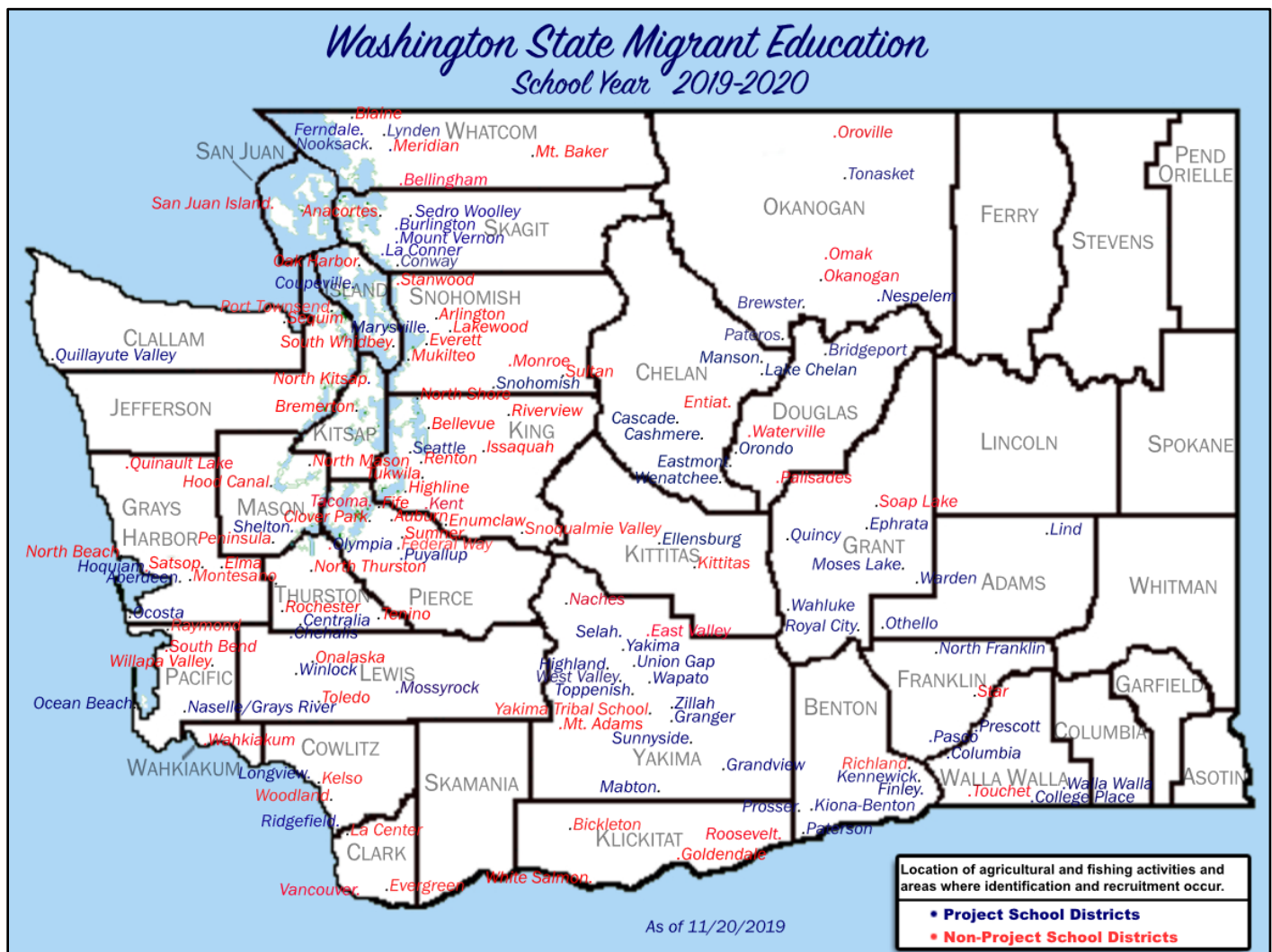


## **HEALTH – Migrant Education Health Program**

The Washington State Migrant Education Health Program Office located at the Office of Superintendent of Public Instruction (OSPI) in Olympia, provides health services support statewide to meet the needs of eligible migrant students.



# SCHOOL DISTRICT PROJECT AND NON-PROJECT MAP





# MIGRANT EDUCATION ELIGIBILITY CRITERIA

## MIGRANT EDUCATION ELIGIBILITY CRITERIA

1115(b) and (c), 1304(c)(2) and 309 (ESSA)

### MIGRATORY WORKER

- ✓ Made a *qualifying move* within the preceding 36 months.
- ✓ Engaged in new *qualifying work* soon after move.

**OR**

Did not engage in qualifying work soon after move however:

- Actively sought qualifying work soon after move; **AND**
- Has recent history of moves (two or more) in which,
  - a. the move was from one residence to another residence; **AND**
  - b. the move was due to economic necessity; **AND**
  - c. resulted in qualifying agricultural or fishing employment.

### MIGRATORY CHILD

- ✓ The child is younger than age 22.
- ✓ The child is eligible for a free public education under State law.
- ✓ Made a *qualifying move* with or to join a *migratory worker* within the past 36 months.

**OR**

- ✓ Made a *qualifying move* on own as a *migratory worker*.

### QUALIFYING MOVE

- ✓ Move is due to economic necessity.
- ✓ Move is from one school district to another school district.
- ✓ Move is from one residence to another residence.

### QUALIFYING WORK

- ✓ Work is Temporary or Seasonal.
- ✓ Work is in the Agricultural or Fishing industries.



# MEP TRI-FOLD BROCHURE

## MIGRATORY CHILD

The term 'migratory child' means a child or youth who made a qualifying move in the preceding 36 months—

- (A) as a migratory agricultural worker or a migratory fisher; or
- (B) with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.

## QUALIFYING MOVE

The term 'qualifying move' means a move due to economic necessity—

- (A) from one residence to another residence; and
- (B) from one school district to another school district, except—
  - (i) in the case of a State that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or
  - (ii) in the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.

## TEMPORARY EMPLOYMENT

Means employment that lasts for a limited period of time, usually a few months, but no longer than 12 months. It typically includes employment where the employer states that the worker was hired for a limited time frame; the worker states that the worker does not intend to remain in that employment indefinitely; or the SEA has determined on some other reasonable basis that the employment is temporary. The definition includes employment that is constant and available year-round only if, within 18 months after the effective date of this regulation and at least once every three years thereafter, the SEA documents that, given the nature of the work, of those workers whose children were previously determined to be eligible based on the State's prior determination of the temporary nature of such employment (or the children themselves if they are the workers), virtually no workers remained employed by the same employer more than 12 months.

## MIGRATORY AGRICULTURAL WORKER

The term 'migratory agricultural worker' means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture, which may be dairy work or the initial processing of raw agricultural products. If an individual did not engage in such new employment soon after a qualifying move, such individual may be considered a migratory agricultural worker if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal agricultural employment.

## MIGRATORY FISHER

The term 'migratory fisher' means an individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.

## AGRICULTURAL WORK

Means the production or initial processing of crops, dairy products, poultry, or livestock, as well as the cultivation or harvesting of trees. It consists of work performed for wages or personal subsistence.

## FISHING WORK

Means the catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. It consists of work performed for wages or personal subsistence.

## SEASONAL EMPLOYMENT

Means employment that occurs only during a certain period of the year because of the cycles of nature and that, by its nature, may not be continuous or carried on throughout the year.



# MEP TRI-FOLD BROCHURE MSDRS INFORMATION

- A Statewide Support & Resource
- Identification and Recruitment of Migrant Families & Students
- Migrant Student Educational & Health Records
- Out-of-School Youth (OSY) Educational Opportunities
- Parent/Student Engagement Opportunities
- Credit Accrual Opportunities, Academic Guidance and Instructional Support



**Migrant Education Program Offices**  
**Oficinas del Programa de Educación Migrante**

- **Title I, Part C, Migrant Education Program Office of Superintendent of Public Instruction-OSPI**  
PO Box 47200, Olympia, WA 98504-7200  
(360) 725-6147 | (360) 664-0256 (fax)  
[www.k12.wa.us/MigrantBilingual](http://www.k12.wa.us/MigrantBilingual)
- **Migrant Student Data, Recruitment and Support-MSDRS**  
810-B East Custer, Sunnyside, WA 98944  
(509) 837-2712 | (800) 274-6084  
(509) 839-9017 (MSDRS fax) | (509) 836-8409 (PASS fax)  
[www.msdr.org](http://www.msdr.org)
- **Educational Service District (ESD) Migrant Education Office**
  - ESD 105**  
33 S. 2nd Avenue, Yakima, WA 98902  
(509) 575-2885 | (509) 575-2918 (fax)
  - ESD 123**  
3924 W Court Street, Pasco, WA 99301  
(509) 544-5758 | (509) 544-5795 (fax)
  - ESD 171**  
PO Box 1847, Wenatchee, WA 98801  
430 Olds Station Road, Wenatchee, WA 98801  
(509) 665-2610 | (509) 662-9027 (fax)
  - ESD 189**  
1601 R Avenue, Anacortes, WA 98221  
(360) 299-4048 | (360) 299-4071 (fax)
- **Migrant Education Health Program**  
Armando Isais-Garcia, MEP Supervisor  
Email: [Armando.Isais-Garcia@k12.wa.us](mailto:Armando.Isais-Garcia@k12.wa.us)  
(360) 725-6159 | (360) 725-0256 (fax)  
<http://health.msdr.org>

**Washington State Migrant Education Program**



**Estado de Washington Programa de Educación Migrante**





12/2017



- CAMP-Programa Migratorio de Asistencia al Colegio
- ABE-Educación Básica de Adultos
- ESL-Inglés como Segundo Idioma
- Oportunidades Educativas para Jóvenes Fuera de la Escuela (OSY-Inglés)
- Orientación Académica y Apoyo Educativo
- Comité Consejero Estatal (SAC-Inglés)
- Participación de Padres
- Participación de Estudiantes-Eventos Estatales de Verano (grados 6-12)



- Campesinista
- Cuidado de Menores

- CAMP-College Assistance Migrant Program
- ABE-Adult Basic Education
- ESL-English as a Second Language
- OSY (Out-of-School Youth) Educational Opportunities
- Academic Guidance & Instructional Support
- SAC (State Advisory Committee)
- Parent Engagement
- Student Engagement
- State Summer Events (grades 6-12)



- Medicaid
- Transportation
- Child Care

**EL OBJETIVO del Programa de Educación Migrante es asegurar que todo estudiante migrante alcance los desafiantes estándares académicos y graduen con el diploma de escuela secundaria el cual los prepara para ciudadanía responsable, aprendizaje posterior y empleo productivo.**

**THE 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.**

MSDRS

800-274-6084

www.msdr.org





# MEP TRI-FOLD BROCHURE

## MSDRS INFORMATION

### STUDENT SUPPORT SERVICES

The goal of the Washington State Migrant Education Program is to ensure all migrant students reach academic standards and graduate, to prepare them for responsible citizenship, further learning, and productive employment.

In support of those efforts, MSDRS Staff offer the following Student services.

#### • PORTABLE ASSISTED STUDY SEQUENCE (PASS)

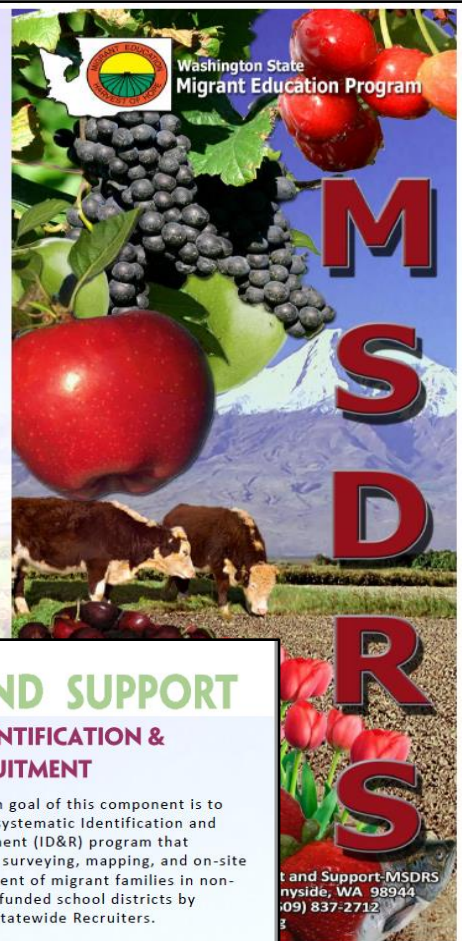
The MSDRS Portable Assisted Study Sequence (PASS) Program offers 40+ fully accredited courses available to ALL Washington State migrant students in grades 7-12. PASS offers migrant students the opportunity to complete courses semi-independently through their local high schools to make up their credit deficiencies and get back on track to graduate in time with their peers.

#### • STUDENT ENGAGEMENT EVENTS (SUMMER ACADEMIES):

In partnership with the Association of Washington School Principals (AWSP),



**MIGRANT STUDENT DATA,  
RECRUITMENT AND  
SUPPORT (MSDRS)**  
810-B East Custer Avenue  
Sunnyside, WA 98944



## MIGRANT STUDENT DATA, RECRUITMENT AND SUPPORT

### A STATEWIDE RESOURCE

The Washington State Migrant Student Data, Recruitment and Support (MSDRS) office serves as the pulse of records transfer and Identification and Recruitment (ID&R) for Washington State's

migrant students. Housed under the Sunnyside School District, this office administers the statewide Migrant Student Information System (MSIS) and ID&R directives for the Office of Superintendent of Public Instruction (OSPI) in Olympia.

### STATE ADVISORY COMMITTEE

MSDRS staff members also assist Migrant Education Program Staff, Office of Superintendent of Public Instruction in Olympia, Washington, by playing an active role in supporting the State Advisory Committee (SAC).

In coordination with OSPI staff, MSDRS coordinates meeting logistics, correspondence, minutes, and translation of materials for non-English speaking SAC members. MSDRS staff also administer all travel arrangements and expense reimbursements for SAC members.



### STUDENT RECORDS

MSDRS hosts the Migrant Student Information System (MSIS) and oversees the transfer of Migrant Education Program student academic and health records in Washington State. MSDRS receives academic and health data for approximately 30,000 students from migrant-funded school districts and preschools.

Online access to the statewide MSIS is available through secure Internet communication lines for school district and preschool agency staff that provide services to migrant students.

Migrant-funded agencies and school districts are able to access their individual academic and health student information or district reports online. A toll-free line enables school districts and preschool agencies to contact MSDRS staff when additional assistance is needed.

MSDRS staff maintain and enhance the online records system and produce statistical reports for school districts, state, and federal programs. Staff also provide a statewide, consistent and systematic training and monitoring program for school district Migrant Records Clerk staff.



### IDENTIFICATION & RECRUITMENT

The main goal of this component is to apply a systematic Identification and Recruitment (ID&R) program that includes surveying, mapping, and on-site recruitment of migrant families in non-migrant funded school districts by MSDRS Statewide Recruiters.

In non-migrant funded school districts, Statewide Recruiter responsibilities include identifying and locating migrant families, completing Certificates of Eligibility (COEs), enrolling all eligible migrant students into the MSIS, and assisting migrant families when their children need educational, health, or social services referrals. Statewide Recruiters maintain the MSIS records for these students and conduct eligibility revalidation visits each year.

In addition, MSDRS staff provide school district staff ID&R training and ID&R assistance during impaction times or when the districts are without a Migrant Recruiter staff. ID&R handbooks are updated annually with the latest eligibility criteria of Title I, Part C, Migrant Education Program rules and regulations and the National Policy Manual.





# MEP TRI-FOLD BROCHURE OUT OF SCHOOL YOUTH

We are here to help you reach your dreams!

Dedicated to meeting the needs of students with the highest needs, the purpose of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards and graduate with a high school diploma, GED, or the necessary certification or training in preparation for responsible citizenship, further learning and productive employment.

Increasing public awareness of evidence showing that academic outcomes are a result of both academic and non-academic factors... 1541- Sec. 801(1)(b)

## WHO ARE OUR MIGRANT OSY?

- Assistance with Classes and Diploma
- Community as Medical, Employment training referral
- Other post and scholarship

Out of School Youth (OSY) is defined as any migrant youth between the ages of 16-21 that has not graduated from high school or received a GED and is not currently enrolled in school.

There are many barriers that stand in the way of our migrant students finding success. While education is always the goal, the first step may include addressing language, health, work, housing or transportation needs.

### We can help.

The key to our students' success lies in our ability to create bridges between migrant students and the community resources they need!

## Did you know?

Washington has the 3<sup>rd</sup> highest number of migrant students in the United States.

People who earn a GED or High School Diploma can earn up to \$10,000 dollars more a year than those who do not graduate high school or earn a GED!

People who earn an AA degree can earn over \$18,000 dollars more than those who do not graduate high school or earn a GED!

## Contact us: Coordinators

NWESD 189- Anacortes  
Tanya Rojas  
(360) 299-4719  
[TRojas@nwesd.org](mailto:TRojas@nwesd.org)

NCESD 171- Wenatchee  
Ric Escobedo  
(509) 665-2610  
[Rice@ncesd.org](mailto:Rice@ncesd.org)

Educational Service District 123  
Juan Hurtado  
3924 West Court Street  
Pasco WA 99301  
Office 509-544-5721  
[jhurtado@esd123.org](mailto:jhurtado@esd123.org)

ESD 105- Yakima  
Cindy Cholic  
(509) 834-6828  
[cindy.cholic@esd105.org](mailto:cindy.cholic@esd105.org)

OSPI- Olympia  
Armando Isais-Garcia  
(360) 275-6159  
[armando.isais-garcia@k12.wa.us](mailto:armando.isais-garcia@k12.wa.us)



# FREE LUNCH LETTERS



IV.2.A

United States  
Department of  
Agriculture

August 16, 2004

Food and  
Nutrition  
Service

SUBJECT: Categorical Eligibility for Free Lunches and Breakfasts for Migrant Children

3101 Park  
Center Drive  
Alexandria, VA  
22302-1500

TO: Special Nutrition Programs  
All Regions

State Agencies  
Child Nutrition Programs  
All States

This memorandum supplements our Reauthorization Implementation Memo SP 4 (July 19, 2004) by providing additional information on identifying migrant children and on the procedures that school food authorities (LEAs) should use to coordinate with the USDA to document the categorical eligibility of

## Background on the Migrant Education Program

The MEP is authorized under Title I, Part B of the Elementary and Secondary Education Act (ESEA) and provides grant funds to state educational agencies, in turn, makes sub-grants to local educational agencies (LEAs) to provide supplemental educational and support services. The purpose of the MEP is to minimize the disruption caused by migration. While the full definition of a migrant child is complicated, in general under this definition, a child is considered a migrant if he or she has moved across school district lines, within the last 36 months, for the purpose of seeking employment in agriculture or fishing.

Please note, however, that it is not necessary to use the ESEA definition because there are already staff who are responsible for identifying migrant children as to who is an eligible migrant child under the MEP.

## Local Level MEP Contacts

Most State educational agencies sub-grant funds to local educational agencies (LEAs) to provide program services. In some states, the LEAs may be regional or state-wide. When an LEA/LEA receives MEP funds, it is designated as a migrant LEA. (However, in some LEAs, a LEA may also receive federal programs including the MEP). Each LEA is responsible for identifying migrant children in their geographic area and



Attachment IV.2.B

United States Department of Agriculture  
Food and Nutrition Service

Western Region

Reply to

Attn of:

SP Policy Memo 05-03

November 12, 2004

210 SCH ELIGIBILITY

Subject:

Establishing eligibility for migrant, runaway and homeless children

To:

All State Child Nutrition Program Directors

We have recently received questions about certain delays in certifying eligibility for free meals for students who are homeless, migrant, or runaway. **Homeless, migrant, and runaway children are categorically eligible to receive free meals. To establish that a child is runaway, homeless, or a migrant, a local educational authority (hereafter, "LEA"), can request information from the homeless/migrant coordinator. FNS policy allows the LEA to serve free meals to these students for up to thirty operating days while it awaits reply from the homeless/migrant coordinator.**

We are providing the following guidance in a question and answer format. It clarifies what an LEA may do if homeless/migrant coordinators are unable to certify students in the prescribed 30 operating day period.

**Q.** What should the LEA do if the homeless/migrant coordinator takes more than thirty operating days to answer the LEA's request for information?

**A.** We suggest that the LEA or school ask someone who is familiar with the child's situation to indicate that the child is homeless, is a runaway, or is a migrant. The LEA may then either complete an application on the child's behalf or establish a list indicating which children are eligible pending a response from the homeless/migrant coordinator. Keep in mind that the LEA must base its determination of migrant/homeless/runaway status on concrete information that would support its claim. This statement is consistent with our existing policy in FNS Instruction 765-2, Rev. 2, March 19, 1986.

Once a LEA or school official establishes a child's eligibility as homeless, runaway or migratory, that eligibility remains in effect for the school year provided the child was correctly certified. If the homeless/migrant coordinator later says that s/he cannot present information to confirm that the child is a runaway, is homeless, or is a member of a migrant household, the LEA/school must take steps to advise the household and issue a notice of adverse action, including informing the household that it can reapply for benefits.



# PORTABLE ASSISTANCE STUDY SEQUENCE (PASS)

All migrant student's enrolled in PASS courses for credit retrieval must first be enrolled in The Migrant Student Information System (MSIS). The supplemental service (Credit Accrual) automatically will be reported by the MSIS.



**WHAT IS PASS?** Portable Assisted Study Sequence Program—PASS is a credit accrual program offered in approximately 30 states throughout the U.S. Washington State is the 2<sup>nd</sup> largest state offering the PASS program.

**WHO IS ELIGIBLE TO ENROLL IN PASS?** Migrant students may qualify for PASS if they are in grades 7-12, are enrolled full- or part-time at a school building AND are unable to satisfy a credit and/or graduation requirement in a regular or summer school classroom setting.

## WHAT STUDENTS MAY CONSIDER PASS?

Student(s) who:

- Are highly mobile student(s)
- Need to satisfy credit or graduation requirement(s) (e.g. Washington State History) and who have:
  - class scheduling conflicts
  - competing work, family, or extra-curricular responsibilities
- Are homebound and want/need to study at home
- Are unable to complete course in regular classroom setting and who may benefit from a focused environment with individual support

## WHY CHOOSE PASS?

### 1. COST EFFECTIVE:

- District retains student FTE
- No cost to the migrant student or family

### 2. FLEXIBLE:

- Flexible program design options to meet the district and student needs
- Contacts may be certificated or classified
- Portability for highly mobile students; computer and internet access not required
- Online test options and immediate results for most courses

### 3. TRAINING AND RESOURCES PROVIDED:

- MSDRS offers flexible PASS contact training options
- Counselor and contact placement resources
- Online program and student monitoring tools and email notifications



## HOW TO GET STARTED?

Contact the Migrant Student Data, Recruitment and Support team!



(509) 837-2712  
(800) 274-6084

OR visit



[WWW.MSDR.ORG](http://WWW.MSDR.ORG)

email



[PASS@MSDR.ORG](mailto:PASS@MSDR.ORG)



**MIGRANT STUDENT DATA, RECRUITMENT AND SUPPORT**

810-B East Custer Avenue  
Sunnyside, WA 98944



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## COLLEGE ASSISTANCE MIGRANT PROGRAM (CAMP)

CAMP is a federally funded\* program designed to help students from migrant/seasonal farmworking backgrounds during their first year of college. It provides academic and financial support services to empower students so they have a strong foundation to build upon as they work toward a bachelor's degree.

CAMP collaborates with college instructors, student services and community-based organizations to improve educational opportunities for students.

### Start Strong, Finish Stronger.



## High School Equivalency Program (HEP)



### What is HEP?

The High School Equivalency Program (HEP) is funded by the U.S. Department of Education. It is a secondary migrant education program designed to assist migrant and seasonal farm workers to earn their General Educational Development (GED) certificate. HEP's goal is to help students further their education and knowledge so they may qualify for more rewarding employment or enroll in vocational or technical schools, two-year community colleges, four-year universities, or military services.

HEP's goal is to help students further their education and knowledge so they may qualify for more rewarding employment or enroll in vocational or technical schools, two-year community colleges, four-year universities, or military services.



# MIGRANT STUDENT DATA, RECRUITMENT AND SUPPORT

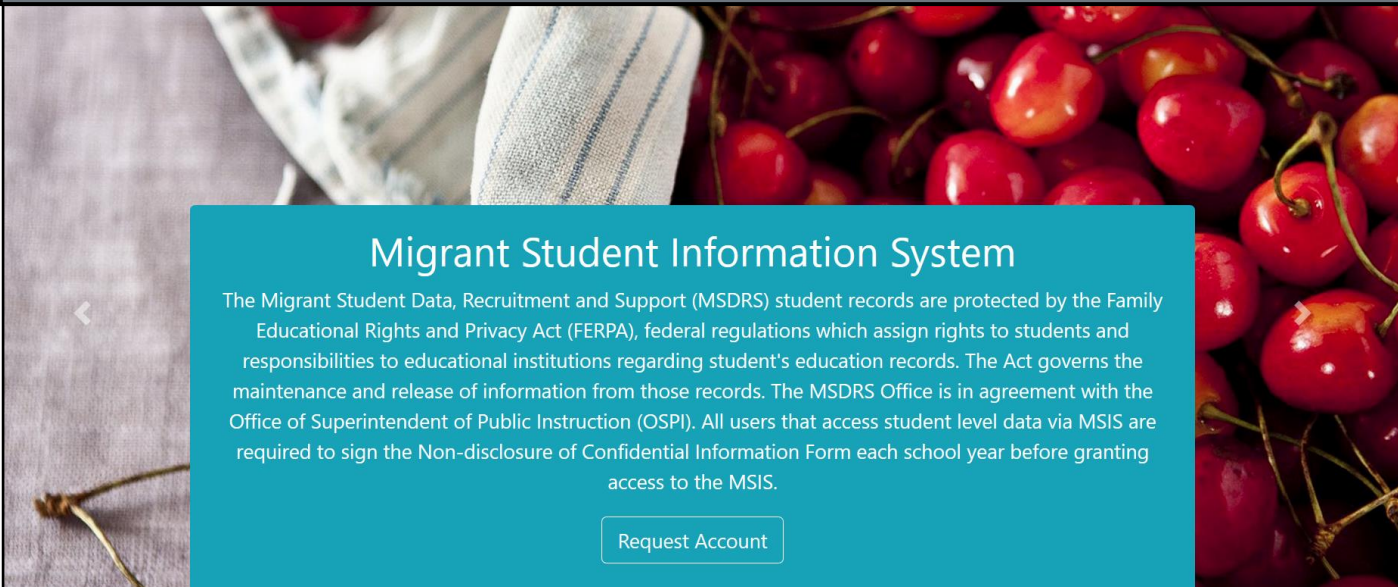
The Migrant Student Data, Recruitment and Support (MSDRS) office trains and facilitates the data entry, maintenance and transfer of migrant student academic and health records through the Migrant Student Information System (MSIS) for Washington State. The MSIS requires an authorized password for access to migrant student records.

## MIGRANT STUDENT INFORMATION SYSTEM (MSIS) LOG-IN

Migrant Student Data Recruitment & Support

FER SchedulerHealth ProgramMEP EventsPASS

About UsDistrict DirectoryNews & EventsResourcesRequest AccountForgot PasswordEmail or UsernamePasswordLog In



### Migrant Student Information System

The Migrant Student Data, Recruitment and Support (MSDRS) student records are protected by the Family Educational Rights and Privacy Act (FERPA), federal regulations which assign rights to students and responsibilities to educational institutions regarding student's education records. The Act governs the maintenance and release of information from those records. The MSDRS Office is in agreement with the Office of Superintendent of Public Instruction (OSPI). All users that access student level data via MSIS are required to sign the Non-disclosure of Confidential Information Form each school year before granting access to the MSIS.

[Request Account](#)

#### FER Scheduler

The Family Eligibility Review Scheduler helps plan and track federally required re-interviews with Migrant Families. An MSIS account is required to access the FER Scheduler.

[Log In](#)

#### Health Program

The Washington State Migrant Education Health Program (WAMEHP) provides health care services to migrant students because of our strong belief that healthy students are more likely to reach their fullest educational potential.

[Learn More](#)[Log In](#)

#### MEP Events

The Washington State Migrant Education Program is proud to offer special engagement and learning events for migrant students, parents, and district staff.

[Learn More](#)[Log In](#)

#### PASS

The Portable Assisted Study Sequence (PASS) Program offers fully accredited high school courses that can be completed by a student semi-independently.

[Learn More](#)[Log In](#)



# SECURE LOG-IN/FERPA

(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.



# MSIS PASSWORD REQUEST ACCOUNT PROCESS

The Migrant Student Information System (MSIS) is protected through FERPA and all data is confidential. In order to view student data in the MSIS a new User must obtain a "Username" and "Password" with authorization from the school district's Federal Programs Director and Office of Superintendent of Public Instruction (OSPI) Migrant and Bilingual Education Department.

Migrant Student Data Recruitment & Support

FER SchedulerHealth ProgramMEP EventsPASS

About UsDistrict DirectoryNews & EventsResourcesRequest AccountForgot PasswordEmail or UsernamePasswordLog In

## Request Account

### Terms & Conditions

All new users that would like to request access to student level data in MSIS must submit this online form. Once this online form has been submitted, you will receive a confirmation email to the email address you provided. After your email address is confirmed, please allow one week for the approval process to be completed. You will be emailed your MSIS password as soon as the approval process is complete.

The Migrant Student Data, Recruitment and Support (MSDRS) student records are protected by the [Family Educational Rights and Privacy Act \(FERPA\)](#), federal regulations which assign rights to students and responsibilities to educational institutions regarding student's education records. The Act governs the maintenance and release of information from those records.

[Click here if you already have an account but forgot your password.](#)

**Request PASS Account:** If you would like to request access to PASS, please contact us at (800) 274-6084. [Click here to learn more about PASS.](#)

First Name

First Name

Last Name

Last Name

School/Provider Email Address

School/Provider Email Address

Agency or District

Select District

Position

Select Position

Phone \*Numbers Only

Phone

Submit






### The Migrant Student Information Exchange (MSIX)

is the technology that allows States to share educational and health information on migrant children who travel from State to State and have student records in multiple States' information systems.

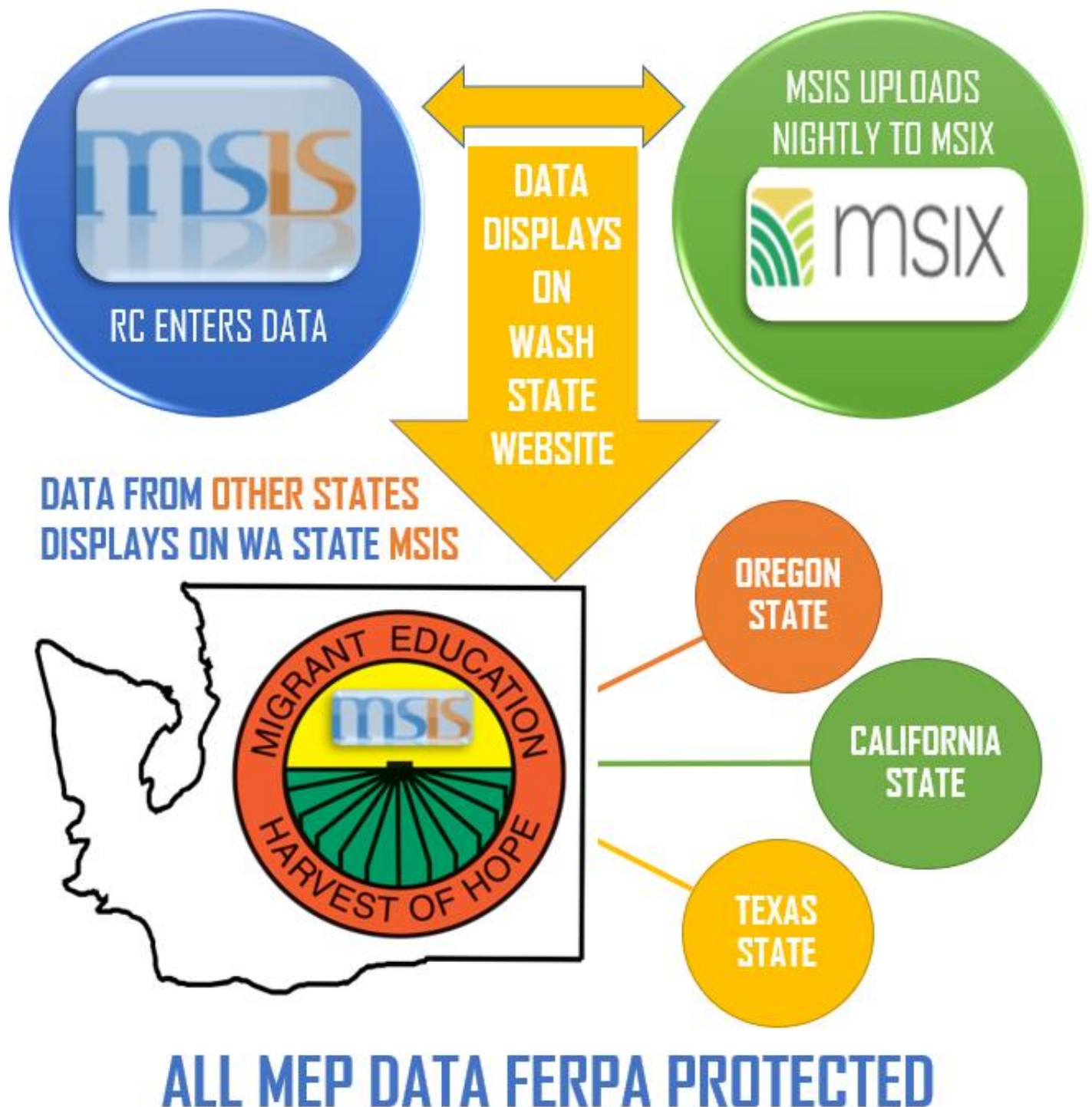
**MSIX** works in conjunction with the Migrant Student Information System (MSIS) to manage migrant student data and ensure that they are being appropriately evaluated and placed in school districts across Washington State.

When educators access these interactive databases that provide **secondary credits, assessments** and much more, our secondary migrant students reap the benefit and come closer to reaching their graduation goal. 



# WHAT IS THE PROCESS ?

## MSIS AND MSIX COLLABORATION





# “MSIX within MSIS”

## Do you have student's moving into your district from another state?

Students who have been enrolled in another state will display enrollment information highlighted in green. When you select a student's highlighted enrollment line, you can view the Enrollment Information for their MSIX Record (see highlighted screenshot below):

District / Agency	Bldg ID	Grade Level	Enrollment	Withdraw	Days Enrolled	Days Present
BURLINGTON-ED	WABUAA	6	09/04/2019	09/30/2019	19	16
Madera Unified	N/A	5	08/12/2019		N/A	N/A
BURLINGTON-ED	WABUAC	6	07/08/2019	08/01/2019	16	5
BURLINGTON-ED	WABUOS	OS	06/03/2019	07/07/2019		
Madera Unified	N/A	5	10/09/2018	06/07/2019	N/A	N/A
BURLINGTON-ED	WABUAA	5	09/05/2018	10/08/2018	28	25
BURLINGTON-ED	WABUAC	5	07/02/2018	07/27/2018	19	7
BURLINGTON-ED	WABUOS	OS	06/15/2018			
MSRS I/R ASSI	WAIRBU	4	06/14/2018			
BURLINGTON-ED	WABUAA	4	08/30/2017	10/16/2017	32	25

Page 1 of 3

Indicates MSIX record

New Enrollment

The following information is provided from the enrolling school in another state:

Edit Enroll/Withdraw

Enrollment Information - MSIX Record

District: Madera Unified

Building: Millview Elementary

Location: Madera, CA

Grade Level: Grade 5

Enrollment Date: 08/12/2019

Withdraw Date:

Facility Phone: 559-674-8509

Attendance Information

MSIX does not keep attendance information.

This information is provided as a way to request more information about the student from a school in another school.

If you have any questions, please contact MSDRS at 800-274-6084.



# SCHOOL DISTRICT DIRECTORY

Migrant Student Data Recruitment & Support

[FER Scheduler](#) [Health Program](#) [MEP Events](#) [PASS](#)

[About Us](#) [District Directory](#) [News & Events](#) [Resources](#) [Request Account](#) [Forgot Password](#)

## District Directory

District

ABERDEEN

### ABERDEEN

**Address**

216 NORTH G STREET, ABERDEEN, WA 98520

**Regular Term**

8/28/2019 – 6/10/2020

**Spring Break**

4/06/2020 – 4/10/2020 |

**Winter Break**

12/23/2019 – 1/02/2020

#### FEDERAL PROGRAMS DIRECTOR

**JOHN CRABB**

Phone (360) 538-2170

Fax (360) 538-2172

[jcrabb@asd5.org](mailto:jcrabb@asd5.org)

#### MIGRANT RC/RT

**MELISSA KOST**

Phone (360) 538-2015

Fax (360) 538-2021

[mkost@asd5.org](mailto:mkost@asd5.org)

#### MIGRANT RECRUITER

**SANDRA LEDESMA**

Phone (360) 538-2097

Fax (360) 538-2021

[sledesma@asd5.org](mailto:sledesma@asd5.org)

#### MIGRANT STUDENT ADVOCATE

**SANDRA LEDESMA**

Phone (360) 538-2097

Fax (360) 538-2091

[sledesma@asd5.org](mailto:sledesma@asd5.org)





# MEP EXTERNAL LINKS

Migrant Student Data Recruitment & Support

FER SchedulerHealth ProgramMEP EventsPASS

About UsDistrict DirectoryNews & EventsResourcesRequest AccountForgot Password

Email or Username

Password

Log In

The following is a list of useful links regarding the Migrant Education Program. Please note that all these links are external and will direct you outside of the MSDRS website.

## College Assistance Migrant Program (CAMP)

- Central Washington University
- Columbia Basin College
- Eastern Washington University
- Heritage University
- University of Washington
- Washington State University
- Wenatchee Valley College

## Graduation Requirements

- National Center on Education Outcomes (NCEO) Graduation Requirements
- Office of Superintendent of Public Instruction (OSPI) Graduation Requirements
- Washington State Board of Education Graduation Requirements

## High School Equivalency Program (HEP)

- Central Washington University
- Columbia Basin College
- Heritage University
- Washington State University

## Other National Migrant Systems

- New Generation System (NGS)
- Office of Migrant Education (OME) - Washington DC
- Oregon Migrant Student Information System (OMSIS)

## Other Useful Links

- ESCORT Identification and Recruitment
- Mexican Consulate Office in Seattle
- National Center for Education Statistics (NCES)
- National Public School Locator
- Northwest Justice Project
- Washington Migrant Education State Advisory Committee (SAC)

## Useful Links for Students

- Becoming a Student
- HEP/CAMP Association
- Immigrant Students Rights to Attend Public School
- Learning by Choice Guide
- Migrant and Bilingual Education
- The Rights of All Children Enrolled in School



Washington State Offices

ESD 105 Regional Office - Yakima

ESD 123 Regional Office - Pasco

ESD 171 Regional Office - Wenatchee

ESD 189 Regional Office - Anacortes

Office of Superintendent of Public Instruction (OSPI)



# JOB DESCRIPTION

# RECORDS CLERK

## MEP Records Clerk - JOB DESCRIPTION

### Primary Function

To perform record-keeping tasks and manage forms/information for migrant student records. The clerk will be required to process all Migrant Student Information System (MSIS) data and work in conjunction with all levels of district personnel. The Records Clerk is directly responsible to the MEP Grant Coordinator.

### Minimum Qualifications

- ☒ Must be flexible, have the ability to work with all types of people and be attentive to detail and paperwork.
- ☒ Must be a high school graduate or possess a G.E.D. (General Education Diploma).
- ☒ Must possess clerical skills.
- ☒ Must be able to file and keep records.
- ☒ Computer knowledge and on line experience desirable.

### Major Functions and Responsibilities

1. Enroll all eligible migrant students into the MSIS according to state adopted procedures.
2. Locally disseminate educational and health records for migrant students in a timely fashion.
3. Complete all forms and process information required by the MSIS.
4. Maintain updated files.
5. Update educational and health information for migrant students as required.
6. Work with teachers, instructional assistants, counselors, principals and other school staff to ensure that all educational data, such as secondary and supportive data, is entered.
7. Withdraw migrant students from MSIS as students leave school.
8. Work with all building secretaries and MEP Recruiters to ensure that eligible migrant children are identified and enrolled in the MSIS.
9. Work with the school nurse to ensure that all appropriate entries on the migrant health record are complete and updated.
10. Work with the MEP Recruiter to ensure that the Certificate of Eligibility (COE) is filled out properly and in a timely manner.
11. Attend all required training sessions provided for the records clerk by the Migrant Education Program.
12. Review MSIS reports on a regular basis for accuracy, and generate reports for analysis by MEP Grant Coordinator and other educational staff.

Washington State Title I, Part C, Migrant Education Program  
Revision Date: 5/4/2012



# MSDRS PLANNER



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8

## ACTIVITY CHECK LIST

RECORDS CLERK	RECRUITER	NOTES
<input type="checkbox"/> REPORT SUMMER SCHOOL DATA DUE END OF SUMMER TERM OR AS AVAILABLE <ul style="list-style-type: none"> <li>• Enrollments</li> <li>• Withdrawals / Attendance</li> <li>• Supplemental</li> <li>• Assessments (Pre &amp; Post)</li> </ul> <input type="checkbox"/> RETURN SCHOOL DISTRICT DIRECTORY INFORMATION <input type="checkbox"/> IF UNABLE TO ATTEND STATE CONFERENCE, FOLLOW-UP WITH MSDRS FOR REQUIRED TRAINING <input type="checkbox"/> FORWARD SIGNED MIGRANT STUDENT LIST TO FOOD DIRECTOR	<input type="checkbox"/> WORK ON SUMMER REVALIDATIONS AND END OF ELIGIBILITY LIST <input type="checkbox"/> WORK WITH SCHOOL TO IDENTIFY NEW STUDENTS TO DISTRICT <input type="checkbox"/> LOG RECRUITMENT ACTIVITIES <input type="checkbox"/> REMIND FPD TO SUBMIT DISTRICT ID&R PLAN WITH iGRANT <input type="checkbox"/> IF UNABLE TO ATTEND STATE CONFERENCE, FOLLOW-UP WITH MSDRS FOR REQUIRED TRAINING <input type="checkbox"/> PLEASE READ FRIDAY EMAILS	<div> <div>BACK TO SCHOOL</div> </div>

## MSIS USEFUL REPORTS

RECORD CLERKS	RECRUITER
<ul style="list-style-type: none"> <li>• Enrollment Comparison Summary</li> <li>• Migrant Free Lunch Student List</li> <li>• Migrant EOE Free Lunch Student List</li> </ul>	<ul style="list-style-type: none"> <li>• COE Revalidation Report</li> <li>• Termination Report</li> </ul>



# MSIS DATA

## REPORTING GUIDE

WHAT	WHEN	WHO
<b>ENROLLMENT</b> data consists of information regarding a student's arrival and/or enrollment into the school district to be processed in the Migrant Student Information System (MSIS). <ul style="list-style-type: none"> <li>Individual</li> <li>Mass</li> <li>Transfer to Emails</li> <li>Students Turning Three</li> <li>Possible Missed Siblings</li> </ul>	Report data upon arrival or enrollment into the school district. A COE must be on file within 30 days of enrollment.	<input checked="" type="checkbox"/> Records Clerk
<b>WITHDRAWAL/ATTENDANCE</b> data includes the date the student last attended school, the number of days enrolled and the number of days present.	Immediately upon withdrawing from school or termination from the Migrant Education Program.	<input checked="" type="checkbox"/> Records Clerk
<b>TERMINATION</b> is generated in the MSIS only if the student is to be terminated from the Migrant Education Program (MEP) for one of the following reasons: <ul style="list-style-type: none"> <li>Graduated</li> <li>GED</li> <li>Other</li> <li>End of Eligibility</li> <li>Deceased</li> </ul>	System generated when one of the following applies: <ul style="list-style-type: none"> <li>Graduated</li> <li>End of Eligibility</li> </ul>	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> MSIS via CEDARS
<b>FORMAL ASSESSMENT</b> data consists of local and state standardized assessments of migrant students. Pre and Post Assessments are required for K-8 students receiving services in <b>ELA</b> and <b>Math</b> .	Assessment data is reported on a yearly basis, as data becomes available.	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> MSIS via OSPI (State Standardized)
<b>SUPPLEMENTAL PROGRAM SERVICES</b> data consists of services provided to migrant students in addition to basic education programs. Migrant Academic and Non-Academic program services are reported as migrant funded supplemental services.  <b>OTHER EDUCATIONAL SERVICES</b> that are reported via CEDARS (State Database) <ul style="list-style-type: none"> <li>Special Education</li> <li>State Bilingual</li> <li>Title One</li> <li>Learning Assistance Program</li> </ul>	Information is reported once the student begins to receive supplemental services, or as the data becomes available.	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> MSIS via CEDARS
<b>HEALTH</b> data is reported on an ongoing basis such as: <ul style="list-style-type: none"> <li>Immunizations</li> <li>MDA</li> <li>Dental</li> <li>Exemptions</li> <li>Screening Labs/Health Physical Parent, Student or Provider Reported</li> </ul>	All health information is reported, as the data becomes available.	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> ePhysicals from State Health System
<b>SECONDARY</b> data consists of the following: <ul style="list-style-type: none"> <li>Sec. Credits Earned complete, partial or out of State</li> <li>Hours Attended (if applicable)</li> <li>Designated School of Graduation</li> <li>Local Graduation Requirements</li> </ul>	Credit accrual or hours attended are reported at withdrawal or at the end of each term.	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> MSIS via CEDARS



# DATA MONITORING SCHEDULE

## 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 per each category. If you have any questions regarding this document, please call 800-274-6084 and Data Management Specialist will assist.

### FALL DATA MONITORING

FALL DATA MONITORING	ENTERING YOUR DATA	HELPFUL MSIS RESOURCES
CATEGORY	DATA ENTRY SCREEN	REPORT
<b>ENROLLMENTS-MASS ENROLL</b> <b>-OUT-OF-SCHOOL YOUTH</b> <b>-RE-ENROLL STUDENTS TURNING 3-YEARS OLD</b> <b>-MISSED SIBLING</b>	<b>STUDENT</b> -Enroll/Withdraw/ New Enrollment <b>MASS</b> -Enroll/Withdraw/ Enrollments	<b>REPORTS/STUDENT LIST</b> <ul style="list-style-type: none"> <li>• Dist. Enrollment Status Rep.</li> <li>• Migrant Student List</li> <li>• Possible Missed Sibling Enrollment List</li> <li>• Migrant Free Lunch St. List</li> <li>• Priority for Service St. List</li> <li>• Students Turning 3 List</li> </ul>
<b>WITHDRAWALS</b> <b>-PREVIOUS SCHOOL YEAR</b> Report Attendance <b>-NEEDS WITHDRAWAL</b> <b>-END OF ELIGIBILITY WITHDRAWALS</b> Process withdrawal day of QAD	<b>STUDENT</b> -Enroll/Withdraw/ Enrollment Line <b>MASS</b> - Enroll/ Withdrawal/ Withdrawals and Attendance  <b>MASS</b> - Enroll/Withdrawal/Needs Withdrawal <b>STUDENT</b> - Enroll/Withdraw/ Enrollment Line	<b>REPORTS/STATISTICAL</b> <ul style="list-style-type: none"> <li>• Enrollment Comparison Summary</li> </ul> <b>REPORTS/ELIGIBILITY</b> <ul style="list-style-type: none"> <li>• Termination Report</li> </ul>
<b>SECONDARY</b> <b>-SCHOOL OF GRADUATION</b>  <b>-GRADUATION REQUIREMENTS</b>  <b>-HOURS ATTENDED</b> Review Unreported Credits  <b>-OUT OF STATE CREDITS</b> Report status for students with out of state credits within 30 days	<b>MASS</b> - Secondary/School of Graduation  <b>MASS</b> - Secondary/Grad Requirements <b>STUDENT</b> - Secondary Credits/ Hours/ Enrollment Line/ New Hours Attended <b>STUDENT</b> -Enrollment Line	<b>REPORTS/EDUCATIONAL</b> <ul style="list-style-type: none"> <li>• Secondary Credit Report</li> </ul>



# 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 per each category. If you have any questions regarding this document, please call 800-274-6084 and Data Management Specialist will assist.

## FALL DATA MONITORING

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

## 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"> <li>➤ eCOE Successfully Submitted and Approved</li> <li>➤ Health Summary of Students Without Health Exams</li> <li>➤ Missing SSID Number</li> <li>➤ Monthly Termination Report</li> <li>➤ Pass Enrollment Missing MSIS Enrollment</li> <li>➤ Pending Enrollments</li> <li>➤ Possible Migrant Student Transfer to District in State</li> <li>➤ Secondary Data Out of State Transcripts</li> </ul>	<ul style="list-style-type: none"> <li>➤ Monthly COE Revalidations Missing</li> <li>➤ Possible Migrant Student Transfer Out of State</li> <li>➤ 30 Days Enrolled No COE on File</li> </ul>



# CERTIFICATE OF ELIGIBILITY

## THE CERTIFICATE OF ELIGIBILITY (COE)

In order for a school district to provide Title I Migrant Education Program services, the school district must determine that the student has met the program's qualifying criteria and the information is documented on a Washington State Migrant Education Program Certificate of Eligibility (COE).

## PURPOSE

The Washington State Migrant Education Program is required to document every migrant child's eligibility for the Migrant Education Program (MEP) on a Certificate of Eligibility (COE). The COE serves as the official record of the State's eligibility determination for each individual child.

Once eligibility is determined and a COE is completed, the children are eligible for three (3) years from the qualifying arrival date.

## INFORMATION INCLUDED

The completed COE should include the names of all eligible children between ages of 0 through 21.

## EXCEPTIONS

Children who are not eligible should not be included on the COE, such as:

- Children who are born on or after the qualifying arrival date
- Youth who have graduated from a USA High School
- Youth who have obtained a General Education Diploma (GED)
- Youth who are 22 years or older



# PAPER COE EXAMPLE

Washington State Office of Superintendent of Public Instruction - Title I Migrant Education Program				<b>SCHOOL INFORMATION</b>		<b>SCHOOL YEAR</b>																																																																		
<b>CERTIFICATE OF ELIGIBILITY (COE)</b>				School District/Agency:																																																																				
<b>FAMILY DATA</b>																																																																								
Parent/Guardian: LAST NAME		FIRST NAME		Parent/Guardian: LAST NAME		FIRST NAME																																																																		
Current Address:		City:		State:		Zip:																																																																		
Date the child(ren) established residency in school district:				Telephone: ( )																																																																				
<b>QUALIFYING MOVES AND WORK</b>																																																																								
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in SCHOOL DISTRICT CITY STATE COUNTRY TO a residence in SCHOOL DISTRICT CITY STATE																																																																								
2. The child(ren) moved (complete both a. and b.):																																																																								
a. <input type="checkbox"/> as the worker, OR <input checked="" type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker.																																																																								
b. The worker, FIRST NAME AND LAST NAME OF WORKER is <input type="checkbox"/> the child or the child's <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Spouse.																																																																								
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on MM/DD/YY The worker moved on MM/DD/YY (provide comment)																																																																								
3. The Qualifying Arrival Date (QAD) was MM/DD/YY																																																																								
4. The worker moved due to economic necessity on: MM/DD/YY, from a residence in SCHOOL DISTRICT CITY STATE COUNTRY to a residence in SCHOOL DISTRICT CITY STATE COUNTRY and:																																																																								
a. <input type="checkbox"/> engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR																																																																								
b. <input type="checkbox"/> actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)																																																																								
5. The qualifying work, * DESCRIBE AGRICULTURAL OR FISHING WORK was (make a selection in both a. and b.):																																																																								
a. <input type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment * if applicable check:																																																																								
b. <input type="checkbox"/> agricultural, OR <input type="checkbox"/> fishing work <input type="checkbox"/> personal subsistence (provide comment)																																																																								
6. (Complete if "temporary" is checked in #5a). The work was determined to be temporary employment based on:																																																																								
a. <input type="checkbox"/> worker's statement (provide comment), OR																																																																								
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c. <input type="checkbox"/> State documentation for EMPLOYER																																																																								
<b>COMMENTS</b> Q2b Q4a Q4b Q5 Q6a Q6b of the Qualifying Move & Work Section, if applicable																																																																								
MUST INCLUDE 2b, 4a, 4b, 5, 6a and 6b OF THE QUALIFYING MOVE & WORK DATA IF APPLICABLE																																																																								
<b>CHILD DATA</b> Name of Eligible Child (ren) as registered in school																																																																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Last Name 1 &amp; 2</th> <th>First Name</th> <th>Middle Name</th> <th>Suffix</th> <th>Student ID</th> <th>Sex</th> <th>Birth Date</th> <th>Code</th> <th>ME</th> <th>BIRTH PLACE</th> <th>City</th> <th>State</th> <th>Country</th> </tr> <tr> <td>MSDR</td> <td>JESUS</td> <td></td> <td></td> <td>32323232</td> <td>M</td> <td>04/18/2003</td> <td>99</td> <td>TH</td> <td>SUNNYSIDE</td> <td>WA</td> <td>USA</td> <td></td> </tr> <tr> <td>MSDR</td> <td>MARGARET</td> <td></td> <td></td> <td>64559766</td> <td>F</td> <td>01/16/2016</td> <td>99</td> <td></td> <td>SUNNYSIDE</td> <td>WA</td> <td>USA</td> <td></td> </tr> <tr> <td>MSDR</td> <td>DAVID</td> <td></td> <td></td> <td>76767676</td> <td>M</td> <td>06/02/1998</td> <td>99</td> <td></td> <td>LOS ANGELES</td> <td>CA</td> <td>USA</td> <td></td> </tr> <tr> <td>MSDR</td> <td>SERENA</td> <td></td> <td></td> <td>98989898</td> <td>F</td> <td>04/18/2003</td> <td>99</td> <td>TH</td> <td>SUNNYSIDE</td> <td>WA</td> <td>USA</td> <td></td> </tr> </table>								Last Name 1 & 2	First Name	Middle Name	Suffix	Student ID	Sex	Birth Date	Code	ME	BIRTH PLACE	City	State	Country	MSDR	JESUS			32323232	M	04/18/2003	99	TH	SUNNYSIDE	WA	USA		MSDR	MARGARET			64559766	F	01/16/2016	99		SUNNYSIDE	WA	USA		MSDR	DAVID			76767676	M	06/02/1998	99		LOS ANGELES	CA	USA		MSDR	SERENA			98989898	F	04/18/2003	99	TH	SUNNYSIDE	WA	USA	
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Washington State Office of Superintendent of Public Instruction - Title I Migrant Education Program				<b>SCHOOL INFORMATION</b>		<b>SCHOOL YEAR</b>													
<b>CERTIFICATE OF ELIGIBILITY (COE)</b>				School District/Agency: WAMEP		2017-2018													
<b>FAMILY DATA</b>																			
Parent/Guardian: MSDR		JESUS		Parent/Guardian: MSDR		MARICELA													
Current Address: 1550 SNIPES PUMP RD		City: SUNNYSIDE		State: WA		Zip: 98944													
Date the child(ren) established residency in school district: 07/15/2017				Telephone: (509) 333-3232															
<b>QUALIFYING MOVES AND WORK</b>																			
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in OTHELLO, WA USA TO a residence in SUNNYSIDE, WA																			
2. The child(ren) moved (complete both a. and b.):																			
a. <input type="checkbox"/> as the worker, OR <input checked="" type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker:																			
b. The worker, MSDR JESUS is <input type="checkbox"/> the child or the child's <input checked="" type="checkbox"/> Parent/Guardian <input type="checkbox"/> Spouse.																			
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on 07/15/2017 The worker moved on (provide comment)																			
3. The Qualifying Arrival Date (QAD) was 07/15/2017																			
4. The worker moved due to economic necessity on: 07/15/2017, from a residence in (OTHELLO) OTHELLO, WA USA to a residence in (SUNNYSIDE) SUNNYSIDE, WA																			
a. <input checked="" type="checkbox"/> engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR																			
b. <input type="checkbox"/> actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)																			
5. The qualifying work, * PICKING CHERRIES was (make a selection in both a. and b.):																			
a. <input type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment * if applicable check:																			
b. <input type="checkbox"/> agricultural, OR <input type="checkbox"/> fishing work <input type="checkbox"/> personal subsistence (provide comment)																			
6. (Complete if "temporary" is checked in #5a). The work was determined to be temporary employment based on:																			
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b. <input type="checkbox"/> employer's statement (provide comment), OR																			
c. <input type="checkbox"/> State documentation for																			
<b>COMMENTS</b> Q2b Q4a Q4b Q5 Q6a Q6b of the Qualifying Move & Work Section, if applicable																			
OR THE QUALIFYING MOVE & WORK DATA																			
<b>INTERVIEW</b>																			
I understand the purpose of this form is to help the State determine if the child(ren) is/are eligible for the Title I, Part C, Migrant Education Program. In the best of my knowledge, all the information provided is true.																			
By my signature, I give permission for my child(ren) to be considered "migrant" and to participate in the Migrant Education Program. This includes permission for all Migrant Education Program services, including the agreed on above.																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th>Signature</th> <th>Date</th> <th>Signature</th> <th>Date</th> </tr> <tr> <td>Jesús MSDR</td> <td>10/18/2017</td> <td>Jesús MSDR</td> <td>10/18/2017</td> </tr> <tr> <td>Margaret MSDR</td> <td>10/18/2017</td> <td>Alvina Ocegueda</td> <td>10/18/2017</td> </tr> </table>								Signature	Date	Signature	Date	Jesús MSDR	10/18/2017	Jesús MSDR	10/18/2017	Margaret MSDR	10/18/2017	Alvina Ocegueda	10/18/2017
Signature	Date	Signature	Date																
Jesús MSDR	10/18/2017	Jesús MSDR	10/18/2017																
Margaret MSDR	10/18/2017	Alvina Ocegueda	10/18/2017																
<b>REVALIDATION</b> Re-completing this form after qualifying arrival date and annually thereafter																			
By my signature below, I give permission for my child(ren) to be considered "migrant" and to participate in the Migrant Education Program. This includes permission for all Migrant Education Program services, including the agreed on above.																			
<input type="checkbox"/> 2 Year Eligibility <input type="checkbox"/> 3 Year Eligibility																			
WA174907E Revised: 07/01/2017																			







# QUALIFYING ACTIVITIES & CROPS CHART

Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support

## QUALIFYING ACTIVITIES & CROPS

### ACTIVITIES

<b>B</b>	Bagging/Embolsar Baling/Hacer Pacas	<b>H</b>	Harvesting/Cosechar Hauling/Transportar Hoeing/Azadonear	<b>R</b>	Raking/Rastrear Removing/Remover Repacking/Reempacar Repotting/Transplantar
<b>C</b>	Canning/Enlatar Checking/Revisar Cleaning/Limpiar Clearing/Talar Cultivating/Cultivar Cutting/Cortar	<b>I</b>	Irrigating/Regar	<b>S</b>	Seeding/Sembrar Shucking/Desvainar Sorting/Clasificar Spraying/Rociar Stacking/Apilar Suckering/Remover Retoños Sweeping/Barrer
<b>D</b>	Digging/Cavar Disking/Cultivar con Discos Dumping/Verter	<b>M</b>	Making/Hacer Milking/Ordeñar Mowing/Cortar Pasto	<b>T</b>	Thinning/Entresacar Tractor Driver/Conductor de Tractor Training/Entrenar la Gula Trimming/Recortar Truck Driver/Camionero Tying/Amarrar
<b>F</b>	Feeding/Alimentar Fertilizing/Fertilizar Fishing/Pescar Fixing/Reparar Fork Lift Driver/Conductor de montacargas	<b>P</b>	Packing/Empacar Picking/Recolectar Planting/Plantar Posting/Colocar Postes Preparing/Preparar Processing/Procesar Propping/Apuntalar Pruning/Podar Pulling/Halar	<b>U</b>	Unloading/Descargar
<b>G</b>	Gathering/Juntar Gillnetting/Pesca con Red Grafting/Enjertar			<b>W</b>	Weeding/Desyerbar

### CROPS

<b>A</b>	Alfalfa/Alfalfa Apple Bins/Cajones para Manzanas Apple Blossoms/Flor de Manzana Apple Boxes/Cajas de Manzana Apple Branches/Ramas de Manzano Apple Orchards/Huertas de Manzano Apple Trees/Manzanos Apples/Manzanas Apricots/Albaricoques Asparagus/Espárrago	<b>D</b>	Daffodils/Narcisos Dairy/Productos Lácteos	<b>P</b>	Peach Trees/Durazneros Peaches/Duraznos Pear Bins/Cajón para Peras Pear Trees/Perales Pears/Peras Peas/Chicharo Peppers/Chiles Perennial Plants/Plantas Perennes Pine Trees/Pinos Plums/Ciruelas Potato Boxes/Cajas para la Papa Potato Fields/Campos de Papa Potato Seeds/Semillas de Papa Potatoes/Papa Prunes/Ciruelas de Pasa Pumpkins/Calabazas
<b>B</b>	Beans/Frijoles Beef/Carne de Res Berries/Bayas Blackberries/Zarzamoras Blueberries/Arándanos Blueberry Fields/Campos de Arándanos Blueberry Vines/Enredadera de Arándanos Broccoli/Brécol Bulbs/Bulbos	<b>E</b>	Eggs/Huevos	<b>R</b>	Raspberries/Frambuesas Raspberry Bushes/Plantas de Frambuesas
<b>C</b>	Cabbage/Col Carrots/Zanahorias Cattle/Ganado Vacuno Cauliflower/Coliflor Cherries/Cerezas Cherry Bins/Cajas para Cerezas Cherry Blossoms/Flor del Cerezo Cherry Trees/Cerezos Chickens/Gallinas Christmas Trees/Árboles de Navidad Clams/Almejas Cod/Bacalao Corn/Maíz Corn Fields/Campos de Maíz Cows/Vacas Crabs/Cangrejos Cucumbers/Pepinos	<b>F</b>	Fields/Campos Fish/Pescado Floral Greenery/Plantas Verdes Flower Bulbs/Bulbos de Flores Flower Seeds/Semillas de Flores	<b>S</b>	Salal/Planta "Salal" Salmon/Salmón Seedlings/Plantones Shrimp/Camarones Strawberries/Fresas Tomatoes/Tomates Tree Stumps/Troncos de árbol Trees/Árboles Trout/Truchas Tulips/Tulipanes Tuna/Atún
		<b>G</b>	Grape Fields/Viñas Grape Shoots/ Grape Vines/Vides Grapes/Uvas Grass/Hierba Grass Seed/Semillas de Hierba	<b>T</b>	Watermelon/Sandía Wheat/Trigo Wheat Fields/Campos de Trigo Wreaths/Coronas Decorativas
		<b>H</b>	Hay/Heno Hop Fields/Campos de Lúpulo Hop Poles/Postes de Lúpulo Hop Roots/Raíces de Lúpulo Hops Huckleberries/Arándanos	<b>W</b>	
		<b>L</b>	Lettuce/Lechuga		
		<b>M</b>	Mint/Menta Mint Fields/Campos de Menta Mushrooms/Champañones		
		<b>N</b>	Nectarines/Nectarinas		
		<b>O</b>	Onion Fields/Campos de Cebolla Onions/Cebolla Oysters/Óstras		



# COE COMPLETION REFERENCE GUIDE

Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support

## Reference Guide for Certificate of Eligibility Completion

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

Aguascalientes	Baja California	Baja California Sur	Campeche	Chiapas	Chihuahua	Colima	Coahuila	Distrito Federal	Durango	Guanajuato	MEXICO
AG	BC	BS	CM	CP	CH	CL	CU	DF	DU	GT	
Guerrero	Hidalgo	Jalisco	México	Michoacán	Morelos	Nayarit	Nuevo León	Oaxaca	Puebla	Querétaro	
GR	HG	JA	MX	MC	MR	NA	NL	OA	PU	QE	
Quintana Roo	San Luis Potosí	Sinaloa	Sonora	Tabasco	Tamaulipas	Tlaxcala	Veracruz	Yucatán	Zacatecas		
QR	SL	SI	SO	TB	TM	TL	VE	YU	ZA		

BIRTH VERIFICATION	03	Baptismal or Church Certificate / Certificado de bautismo o de Iglesia
	04	Birth Certificate / Acta de Nacimiento
	05	Entry in Family Bible / Anotación en la Biblia de la Familia
	06	Certificado del hospital
	07	Parent's Affidavit / Declaración jurada de los Padres
	08	Passport / Pasaporte
	09	Certificado Médico
	10	Previously verified School Records / Registros escolares previamente verificados
	11	State-issued ID / Identificación oficial del Estado
	12	Driver's License / Licencia de Conducir
	13	Immigration Document / Documento de Inmigración
	82	Life Insurance Policy / Póliza de Seguro de vida
	99	Other / Otro
If written evidence is not available, the interviewer may rely on a parent's or emancipated youth's verbal statement. In such cases, the interviewer should record "99" – the number that corresponds to "other." Si no existe evidencia escrita, el entrevistador podrá confiar en la declaración verbal de uno de los padres o de un joven emancipado. En esos casos, el entrevistador debe escribir "99" – el número que corresponde a "otro."		

FOREIGN COUNTRIES	Belize	Canada	Colombia
	BLZ	CAN	COL
	Costa Rica	Ecuador	El Salvador
	CRI	ECU	SLV
	Guatemala	Honduras	Japan
	GTM	HND	JPN
	Mexico	Pakistan	Peru
	MEX	PAK	PER
	Philippines	Tonga	
	PHL	TON	



# SHARED COE

A Shared COE occurs when a family is residing in one school district and all or some of the students who are identified on the COE are attending the neighboring school district. The original COE needs to be on file in the district where the family resides and the school district where the student attends, should keep a copy of the COE on file.

See Comments section of COE.

Washington State Office of Superintendent of Public Instruction • Title I Migrant Education Program

## CERTIFICATE OF ELIGIBILITY (COE)

SCHOOL INFORMATION  
School District/Agency: **WAMEP**

**FAMILY DATA**  
Parent/Guardian: **MSDR** TERRANCE  
Current Address: **491 WANETA RD** City: **GRANDVIEW** State: **WA** Zip: **98930** Telephone: ( ) (509) 882-0100  
Date the child(ren) established residency in school district: **08/03/2017**

**QUALIFYING MOVES AND WORK**  
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in **POLSON, MT USA** TO a residence in **GRANDVIEW, WA**  
2. The child(ren) moved (complete both a. and b.)  
a. ☐ as the worker, OR ☒ with the worker, OR ☐ to join or precede the worker  
b. The worker, **TERRANCE MSDR** is ☐ the child or the child's ☒ Parent/Guardian ☐ Spouse.  
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on **08/03/2017** The worker moved on **08/03/2017** (provide comment)  
3. The Qualifying Arrival Date (QAD) was **08/03/2017**  
4. The worker moved due to economic necessity on **08/03/2017** from a residence in **(POLSON) POLSON, MT USA** to a residence in **(GRANDVIEW) GRANDVIEW, WA** and:  
a. ☒ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR  
b. ☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)  
5. The qualifying work, **PICKING PEARS** was (make a selection in both a. and b.):  
a. ☒ seasonal, OR ☐ temporary employment \* if applicable check  
b. ☒ agricultural, OR ☐ fishing work ☐ personal subsistence (provide comment)  
6. (Complete if "temporary" is checked in 5a). The work was determined to be temporary employment based on:  
a. ☐ worker's statement (provide comment), OR  
b. ☐ employer's statement (provide comment), OR  
c. ☐ State documentation for

**COMMENTS** This data also can show date of the Qualifying Move & Work Section, if applicable.  
**SHARED COE / TERRANCE ATTENDS SUNNYSIDE SCHOOL DISTRICT**  
SEE THE CHILD RENEWING WITH A VETERAN DATA IS APPROPRIATE

**CHILD DATA** (Name of Public Child(ren) as registered in school)

Last Name, F, M, P	First Name	Student Name	Sex	Student ID	DOB	Grade	State	Country
MSDR	TERRANCE	AMERY JR	M	55555555	08/24/1999	99	WA	USA
MSDR	JAZMINE	*	F	7777777	07/28/2007	99	WA	USA

**MSIS ENROLLMENT**

Enrollment ID	Enrollment Date	Enrollment Type	Enrollment Status
WA SSAN	9/1/17	12	9/3/17
WA GYAA	9/1/17	4	9/3/17

**INTERVIEWEE**  
I understand that the purpose of this form is to help the State determine if the child(ren) is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, the information I have provided is true.  
**Terrance MSDR**  
12/19/2017  
PARENT

**ELIGIBILITY CERTIFICATION**  
I certify that based on the information provided to me, which is all relevant aspects as reflected above, I am confident that these children are migratory children as defined in 2012 S.E. 800022 and are eligible for Title I, Part C, and thus eligible for such Title I Migrant Education Program (MIEP) services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and understand that this is a legal statement regarding a person that I have made. I do not to file or imprisonment pursuant to 18 U.S.C. 1001.  
**Lisa Schlenker**  
12/19/2017  
LISA SCHLENKER ML 12/19/2017

**REVALIDATION** For completion 1 year after qualifying arrival date and annually thereafter  
By my signature below, I give permission for my child(ren) to be considered "migrant" and to participate in the Migrant Education Program. This includes permission for all Migrant Education Program services, including the agreed on above.  
☐ I have Eligibility ☐ I have Eligibility  
**WA111111E**  
Revised: 07/01/2017




# CHALLENGED COE

A Challenged COE occurs when a family leaves the school district during the regular school year, but the school district does not withdraw the students during the time they were absent. The majority of Challenged COEs occur in the months of November-March.

Upon the family returning into the district, if the Recruiter finds that a new qualifying move has occurred the Recruiter must complete a new COE on the family.

Since the school district has not withdrawn the students during their absence, the Recruiter must complete the Challenged COE Form below, and follow the Challenged COE Process to qualify the family with the new qualifying arrival date.

The RC can assist the RT in this process by verifying student attendance for the time that the students on the COE were absent during their qualifying move.

Washington State Migrant Education Program   Migrant Student Data, Recruitment and Support		School Year 2020-2021	
		<b>CHALLENGED COE FORM</b>	
School District: <input type="text"/>		Certificate Of Eligibility (COE)#: <input type="text"/>	
Qualifying Arrival Date (QAD): <input type="text"/>		FROM CITY: <input type="text"/> TO CITY: <input type="text"/>	
Explain why the family left your school district? (i.e., lack of work, work ended, etc...) <input type="text"/>			
When did the family leave? (month, day and year) <input type="text"/>			
Where did the family go? <input type="text"/>			
How was it determined that the family made a change in residency? <input type="text"/>			
Does the family have a history of migrating? <input type="text"/>			
Was the attendance record for the student/s viewed and verified by staff? <input type="text"/>			
<b>For Short Duration moves (3 weeks or less):</b>			
How was it determined that the move was for <u>qualifying purposes</u> and not a visit to relatives or for vacation purposes? <input type="text"/>			
What documentation was viewed to verify the move was made for qualifying purposes? *(only if applicable) <input type="text"/>			
<small>* Attendance will no longer be attached. Please indicate if viewed. Recruiters are encouraged to <u>limit</u> employment verification to cases where there is <u>substantive</u> reasons to doubt that the worker moved for qualifying work. It is recommended that the worker's employment be verified. For example, a recruiter may ask to see a paystub or employment contract. Caution is advised against retaining copies of such personal documentation.</small>			
<small>Please attach documentation to COE that will support this move (only if applicable) and submit to MSDRS. If you have any questions or would like to know the status of your challenged COE, please contact the MSDRS office.</small>			
<small>Migrant Student Data, Recruitment and Support 810-B East Custer Avenue • Sunnyside, WA 98944 • (509) 837-2712 / 800-274-6084</small>			
<small>08/2020</small>			



# PRIORITY FOR SERVICE DEFINITION

## 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	
<b>Criterion #1 – Migratory children who made a qualifying move within the previous 1-year period</b>	
<b>Qualifying Move within Previous 1-Year period defined by the following parameter:</b> <ul style="list-style-type: none"> <li>A Qualifying Arrival Date (QAD) has been made within the last 365 days (<i>within the last 12 months, including summer</i>).</li> </ul>	<b>Documentation Required</b> <ul style="list-style-type: none"> <li>Certificate of Eligibility (COE)</li> </ul>
<b>AND</b>	
<b>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.</b>	
<input type="checkbox"/> Has not met standard on Smarter Balanced or WA-AIM (Washington-Access to Instruction and Measurement) in <b>Grades 3-8 or 11 in either English language arts or math;</b> <input type="checkbox"/> Has not demonstrating readiness characteristics of entering Kindergartners as measured by WaKIDS.	<b>Documentation Required</b> <ul style="list-style-type: none"> <li>Student level assessment results in the areas tested</li> </ul>
<b>OR</b>	
<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	<ul style="list-style-type: none"> <li>Drop out count provided by OSPI CEDARS.</li> </ul>
<b>USE OF PROXY RISK FACTORS</b> 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.	<b>One</b> Proxy risk factor may be applied when: <ul style="list-style-type: none"> <li>The student was not present in the district when the State assessment was administered, OR</li> <li>The student is enrolled in a grade level where a State assessment is not administered (grades 1-2 and high school).</li> </ul>
<b>Proxy Risk Factors to Criteria #2</b>	
<input type="checkbox"/> 2-a) Student has not yet met Washington's English language proficiency level on state assessment.	<ul style="list-style-type: none"> <li>English language proficiency score.</li> </ul>
<input type="checkbox"/> 2-b) Retained – student is enrolled in same grade level from one school year to the next.	<ul style="list-style-type: none"> <li>Grade level retained.</li> </ul>
<ul style="list-style-type: none"> <li>2-c) Grade Age Compatible (Over Age for Grade)-age does not match acceptable range for grade level placement within 2 years.</li> </ul>	<ul style="list-style-type: none"> <li>Age and grade level placement.</li> </ul>
<ul style="list-style-type: none"> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Number of credits deficient and area of deficiency</li> </ul>
<ul style="list-style-type: none"> <li>2-e) Attendance – Student attendance is less than 90% of days enrolled</li> </ul>	<ul style="list-style-type: none"> <li>Number of days attended divided by number of days enrolled</li> </ul>
<ul style="list-style-type: none"> <li>2-f) Special Education</li> </ul>	<ul style="list-style-type: none"> <li>Identified with IDEA flag</li> </ul>
<ul style="list-style-type: none"> <li>2-g) Homeless</li> </ul>	<ul style="list-style-type: none"> <li>Identified with homeless flag in state database</li> </ul>
<ul style="list-style-type: none"> <li>2-h) Minimal Enrollment Days -</li> </ul>	<ul style="list-style-type: none"> <li>Total days enrolled in a WA State school is fewer than 90</li> </ul>



# MSIS RECORD RETENTION REQUIREMENTS

DOCUMENT	PURPOSE	RETENTION REQUIREMENTS
Certificate of Eligibility (COE)	Record of eligibility of children, by family information and most recent qualifying move data. Authorization by parent(s) for participation in program.	Five years after services are rendered.
Migrant Student Information System (MSIS) forms and reports	Enrollment and update of Migrant Student data into the MSIS.	Keep all information until the end of the school year.
Recruiter Log	Record of activities conducted by Recruiter	All records of Migrant Education Program activities must be kept for five years after services are rendered.
Travel Expense Report	Record of expenses and miles driven by Recruiter to conduct Identification/ Recruitment activities.	All records of Migrant Education Program activities must be kept for five years after services are rendered.



# SECTION II

## Individual Student Record

MSIS Home Screen. The 'Search Screen' button is highlighted with a yellow box.

Current Student record for DAVID MSDR (Student ID: 76767676, Birthdate: 06/02/1998). The 'Secondary' tab is highlighted with a yellow box.

Current Student record for DAVID MSDR. The 'Enroll / Withdraw' tab is highlighted with a yellow box.

District / Agency	Bldg ID	Grade Level	Enrollment	Withdraw	Days Enrolled	Days Present
WA MIG ED PRO	WAAAAG	10	11/16/2015			
WA MIG ED PRO	WAAAHH	10	09/01/2015	10/28/2015	42	41

Current Student record for DAVID MSDR. The 'Health' tab is highlighted with a yellow box.

Exam Date	Reporting District / Agency	Exam Type	Exam Status
04/01/2020	WA MIG ED PROGRAM	Physical	Parent Reported

Current Student record for DAVID MSDR. The 'Enroll / Withdraw' tab is highlighted with a yellow box.

District / Agency	Bldg ID	Grade Level	Enrollment	Withdraw	Days Enrolled	Days Present
WA MIG ED PRO	WAAAAG	10	11/16/2015			
WA MIG ED PRO	WAAAHH	10	09/01/2015	10/28/2015	42	41

Current Student record for DAVID MSDR. The 'Formal Assessments' tab is highlighted with a yellow box.

District/Agency	Enrollment	Test Name	Test Subject	Test Type	Score	Test Date
WA MIG ED PRO	12/16/2013	WELPA	WRITING	SCALED SCORE	376	03/02/2014
WA MIG ED PRO	12/16/2013	WELPA	LISTENING	SCALED SCORE	453	03/02/2014

Current Student record for DAVID MSDR. The 'Qualifying Arrival Date' tab is highlighted with a yellow box.

QAD	Existing COE	Family	District / Agency	From City / State	To City / State
07/15/2017	WA174907E	Family	WAMEP	OTHELLO, WA	SUNNYSIDE, WA
11/15/2015	WA162616E	Family	WA MIG ED PROGRAM	SUNNYSIDE, WA	OTHELLO, WA
12/10/2013	WA0000000	Family	WA MIG ED PROGRAM	SUNNYSIDE, WA	OTHELLO, WA
08/26/2012	WA0999999	Family	WA MIG ED PROGRAM	MC ALLEN, TX	SUNNYSIDE, WA
09/25/2010	WA2000900	Family	WA MIG ED PROGRAM	PASCO, WA	OTHELLO, WA

Current Student record for DAVID MSDR. The 'Supplemental' tab is highlighted with a yellow box.

GARFIELD HIGH SCHOOL ENROLL DATE: 09/01/2019

Academic Services	MIGRANT
CREDIT ACCRUAL	
EARLY CHILDHOOD LEARNING	
ENGLISH LANGUAGE ARTS	
ESL (OSY only)	
FINANCIAL LITERACY (OSY only)	
LIFE SKILLS (OSY only)	
MATH	
SCIENCE / CTE	

Non-Academic Services	MIGRANT
CAREER ED AND POST SECONDARY PREP	
CASE MANAGEMENT	
DENTAL	



# MSIS SEARCH SCREEN

MSIS access privileges are granted via your MSIS password, upon entering the MSIS the following screen will display:

## Search Screen Breakdown

The search screen allows you to search by student number, student name, COE number or other search criteria.

## Multiple Searches and Features

Search Archived, Use Soundex and the Wildcard options are additional features that will assist you in finding the student.

When a match is found "Search Results" will display. The Student ID link will take you to the Student Information Screen. The COE Number link will take you to the COE Data Entry Screen.

Student ID	COE Number	Name	Gender	Birth Date	Recent District	Parent/Guardian
<a href="#">76767676</a>	<a href="#">WA174907E</a>	MSDR, DAVID	M	06/02/1998	WA MIG ED PROGR	MSDR, JESUS



# STUDENT INFORMATION SCREEN

Current Student		
Student ID	Student Name	Birthdate
76767676	DAVID MSDR	06/02/1998

Student Documents

Transfer Document  
Student Academic Record  
Certificate of Eligibility

State ID: 7676767676

**Note:** The MSIS and the National database called MSIX "Migrant Student Information Exchange System" share data between states.

When students come to us from other states, educators can view critical data from another state upon enrollment into the MSIS

## SHARING STUDENT DATA

When a student is new to a district, the RC is highly encouraged to review the students documents and to forward critical information to educators if applicable.

In an effort to assist the RC in this important advocacy, when a student is new to the district, has a medical diagnosed alert or has hours attended reported in the MSIS an automatic Student Transfer Document is generated by the MSIS and forwarded to the Records Clerk for distribution to appropriate district staff.

Washington State Migrant Student Data, Recruitment and Support

**SAMPLE STUDENT DATA**

JOSEPH AGUILAR, JOSEPH

Student ID: 76767676 Birthdate: 06/02/1998

Student Documents

Transfer Document  
Student Academic Record  
Certificate of Eligibility

State ID: 7676767676



# SHARING DATA WITH EDUCATORS

## SAMPLE LETTER

Insert School District Letterhead

TO: James Smith, Mountain Middle School Counselor  
From: Jane Doe, Federal Programs Director

RE: Migrant Student Information System-Student Documents



The following migrant student, \_\_\_\_\_, has been identified as new to our school district. The enclosed documents contain pertinent student information. Please review them carefully and provide any necessary assistance.

Please contact the Migrant Program Department at (xxx) xxx-xxxx if you have any questions or need additional information.

Thank you for your continuous support of migrant students.

Enclosed in this letter are the following documents:

☐ **Student Academic Record**

A copy of the Students High School Transcript downloaded from the CEDARS state database.

☐ **Student Dashboard Copy**

A summary of the student’s migrant record which includes, student information, academic performance, English language proficiency, risk factors and supplemental services received.

☐ **Students Transfer Document**

This document contains a detailed history of a migrant student’s health and academic record. Such student data, enrollment history, secondary hours attended, migrant funded supplemental services, educational services, formal assessments and medically diagnosed alerts.

☐ **Other/Notes**

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The [Update Existing COE](#) Data screen can be used to add or correct information on an existing COE.

<h1>Certificate of Eligibility</h1>	Current Student		
	Student ID	Student Name	Birthdate
	<a href="#">76767676</a>	DAVID MSDR	06/02/1998
	Student Documents	Medical Alert	

## UPDATE EXISTING COE DATA

New COE Data

SCHOOL INFORMATION

School District/Agency :
SY : 2020-2021

FAMILY DATA

Parent / Guardian :
Last : MSDR
First : MARIO

Parent / Guardian :
Last : MSDR
First : JUANA

Physical Address :
Street :
City/State/Zip :

Mailing Address :
☐ Same
☒ Different

Street/PO Box :
City/State/Zip :
Phone Number :

Date Child(ren) Established
Residency in School District :

QUALIFYING MOVES AND WORK

FROM a residence in :
TO a residence in :

The Child(ren)/Student(s) Moved :
Qualifying Worker :
Qualifying Worker Relationship :
Qualifying Arrival Date :
Worker Moved For Economic Necessity On :

FROM a residence in :
TO a residence in :

Move Reason :
Engage in new qualifying work
Qualifying Activity / Crop :
Qualifying Arrival Type :
Agriculture / Temporary
Subsistence Based Work :
☐ YES
☒ NO
Work Was Determined to be Temporary Based on :
COE # :

CHILD DATA

Update	Name of Eligible Child(ren) / Student(s)	Middle	M/F	Birthdate	Code	MB	Birth Place
<input type="checkbox"/>	32323232 MSDR, MACIEL	<input checked="" type="checkbox"/>	TRAIN	M	04/18/2003	99	T SUNNYSIDE , WA , USA
<input type="checkbox"/>	33333333 MSDR, MARIO	<input checked="" type="checkbox"/>		M	06/22/2001	04	S CHULA VISTA , CA , USA
<input type="checkbox"/>	76767676 MSDR, DAVID	<input checked="" type="checkbox"/>	TRAIN	M	06/02/2003	99	S LOS ANGELES , CA , USA
<input type="checkbox"/>	98989898 MSDR, SERENA	<input checked="" type="checkbox"/>	TRAIN	F	04/18/2008	99	T SUNNYSIDE , WA , USA

Add Student

MSDRS ENROLLMENT DATA

Child(ren)/Student(s)	Middle	Building ID	Enroll Date	Grade
32323232 MSDR, MACIEL	TRAIN			
33333333 MSDR, MARIO				
76767676 MSDR, DAVID	TRAIN			
98989898 MSDR, SERENA	TRAIN			

INTERVIEWEE

Health program :
☐ YES
☐ NO
HEP/CAMP :
☐ YES
☐ NO
Early Childhood :
☐ YES
☐ NO

COMMENTS

Comments :

Update Existing COE Data

SCHOOL INFORMATION

School District/Agency : WA MIG ED PROGRAM

SY : 2017-2018

FAMILY DATA

Parent / Guardian : Last : MSDR First : MARIO

Parent / Guardian : Last : MSDR First : JUANA

Physical Address : Street : 1023 TEST AVE

City/State/Zip : SUNNYSIDE WA 98944

Mailing Address : ☒ Same ☐ Different

Street : 1023 TEST AVE

City/State/Zip : SUNNYSIDE WA 98944

Phone Number : 509 555 5555

Date Child(ren) Established Residency in School District : 06/03/2018

QUALIFYING MOVES AND WORK

FROM a residence in : MOUNT VERNON WA USA

TO a residence in : SUNNYSIDE WA USA

The Child(ren)/Student(s) Moved : WITH MARIO MSDR

Qualifying Worker Relationship : PARENT/GUARDIAN

Qualifying Arrival Date : 06/03/2019

Worker Moved For Economic Necessity On : FROM a residence in :

TO a residence in :

Move Reason : Engage in new qualifying work

Qualifying Activity / Crop : TRAINING / HOPS

Qualifying Arrival Type : Agriculture / Seasonal

Subsistence Based Work : YES

Recreational Purposes : YES

Cultural/Traditional Purposes : YES

Substantial Portion : YES

To Support Family : YES

Substantial Economic Necessity : YES

Prevent Financial Hardship : YES

Activity Duration :

Activity Frequency :

Due to Lack of Work : YES

Maintains Family All Year : YES

Meets OME's Criteria : YES

Work Was Determined to be Temporary Based on : (provide comments)

COE #: WA178978E

CHILD DATA

Name of Eligible Child(ren)/Student(s)	Middle	M/F	Birthdate	V	MB	BirthPlace
33232322 MSDR, MACIEL	TRAIN	M	04/19/2003	99	T	SUNNYSIDE, WA, USA
33333333 MSDR, MARIO		M	06/22/2001	04	S	CHULA VISTA, CA, USA
76767676 MSDR, DAVID	TRAIN	M	06/02/2003	99	S	LOS ANGELES, CA, USA
98989898 MSDR, SERENA	TRAIN	F	04/18/2008	99	T	SUNNYSIDE, WA, USA

Add Student

INTERVIEWEE

Health Program : ☒ YES ☐ NO

HEP/CAMP : ☒ YES ☐ NO

Early Childhood: ☒ YES ☐ NO

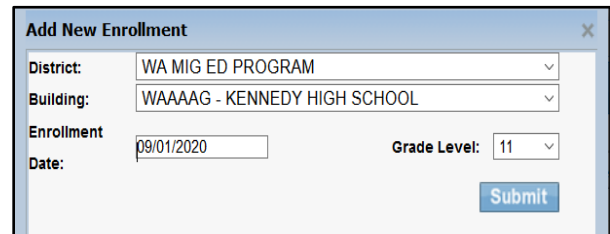


# PROCESSING ENROLLMENTS

An enrollment in the MSIS enables the school district to receive educational and health information for all migrant students' ages 0 through 21.

## Building Codes

New or updated student identification data is processed at this time, along with appropriate building code and dates of enrollment.



## 20 Day Enrollment Rule

The Records Clerk has 20 days from the day the student's enrollment is processed to modify the enrollment date. If this timeline expires and an error has occurred, contact DMS staff to make correction in the MSIS.

## Out-of-School (OS) Enrollments

Migrant children ages 0 through 21 who are identified on a COE and are not attending pre-school, regular school, or summer school programs, should be enrolled in the out-of-school building code with an "OS" grade level. Students who withdraw from school and remain in the district, should also be enrolled in the out-of-school building code.

## Enrollments for Graduates from Other Countries

Students who have graduated from schools in other countries are not considered graduates of the United States. If a graduate from another country enrolls in a U.S. school, indicate the grade in which the student is enrolled. If the graduate (age 21 or younger) does not enroll in school, the student is enrolled in the out-of-school building code.

## End-of-Eligibility Enrollments – Continuation of Services

A migrant student whose eligibility has expired may continue to be served as a continuation of services student through the duration of a term or an additional year if no other comparable services are available and if certain conditions are met such as:

### ***Specifically:***

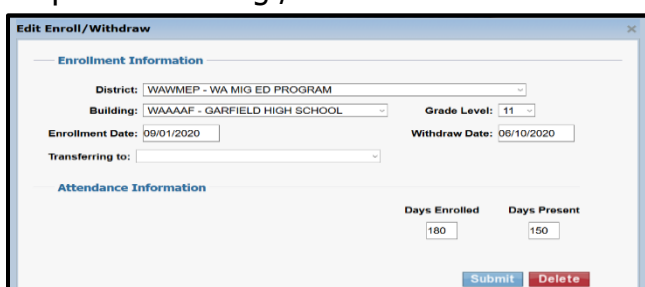
- Migrant students must have been served within their last qualifying period (36 months) and reported into the MSIS.
- Secondary migrant students must have been MEP eligible sometime during 7<sup>th</sup>-12<sup>th</sup> grade and must have received MEP services within their last qualifying period (36 months).
- Secondary students may only continue to receive credit accrual services.



# WITHDRAW/ATTENDANCE

All migrant students attending an educational program including, out of school students are withdrawn immediately in the MSIS using the **Edit Enroll/Withdraw Screen**, when the following scenarios apply:

- Moving out of the school district
- Termination/End-of-Eligibility
- The end of the school year
- Withdrawal from one school building and enrolled into another
- When student has a new Qualifying Arrival Date
- Upon Graduating / GED



**Attendance**-The withdrawal process includes reporting the withdrawal date, days enrolled and days present in the withdrawal screen.

**Note:** Attendance is not required for students enrolled in Pre-Schools.

**Transfer To**- RC may select "Transfer To" city upon withdrawal, if available. Automatic Email is sent to RC in that city.

**Note:** Students 0-21 enrolled in the out-of-school building code are also withdrawn by the RC.

## Report All Educational Data

The RC should report all supplemental, assessment and health data for student upon withdrawal.

## Termination Reasons

When a migrant student is terminated from the MSIS, the RC will process a withdrawal along with attendance data. The MSIS will automatically flag those students who are to be terminated based on their end-of-eligibility and notify the RC through an automated email. Listed below are the five types of termination codes:

- End of Eligibility
- Graduated
- GED
- Deceased
- Other

## Deletions/No Shows

If a student was a no-show for the year or the enrollment is incorrectly reported into the MSIS, the RC must contact DMS to have the enrollment deleted from the MSIS.

If a student is incorrectly enrolled into the wrong building code, the RC can update the building code on the enrollment screen.

## Re-Enrollments/Students Turning Three

If a student is attending and has moved from one school building to another a withdrawal, attendance and a **new enrollment** in the new building needs to be processed.

All 3-21 Out of School (OS) students provide additional migrant program funding to the state of Washington. Therefore, the RC must re-enroll students who turn three years old after school starts. The enrollment date should be the day after their birthday and the OS building code should be used once residency within the district boundary lines is verified by MEP staff.



# CASE STUDIES I

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1. You search for a student named David Garcia and get 15 results. What tools are available on the search screen to help you expand or narrow your search?

---

2. How do you enroll a student into the MSIS?

---

3. If you had to do a paper COE, how would you update it in the MSIS?

---

4. Explain the process for an eCOE once the Recruiter submits it for approval and what part does the RC do?

---

5. A student has been enrolled for two months and you just found out this student is no longer attending in your district, but the family moved to Yakima, WA.

How do you withdraw the student from the MSIS, report the attendance and let the Yakima RC know the student maybe coming their way?

---



# QUALIFYING ARRIVAL DATE

The **QAD** history screen allows you to view the current and previous QADs. This screen gives the RC access to the **Existing COE** screen which allows the RC to make some corrections or modifications to the COE. The icon in the **Family** column allows you to view the COE image.

**Qualifying Arrival Date**

**Current Student**

Student ID	Student Name	Birthdate
76767676	DAVID MSDR	06/02/1998

Student Documents Medical Alert

**Qualifying Arrival Date**

QAD	Existing COE	Family	District / Agency	From City / State	To City / State
11/15/2015	WA167616E	Family	WA MIG ED PROGRAM	SUNNYSIDE, WA	OTHELLO, WA
12/10/2013	WA000000	Family	WA MIG ED PROGRAM	SUNNYSIDE, WA	OTHELLO, WA
08/26/2012	WA999996	Family	WA MIG ED PROGRAM	MC ALLEN, TX	SUNNYSIDE, WA
09/25/2010	WA200900	Family	WA MIG ED PROGRAM	PASCO, WA	OTHELLO, WA

Page 1 of 1

Indicates Electronic COE Image on File

**Update Existing COE Data**

**SCHOOL INFORMATION**

School District/Agency : WA MIG ED PROGRAM SY : 2017-2018

**FAMILY DATA**

Parent / Guardian : Last : MSDR First : MARIO

Parent / Guardian : Last : MSDR First : JUANA

Physical Address : Street : 1023 TEST AVE  
City/State/Zip : SUNNYSIDE , WA 98944

Mailing Address: ☒ Same ☐ Different  
Street : 1023 TEST AVE  
City/State/Zip : SUNNYSIDE , WA 98944  
Phone Number : 509 555 5555

Date Child(ren) Established  
Residency in School District : 06/03/2018



# SECONDARY DATA

Secondary data consists of secondary student's credit and partial credit granted as it appears on the student's official transcript:

- **Credit Earned** is coursework the student has completed and is granted credit on a transcript.
- **Partial Credit** is credit granted by reporting school for a fraction of a term completed.
- **Hours Attended** is coursework the student has attempted but not received credit due to arriving after the term started or leaving prior to the end of the term.

**Secondary Credits** are uploaded on a weekly basis into the MSIS via **CEDARS**, the state database as reported by local school districts.

**Out of State Credits** - The RC will receive an automated email from the MSIS regarding out of state credits, when a student grades 9-12 has been identified on a COE moving into the district from another state. See email instructions below:

The screenshot shows the 'Secondary' section of the MSIS interface. At the top, there's a 'Current Student' header with fields for Student ID (76767676), Student Name (DAVID MSDR), and Birthdate (06/02/1998). Below this is a 'Student Documents' section with a 'Medical Alert' icon. The main content area has two tabs: 'Credits / Hours' (selected) and 'Grad Requirements'. The 'Credits / Hours' tab displays a table with columns: District/Agency, Building, Enrollment, Grade, Credits Earned, and Hours Attended. The table contains two rows: one for 'WA MIG ED PROGRAM' at 'GARFIELD HIGH SCHOOL' with enrollment '09/01/2019', grade '11', '2.5' credits earned, and '2.5' hours attended; and another for 'WA MIG ED PROGRAM' at 'KENNEDY HIGH SCHOOL' with enrollment '09/01/2018', grade '10', '7.5' credits earned, and '7.5' hours attended.

District/Agency	Building	Enrollment	Grade	Credits Earned	Hours Attended
WA MIG ED PROGRAM	GARFIELD HIGH SCHOOL	09/01/2019	11	2.5	2.5
WA MIG ED PROGRAM	KENNEDY HIGH SCHOOL	09/01/2018	10	7.5	7.5

New program regulations require the MSIS to notify the national Migrant Student Information Exchange (MSIX) system which students have been granted credit for secondary course work taken in another state. A COE with a move to or from another state has recently been completed in your school district for the following students:

[76767676](#)

Please log into the student's record and on the current enrollment line indicate whether your school district has recently received a transcript from another state. If the student attended secondary school in another state and that credit information has not yet been received, this student's name will show up on a regular MSIS monthly report as MSIS is required to report this information to the national MSIX within 30 days of your school district receiving transcript information from another state.

The screenshot shows a dropdown menu titled 'Out of State Secondary Transcript'. The menu is currently set to 'PENDING'. Below the title, there's a text box containing the instruction: 'Obtained records from a Secondary School previously attended in another state.' The dropdown menu options are: YES, NO, and SUMMER QAD.

## Graduation Requirements

All high schools participating in the MEP must annually enter their high school graduation requirements for all ninth (9<sup>th</sup>) graders into the MSIS via the Mass Data Entry Screen.

The screenshot shows a table titled 'Graduation Requirements for GARFIELD HIGH SCHOOL 2020-2021'. The table has columns: Subject, Start, End, Credits, Term, Hours, and Comments. The table lists various subjects and their corresponding graduation requirements. At the bottom of the table, there are two buttons: 'Back' and 'Add Requirement'.

Subject	Start	End	Credits	Term	Hours	Comments
BIOLOGY	9	12	3.00	SEM	80	
Career Interest Area	9	12	4.00	SEM	80	
CAREER OR TECH ED	9	12	1.00	SEM	80	
ELECTIVES	9	12	7.50	SEM	80	
ENGLISH	9	12	4.00	SEM	80	
FINE AND PERFORMING ARTS	9	12	1.00	SEM	80	
HEALTH	9	12	0.50	SEM	80	
MATH	9	12	4.00	SEM	80	
PHYSICAL ED	9	12	2.00	SEM	80	
SOCIAL STUDIES	9	12	3.50	SEM	80	

## Designated School of Graduation

The designated school of graduation is reported annually for all ninth (9<sup>th</sup>) graders and updated for the 10<sup>th</sup>-12<sup>th</sup> graders if needed in the MSIS via the Mass Data Entry Screen.

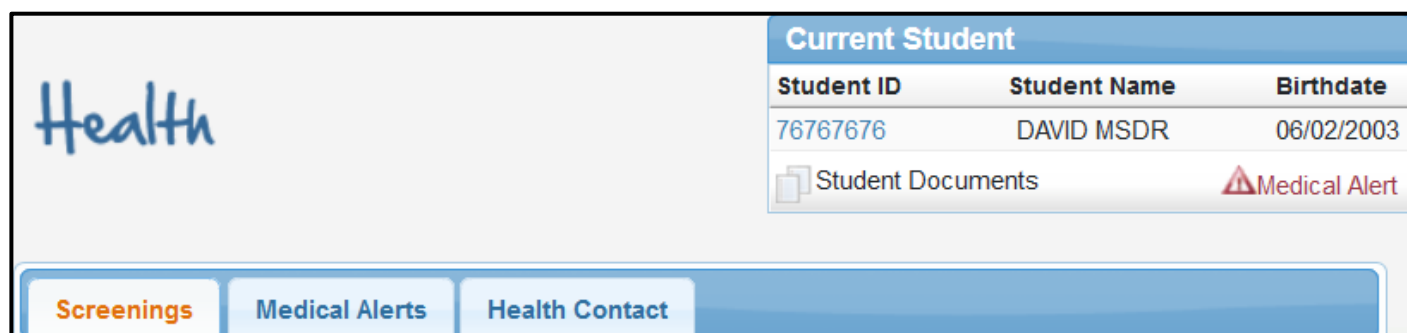


# HEALTH DATA

## Migrant Student Health System

**Health** reporting is the process for which student data regarding health screenings, lab results, medically diagnosed alerts and immunizations are updated on an ongoing basis. The purpose for reporting health data is to ensure pertinent information is transferred from school to school to alert educators and health officials of student's health problems, which may interfere with a student's education.

Reporting health data assists districts in demonstrating that they are supporting the unique health needs of migrant youth and their families through allowable activities.



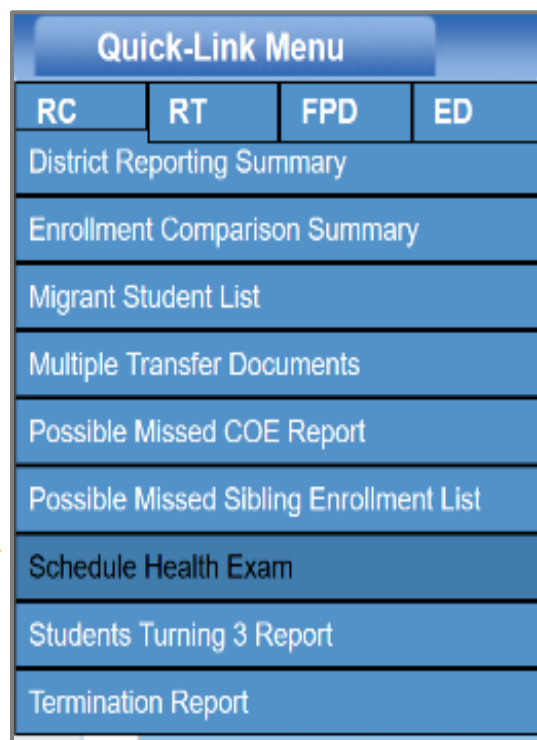
The screenshot shows the 'Current Student' profile for David MSDR. The interface includes a 'Health' logo, a table with student information, and navigation tabs for Screenings, Medical Alerts, and Health Contact.

Current Student		
Student ID	Student Name	Birthdate
76767676	DAVID MSDR	06/02/2003

Below the table are links for 'Student Documents' and a 'Medical Alert' indicator.

Navigation tabs: Screenings, Medical Alerts, Health Contact

The **Quick-Link Menu** allows access to schedule health exams.

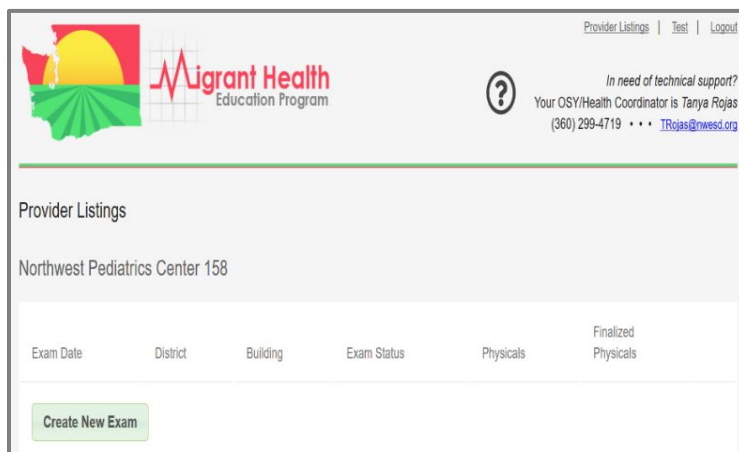


The Quick-Link Menu is a vertical list of buttons for various functions. A yellow arrow points to the 'Schedule Health Exam' button.

- RC
- RT
- FPD
- ED
- District Reporting Summary
- Enrollment Comparison Summary
- Migrant Student List
- Multiple Transfer Documents
- Possible Missed COE Report
- Possible Missed Sibling Enrollment List
- Schedule Health Exam**
- Students Turning 3 Report
- Termination Report

The RC will receive training from the Migrant Education Health Program on how to schedule health exams for the migrant students who need this service.

The link below of the Migrant Student Health System allows the RC access to schedule the student's physical exams using an electronic scheduling form.



The screenshot shows the 'Provider Listings' page of the Migrant Health Education Program. It includes a header with the program logo, navigation links, and a table for listing providers.

Header: Provider Listings | Test | Logout

Logo: Migrant Health Education Program

Text: In need of technical support? Your OSY/Health Coordinator is Tanya Rojas (360) 299-4719 ••• [TRojas@mweed.org](mailto:TRojas@mweed.org)

Table: Provider Listings

Exam Date	District	Building	Exam Status	Physicals	Finalized Physicals
Northwest Pediatrics Center 158					

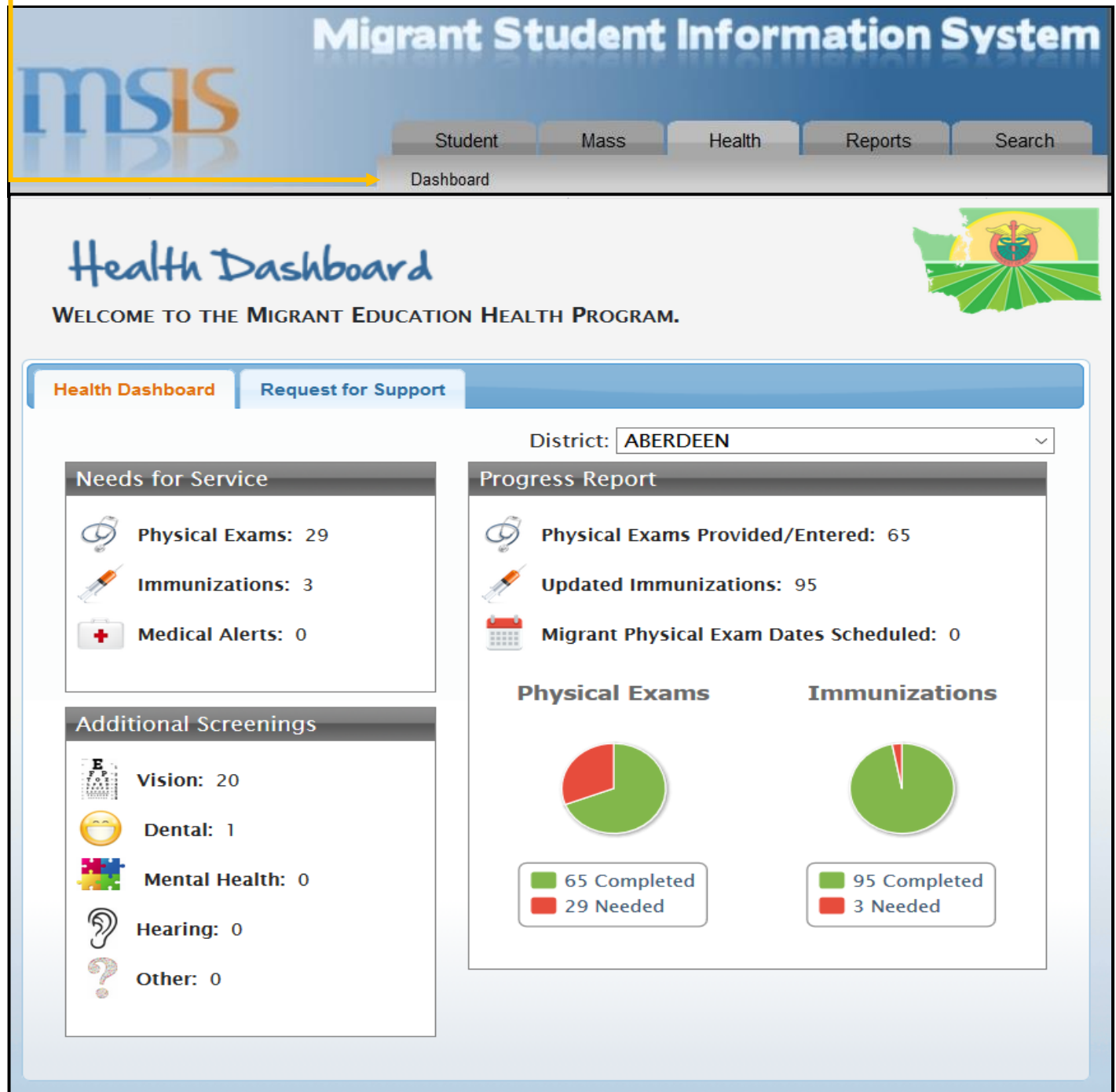
Buttons: Create New Exam



# HEALTH DASHBOARD

## Migrant Student Health Dashboard

The Health Dashboard was developed to assist districts in summarizing their migrant student's health needs districtwide. The dashboard includes Needs for Service, Additional Screenings and a Progress Report by health category.





# HEALTH DASHBOARD

## Migrant Student Request for Support

When the district identifies a migrant student health need that cannot be met by the school district, they may request support from the Migrant Health Program.

In the Request for Support tab a health request can be created by completing the electronic form that displays after clicking on **"New Request"**.

**Health Dashboard**

WELCOME TO THE MIGRANT EDUCATION HEALTH PROGRAM.

**Request for Support**

**New Request**

**Student Details**

<b>Student ID:</b>	76767676	<b>Name:</b>	DAVID MSDR	<b>DOB:</b>	06/02/2003	<b>QAD:</b>	06/03/2019
<b>Current School District:</b>	WA MIG ED PROGRAM		<b>Student Status:</b>	ELIGIBLE			

**District Details**

**Requesting School District:** WA MIG ED PROGRAM

**School Contact:**  **Phone #:**

**Email Address:**

**Support Details**

☐ Eye Glasses ☐ Health Services ☐ Dental Services ☐ Transportation

☐ Other

**Cost:** \$

**Please explain the request in detail:**



# CASE STUDIES II

---

1. You need to correct the students address. What screen do you have to access to modify the address?

---

2. A new student just enrolled in your district and the FPD would like you to share the student's documents from the MSIS with the counselor. Where can you find these important documents?

---

3. If you want to enter hours attended for a migrant student from a withdrawal form: What screen would you use to enter this data?

---

4. You receive a health form from the recruiter regarding a physical for a migrant student. What screen do you have to access to enter this information?

---



# ASSESSMENT DATA

## State Standardized

Required state standardized assessments are administered annually and uploaded into the MSIS from OSPI's state database for the previous school year.

## Local Standardized

The Migrant Records Clerk enters Regular school year and Summer (if applicable) local standardized assessments into the MSIS, such as AIM, DIAL, DRA-EDL, ITBS, MAP, NWEA or STAR.

District: WA MIG ED PROGRAM  
Enrollment Date: 09/01/2018-  
Building: GARFIELD HIGH SCHOOL

**New Assessment**

Test Type/Name: Select Test Name  
Subject Category: Select Test Name  
Score Type: AIM, DIAL, DRA-EDL, ITBS, MAP, NWEA, REGULAR POST, REGULAR PRE, STAR, SUMMER POST, SUMMER PRE

Test Date:   
Test Score:

Back Submit

District: WA MIG ED PROGRAM  
Enrollment Date: 09/01/2018-  
Building: GARFIELD HIGH SCHOOL

**New Assessment**

Test Type/Name: REGULAR PRE  
Test Name: Select Pre/Post Test Name  
Subject Category: Select Pre/Post Test Name  
Score Type: Accelerated Reader (AR), AIMSweb, Amplify Insight (CCSS), Assessment and Learning in Knowledge Spaced (ALEKS), CPAA (NWEA), Curriculum-Based (e.g., Macmillan/McGraw-Hill, Math180), DIBELS, Discovery Education Predictive Assessment, DRA (Developmental Reading Assessment), DRP (Degrees of Reading Power), EasyCBM, EOC (End of Course Exam)

Test Date:

Back Submit

When a district serves students in **ELA** or **Math** supplemental services with migrant funds, the Records Clerk is required to enter a **Pre and Post Assessment** for each student who receives a service in these supplemental categories.

The screen will allow the RC To enter the name of the **Pre or Post Assessment** the district used.



# PRE & POST ASSESSMENTS

## RECOMMENDED ACTION

### To Find Assessment Data in Your District

- 1 Reach out to the District Test Coordinator. If you don't know who that is in your district, OSPI has a list posted here:  
<http://www.k12.wa.us/TestAdministration/pubdocs/DistrictTestCoordinators.pdf>
- 2 Reach out to the CEDARS Administrator. While this person is not directly responsible for tracking the assessment data in your district, they are involved with reporting the same information to CEDARS in File Q – Student Growth Assessments. They can be helpful in locating the data within your district, SIS, etc. If you don't know who that is in your district, you can inquire with your District Data Security Manager (DDSM) who the CEDARS Administrator is in your district. OSPI has a list of DDSMs posted here:  
<https://eds.ospi.k12.wa.us/SecurityManagerList.aspx>

## Student Growth Assessments - Test Administered

Accelerated Reader (AR)

AIMSweb

Amplify Insight (CCSS)

Assessment and Learning in Knowledge Spaced (ALEKS)

CPAA (NWEA)

Curriculum-Based Assessments (e.g., Macmillan/McGraw-Hill, Math180, MobyMax, Rocket Math, TenMarks)

DIBELS

Discovery Education Predictive Assessment

DRA (Developmental Reading Assessment)

DRP (Degrees of Reading Power)

EasyCBM

EOC (End of Course Exam)

FAST



Student Growth Assessments - Test Administered	
Gates Macginitie	
GMADE	
GOLD (WaKids)	
GRADE	
iReady	
IRLA	
ITBS (Iowa Test of Basic Skills)	
IXL	
KARK (Kindergarten Assessment Resource Kit)	
MAP Math	
MAP Reading	
Mastery Connect	
McLeod Assessment of Reading Comprehension	
PALS	
Read 180 (assessment tools)	
Really Great Reading – Diagnostic Decoding Surveys	
SMI (Scholastic Math Inventory SAM/MI)	
SPI (Scholastic Phonics Inventory SAM/PI)	
SpringBoard Assessments	
SRI (Scholastic Reading Inventory SAM/RI)	
STAR Early Literacy	
STAR Math	
STAR Reading	
Success for All (SFA)	
SuccessNet	
Teacher Made Assessment/District Made Assessment/Classroom Based Assessment	
Teacher Recommendation	
Other	



# SUPPLEMENTAL SERVICES

Supplemental Program Services are defined as **Academic, Non-Academic and Service Approach** services provided to migrant students which are in addition to basic educational programs provided by the local school district.

The migrant records clerk gathers this data and enters the migrant supplemental services into the MSIS.

**NOTE:** \* Service Approach

**Other Educational Services** are reported via CEDARS in the student's supplemental record.

Supplemental Services

GARFIELD HIGH SCHOOL

ENROLL DATE : 09/01/2019

Academic Services	
CREDIT ACCRUAL	MIGRANT
EARLY CHILDHOOD LEARNING	
ENGLISH LANGUAGE ARTS	
ESL (OSY only)	
FINANCIAL LITERACY (OSY only)	
LIFE SKILLS (OSY only)	
MATH	
SCIENCE / CTE	

Non-Academic Services	
CAREER ED AND POST SECONDARY PREP	MIGRANT
CASE MANAGEMENT	MIGRANT
DENTAL	
EDUCATIONAL SUPPLIES	
HEALTH	
NON-INSTRUCTIONAL SUPPORT	MIGRANT
SOCIAL WORK OUTREACH	
STUDENT ADVOCACY	
STUDENT LEADERSHIP / ENGAGEMENT	MIGRANT
TRANSPORTATION	

Other Educational Services - reported via CEDARS	
SPECIAL EDUCATION	NO
STATE BILINGUAL	NO
LEARNING ASSISTANCE PROGRAM (LAP)	NO
TITLE ONE	NO

Back
 Update



# SUPPLEMENTAL SERVICES

The **Specialist Advocate Log** below was created to assist the Migrant Graduation Specialist (MGS) and Migrant Student Advocate (MSA) in gathering migrant supplemental service data applied for in the iGrant application. The log is completed by the MGS or MSA identifying migrant students who are receiving migrant supplemental services. Once completed the log is forwarded to the Migrant Records Clerk to be entered in the MSIS.

**Specialist / Advocate Log for WA MIG ED PROGRAM School District printed on Apr 6, 2020. For the month/year of: (Mo/Yr) \_\_\_\_\_**

Enrolling School	Student Name	Student ID	Service Approach (Select One)		Grade	Enrollment Date	Withdrawal Date	Insert Date of Service										PFS	Comments
			CASE MANAGEMENT (MGS)	STUDENT ADVOCACY (MSA)				CAREER ED AND POST	DENTAL	EDUCATIONAL SUPPLIES	HEALTH	NON-INSTRUCTIONAL	SOCIAL WORK OUTREACH	STUDENT LEADERSHIP /	TRANSPORTATION				
GARFIELD HIGH SCHOOL	MSDR, SERENA TRAIN	98989898	Y		9	9/1/2019		Y					Y		Y	Y			
GARFIELD HIGH SCHOOL	MSDR, DAVID TRAIN	76767676	Y		11	9/1/2019		Y					Y		Y				
JOHNSON HIGH SCHOOL	MSDR, MACIEL TRAIN	32323232		Y	9	9/1/2019							Y			Y			
KENNEDY HIGH SCHOOL	MSDR, MARIO	33333333	Y		12	9/16/2019		Y					Y	Y	Y				
MADISON ELEM	MSDR, ALVINA	65555785			4	9/15/2019							Y	Y		Y			

\*Recommendation: meet with PFS students a minimum of 1 (one) time per week.

\*All above services are documented by the MGS or MSA. Services may be logged, by student, whenever contact with the student, collaboration or outreach takes place for more than 15 minutes at a time. All direct services are reported in MSIS by the records clerk no later than at time of student withdrawal. Questions about documentation efforts may be directed to your local Migrant Program Field.

The supplemental service categories are listed on the **"Building Supplemental Service Summary"** in the MSIS.

**Note:** It is important to understand the definition for each of the supplemental services. You can find the MEP Supplemental Service Definitions on the MSDR home page under "Resources, View All Resources and then Records Clerks"

Washington State Migrant Student Data, Recruitment and Support Office

# BUILDING SUPPLEMENTAL SERVICES SUMMARY

## WA MIG ED PROGRAM

	MIGRANT-FUNDED SUPPLEMENTAL PROGRAMS																	Other Educational Services					
	Academic Services								Non-Academic Services							Service Approach		CASE MGMT	STDT ADV	SPEC ED	ST BLNG	LAP	TITLE ONE
	CRED ACCR	EC LRN	ELA	ESL OSY	FIN LIT	LF SKL OSY	MATH	SCI	CAR POST	DNTL	ED SUPL	HLTH	NON INST	SOC OUT	STDT LEAD ENG	TRAN							
GARFIELD HIGH SCHOOL	2								2				2		2	1	2						
JOHNSON HIGH SCHOOL			1				1						1			1		1					
KENNEDY HIGH SCHOOL	1								1				1	1	1		1						
MADISON ELEM			1				1						1	1		1							
<b>DISTRICT TOTAL</b>	<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

All information contained herein is subject to FERPA



## Office of Superintendent of Public Instruction

Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office

# SY 2019-20 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.
EARLY CHILDHOOD LEARNING (PRESCHOOL)	Academic services related to WaKIDS indicators for Kindergarten readiness: <ul style="list-style-type: none"> <li>• Social-Emotional</li> <li>• Language</li> <li>• Literacy</li> <li>• Physical</li> <li>• Cognitive</li> <li>• Math</li> </ul>
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: <a href="http://www.k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf">http://www.k12.wa.us/CareerTechEd/Clusters/CourseEquivalencies/CTEStatewideCourseEquivalencies.pdf</a>
ENGLISH AS A SECOND LANGUAGE (ESL) - OSY	Academic services that promote an Out-of-School Youth (OSY) ages 16-21 acquisition of the English language.
FINANCIAL LITERACY - OSY	Academic services that promote an OSY's acquisition of financial concepts and practices. For example, banks in the United States, budgets, savings accounts, checking accounts, money orders, credit cards, debit cards and ATM cards, bank loans, and pros & cons of "Home Furnishings to Rent" stores.
LIFE SKILLS - OSY	Academic services that promote an OSY's acquisition of general life skills, including lifelong learning strategies with the ultimate goal of successful social and academic integration. Life skills include but are not limited to: health, parenting, employment, legal rights, and other topical areas that are geared towards improving living standards and communicating with daily life.



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NON-ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
CAREER EDUCATION AND POSTSECONDARY PREPARATION	<p>Participation in:</p> <ul style="list-style-type: none"> <li>Structured career awareness options, e.g. access to career role models, professions, interest surveys, career fairs, career and technical training programs</li> <li>Formally structured training or individualized support in job seeking and obtaining skills</li> <li>College and campus visits including: HEP, CAMP, GED Prep programs, and other drop-out prevention programs</li> <li>Formally structured support with application(s) to postsecondary educational institutions</li> </ul>
EDUCATIONAL SUPPLIES	Necessary supplies purchased in order to allow a student to meet the desired objectives specified in the service delivery plan.
HEALTH	<p>Screening services to identify physical health, social/emotional, and preliminary dental condition(s) for referral and treatment which may require additional services so as not to negatively impact a student's educational participation. Screening services such as:</p> <ul style="list-style-type: none"> <li>Preparing for MEP physicals</li> <li>Procuring health services for migrant students including one-time emergency care</li> <li>Interacting with parents regarding unresolved health issues so as not to negatively impact a student from educational participation</li> <li>Providing supplemental nutritional support beyond what is provided through state/federal food and nutrition programs</li> <li>Referral to dental services/screenings</li> <li>Referral to other health and social/emotional needs; including referrals to drug rehabilitation and gang prevention</li> </ul>
DENTAL	<p>Screening services to identify dental health conditions which may require treatment so as not to negatively impact a student's educational participation such as:</p> <ul style="list-style-type: none"> <li>Dental Disease</li> <li>Pain</li> <li>Infection</li> </ul>
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)
STUDENT LEADERSHIP/ ENGAGEMENT	<p>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</p> <p>Project-based locally developed student activities that will foster home and school engagement and increase academic achievement</p>
TRANSPORTATION	Non-Academic services which have as their purpose the conveyance of pupils to and from school activities either between home and school, on trips related to school activities or the provision of support services, including health and dental needs



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NON-ACADEMIC SUPPLEMENTAL PROGRAM SERVICES	
SERVICE NAME	DEFINITION
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"><li>• 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"><li>o 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</li><li>o Orientation and welcome for students who transfer midterm between schools</li></ul></li><li>• Individual support and on-going advocacy to improve likelihood of academic success in K-12 setting or high school equivalent.</li><li>• Development of High School and Beyond Plan unique to intended school of graduation</li><li>• 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"><li>o Drop-out prevention programs, e.g. referrals to: High School Equivalency Programs (HEP), College Assistance Migrant Program (CAMP), and community organizations that provide support for GED prep</li><li>o High school recovery programs, e.g. credit accrual analysis, credit accrual, and program support through an Alternative Learning Environment (ALEs) such as alternative schools, on-line schools, etc; dual credit support through Career and Technical Education and job training support (e.g., Youth Build, OIC, etc.)</li></ul></li><li>• Credit accrual:<ul style="list-style-type: none"><li>o Tracking of high school credit accrued across schools attended</li><li>o Analysis of credit accrual status; collaboration with counselors for appropriate placement</li><li>o Participation in alternative credit practices</li><li>o Participation in CTE, AP, and Running Start classes</li><li>o Receipt of credit for partial coursework</li></ul></li><li>• Support in mainstream classrooms for EL transitioned students</li></ul>

### 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.



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**SY 2019-20 Supplemental Program Services and Definitions**

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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"> <li>1. Monitoring and tracking attendance and academic progress leading toward graduation.</li> <li>2. Conducting referrals to services aligned to a student's needs.</li> <li>3. Facilitating appropriate scheduling options for students to gain access to AP, Highly Capable (Gifted), CTE, Running Start, and regular academic core course options.</li> <li>4. Facilitating access to services to address social/emotional needs.</li> <li>5. Fostering family/school connections and conducting home visits.</li> <li>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.</li> <li>7. Promoting access to or developing leadership and mentoring programs.</li> </ol>
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	<p>A. <b>Health:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. With the Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other MEHP partners.</li> <li>5. Respond to and manage crisis and emergency situations in an effective and timely manner.</li> </ol> <p>B. <b>OSY:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Actively coordinate with academic or other agencies to provide the delivery of academic or post-secondary educational services to migrant OSY students.</li> <li>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.</li> <li>4. With OSPI's Migrant Education Health Program Supervisor implement and coordinate targeted regional technical assistance for school staff and other OSY partners.</li> </ol> <p>And other duties and responsibilities as outlined in state developed OSY/Health Coordinator position description</p>



# CASE STUDIES III

---

1. A student who has withdrawn was given a MAP Assessment while in your district. How would you report this data in the student's record?

---

2. The FPD has asked you to find out what the definition is for a Non-Instructional support service? Where would you find a resource that has this detailed information?

---

3. You must report supplemental services for a student who withdrew from your district. Where would you go in the student's record to report this data and how would you report it?

---

4. The Migrant Graduation Specialist needs help finding the log to track supplemental information. Where can you find this log?

---



# SECTION III

## Mass Reporting Screens

### Mass Enroll / Withdraw

**Enrollments** | Withdrawal | Needs Withdrawal | Missed Sibling

**Mass Enrollment**

District: WA MIG ED PROGRAM  
Previous Building: ALL  
Previous Grade: ALL  
School Year:   
New Building: WAAAAF-GARFIELD HIGH SCHOOL  
Enrollment Date:   
**Submit**

### Mass Secondary

**School of Graduation** | Grad Requirements

**Mass School of Graduation**

District: WA MIG ED PROGRAM  
Building: WAAAAF-GARFIELD HIGH SCHOOL  
School Year:   
Grade: ALL  
**Submit**

### Mass Educational

**Assessment** | Supplemental

**Mass Assessment**

District: WA MIG ED PROGRAM  
Building: WAAAAA-MADISON ELEM  
School Year:   
Grade: ALL  
**Submit**

### Mass Student

**COE Revalidation**

**COE Revalidation**

District: WA MIG ED PROGRAM  
COE Number: WA  
OR  
QAD Month:   
Show: All  
**Submit**

### Mass Health

**Immunizations** | Physicals

**Mass Immunization**

District: WA MIG ED PROGRAM  
Building: ALL  
School Year:   
**Submit**

### Mass Eligibility

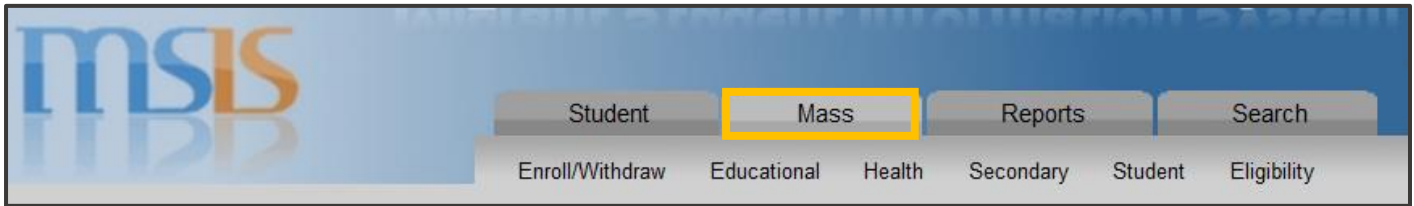
**Missed COE**

**Mass Missed COE**

District: WA MIG ED PROGRAM  
School Year:   
**Submit**



# MASS DATA ENTRY SCREENS



The MSIS has the following Mass Reporting Screens available in several categories to ease the reporting for records clerks with large quantities of data.

## Enroll/Withdraw

---

- **Enrollments**      Enroll students at the beginning of the school year by building and grade level.
- **Withdrawal**      Withdraw and report attendance for students at the end of the school year by building and grade level.
- **Needs Withdrawal**      Withdraw identified students who left the district/building and enrolled in another district/building.
- **Missed Sibling**      Report (left the district or enrolled elsewhere) for a student who has siblings currently enrolled in district.

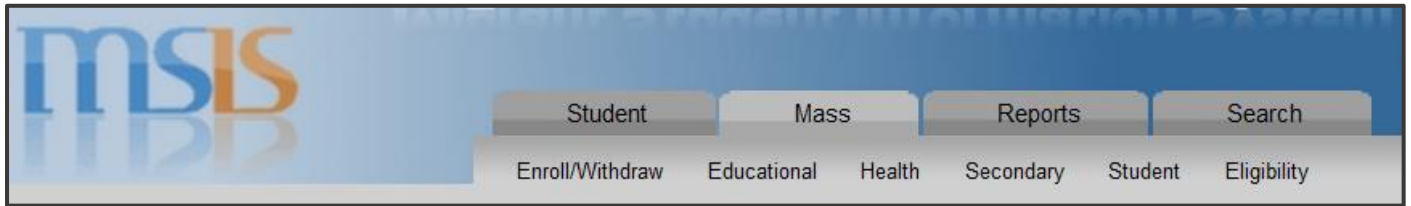
## Educational

---

- **Assessments**      Report standardized assessments that are conducted by the school district.
  - A local pre and post assessment is required to be reported into the MSIS, for all students who are receiving ELA or Math services
  - State Standardized assessments are reported via state database (OSPI) into the MSIS utilizing the State Secure Student Identifier (SSID).
- **Supplemental**      Report all migrant funded Academic and Non-Academic services and Service Approach provided to migrant students.
  - Other Educational Services reported via state database (CEDARS).



# MASS DATA ENTRY SCREENS



The MSIS has the following Mass Reporting Screens available in several categories to ease the reporting for records clerks with large quantities of data.

## Health

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- Immunizations      Report YES if migrant students have immunizations reported in school district.
- Physicals            Report Exam Date, Exam Status, Result and Comments

## Secondary

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- School of Graduation      Report School of Graduation for all 9<sup>th</sup> graders and update 10<sup>th</sup>-12<sup>th</sup> grade if needed.
- Graduation Requirements      Report Graduation Requirements for all 9<sup>th</sup> grade students.

## Student

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- COE Revalidation      Report Revalidation Status of COE (did not move or left district if applicable). Recruiter has access to report a revalidation from the iPad.  
-It is recommended that RC view reported or unreported revalidations by month.

## Eligibility

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- Missed COE            Report status for students who are on a shared COE.



# CASE STUDIES IV

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1. It is the beginning of the year and you need to enroll all the students into the MSIS; what Mass screen would you access to accomplish this task?

---

2. It is the end of the year and you need to withdraw your students and report attendance for all your students. What MSIS Mass screen would you use for this task and where would you get the information for the student's attendance?

---

3. How do you report Graduation Requirements for the 9<sup>th</sup> graders in the MSIS?

---

4. How do you report or update the School of Graduation for the 9<sup>th</sup>–12<sup>th</sup> graders in the MSIS?

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# SECTION IV

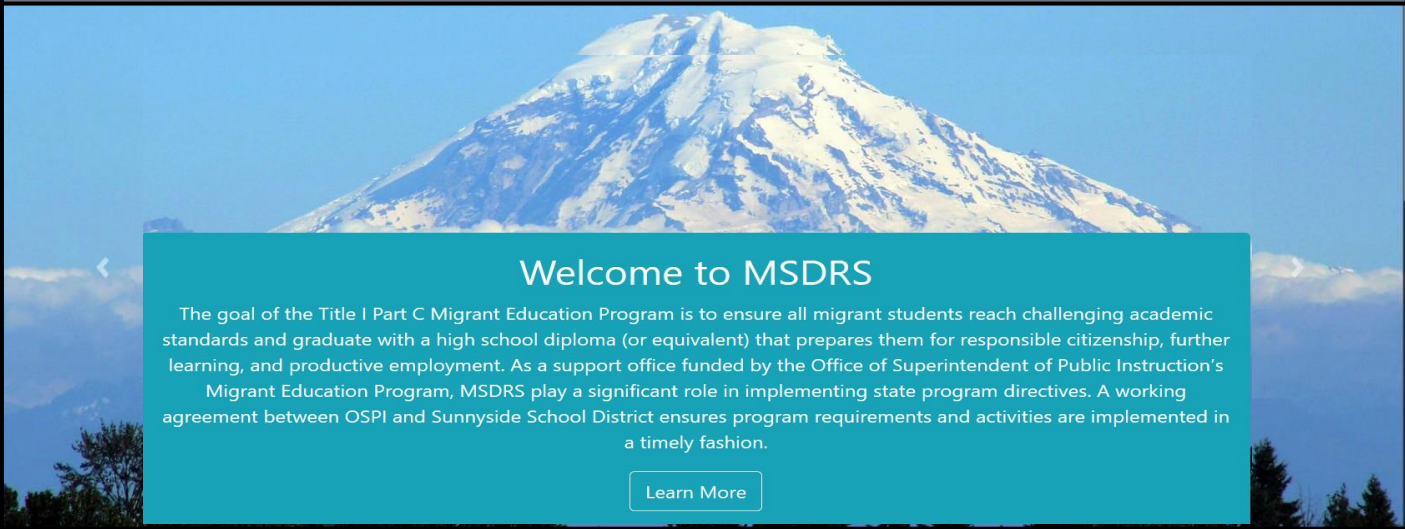
## MSDRS HOME PAGE

Migrant Student Data Recruitment & Support

FER Scheduler Health Program MEP Events PASS

[About Us](#) [District Directory](#) [News & Events](#) [Resources](#) [Request Account](#) [Forgot Password](#)

[Log In](#)



### Welcome to MSDRS


The goal of the Title I Part C Migrant Education Program is to ensure all migrant students reach challenging academic standards and graduate with a high school diploma (or equivalent) that prepares them for responsible citizenship, further learning, and productive employment. As a support office funded by the Office of Superintendent of Public Instruction's Migrant Education Program, MSDRS play a significant role in implementing state program directives. A working agreement between OSPI and Sunnyside School District ensures program requirements and activities are implemented in a timely fashion.

[Learn More](#)

### Migrant Student Information System

The Migrant Student Information System (MSIS) is protected through FERPA and all data is confidential. In order to view student data in the MSIS a new User must obtain a "Username" and "Password" with authorization from the school district's Federal Programs Director and Office of Superintendent of Public Instruction (OSPI) Migrant and Bilingual Education Department.

[Request Account](#)



### Rights of Children Enrolled in School

All Children in the United States are entitled to equal access to a basic public elementary and secondary education regardless of their actual or perceived race, color, national origin, citizenship, immigration status, or the status of their parents/guardians. School districts that either prohibit or discourage, or maintain policies that have the effect of prohibiting or discouraging, children from enrolling in schools because they or their parents/guardians are not U.S. citizens or are undocumented may be in violation of Federal Law.



# MSDRS RESOURCES/EVENTS

All the latest resources and upcoming events can be found on the MSDRS HOME PAGE.

Migrant Student Data Recruitment & Support

FER SchedulerHealth ProgramMEP EventsPASS

About UsDistrict DirectoryNews & EventsResourcesRequest AccountForgot PasswordEmail or UsernamePasswordLog In

Resources

View useful migrant documents and resources for Federal Programs Directors (FPDs), Recruiters, Records Clerks, and other education staff.

Definitions

[Family Educational Rights and Privacy Act \(FERPA\)](#)  
[Priority for Service \(PFS\) Definition](#)  
[Supplemental Service Definitions](#)

Federal Programs Director (FPD)

[USDA Establishing Migrant Eligibility \(November 2004\)](#)  
[USDA Migrant Free Lunch Eligibility \(August 2004\)](#)  
[OSPI Free Lunch Memo \(December 2005\)](#)

Health

[Health Brochure \(English\)](#)

OSY

[OSY Brochure \(English\)](#)

Job Descriptions

[Graduation Specialist](#)  
[Records Clerk](#)  
[Recruiter](#)  
[Student Advocate](#)

Maps

[All Districts](#)  
[Non-Project Districts](#)  
[Project Districts](#)

Records Clerk

[MSDRS Planner](#)  
[MSIS and ID&R Record Retention Requirements](#)  
[MSIS Handbook](#)  
[MSIS Reports Booklet](#)  
[Sample Letter for Sharing Data](#)

Recruiter

[Challenged COE Form](#)  
[Eligibility Certification \(COE\)](#)  
[Have You Recently Moved?](#)  
[Home and Private School Form](#)  
[Home and Private School Form \(Spanish\)](#)  
[ID&R Handbook](#)  
[Individual MEP Recruiter Plan](#)  
[Migrant Recruiter Log Form](#)  
[Qualifying Activities and Crops](#)  
[Qualifying Moves and MEP Eligibility Criteria Handouts](#)  
[Qualifying Moves for the MEP \(Video\)](#)  
[Recruiters Guide to Determine Eligibility](#)  
[Reference Guide for COE Completion](#)  
[Washington State Licensed Farm Labor Contractors](#)  
[Washington Temporary Farm Worker Housing](#)

Helpful Resources

[Brochure \(Clark, Cowlitz, and Thurston Counties\)](#)  
[Brochure \(Grant and Ferry Counties\)](#)  
[Brochure \(Grays Harbor, Kitsap, and Mason Counties\)](#)  
[Brochure \(Kittitas County\)](#)  
[Brochure \(King and Pierce Counties\)](#)  
[Brochure \(Skagit County\)](#)  
[Brochure \(Walla Walla County\)](#)  
[Brochure \(Whatcom County\)](#)  
[Brochure \(Yakima County\)](#)  
[District Identification & Recruitment \(ID&R\) Plan](#)  
[History of MEP](#)  
[MEP Eligibility Criteria](#)  
[MEP Guidance](#)  
[Migrant Physical Form](#)  
[Quality Control Policies and Procedures](#)

Newsletters

[MSDRS Fall 2019](#)

Student Events Database

Manage and add migrant students in your District to events such as Dare to Dream and Voices from the Field using the Events Database.

[Click here to go to the Student Events Database.](#)

Student Engagement Opportunities

The Migrant Education Program is proud to offer student engagement and learning academies for migrant students. For more information, contact Heather Garcia-Mendoza at [events@msdr.org](mailto:events@msdr.org).

Washington State Migrant Education Program Conference

A series of trainings and conference sessions will be provided to enhance the program goals for Washington State's Migrant Education Program.

**When:** August 11-12, 2020  
**Where:** Yakima Convention Center, Yakima, WA



# MIGRANT EDUCATION HEALTH PROGRAM

The Health Program website can be accessed from the MSDRS Home Page for **Physical Exam Dates** and the Migrant Health **Training Schedule**.

Records Clerks will receive training from the Migrant Health Program on how to schedule physicals for migrant students in their district.



Migrant Student Data Recruitment & Support

FER Scheduler **Health Program** MEP Events PASS

About Us District Directory News & Events Resources Request Account Forgot Password

Email or Username Password Log In

[Back to MSDR.org](#) [Log In](#)

## Migrant Education Health Program

Home About Us **Physicals** Resources

### Migrant Education Health Program

The Washington State Migrant Education Health Program provides health care services to migrant students because of our strong belief that healthy students are more likely to reach their fullest educational potential.

#### MEHP Collaborative Partners

- Parents
- School Districts
- Health Care Authority (HCA)
- Department of Social and Health Services
- Medical/Dental Providers



#### Contact Us

Armando Isais-Garcia	<a href="mailto:armando.isais-garcia@k12.wa.us">armando.isais-garcia@k12.wa.us</a> Migrant Education Health Program Supervisor 360.725.6159
Cindy Cholico ESD 105- Yakima	<a href="mailto:cindy.cholico@esd105.org">cindy.cholico@esd105.org</a> Migrant Out of School Youth/Health Coordinator 509.834.6828
Juan Hurtado ESD 123- Pasco	<a href="mailto:jhurtado@esd123.org">jhurtado@esd123.org</a> Migrant Out of School Youth/Health Coordinator 509.989.9259
Ric Escobedo ESD 171- Wenatchee	<a href="mailto:rice@ncesd.org">rice@ncesd.org</a> Migrant Out of School Youth/Health Coordinator 509.665.2610
Tanya Rojas ESD 189- Anacortes	<a href="mailto:trojas@nwesd.org">trojas@nwesd.org</a> Migrant Out of School Youth/Health Coordinator 360.299.4719

#### Top Resources

- ① [Northwest Justice Project](#)
- ① [Washington Connection – Your Link to Services](#)
- ① [Washington State Immunization Information System \(IIS\)](#)  
To request access or questions regarding your password for this site, please contact Armando Isais-Garcia
- ① [Washington State Department of Health](#)

#### Upcoming Events



# SECTION V

## MSIS REPORTS



Reports: Health

Reports: Eligibility

Reports: Statistical

Reports: Educational

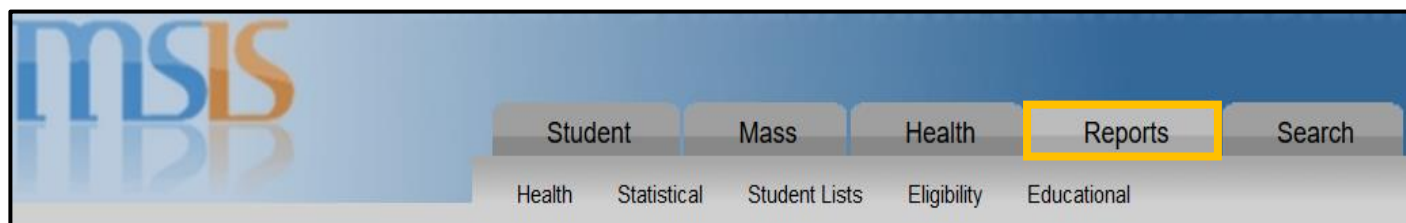
Reports: Student Lists



# MSIS REPORT CATEGORIES

The **MSIS Reports** are developed from migrant student data that is reported by Records Clerks, MSDRS staff and data uploaded from CEDARS database. MSIS also receives data from the national database the Migrant Student Information Exchange (MSIX).

The MSIS Reports are designed to assist Federal Programs Directors, Records Clerks, Recruiters and Educational Staff with migrant student's critical and statistical data. Report information can be utilized to assess students within the districts and provide FPD's data for migrant program state required reporting.



## Health

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Health Reports contain physical exams and medical diagnosed alerts for migrant students. These reports are used to assist in identifying those students who are most in need of migrant physicals.

## Statistical

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Statistical Reports contain important historical data pertaining to the COE, identification and recruitment, student mobility, age differences and enrollments pre-school-12<sup>th</sup> grade. These reports assist in the evaluation and planning of the local migrant program.

## Student Lists

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Student Lists contain enrollments for 0-21-year-old students, sibling information, assessments, risk factors, retention, born in other countries, free lunch, priority for service and out of school information. These reports assist with identification of migrant students in the school district who may need services.

## Eligibility

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Eligibility Reports contain COE generation, revalidation, possible missed COEs, qualifying arrival dates and termination information. These reports assist the recruiter with identification and recruitment efforts in the district.

## Educational

---

Educational Reports contain student data such as assessment, secondary and supplemental data. These reports assist in assessing, analyzing and documenting student's progress as well as helping to identify students who are most at risk and in need of services.



# QUICK LINK MENU

The **Quick Link Menu** can assist staff to access valuable MSIS Reports by migrant funded staff title, quickly and efficiently; the reports listed are the most commonly viewed reports.

The **iGrant Reports** are helpful to the Federal Program Director when completing the following:

- iGrant Application
- End of Year Report
- Consolidated Program Review

The RC can be of assistance by gathering data from MSIS Reports to assist the FPD in completion of these important documents.

The screenshot shows the MSIS (Migrant Student Information System) interface. At the top, there's a navigation bar with tabs for Student, Mass, Health, Reports, and Search. Below this, a 'Quick-Link Menu' is displayed on the left, featuring a list of reports categorized by RC, RT, FPD, ED, and iGrant. The 'RC' category is selected, showing a list of reports including 'Building Supplemental Services Summary', 'End-of-Year Data Summary', 'Enrollment Comparison Summary', 'Formal Assessment Report', 'Migrant Student List', 'Priority For Services - Student List', 'Recovered Out of School Youth List', 'Served in Preschool Report', 'Student Credits Earned Summary', 'Student Needs Assessment Data', and 'Student Supplemental Services Report'. To the right of the menu is the 'Search Screen'. It contains a 'FER List' section and a search form. The search form includes fields for 'COE #' (set to WA), 'Middle Name:', 'Search Archived:' (checkbox), 'Use Soundex:' (checkbox), 'Parent/Guardian Last Name:', and 'Parent/Guardian First Name:'. A 'Search Tip' is provided at the bottom: 'Use the wildcard (\*) if you're unsure of the exact spelling. e.g. Gonzale\*'. At the bottom right, there are 'Clear' and 'Submit' buttons.

msis

Student Mass Health Reports Search

Quick-Link Menu

FER List

RC RT FPD ED iGrant

Building Supplemental Services Summary

End-of-Year Data Summary

Enrollment Comparison Summary

Formal Assessment Report

Migrant Student List

Priority For Services - Student List

Recovered Out of School Youth List

Served in Preschool Report

Student Credits Earned Summary

Student Needs Assessment Data

Student Supplemental Services Report

Search Screen

COE #: WA

Middle Name:

Search Archived: ☐

Use Soundex: ☒

Parent/Guardian Last Name:

Parent/Guardian First Name:

Parent/Guardian First Name:

Search Tip: Use the wildcard (\*) if you're unsure of the exact spelling. e.g. Gonzale\*

Clear Submit



# CASE STUDIES V

---

1. What MSIS Report would you refer to if you wanted to review a three-year history of migrant student's enrollments and withdrawals?

---

2. It is the beginning of the year and you just enrolled all your students. The FPD wants you to send a complete list of migrant students who are eligible for free lunch to the Food Director.

Where would you find these two student lists and what should you do before you give them to the Food Director?

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3. Your FPD asks you to print out the Priority for Service Student for migrant students.

Where in the MSIS would you find this list?

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4. You have reported your supplemental data and now you want to review it.

What report would allow you to view a summary of the supplemental information you reported?

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5. You have some students who left early in the year and you want to check to see if they received credits.

What report will identify who these students are?

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# HELPFUL MSIS TIPS

## CATEGORY DEFINITIONS

### ENROLLMENT

- You can ONLY update and add enrollment information for your district.
- Verify student is in your school district or residing within district boundaries before enrolling in the MSIS.
- Enrollment must be day of or after QAD Date.
- Student identifiable information updates can only be done by MSDRS Staff.

### WITHDRAW/ ATTENDANCE

- When processing a withdraw/attendance for a student, enter supplemental, formal assessments, health, and secondary data (if applicable).
- Use monthly email from MSDRS to withdraw students who have been terminated. Check with Recruiter to verify DNQ before withdrawing.
- When withdrawing in MASS, attendance may be projected for 15 calendar days

### SECONDARY

- Hours attended (if applicable) should be reported at the time of withdrawal and grade can be entered as a letter or percentage.
- When secondary student is coming from another state, check with counselor to see if student received credits. After attaining information from counselor respond to secondary auto email from MSIS.

### HEALTH

- If you report refused by student or parent, enter date exam was refused.
- If you select parent or provider reported, enter the date and the result, normal or abnormal.
- Review MDA report and resolve MDA if possible. If sensitive nature, ask local nurse for assistance.

### ASSESSMENT

- Assessment data must be reported for appropriate enrollment period.
- Report assessments at time of withdrawal (if applicable).

### SUPPLEMENTAL

- Migrant supplemental services Academic, Non-Academic and Service Approach if applicable, should reflect the services listed in your district's iGrant.
- If services reported are different from iGrant, notify FPD.
- Review the Building Supplemental Service Summary for the supplemental data by category.
- Review the Student Supplemental Service Report to view individual services.



# GLOSSARY OF MSIS TERMS

TERM	DEFINITIONS
<b>BIRTH VERIFICATION</b>	Indicates how a student's birth date was verified. (e.g., 04=Birth Certificate, 10=Previously Verified School Records, 99=Other)
<b>BUILDING ID</b>	The Building ID is the code used to enroll migrant students in a school district building.
<b>CREDITS EARNED</b>	Coursework the student has completed and is granted credit on a transcript.
<b>DAYS ENROLLED</b>	The number of days the student was enrolled in school.
<b>DAYS PRESENT</b>	The number of days the student was present in school.
<b>END OF ELIGIBILITY</b>	The date a migrant student ends his/her migrant eligibility after 3 years (36 months) from their qualifying arrival date.
<b>ENROLLMENT</b>	The date a migrant student is enrolled in the MSIS and is given an enrollment date, building code and grade level.
<b>GRADE LEVEL ENROLLMENT</b>	The student's current grade level, regular school students are grades K-12 and preschool students are P0-P5.
<b>GENERATION DATE</b>	The date the student record was generated in the MSIS.
<b>HOURS ATTENDED</b>	Coursework the student has attempted but not received credit due to arriving after the term started or leaving prior to the end of the term.
<b>IMMUNIZATION DATA</b>	Refers to the immunizations on file with School District.
<b>MEDICAL DIAGNOSED ALERT</b>	Information regarding medically diagnosed conditions such as allergies, limitations and medications.
<b>MULTIPLE BIRTH</b>	Indicates if a student is a twin, triplet, etc.
<b>OTHER EDUCATIONAL SERVICES</b>	Other Educational Services refer to services offered through Title I, State Bilingual, Special Education and Learning Assistance Program (LAP), as reported through CEDARS.



# GLOSSARY OF MSIS TERMS

TERM	DEFINITIONS
<b>OUT OF SCHOOL ENROLLMENT</b>	An out-of-school (OS) enrollment is processed for all students, 0-21 years of age who are not currently attending school.
<b>PARTIAL CREDIT</b>	Credit granted by reporting school for a fraction of a term completed.
<b>SCHOOL OF GRADUATION</b>	The name of the high school and the year where the student intends to graduate.
<b>SERVICE APPROACH</b>	The service approach used by the MGS or MSA in providing services to students. The service approach is also referred to as a caseload.
<b>STATE STUDENT IDENTIFIER</b>	The State Student Identifier (SSID) is the number the state assigns the student in the state database CEDARS.
<b>MIGRANT STUDENT ID</b>	The Migrant Student Identification Number is a unique ID number assigned to each student by the MSIS.
<b>SUPPLEMENTAL SERVICES</b>	Supplemental services are defined as academic and non-academic services. These services are above and beyond the basic educational program service provided to a migrant student.
<b>TERMINATION DATE</b>	The date the student was terminated from the Migrant Education Program.
<b>TERMINATION REASON</b>	The reason student is terminated End-of-Eligibility, GED, Graduated, Deceased or Other.
<b>WITHDRAWAL DATE</b>	The date the student last attended school.