

MSIS



MIGRANT STUDENT INFORMATION SYSTEM

HANDBOOK

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Washington State Migrant Education Program

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

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

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

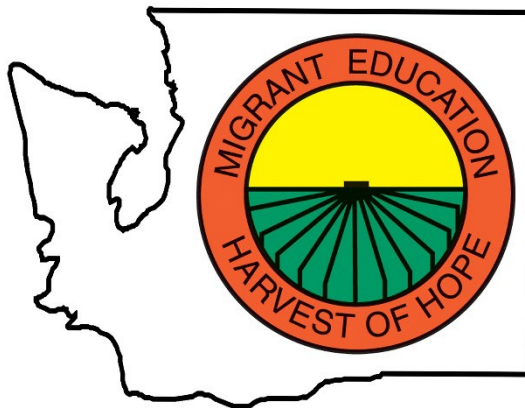
Helpful acronyms used in this handbook include:

ACRONYM	EQUALS	DEFINITIONS
CAMP	=	College Assistant Migrant Program
CEDARS	=	Comprehensive Education Data and Research System
CNA	=	Comprehensive Needs Assessment
COE	=	Certificate of Eligibility
COS	=	Continuation of Services
CPR	=	Consolidated Program Review
DMS	=	Data Management Specialist
DNQ	=	Does Not Qualify
eCOE	=	Electronic Certificate of Eligibility
EOE	=	End of Eligibility
ESD	=	Educational Service District
ESSA	=	Every Student Succeeds Act
FPD	=	Federal Programs Director
HEP	=	High School Equivalency Program
ID&R	=	Identification and Recruitment
LEA	=	Local Educational Agency
MEP	=	Migrant Education Program
MGS	=	Migrant Graduation Specialist
MSA	=	Migrant Student Advocate
MSDRS	=	Migrant Student Data, Recruitment and Support
MSIS	=	Migrant Student Information System
OME	=	Office of Migrant Education
OSPI	=	Office of Superintendent of Public Instruction
OSY	=	Out-of-School Youth
PASS	=	Portable Assisted Study Sequence
PFS	=	Priority For Service
QAD	=	Qualifying Arrival Date
RC	=	Records Clerk
RT	=	Recruiter

MIGRANT STUDENT INFORMATION SYSTEM HANDBOOK

SECTION I

General MEP



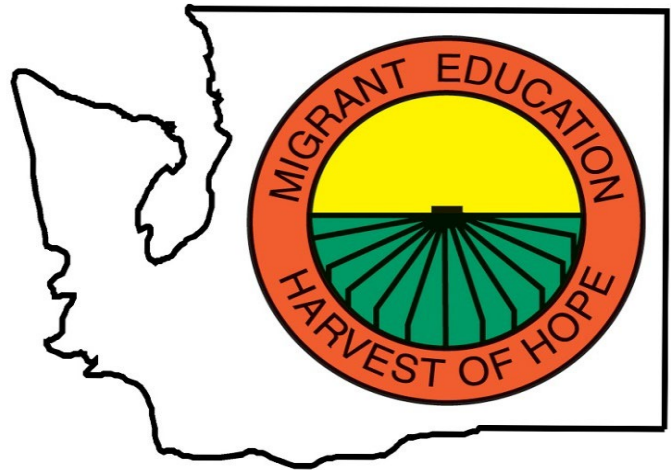
RC Job Description



Washington State Office of Superintendent of Public Instruction • Title I Migrant Education Program		SCHOOL INFORMATION	SCHOOL YEAR
CERTIFICATE OF ELIGIBILITY (COE)		School Demographics:	
FAMILY DATA			
Parent/Guardian: LAST NAME FIRST NAME City State Zip Telephone ()			
Current Address: Data the child(ren) established residency in school district			
QUALIFYING MOVES AND WORK			
1. The child(ren) lived in this home moved due to economic necessity FROM a residence in TO a residence in			
2. The child(ren) moved (complete both a. and b.): a. <input type="checkbox"/> as the worker, OR <input type="checkbox"/> with the worker, OR <input type="checkbox"/> to join or precede the worker. b. The worker: <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 DATE / / the worker moved on DATE / / (provide comment) 3. The Qualifying Annual Date (QAD) was DATE / / 4. The worker moved due to economic necessity on DATE / / from a residence in and to a residence in 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 means for qualifying work (provide comment) 5. The qualifying work: <input type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment <input type="checkbox"/> if applicable check: <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 b. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> state documentation for: <input type="checkbox"/> <input type="checkbox"/>			
CHILD DATA		MSI ENROLLMENT	
Name of eligible child (last, first, middle initial) DOB Sex Ethnicity Date of birth Date of arrival Date of departure Date of departure City State Country		Enrollment Date of enrollment Date of departure Date of departure	
INTERVIEWEE		ELIGIBILITY CERTIFICATION	
I understand that the purpose of this form is to help the State determine if the child(ren) qualify for the Title I Migrant Education Program. In the best of my knowledge, all of the information provided in the interview is true.		I certify that based on the information provided in the interview, I am confident that these children are eligible, eligible to attend a Title I Migrant Education Program, or eligible to attend a Title I Migrant Education Program. I am confident that these children are eligible, eligible to attend a Title I Migrant Education Program, or eligible to attend a Title I Migrant Education Program.	
REVALUATION		COE NUMBER	
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-upon		COE NUMBER	

Revised: 07/13/2021

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 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



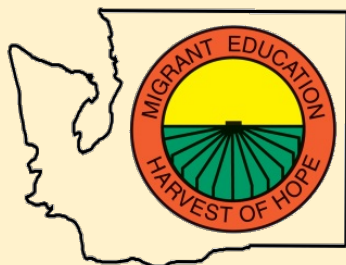
OSPI – Office of Superintendent of Public Instruction

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

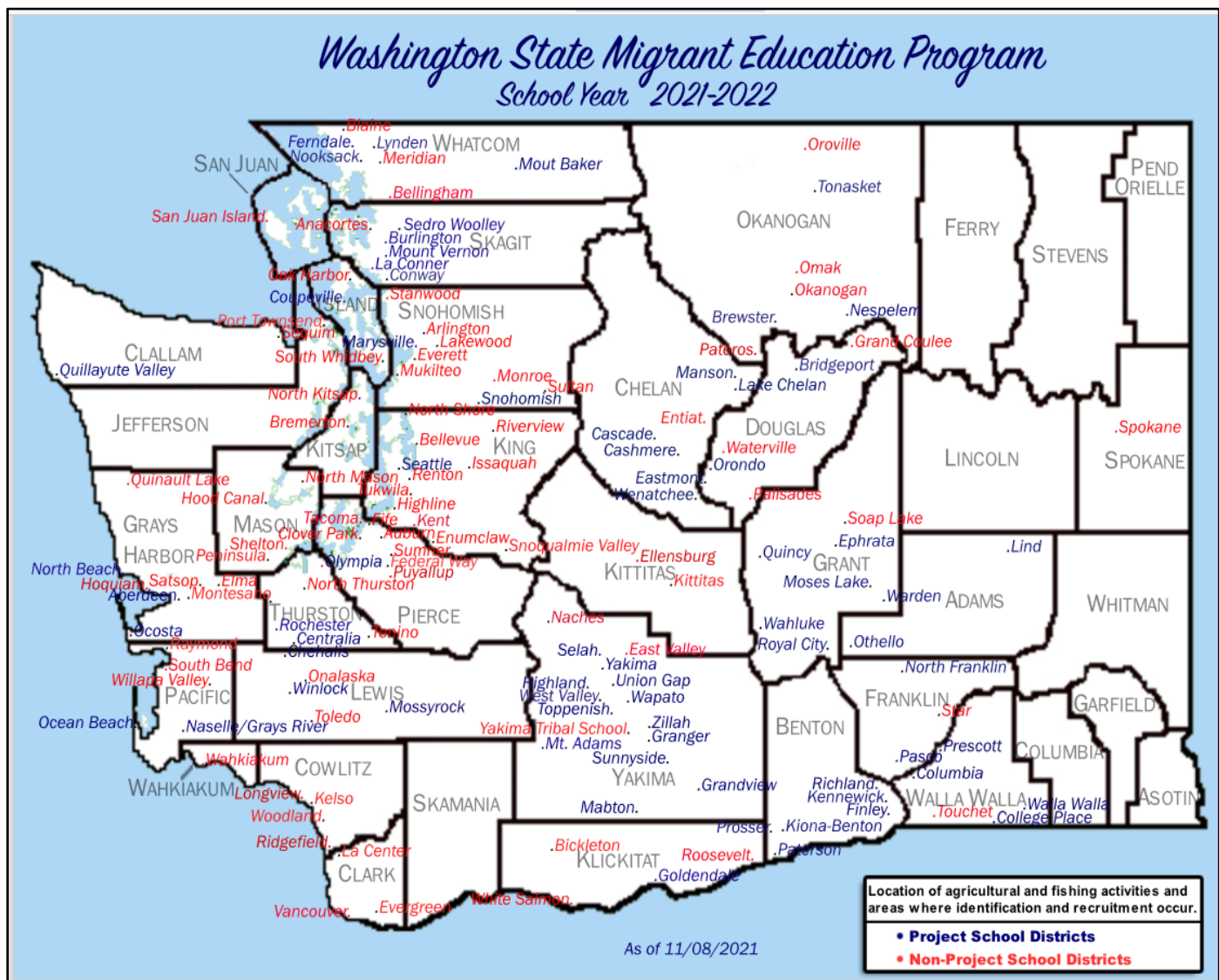
The MSDRS office is located in Sunnyside, Washington, and has the responsibilities of maintaining the Washington State Migrant Student Information System containing migrant student's academic and health data; coordinating statewide migrant identification and recruitment (ID&R) efforts; and training school 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.

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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)

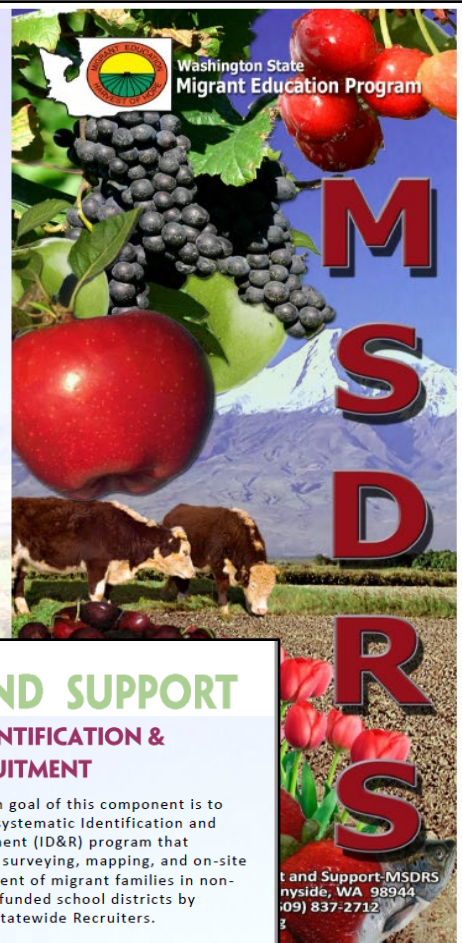
The MSDRS Portable Assisted Study Sequence (PASS) Program offers 40+ fully accredited courses available to ALL Washington State migrant students in grades 7-12. PASS offers migrant students the opportunity to complete courses semi-independently through their local high schools to make up their credit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

MIGRANT HEALTH

What is MEP?

The Migrant Education Program (MEP) is a statewide educational program that funds high quality education programs at local educational agencies for migratory children- ensuring that migratory children who move among the state graduation requirements, standards, or educational disruption.

Health Supports

MEP may support eligible migratory children with supplemental health and social supports free of charge when there is a delay or lack of availability from other federal, state, or other local program resources. Some supports may be covered in limited capacity to not supplant existing federal, state, or other local program resources.

What health supports can MEP provide?

What is not supported by MEP?

Emergency, ongoing or long-term health supports such as:

- Surgeries
- Emergency treatment
- Treatment of chronic diseases
- Braces
- Paid services for adults
- Other long-term services regardless of whether these services are also considered preventative.

If you are experiencing a medical emergency, please call 9-1-1.

Connect with us

Meet the NAME School District's Migrant Education Program.



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



NCESD 171-
Wenatchee Ric
Escobedo
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Rice@ncesd.org



ESD 123- Pasco Juan
Hurtado
(509) 989-9259
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ESD 105- Yakima Valeria
Villa
(509) 654-2983
valeria.villa@esd105.org



Our Mission

Ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards- helping them overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.



Washington Office of Superintendent of
PUBLIC INSTRUCTION

MIGRANT EDUCATION PROGRAM

"Fulfilling a vision of public education where auxiliary supports enable teaching and learning to occur unimpeded"
HB 1541- Sec. 801(1)(b)



Connecting eligible migratory youth to health and social services.



Coordinating with districts to help overcome various health-related problems that inhibit the ability to succeed in school.



MEP TRI-FOLD BROCHURE OUT OF SCHOOL YOUTH



We are here to help you reach
your dreams!

The Migrant Education Program



Who are migrant out of school
youth?

Migrant out of school youth (OSY) are defined as any migrant eligible youth between the ages of 16-22 who has not graduated from high school or received a GED and is not currently enrolled in a k-12 school.

There are many barriers that can stand in the way of graduation. While education is always the goal, the first step may be finding support with language, health, work, family, housing or transportation needs.

We can help.

The key to our success lies in our ability to create bridges to resources that meet student needs.



Did you know?



Washington has the
3rd highest number
of migrant students
in the United States.

People who earn a GED or High School Diploma can earn up to \$12,000 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 \$23,000 dollars more than those who do not graduate high school or earn a GED.



Contact us:

Northwest Educational Service District 189
Together We Can
NWESD 189- Anacortes
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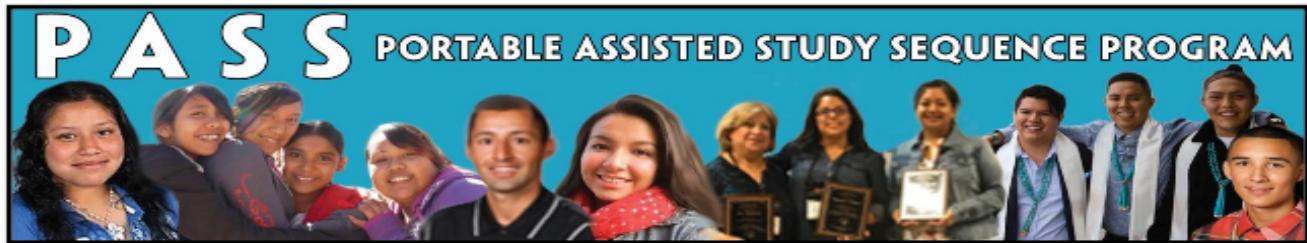


FREE LUNCH LETTERS

	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 the procedures that school district LEAs should use to coordinate with the state to document the categorical eligibility of migrant children.	
<u>Background on the Migrant Education Program</u>	 United States Department of Agriculture Food and Nutrition Service Western Region
The MEP is authorized under the Migrant Education Act (ESEA) and the Department of Education, in turn, supplements educational agencies. The purpose of the MEP is to minimize the educational barriers that migrant children face. While the full definition of migrant is complicated, in general, it includes children who are in general across school district lines, parent or guardian who has a seasonal occupation in agriculture or fishing.	Reply to: SP Policy Memo 05-03 November 12, 2004 210 SCH ELIGIBILITY Attn of: Subject: Establishing eligibility for migrant, runaway and homeless children To: All State Child Nutrition Program Directors
Please note, however, that the ESEA definition because the staff who are responsible for determining who is an eligible migrant child.	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.
<u>Local Level MEP Contacts</u>	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.
Most State educational agencies (LEAs) to provide program services. In some states, the LEAs may be designated. (However, in some states, federal programs including migrant children in their geographic area.)	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 2nd 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

email



PASS@MSDR.ORG



MIGRANT STUDENT DATA, RECRUITMENT AND SUPPORT

810-B East Custer Avenue
Sunnyside, WA 98944



COLLEGE ASSISTANCE MIGRANT PROGRAM

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 (HEP)

Columbia Basin College

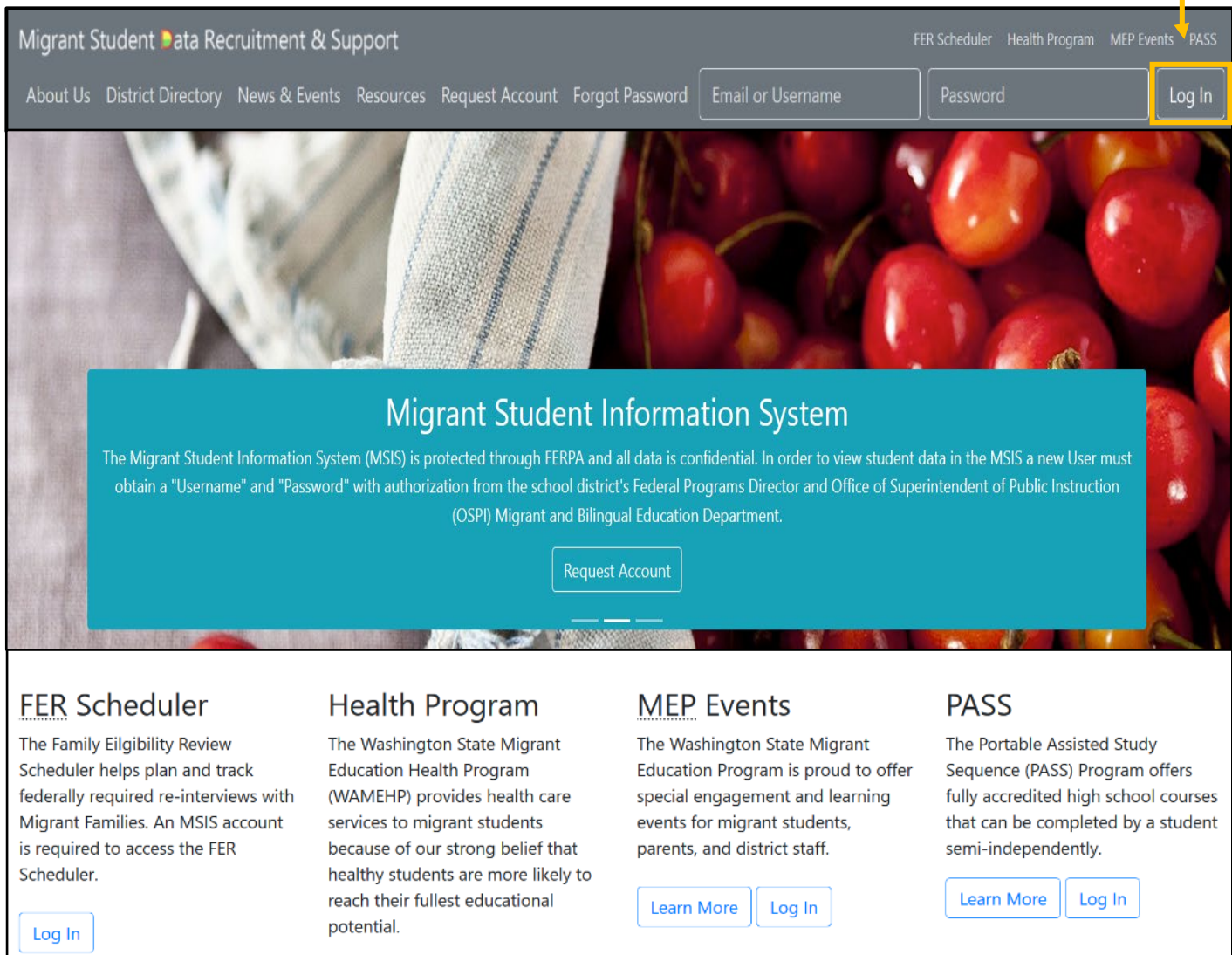
HEP works with each student to lay out an educational plan and explore the possibilities beyond the GED®.

CBC's High School Equivalency Program (HEP) helps close the educational gap experienced by migrating families. Our program provides migrant and seasonal farmworkers and their children with an intensive study program to earn their GED® and continue on to college or employment.

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 Scheduler Health Program MEP Events PASS

About Us District Directory News & Events Resources Request Account Forgot Password Email or Username Password Log In

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

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.

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 SchedulerMEP 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)

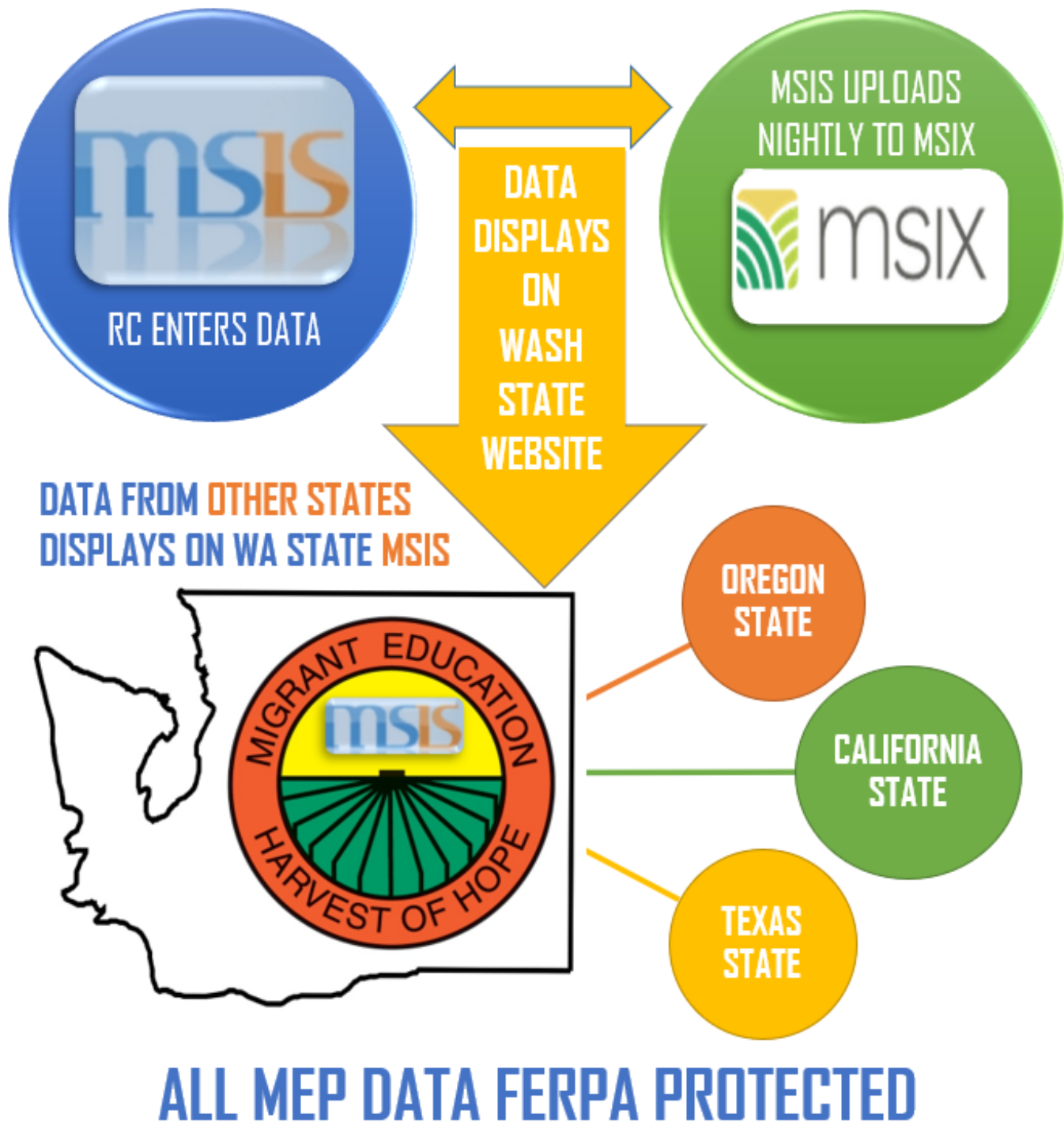
is the technology that allows States to share educational and health information on migrant children who travel from State to State and have student records in multiple States' information systems.

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

New Enrollment

Indicates MSIX record

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

Edit Enroll/Withdraw

Enrollment Information - MSIX Record

District: Madera Unified
Location: Madera, CA
Enrollment Date: 08/12/2019
Facility Phone: 559-674-8509

Building: Millview Elementary
Grade Level: Grade 5
Withdraw Date:

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](#) [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

9/01/2021 – 6/15/2022

Spring Break

4/05/2022 – 4/09/2022

Winter Break

12/21/2021 – 1/01/2022

FEDERAL PROGRAMS DIRECTOR

SHERRI NORTINGTON

Phone (360) 538-2140 Ext 1235

Fax (360) 538-2142

snorthington@asd5.org

MIGRANT RECORDS CLERK

KIMM WOLFE

Phone (360) 538-2013

Fax (360) 538-2254

kwolfe@asd5.org

MIGRANT RECRUITER

SANDRA LEDESMA

Phone (360) 580-5382

Fax (360) 538-2254

sledesma@asd5.org

MIGRANT STUDENT ADVOCATE

SANDRA LEDESMA

Phone (360) 580-5382

Fax (360) 538-2254

sledesma@asd5.org



MEP EXTERNAL LINKS

Migrant Student Data Recruitment & Support

FER Scheduler MEP Events PASS

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

Email or Username Password Log In

Migrant Education Program External Links

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](#)
[Yakima Valley College](#)

Graduation Requirements

[National Center on Education Outcomes \(NCEO\) Graduation Requirements](#)
[State of Washington Graduation Requirements \(OSPI\)](#)
[Washington State Board of Education Graduation Requirements](#)

High School Equivalency Program (HEP)

[Central Washington University](#)
[Columbia Basin College](#)
[Heritage University](#)

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

[Community and Technical College Student](#)
[National HEP/CAMP](#)
[Immigrant Students Financial Aid School \(OSPI\)](#)
[Learning by Choice Grant](#)
[Migrant and Bilingual Education](#)
[The Rights of All Children \(Department of Education\)](#)

Washington State Offices

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 \(OSPI\)](#)



RECORDS CLERK

JOB DESCRIPTION

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.

MSDRS RC-RT MONTHLY ACTIVITY GUIDE

RC/RT MONTHLY ACTIVITY GUIDE

RECORDS CLERK	DATE COMPLETED	RECRUITER	DATE COMPLETED
REMIND FPD TO SCHEDULE MEP TEAM QUALITY CONTROL EVALUATION MEETINGS FOR THE YEAR		COORDINATE ACTIVITES WITH FPD TO SCHEDULE MEP TEAM QUALITY CONTROL EVALUATION MEETINGS FOR THE YEAR	
REPORT SUMMER SCHOOL DATA DUE END OF SUMMER TERM OR BY SEPTEMBER 15 TH <ul style="list-style-type: none"> • Enrollments • Withdrawals / Attendance • Supplemental Services • Assessments- Pre & Post/ K-8/ ELA/Math 		WORK ON SUMMER REVALIDATIONS AND EOE LIST WORK WITH SCHOOL ENROLLMENT STAFF TO IDENTIFY MIGRANT STUDENTS NEW TO THE DISTRICT	
RETURN SCHOOL DISTRICT DIRECTORY		LOG RECRUITMENT ACTIVITIES	
FORWARD SIGNED MIGRANT FREE LUNCH AND EOE FREE LUNCH STUDENT LIST TO FOOD DIRECTOR		COMPLETE AND SUBMIT DISTRICT ID&R PLAN TO CARLOS GONZALEZ, AT OSPI, FOR CURRENT SCHOOL YEAR BY OCTOBER 15 TH READ FRIDAY ID&R EMAILS	
RECORDS CLERK MSIS REPORTS		RECRUITER MSIS REPORTS	
❖ Migrant Free Lunch & EOE Free Lunch Student Lists		❖ COE Revalidation Report	
❖ Enrollment Comparison Summary		❖ Possible Missed COE Report	
❖ Possible Missed Sibling Enrollment List		❖ Qualifying Arrival Date (QAD) Report	

MSIS DATA REPORTING GUIDE

WHAT	WHEN	WHO
ENROLLMENT data consists of information regarding a student's arrival and/or enrollment into the school district and the Migrant Student Information System (MSIS). <ul style="list-style-type: none"> Individual Transfer to Emails Possible Missed Siblings Mass Students Turning Three Out-of-School Students 	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
WITHDRAWAL/ATTENDANCE data includes the following <ul style="list-style-type: none"> Students last attended school, the number of days enrolled and the number of days present Out-of-School Students also reflect a withdrawal date but no attendance. 	Immediately upon withdrawing from school or termination from the Migrant Education Program.	<input checked="" type="checkbox"/> Records Clerk
TERMINATION 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"> Graduated End of Eligibility GED Deceased Other 	System generated when one of the following applies: <ul style="list-style-type: none"> Graduated End of Eligibility 	<input checked="" type="checkbox"/> Records Clerk <input checked="" type="checkbox"/> MSIS via CEDARS
FORMAL ASSESSMENT data consists of the following: <ul style="list-style-type: none"> State Standardized Assessments downloaded into the MSIS through the students SSID from the OSPI database Local Standardized Assessments such as Maps, Star, NWEA, etc...are highly recommended by OSPI and entered by the RC Pre and Post Assessments that are required to be provided and reported when a district serves a Pre-K through 8th grade student in ELA, Math, or Preschool services. 	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)
SUPPLEMENTAL PROGRAM SERVICES 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. OTHER EDUCATIONAL SERVICES that are reported via CEDARS (State Database) <ul style="list-style-type: none"> Special Education Title One State Bilingual Learning Assistance Program 	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
HEALTH data is reported on an ongoing basis such as: <ul style="list-style-type: none"> Screenings consist of Physical Exam, Sports Physical, Vision and Dental Screening, Behavioral Health and Hearing Screening or Other Medical Alerts Mass Immunizations Health Contact Mass Physicals Screen status can be reported as Migrant or Non-Migrant funded, Refused by Parent or Student, Parent or Provider reported	All health information is reported, as the data becomes available.	<input checked="" type="checkbox"/> Records Clerk
SECONDARY data consists of the following: <ul style="list-style-type: none"> Sec. Credits Earned complete, partial, or out of State Hours Attended (if applicable) Designated School of Graduation Local Graduation Requirements 	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
ENROLLMENTS-MASS ENROLL -OUT-OF-SCHOOL YOUTH -RE-ENROLL STUDENTS TURNING 3-YEARS OLD -MISSED SIBLING	STUDENT -Enroll/Withdraw/ New Enrollment MASS -Enroll/Withdraw/ Enrollments	REPORTS/STUDENT LIST <ul style="list-style-type: none"> • Dist. Enrollment Status Report • Migrant Student List • Possible Missed Sibling Enrollment List • Migrant Free Lunch St. List • Priority for Service St. List • Students Turning 3 List
WITHDRAWALS -PREVIOUS SCHOOL YEAR Report Attendance -OUT-OF-SCHOOL YOUTH If student leaves your district process withdrawal, no attendance required -NEEDS WITHDRAWAL -END OF ELIGIBILITY WITHDRAWALS Withdraw students who have DNQ	STUDENT -Enroll/Withdraw/ Enrollment Line MASS - Enroll/ Withdrawal/ Withdrawals and Attendance MASS -Enroll/ Withdrawal /Needs Withdrawal STUDENT - Enroll/Withdraw/ Enrollment Line	REPORTS/STATISTICAL <ul style="list-style-type: none"> • Enrollment Comparison Summary REPORTS/ELIGIBILITY <ul style="list-style-type: none"> • Termination Report
SECONDARY -SCHOOL OF GRADUATION -GRADUATION REQUIREMENTS -HOURS ATTENDED Review Unreported Credits -OUT OF STATE CREDITS Report status for students with out of state credits within 30 days	MASS - Secondary/School of Graduation MASS - Secondary/Grad Requirements STUDENT - Secondary Credits/ Hours/ Enrollment Line/ New Hours Attended STUDENT -Enrollment Line	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> • Secondary Credit Report

Data Entry & Monitoring MSIS Reports Guide

The following resource provides the required data category and correct entry screen to be used for reporting migrant student data by season. The MSIS Reports that contain the data entered are also included 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
SUPPLEMENTAL SERVICES Academic Services Non-Academic Services Service Approach	STUDENT – Supplemental / Supplemental Services/ Enrollment Line MASS - Educational/ Supplemental	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Building Supplemental Services Summary Student Supplemental Services Report
ASSESSMENTS -LOCAL STANDARDIZED ASSESSMENTS Highly recommended that districts report Local Standardized Assessments for migrant students -PRE AND POST ASSESSMENTS Required for any student Pre-K thru 8 th grade receiving ELA, Math, or Preschool Supplemental Services -STATE REQUIRED STANDARDIZED ASSESSMENTS The Secure Student Identifier (SSID) allows OSPI to upload State Standardized Assessments into the MSIS.	STUDENT -Assessment/ New Assessment /Enrollment Line MASS – Educational/ Assessment	REPORTS/EDUCATIONAL <ul style="list-style-type: none"> Formal Assessment Report Building Pre/Post Test Summary Formal Assessment Report
AUTOMATED MSIS EMAILS		
The MSIS sends out several electronic emails throughout the year regarding different subject categories. If you are not receiving any of the following emails, please let us know immediately. It is very important that you receive these emails since they are part of missing required data that needs to be completed and submitted into the MSIS.		
ACTION EMAIL	FOR YOUR INFORMATION EMAIL	
<ul style="list-style-type: none"> ➤ eCOE Successfully Submitted and Approved ➤ Health Summary of Students Without Health Exams ➤ Missing SSID Number ➤ Monthly Termination Report ➤ Pass Enrollment Missing MSIS Enrollment ➤ Pending Enrollments ➤ Possible Migrant Student Transfer to District in State ➤ Secondary Data Out of State Transcripts 	<ul style="list-style-type: none"> ➤ Monthly COE Revalidations Missing ➤ Possible Migrant Student Transfer Out of State ➤ 30 Days Enrolled No COE on File 	

CERTIFICATE OF ELIGIBILITY

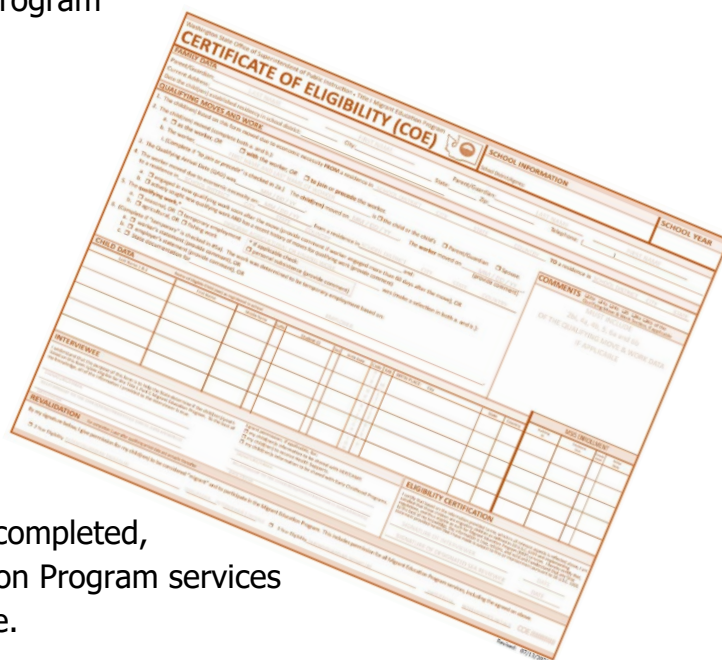
THE CERTIFICATE OF ELIGIBILITY (COE)

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 Migrant Education Program services for (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												SCHOOL INFORMATION				SCHOOL YEAR	
CERTIFICATE OF ELIGIBILITY (COE)																	
FAMILY DATA																	
Parent/Guardian: LAST NAME FIRST NAME												Parent/Guardian: LAST NAME FIRST NAME					
Current Address: City: State: Zip: Telephone: ()																	
Date the child(ren) established residency in school district:																	
QUALIFYING MOVES AND WORK																	
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																	
b. <input type="checkbox"/> employer's statement (provide comment), OR																	
c. <input type="checkbox"/> State documentation for: EMPLOYER																	
COMMENTS Q2b Q4a Q4b Q5 Q6a Q6b of the Qualifying Move & Work Section, if applicable																	
MUST INCLUDE																	
2bi, 4a, 4b, 5, 6a and 6b																	
OF THE QUALIFYING MOVE & WORK DATA																	
IF APPLICABLE																	

Washington State Office of Superintendent of Public Instruction • Title I Migrant Education Program												SCHOOL INFORMATION				SCHOOL YEAR	
CERTIFICATE OF ELIGIBILITY (COE)																	
FAMILY DATA																	
Parent/Guardian: MSDR MARIO Parent/Guardian: MSDR JUANA																	
Current Address: 1045 TEST AVE City: SUNNYSIDE State: WA Zip: 98944 Telephone: (309) 837 - 2712																	
Date the child(ren) established residency in school district: 07/05/2021																	
QUALIFYING MOVES AND WORK																	
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in SCHOOL DISTRICT O FRESNO, CA USA COUNTRY TO a residence in (SUNNYSIDE) 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, FIRST NAME MARIO MSDR OF WORKER is <input checked="" 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 MM / DD / YY. The worker moved on MM / DD / YY (provide comment)																	
3. The Qualifying Arrival Date (QAD) was 07/05/2021.																	
4. The worker moved due to economic necessity on: 07/05/2021 from a residence in SCHOOL DISTRICT O FRESNO, CA USA COUNTRY to a residence in SCHOOL DISTRICT O SUNNYSIDE, WA COUNTRY and:																	
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,* DESCRIBE PICKING CHERRIES FISHING WORK was (make a selection in both a. and b.):																	
a. <input checked="" type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment * If applicable check:																	
b. <input checked="" 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																	
b. <input type="checkbox"/> employer's statement (provide comment), OR																	
c. <input type="checkbox"/> State documentation for: EMPLOYER																	
COMMENTS Q2bi Q4a Q4b Q5 Q6a Q6b of the Qualifying Move & Work Section, if applicable																	
TEST COE																	
MUST INCLUDE																	
2bi, 4a, 4b, 5, 6a and 6b																	
OF THE QUALIFYING MOVE & WORK DATA																	
IF APPLICABLE																	

CHILD DATA										MSIS ENROLLMENT									
Name of Eligible Child (ren) as registered in school																			
Last Name 1 & 2	First Name	Middle Name	Suffix	Student ID	Sex	Birth Date	Code	MS	BIRTH PLACE	City	State	Country	Building ID	Enrollment Date	Grade Level	Enroll Date			
MSDR	MACIEL	TRAIN	-	32323232	M	04/18/11	99	---	SUNNYSIDE		WA	USA							
MSDR	JESUS	TRAIN	JR	54545454	M	04/08/09	99	---	ZAMORA		MC	MEX							
MSDR	DAVID	TRAIN	-	76767676	M	06/02/06	99	---	LOS ANGELES		CA	USA							
MSDR	SERENA	TRAIN	-	98989898	F	04/18/05	99	---	SUNNYSIDE		WA	USA							

INTERVIEWEE										ELIGIBILITY CERTIFICATION									
I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.										I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that the child(ren)/youth listed on this form is/are eligible for the Title I Migrant Education Program (MEP) services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein is/are subject to fine or imprisonment pursuant to 18 U.S.C. 1001.									
SIGNATURE/PRINT NAME: PARENT 10/04/2021										SIGNATURE/PRINT NAME: PARENT 10/04/2021									
RELATIONSHIP TO THE CHILD (INTERVIEWEE'S FULL NAME)										RELATIONSHIP TO THE CHILD (INTERVIEWER'S FULL NAME)									
DATE/TIME										DATE/TIME									
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.																			
<input type="checkbox"/> 2 Year Eligibility PARENT/GUARDIAN SIGNATURE DATE/TIME INTERVIEWER'S INITIALS										<input type="checkbox"/> 3 Year Eligibility PARENT/GUARDIAN SIGNATURE DATE/TIME INTERVIEWER'S INITIALS									
										WA203294E									
										Revised 08/25/2021									

eCOE PENDING ENROLLMENT EMAIL

From: ecoe@msdr.org
Sent: Friday, March 10, 2022
To: Margaret Lopez
Subject: New Enrollment to be Processed

The following student IDs have been attached to the COE. There are enrollments that need to be processed in your district, YAKIMA, for COE WA174907E. Please review this eCOE before processing enrollments.

If the QAD on this electronic COE is prior to an existing enrollment for the current school year, an enrollment is not required.

The following student ID's have been attached to the COE.

- [32323232](#) Grade: 7
- [64559766](#) Grade: 12
- [76767676](#) Grade: 10
- [98989898](#) Grade: 7

Washington State Office of Superintendent of Public Instruction • Title I Migrant Education Program		SCHOOL INFORMATION		SCHOOL YEAR							
CERTIFICATE OF ELIGIBILITY (COE)		School District/Agency: WA MIG ED PROGRAM		2021-2022							
FAMILY DATA											
Parent/Guardian: MSDR MARIO		Parent/Guardian: MSDR JUANA									
Current Address: 1045 TEST AVE City: SUNNYSIDE State: WA Zip: 98944		Telephone: (509) 837-2712									
Date the child(ren) established residency in school district: 07/05/2021											
QUALIFYING MOVES AND WORK											
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in () FRESNO, CA 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, MARIO MSDR is <input checked="" type="checkbox"/> the child or the child's <input checked="" type="checkbox"/> Parent/Guardian <input type="checkbox"/> Spouse (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on 07/05/2021 The worker moved on (provide comment)											
3. The Qualifying Arrival Date (QAD) was 07/05/2021											
4. The worker moved due to economic necessity, from a residence in () FRESNO, CA USA to a residence in () SUNNYSIDE, WA and: 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 checked="" 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 b. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for:											
CHILD DATA											
Last Name First Name Middle Name Birth Date Birth Month Birth Day Birth Year Sex Age Grade State District											
MSDR	MACIEL	TRAIN	-	32323232	M	04/18/11	99	---	SUNNYSIDE	WA	USA
MSDR	JESUS	TRAIN	JR	54545454	M	04/08/09	99	---	ZAMORA	MC	MEX
MSDR	DAVID	TRAIN	-	76767676	M	06/02/06	99	---	LOS ANGELES	CA	USA
MSDR	SERENA	TRAIN	-	98989898	F	04/18/05	99	---	SUNNYSIDE	WA	USA
INTERVIEWEE											
I understand and agree to the terms of the Migrant Education Program. I understand that the State determines if the electronic system is based on the information provided to the interviewee. I understand that the State determines if the electronic system is based on the information provided to the interviewee. I understand that the State determines if the electronic system is based on the information provided to the interviewee.											
REVALIDATION											
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 checked="" type="checkbox"/> 2 Year Eligibility <input type="checkbox"/> 3 Year Eligibility											
ERIC GARZA ML 10/04/2021											
WA203294E Revised: 08/25/2021											

NOTE: COEs with QAD dates after the first day of school may possibly be a **Challenged COE**, if the withdrawal was not processed by the school district prior to the new QAD date. The majority of COEs occur in the months of November-March.

QUALIFYING ACTIVITIES & CROPS CHART

ACTIVITIES

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

CROPS

A	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	D	Daffodils/Narcisos Dairy/Productos Lácteos		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	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 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	E	Eggs/Huevos	F	Fields/Campos Fish/Pescado Floral Greenery/Plantas Verdes Flower Bulbs/Bulbos de Flores Flower Seeds/Semillas de Flores
C		G	Grape Fields/Viñas Grape Shoots/ Grape Vines/Vides Grapes/Uvas Grass/Hierba Grass Seed/Semillas de Hierba	P	
		H	Hay/Heno Hop Fields/Campos de Lúpulo Hop Poles/Postes de Lúpulo Hop Roots/Raíces de Lúpulo Hops Huckleberries/Arándanos	R	Raspberries/Frambuesas Raspberry Bushes/Plantas de Frambuesas 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
		L	Lettuce/Lechuga	S	
		M	Mint/Menta Mint Fields/Campos de Menta Mushrooms/Champiñones	T	
		N	Nectarines/Nectarinas	W	Watermelon/Sandia Wheat/Trigo Wheat Fields/Campos de Trigo Wreaths/Coronas Decorativas
		O	Onion Fields/Campos de Cebolla Onions/Cebolla Oysters/Ostras		

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										SCHOOL INFORMATION		SCHOOL YEAR			
CERTIFICATE OF ELIGIBILITY (COE)										School District/Agency: WA MIG ED PROGRAM		2021-2022			
FAMILY DATA															
Parent/Guardian: MSDR MARIO MSDR JUANA										Parent/Guardian: MSDR JUANA					
Current Address: 1045 TEST AVE City: SUNNYSIDE State: WA Zip: 98944 Telephone: (509) 837 - 2712															
Date the child(ren) established residency in school district: 07/05/2021															
QUALIFYING MOVES AND WORK															
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in () FRESNO, CA USA TO a residence in (SUNNYSIDE) 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, MARIO MSDR 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 _____ The worker moved on _____ (provide comment)															
3. The Qualifying Arrival Date (QAD) was 07/05/2021															
4. The worker moved due to economic necessity on: 07/05/2021 from a residence in () FRESNO, CA USA to a residence in () SUNNYSIDE, WA and: 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 checked="" type="checkbox"/> seasonal, OR <input type="checkbox"/> temporary employment * If applicable check: b. <input checked="" 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 b. <input type="checkbox"/> employer's statement (provide comment), OR c. <input type="checkbox"/> State documentation for _____															
CHILD DATA										MSIS ENROLLMENT					
Name of Eligible Child (ren) as registered in school															
Last Name 1 & 2	First Name	Middle Name	Birth	Student ID	Sex	Birth Date	Grade	MB	BIRTH PLACE	City	State	Country	Enrollment Date	Enrollment Status	Enrollment Type
MSDR	MACIEL	TRAIN	-	32323232	M	04/18/11	99	---	SUNNYSIDE	WA	USA				
MSDR	JESUS	TRAIN	JR	54545454	M	04/08/09	99	---	ZAMORA	MC	MEX				
MSDR	DAVID	TRAIN	-	76767676	M	06/02/06	99	---	LOS ANGELES	CA	USA				
MSDR	SERENA	TRAIN	-	98989898	F	04/18/05	99	---	SUNNYSIDE	WA	USA				
INTERVIEWEE										ELIGIBILITY CERTIFICATION					
I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form are eligible for the Washington State Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true. Mario MSDR PARENT 10/04/2021										I certify that the information provided on this form, which is at minimum subject to a refusal above, I am satisfied that the child(ren) is/are as defined in 20 U.S.C. 6399 and implementing regulations, and is/are eligible for the Migrant Education Program (MEP) services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement made herein or failure to make is subject to fine or imprisonment pursuant to 18 U.S.C. 1001. Mario MSDR PARENT 10/04/2021 ERIC GARZA ML 10/04/2021					
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. <input type="checkbox"/> 2 Year Eligibility <input type="checkbox"/> 3 Year Eligibility WA203294E Revised: 08/25/2021															

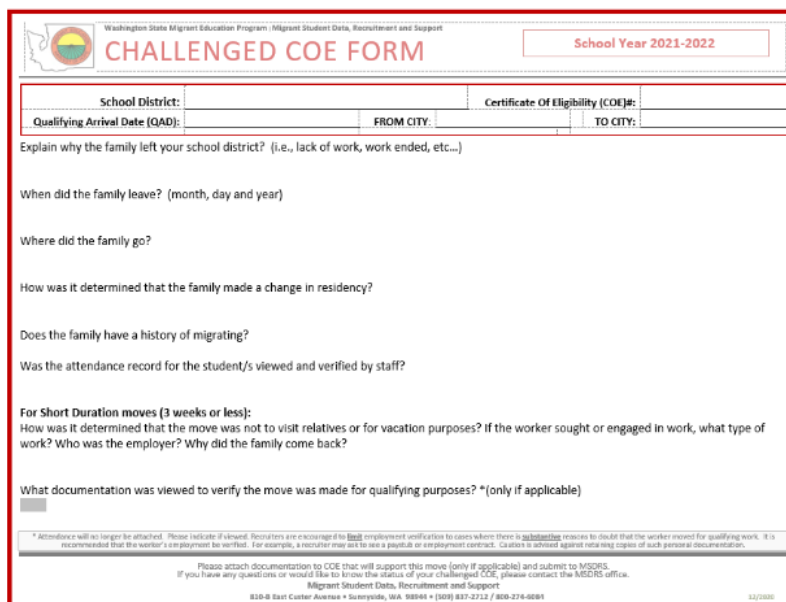
CHALLENGED COE

The majority of Challenged COEs occur in the months of November-March 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.

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. This information is very helpful so that the RT can make sure that the QAD information is consistent with the students documented absence. Once the Challenged COE is approved the RC will receive the following email from MSDRS staff and must enroll the student/s after the new QAD as soon as possible.



The image shows a 'CHALLENGED COE FORM' for the Washington State Migrant Education Program. The form is for the School Year 2021-2022. It includes fields for School District, Certificate of Eligibility (COE) #, Qualifying Arrival Date (QAD), FROM CITY, and TO CITY. Below these fields are several questions to be answered, such as 'Explain why the family left your school district?', 'When did the family leave?', 'Where did the family go?', 'How was it determined that the family made a change in residency?', 'Does the family have a history of migrating?', 'Was the attendance record for the student/s viewed and verified by staff?', and 'For Short Duration moves (3 weeks or less): How was it determined that the move was not to visit relatives or for vacation purposes?'. There is also a section for 'What documentation was viewed to verify the move was made for qualifying purposes?'. At the bottom, there is a note about attaching documentation and a footer with contact information for MSDRS.

Sent: Tuesday, April 20, 2022 - 9:50 AM

To: Migrant Program Records Clerk

Subject: APPROVED CHALLENGED COE

The following Challenged eCOE has been approved:

- WA206841E FAMILY LEFT ON 03/03/22

Please withdraw the students with the date they left your school district and enter their attendance data. Please process a new enrollment for the students when they returned to school after the new QAD date. If you have any questions, please contact msdr@msdr.org.

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	
Criterion #1 –Migratory children who made a qualifying move within the previous 1-year period	
Qualifying Move within Previous 1-Year period defined by the following parameter: <ul style="list-style-type: none"> A Qualifying Arrival Date (QAD) has been made within the last 365 days (<i>within the last 12 months, including summer</i>). 	Documentation Required <ul style="list-style-type: none"> Certificate of Eligibility (COE)
AND	
Criterion #2 – Migratory children who are failing, or most at risk of failing, to meet the State’s challenging academic standards or dropped out of school.	
<input type="checkbox"/> Has not met standard on Smarter Balanced or WA-AIM (Washington-Access to Instruction and Measurement) in Grades 3-8 or 11 in either English language arts or math; <input type="checkbox"/> Has not demonstrating readiness characteristics of entering Kindergartners as measured by WaKIDS.	Documentation Required <ul style="list-style-type: none"> Student level assessment results in the areas tested
OR	
<input type="checkbox"/> Has been identified as drop-out (not yet graduated). Dropouts are defined as students who (1) were enrolled in school at some time during the school year, were not enrolled the following school year, but were expected to be in membership (i.e., were not reported as dropouts the year before), (2) did not graduate from high school (graduates include students who received a GED without dropping out of school), (3) did not complete a state or district-approved educational program, and (4) did not meet any of the following exclusionary conditions: (4a) transfer to another public school district, private school, or state- or district-approved educational program; (4b) temporary school-recognized absence due to suspension or illness; or (4c) death	<ul style="list-style-type: none"> Drop out count provided by OSPI CEDARS.
USE OF PROXY RISK FACTORS when State assessment data is not available to determine whether migrant students are failing, or most at risk of failing, to meet the State’s challenging State academic content standards and challenging State student academic achievement standards.	One Proxy risk factor may be applied when: <ul style="list-style-type: none"> The student was not present in the district when the State assessment was administered, OR The student is enrolled in a grade level where a State assessment is not administered (grades 1-2 and high school).
Proxy Risk Factors to Criteria #2	
<input type="checkbox"/> 2–a) Student is enrolled in State Bilingual Education Program.	<ul style="list-style-type: none">Enrolled in State Bilingual Education Program
<input type="checkbox"/> 2–b) Retained – student is enrolled in same grade level from one school year to the next.	<ul style="list-style-type: none">Grade level retained.
<ul style="list-style-type: none">2–c) Grade Age Compatible (Over Age for Grade)-age does not match acceptable range for grade level placement within 2 years.	<ul style="list-style-type: none">Age and grade level placement.
<ul style="list-style-type: none">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.	<ul style="list-style-type: none">Number of credits deficient and area of deficiency
<ul style="list-style-type: none">2–e) Attendance – Student attendance is less than 90% of days enrolled	<ul style="list-style-type: none">Number of days attended divided by number of days enrolled
<ul style="list-style-type: none">2-f) Special Education	<ul style="list-style-type: none">Identified with IDEA flag
<ul style="list-style-type: none">2-g) Homeless	<ul style="list-style-type: none">Identified with homeless flag in state database
<ul style="list-style-type: none">2-h) Minimal Enrollment Days -	<ul style="list-style-type: none">Total days enrolled in a WA State school is fewer than 90
<ul style="list-style-type: none">2-i) Qualifying move during COVID-19 time period	<ul style="list-style-type: none">Qualifying move between March 15, 2020 to August 31, 2022

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

Individual Student Record

District/Agency	Building	Enrollment	Grade	Credits Earned	Hours Attended

District / Agency	Bldg ID	Grade Level	Enrollment	Withdraw	Days Enrolled	Days Present
WA MIG ED PRO	WAAAAG	10	11/19/2015			
WA MIG ED PRO	WAAAHH	10	09/01/2015	10/29/2015	42	41

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

District / Agency	Bldg ID	Grade Level	Enrollment	Withdraw	Days Enrolled	Days Present
WA MIG ED PRO	WAAAAG	10	11/19/2015			
WA MIG ED PRO	WAAAHH	10	09/01/2015	10/29/2015	42	41

District/Agency	Enrollment	Test Name	Test Subject	Test Type	Score	Test Date
WA MIG ED PRO	12/15/2013	WELPA	WRITING	SCALED SCORE	378	03/02/2014
WA MIG ED PRO	12/15/2013	WELPA	LISTENING	SCALED SCORE	453	03/02/2014

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	WA9999999	Family	WA MIG ED PROGRAM	MC ALLEN, TX	SUNNYSIDE, WA
09/25/2010	WA2000000	Family	WA MIG ED PROGRAM	PASCO, WA	OTHELLO, WA

Supplemental Services	Non-Academic Services
CREDIT ACCRUAL	CAREER ED AND POST SECONDARY PREP
EARLY CHILDHOOD LEARNING	CASE MANAGEMENT
ENGLISH LANGUAGE ARTS	DENTAL
ESL (OSY only)	
FINANCIAL LITERACY (OSY only)	
LIFE SKILLS (OSY only)	
MATH	
SCIENCE / CTE	

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
76767676	WA174907E	MSDR, DAVID	M	06/02/1998	WA MIG ED PROGR	MSDR, JESUS

STUDENT INFORMATION SCREEN

Student Information

Display Student Dashboard

Current Student

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

Medical Alert

Student Documents

[Transfer Document](#)
[Student Academic Record](#)
[Certificate of Eligibility](#)

State ID: 7676767676

Student Dashboard

Student Information

School: Garfield High School
District: Wa Mig Ed Program
Grade: 10
Qualifying Date: 07/05/2021
Eligibility Ends: 07/05/2024

8 months eligible
28 months remaining

Academic Performance

SBA ELA 2020-2021: 2600 (L 3) Grade 9
SBA Math 2020-2021: 2355 (L 2) Grade 9
No Current Science Score.

Risks and Services

Risk Factors

- Moved within 1 Yr
- Dropout
- Bilingual
- SpecialEd
- Enrollment Days
- Attendance
- Homeless
- Credit Deficiency
- ELA Test
- Math Test
- COVID Move

Total Assessment Risk Factors: 1
Total Proxy Risk Factors: 3
Priority for Service: Yes

Supplemental Services

CRSED ACORN
Non-Academic Svcs
CAR POST
CASE MGMT
NON POST
STOT/LEAD ENG
TECH

Other Services

Bilingual Program: Not Received
Special Education: Not Received
LAP: Last Received in 2019-2020
Title I: Last Received in 2019-2020

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

Student Transfer Document

SAMPLE STUDENT DATA

ROBLE'S AGUILAR, JOSEPH

Birth Date: 06/02/1998 MSISID: 7676767676 Print Date: January 10, 2017

Most Recent Building: GARFIELD-HIGH SCHOOL Grade: 10

Gender	Birth Date	Age	QAD	Recent Moves	Present Qualifications
Male	06/02/1998	18	06/02/2014	No	ROBLE'S AGUILAR, JOSEPH

Education Data

1.1 Enrollment History

Previous Schools	Grade	Enrolled	Withdrawn	Days Enrolled	Days Withdrawn
ROBLE'S AGUILAR, JOSEPH	10	06/02/2014	06/02/2017	1045	1045

1.2 Secondary Hours Attended

Course Title	Subject Area	Grade Level	Period	Score	Hours	Grade
ENGLISH I	ENGLISH	10	1	95%	1045	A
MATH I	MATH	10	1	95%	1045	A
SCIENCE I	SCIENCE	10	1	95%	1045	A
SOCIAL STUDIES I	SOCIAL STUDIES	10	1	95%	1045	A
ARTS I	ARTS	10	1	95%	1045	A
PE I	PE	10	1	95%	1045	A

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.

SAMPLE STUDENT DATA

ROBLE'S AGUILAR, JOSEPH

Birth Date: 06/02/1998 MSISID: 7676767676 Print Date: January 10, 2017

Most Recent Building: GARFIELD-HIGH SCHOOL Grade: 10

Gender	Birth Date	Age	QAD	Recent Moves	Present Qualifications
Male	06/02/1998	18	06/02/2014	No	ROBLE'S AGUILAR, JOSEPH

Education Data

1.1 Enrollment History

Previous Schools	Grade	Enrolled	Withdrawn	Days Enrolled	Days Withdrawn
ROBLE'S AGUILAR, JOSEPH	10	06/02/2014	06/02/2017	1045	1045

1.2 Secondary Hours Attended

Course Title	Subject Area	Grade Level	Period	Score	Hours	Grade
ENGLISH I	ENGLISH	10	1	95%	1045	A
MATH I	MATH	10	1	95%	1045	A
SCIENCE I	SCIENCE	10	1	95%	1045	A
SOCIAL STUDIES I	SOCIAL STUDIES	10	1	95%	1045	A
ARTS I	ARTS	10	1	95%	1045	A
PE I	PE	10	1	95%	1045	A

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**

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
	76767676	DAVID MS DR	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 :
Qualifying Activity / Crop :
Qualifying Arrival Type :
Subsistence Based Work :
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		TRAIN	M	04/18/2003	99	T SUNNYSIDE , WA , USA
<input type="checkbox"/>	33333333 MSDR, MARIO			M	06/22/2001	04	S CHULA VISTA , CA , USA
<input type="checkbox"/>	76767676 MSDR, DAVID		TRAIN	M	06/02/2003	99	S LOS ANGELES , CA , USA
<input type="checkbox"/>	98989898 MSDR, SERENA		TRAIN	F	04/18/2006	99	T SUNNYSIDE , WA , USA

Add Student

MSDRS ENROLLMENT DATA

Child(ren)/Students	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 :
Back
Submit

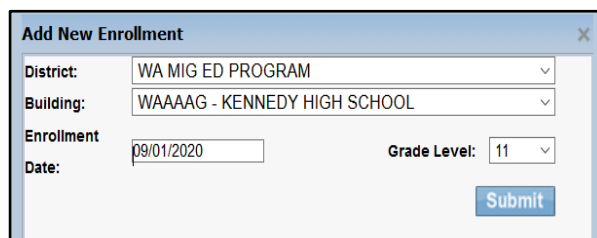
Update Existing COE Data						
SCHOOL INFORMATION						
School District/Agency :	WA MIG ED PROGRAM				SY :	2017-2018
FAMILY DATA						
Parent / Guardian :	Last :	MSDR	First :	MARIO		
Parent / Guardian :	Last :	MSDR	First :	JUANA		
Physical Address :	Street :	1023 TEST AVE				
	City/State/Zip :	SUNNYSIDE	WA	98944		
Mailing Address :	<input checked="" type="radio"/> Same <input type="radio"/> 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					
TO a residence in :	MOUNT VERNON WA USA					
	SUNNYSIDE					
	SUNNYSIDE WA USA					
The Child(ren)/Student(s) Moved :	WITH					
Qualifying Worker :	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					
Sustantial Portion :	YES					
To Support Family :	YES					
Sustantial 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 :	<input type="text"/> (provide comments)					
COE # :	WA178976E					
CHILD DATA						
Name of Eligible Child(ren)/Student(s)	Middle	M/F	Birthdate	I	MB	BirthPlace
33322323 MSDR, MACIEL	TRAIN	M	04/15/2003	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
90808080 MSDR, SERENA	TRAIN	F	04/15/2008	99	T	SUNNYSIDE, WA USA
Add Student						
INTERVIEWEE						
Health Program :	<input checked="" type="radio"/> YES <input type="radio"/> NO HEP/CAMP : <input checked="" type="radio"/> YES <input type="radio"/> NO Early Childhood : <input checked="" type="radio"/> YES <input type="radio"/> 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.



Add New Enrollment	
District:	WA MIG ED PROGRAM
Building:	WAAAAG - KENNEDY HIGH SCHOOL
Enrollment Date:	09/01/2020
Grade Level:	11
<input type="button" value="Submit"/>	

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:

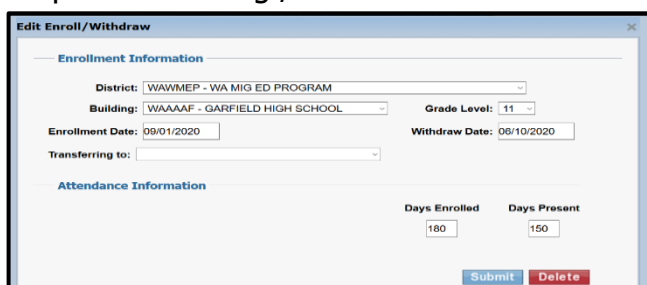
Specifically:

- 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 7th-12th 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 out of school and Pre-School students.

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 flag students who are 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 migrant education program funding to the state of Washington. When an enrolled 2-year old turns 3 years old the RC must process a new enrollment for this student and residency must be verified by MEP staff. RC should follow guideline below for 3-year old enrollment.

- Withdraw 3-year old the day before their birthday
- Enroll 3-year old the day of their birthday
- Use OS Building Code
- Use OS Grade Level

CASE STUDIES I

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

4. 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' link and a 'Medical Alert' icon. The main section 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: 'WA MIG ED PROGRAM' at 'GARFIELD HIGH SCHOOL' with enrollment '09/01/2019', grade '11', '2.5' credits, and '2.5' hours; and 'WA MIG ED PROGRAM' at 'KENNEDY HIGH SCHOOL' with enrollment '09/01/2018', grade '10', '7.5' credits, and '7.5' hours.

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, it says 'Obtained records from a Secondary School previously attended in another state.' The dropdown 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 (9th) 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 subjects listed are BIOLOGY, Career Interest Area, CAREER OR TECH ED, ELECTIVIES, ENGLISH, FINE AND PERFORMING ARTS, HEALTH, MATH, PHYSICAL ED, and SOCIAL STUDIES. Each subject has a start and end year of 9 and 12, and a term of SEM. The credits and hours are listed for each subject. 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	
ELECTIVIES	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 (9th) graders and updated for the 10th-12th 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, medical 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.

Health

Current Student

Student ID	Student Name	Birthdate
76767676	DAVID MS DR	06/02/2003

Student Documents

Medical Alert

Screenings

Medical Alerts

Health Contact

EXAM DATE	REPORTING DISTRICT	EXAM STATUS	EXAM TYPE
09/21/2021	WA MIG ED PROGRAM	Parent Reported	Physical
09/15/2021	LIND	Parent Reported	Physical
07/22/2021	SNOHOMISH	Parent Reported	Physical
07/20/2021	MOUNT ADAMS	Parent Reported	Physical
07/20/2021	WEST VALLEY (YAKIMA)	Parent Reported	Physical
07/20/2021	WEST VALLEY (YAKIMA)	Parent Reported	Physical
06/25/2021	WEST VALLEY (YAKIMA)	Parent Reported	Physical
11/12/2020	WA MIG ED PROGRAM	Non-Migrant Funded	Physical

<< >> Page 1 of 1

+ New Screening

Screenings

Medical Alerts

Health Contact

The Alert has been Added

<< >> Page 1 of 1

+ New Medical Alert

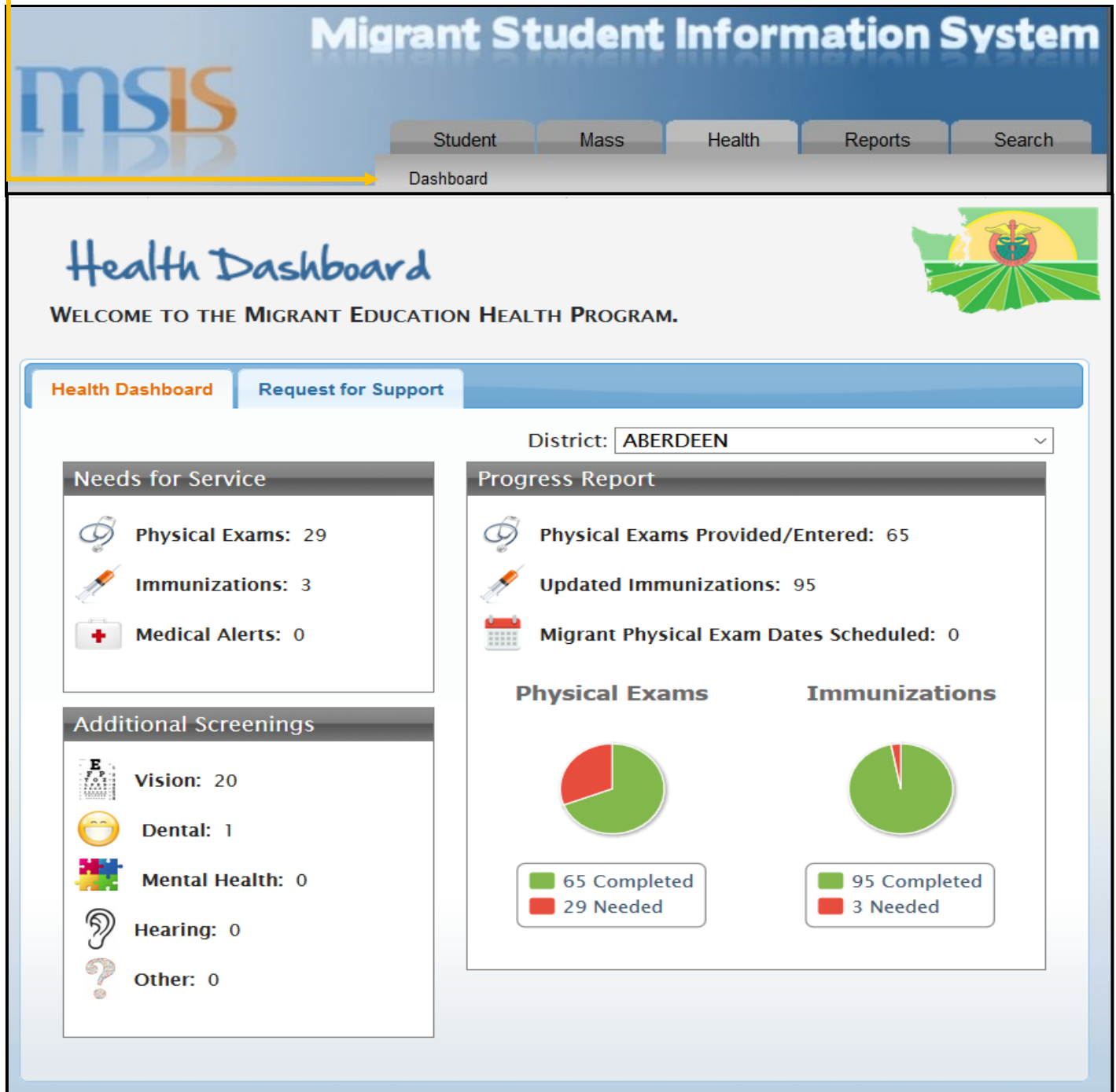
Indicates Alert Created on Health System.

Indicates Alert Imported from MSIX record

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"**.

The screenshot shows the 'Health Dashboard' interface. At the top, it says 'Health Dashboard' and 'WELCOME TO THE MIGRANT EDUCATION HEALTH PROGRAM.' Below this is a navigation bar with two tabs: 'Health Dashboard' and 'Request for Support'. A yellow arrow points from the 'Request for Support' tab to a 'New Request' button. The 'Request for Support' form is displayed below, featuring a header with the title 'Request for Support' and a logo. The form is divided into three main sections: 'Student Details', 'District Details', and 'Support Details'. The 'Student Details' section includes fields for Student ID (76767676), Name (DAVID MSDR), DOB (06/02/2003), QAD (06/03/2019), Current School District (WA MIG ED PROGRAM), and Student Status (ELIGIBLE). The 'District Details' section includes a dropdown for Requesting School District (WA MIG ED PROGRAM), School Contact, Phone #, and Email Address (baguilar@msdr.org). The 'Support Details' section includes radio buttons for Eye Glasses, Health Services, Dental Services, Transportation, and Other, a Cost field, and a text area for 'Please explain the request in detail:'.

Health Dashboard

WELCOME TO THE MIGRANT EDUCATION HEALTH PROGRAM.

Health Dashboard Request for Support

New Request

Request for Support

Student Details

Student ID: 76767676 Name: DAVID MSDR DOB: 06/02/2003 QAD: 06/03/2019

Current School District: WA MIG ED PROGRAM Student Status: ELIGIBLE

District Details

Requesting School District: WA MIG ED PROGRAM

School Contact: Phone #: Email Address: baguilar@msdr.org

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 a student's address on the COE. Where can you find the specific screen that will allow you 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. The nurse tells you about a Medical Alert on 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.

The screenshot shows the 'New Assessment' form in the MSIS. The 'District' is 'WA MIG ED PROGRAM' and the 'Enrollment Date' is '09/01/2018-'. The 'Building' is 'GARFIELD HIGH SCHOOL'. The 'Test Type/Name' dropdown menu is open, showing a list of assessment options: Select Test Name, Select Test Name, AIM, DIAL, DRA-EDL, ITBS, MAP, NWEA, REGULAR POST, REGULAR PRE, STAR, SUMMER POST, and SUMMER PRE. The 'Test Date' and 'Test Score' fields are empty. A 'Submit' button is visible. A yellow arrow points from the text 'Regular school year and Summer (if applicable) local standardized assessments' to the 'REGULAR PRE' option in the dropdown menu.

Pre/Post Assessments

The screenshot shows the 'New Assessment' form in the MSIS. The 'District' is 'WA MIG ED PROGRAM' and the 'Enrollment Date' is '09/01/2018-'. The 'Building' is 'GARFIELD HIGH SCHOOL'. The 'Test Type/Name' dropdown menu is set to 'REGULAR PRE'. The 'Test Name' dropdown menu is open, showing a list of assessment options: Select Pre/Post Test Name, Select Pre/Post Test Name, 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, and EOC (End of Course Exam). The 'Test Date' field is empty. A 'Back' button is visible. A yellow arrow points from the text 'When a district serves students Pre-K thru 8th grade in ELA, Math, or Preschool 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.' to the 'Test Name' dropdown menu.

When a district serves students Pre-K thru 8th grade in **ELA**, **Math**, or **Preschool** 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 * codes can be reported by the RC when necessary; however, these two codes "Case Management" (refers to an MGS service approach) and "Student Advocacy" (refers to a MSA service approach) are automatically reported when an MGS or an MSA reports supplemental services for a migrant student in the MSIS.

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		YES
LEARNING ASSISTANCE PROGRAM (LAP)	LANG	YES
TITLE ONE		NO

Back


Update

SUPPLEMENTAL SERVICES

The **MGS and MSA Online Services Report** is used to view migrant supplemental service data reported into the MSIS by the Migrant Graduation Specialist (MGS) and/or the Migrant Student Advocate (MSA).

<div>  <div> Washington State Migrant Student Data, Recruitment and Support Office MGS AND MSA ONLINE SERVICES REPORT all Students In Wa Mig Ed Program District For The 2020-2021 School Year </div> </div> <div>Date Printed: 03/17/2022</div>															
Student Name	Student ID	Grade	Enr Date	PFS	CASE MGMT	STDT ADV	CAR POST	DNTL	ED SUPL	HLTH	NON INST	SOC OUT	STDT LEAD ENG	TRAN	Comments
MSDR, JESUS TRAIN	54545454	6	09/01/2020	Y		Y					Y				
MSDR, DAVID TRAIN	76767676	9	09/01/2020	Y	Y		Y		Y		Y	Y			
MSDR, SERENA TRAIN	98989898	10	10/16/2020	Y	Y						Y				
MSDR, MACIEL TRAIN	32323232	4	08/12/2020	Y		Y			Y		Y	Y			
MSDR, MARIO	33333333	9	08/18/2020		Y		Y					Y			
MSDR, MIGUEL TEST	11111111	2	08/12/2020	Y		Y			Y						

The supplemental service categories are listed on the “**Building Supplemental Service Summary**” in the MSIS. This report summarizes supplemental services by building.



Washington State Migrant Student Data, Recruitment and Support Office

BUILDING SUPPLEMENTAL SERVICES SUMMARY

Regular Buildings, School Year 2021-2022

WA MIG ED PROGRAM

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

All information contained herein is subject to FERPA

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Note: It is important to understand the definition for each of the supplemental services. You can find the MEP Supplemental Service Definitions on the MSDRS home page under “Resources / Records Clerk / Definitions.”

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2021-22 Supplemental Program Services and Definitions

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

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



Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2021-22 Supplemental Program Services and Definitions

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

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2021-22 Supplemental Program Services and Definitions

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

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

DEFINITION OF "SERVICES"

Services are a subset of all allowable activities that the MEP can provide through its programs and projects. "Services" are those educational or educationally related activities that:

1. directly benefit a migrant child;
2. address a need of a migrant child consistent with the SEA's comprehensive needs assessment and service delivery plan;
3. are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and
4. are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State's performance targets/annual measurable objectives.

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

Office of Superintendent of Public Instruction
Washington State Migrant Education Program • Migrant Student Data, Recruitment and Support Office
SY 2021-22 Supplemental Program Services and Definitions

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

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

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. 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?

3. There are two supplemental services that require a Pre and Post Assessment if applied for in the iGrant by your district. What are these two academic supplemental services?

4. The FPD has asked you to find out what the definition is for a non-Instructional support service? Where on the home page would you find a resource that has this detailed information?

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

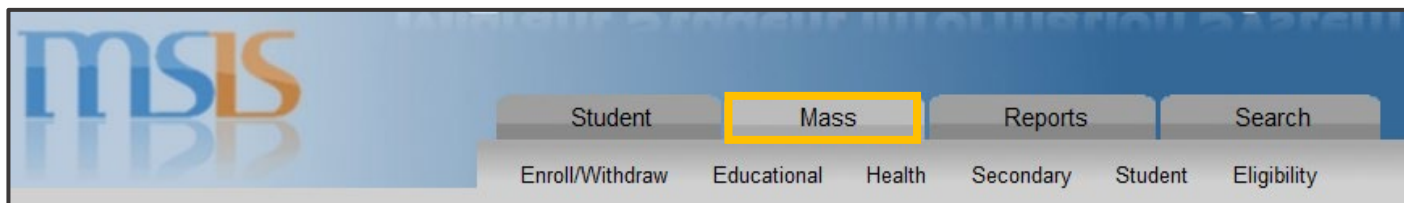
Mass Eligibility

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.

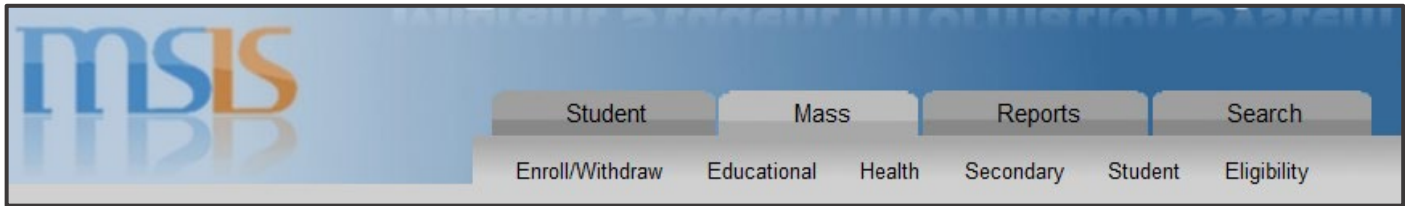
Enroll/Withdraw

- **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 student's Pre-K through 8th grade who are receiving ELA Math or Preschool services.
 - State Standardized assessments are reported into the MSIS via CEDARS the state database at OSPI, utilizing the State Secure Student Identifier (SSID).
- **Supplemental** Report all migrant funded Academic and Non-Academic services and Service Approach (if applicable) provided to migrant students.
 - MGS/MSA report all supplemental services provided to migrant student's in the student's MSIS individual record.
 - The Service Approach is automatically reported for an MGS/MSA by the MSIS.
 - RC can assist MGS/MSA when supplemental service and service approach needs to be reported for several students, by using the Mass Data Entry Screen. (MGS/MSA do not have access to Mass data entry screens).
 - Other Educational Services (Special Education, State Bilingual, LAP or Title One) are 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

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

Secondary

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

Student

- 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

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

CASE STUDIES IV

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 9th graders in the MSIS?

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

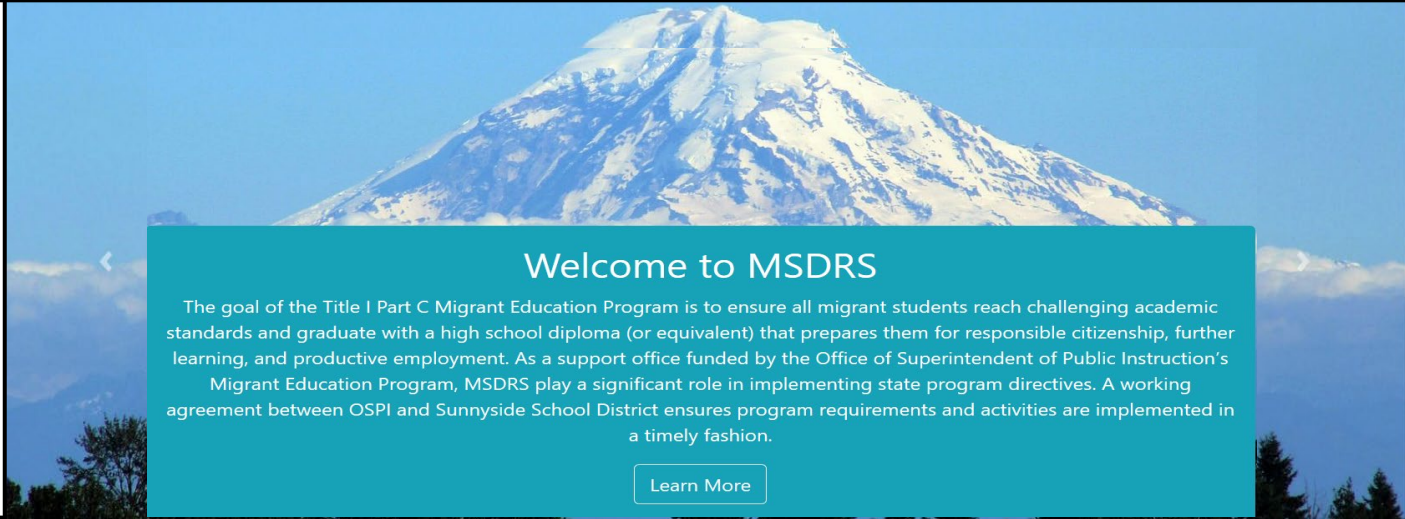
SECTION IV

MSDRS HOME PAGE

Migrant Student Data Recruitment & Support

FER Scheduler MEP Events PASS

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



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

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

Migrant Student Data Recruitment & Support

FER SchedulerMEP 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.

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)
- History of MEP
- MEP Acronyms
- MEP Glossary
- MEP Eligibility Criteria
- MEP Guidance
- Migrant Physical Form
- Quality Control Policies and Procedures

Health

- Health Brochure (English)

OSY

- OSY Brochure (English)

Definitions

- Family Educational Rights and Privacy Act (FERPA)
- Priority for Service (PFS) Definition
- Supplemental Service Definitions

Job Descriptions

- Graduation Specialist
- Records Clerk
- Recruiter
- Student Advocate

Records Clerk

- Clearing Cache from your Browser
- MSDRS RC-RT Monthly Activity Guide
- MSIS and ID&R Record Retention Requirements
- MSIS Handbook
- MSIS Reports Booklet
- Sample Letter for Sharing Data

Federal Programs Director (FPD)

- USDA Establishing Migrant Eligibility (November 2004)
- USDA Migrant Free Lunch Eligibility (August 2004)
- OSPI Free Lunch Memo (December 2005)

Recruiter

- Challenged COE Form
- Challenged COE Tips
- Certificate of Eligibility (COE)
- Have You Recently Moved?
- Home and Private School Form
- Home and Private School Form (Spanish)
- ID&R Handbook
- ID&R FAQs
- Migrant Student Physical Exam Form
- Qualifying Activities and Crops
- Qualifying Moves and MEP Eligibility Criteria Handouts
- Recruiters Guide to Determine Eligibility
- Reference Guide for COE Completion
- Washington State Licensed Farm Labor Contractors
- Washington Temporary Farm Worker Housing

Recruiter Trainings

- Migratory Child Definition
- Migratory Worker Definition
- Completing a Challenged COE Form
- Qualifying Arrival Date Definition
- MEP Child Eligibility Quiz
- Child Eligibility & Scenarios (PDF) (REC)
- ID&R Plans, Logs & Meetings (PDF) (REC)

Recruiter ID&R Plan & Logs

- Instructions for ID&R Plan
- ID&R Log Instructions
- ID&R Plan SY 2021-22 Template 1 RT
- ID&R Plan SY 2021-22 Template 2 RTs
- ID&R Plan SY 2021-22 Template 3 RTs
- ID&R Plan SY 2021-22 Template 4 RTs
- MEP School District Contacts Directory Template
- Migrant Recruiter Log Form

ID&R COVID-19

- Fall 2020 ID&R Flyer
- ID&R COE Signature Guidance
- COVID-19 Flyer for Recruitment
- Customized Student List Handout
- Kit Protocols
- Kit Log

Migrant Education Program External Links

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
- Yakima Valley College

Graduation Requirements

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

High School Equivalency Program (HEP)

- Central Washington University
- Columbia Basin College
- Heritage University

Other National Migrant Systems

- Office of Migrant Education (OME) - Washington DC
- Oregon Migrant Student Information System (OMSIS)
- Migrant Education Program (OME)

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

- Community and Technical Colleges –Becoming a Student
- National HEP/CAMP Association
- Immigrant Students Rights to Attend Public School (OSPI)
- Learning by Choice Guide (OSPI)
- Migrant and Bilingual Education (OSPI)
- The Rights of All Children Enrolled in School (Department of Education)

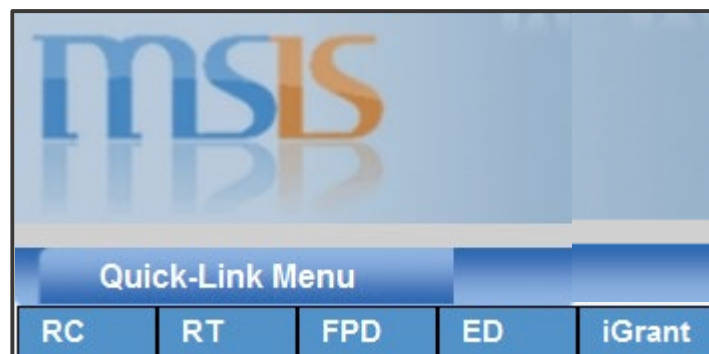
Washington State Offices

- 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)

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SECTION V

MSIS REPORTS



Reports: Health

Reports: Eligibility

Reports: Statistical

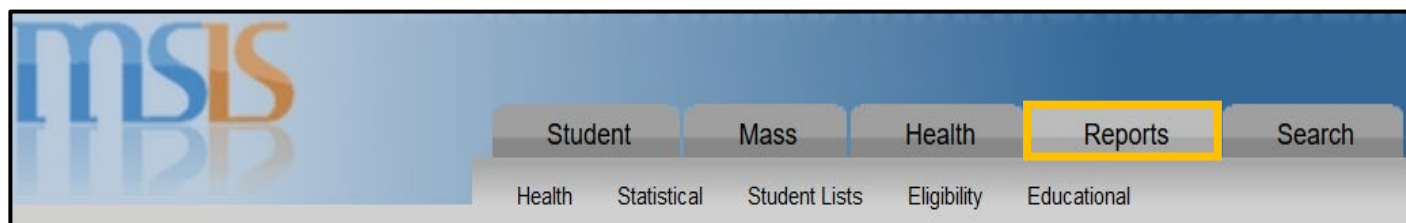
Reports: Educational

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

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

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

Student Lists

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

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 displays the MSIS (Migrant Student Information System) interface. At the top, there is a navigation bar with tabs for 'Student', 'Mass', 'Health', 'Reports', and 'Search'. Below this, a 'Quick-Link Menu' is visible, which is a vertical list of report titles. To the right of the menu is a 'Search Screen' with various input fields and checkboxes. The 'Quick-Link Menu' includes the following reports: Building Supplemental Services Summary, End-of-Year Data Summary, Enrollment Comparison Summary, Formal Assessment Report, iGrant Graduation 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. The 'Search Screen' features a 'FER List' section, a 'COE #' field with 'WA' entered, a 'Middle Name' field, a 'Search Archived' checkbox, and a 'Use Soundex' checkbox. There are also fields for '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

RC RT FPD ED iGrant

Building Supplemental Services Summary

End-of-Year Data Summary

Enrollment Comparison Summary

Formal Assessment Report

iGrant Graduation 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

FER List

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?

3. Your FPD asks you to print the Priority for Service Student List from the MSIS. Where in the MSIS would you find this list?

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?

5. You have some students who left early in the year, and you want to check to see if they received credits. What secondary report will identify who these students are?

HELPFUL MSIS TIPS

CATEGORY DEFINITIONS

ENROLLMENT	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Hours attended (if applicable) should be reported at the time of withdrawal and grade can be entered as a letter or percentage if your district grants hours to students upon withdrawal. ➤ When a secondary student is coming from another state, check with the counselor to see if student received credits. After attaining information from counselor, respond to secondary auto email from MSIS.
HEALTH	<ul style="list-style-type: none"> ➤ If you report refused by student or parent, enter date exam was refused. ➤ If you select parent or provider reported, enter the date (Month/Year) the parent or provider indicated. Use the 1st or 15th of the month if there is a question on date, it does not have to be exact. ➤ Review MDA report and resolve MDA if possible. If sensitive nature, ask local nurse for assistance.
ASSESSMENT	<ul style="list-style-type: none"> ➤ Assessment data must be reported for appropriate enrollment period. ➤ Report assessments at time of withdrawal (if applicable).
SUPPLEMENTAL	<ul style="list-style-type: none"> ➤ 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 services reported by category. ➤ Review the Student Supplemental Service Report to view services, reported by individual student.

GLOSSARY OF MSIS TERMS

TERM	DEFINITIONS
BIRTH VERIFICATION	Indicates how a student's birth date was verified. (e.g., 04=Birth Certificate, 10=Previously Verified School Records, 99=Other)
BUILDING ID	The Building ID is the code used to enroll migrant students in a school district building.
CREDITS EARNED	Coursework the student has completed and is granted credit on a transcript.
DAYS ENROLLED	The number of days the student was enrolled in school.
DAYS PRESENT	The number of days the student was present in school.
END OF ELIGIBILITY	The date a migrant student ends his/her migrant eligibility after 3 years (36 months) from their qualifying arrival date.
ENROLLMENT	The date a migrant student is enrolled in the MSIS and is given an enrollment date, building code and grade level.
GRADE LEVEL ENROLLMENT	The student's current grade level, regular school students are grades K-12 and preschool students are P0-P5.
GENERATION DATE	The date the student record was generated in the MSIS.
HOURS ATTENDED	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.
IMMUNIZATION DATA	Refers to the immunizations on file with School District.
MEDICAL DIAGNOSED ALERT	Information regarding medically diagnosed conditions such as allergies, limitations and medications.
MULTIPLE BIRTH	Indicates if a student is a twin, triplet, etc.
OTHER EDUCATIONAL SERVICES	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
OUT-OF-SCHOOL ENROLLMENT	An out-of-school (OS) enrollment is processed for all students, 0-21 years of age who are not currently attending school.
PARTIAL CREDIT	Credit granted by reporting school for a fraction of a term completed.
SCHOOL OF GRADUATION	The name of the high school and the year where the student intends to graduate.
SERVICE APPROACH	The service approach used by the MGS or MSA in providing services to students. The service approach is also referred to as a caseload.
STATE STUDENT IDENTIFIER	The State Student Identifier (SSID) is the number the state assigns the student in the state database CEDARS.
MIGRANT STUDENT ID	The Migrant Student Identification Number is a unique ID number assigned to each student by the MSIS.
SUPPLEMENTAL SERVICES	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.
TERMINATION DATE	The date the student was terminated from the Migrant Education Program.
TERMINATION REASON	The reason student is terminated End-of-Eligibility, GED, Graduated, Deceased or Other.
WITHDRAWAL DATE	The date the student last attended school.

