

September Monthly Records Clerk Meeting

OSPI Title I, Part C Migrant Education Program

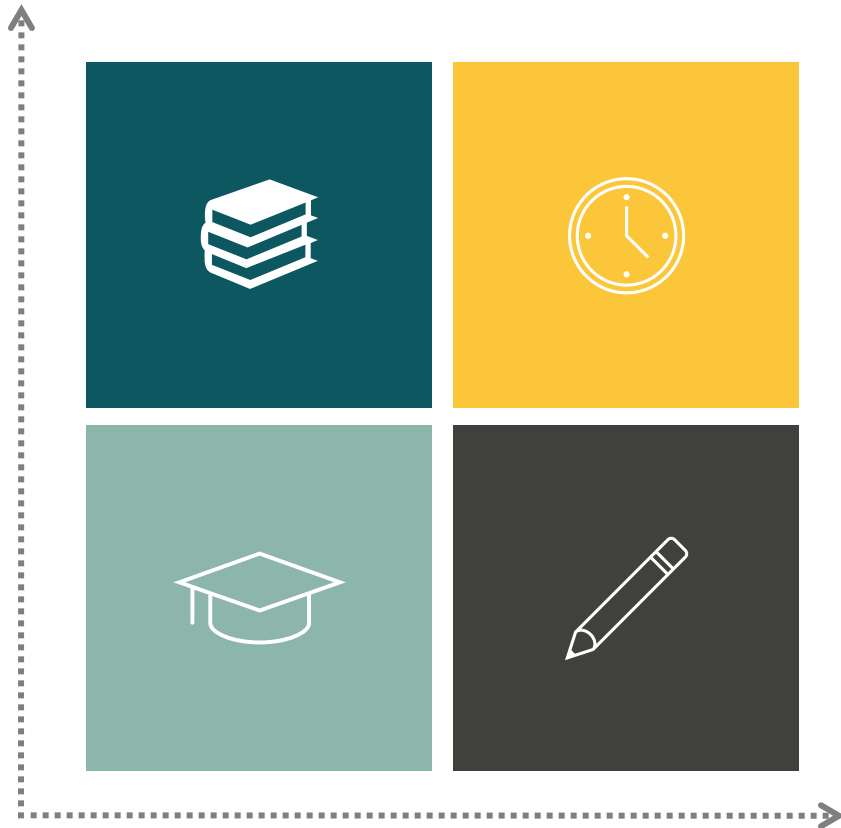
Sylvia Reyna, Maria Guzman, Cear St.Onge, Elizabeth Ramos



Washington Office of Superintendent of
PUBLIC INSTRUCTION



Agenda / Concepts



Completing 24-25 School Year

Ensure all regular school year and summer program reporting is complete

Process Enrollments for 25-26 School Year

Begin processing enrollments for the new school year

Looking forward to the 25-26 School Year

Activity Guide



Completing the 24-25 School Year



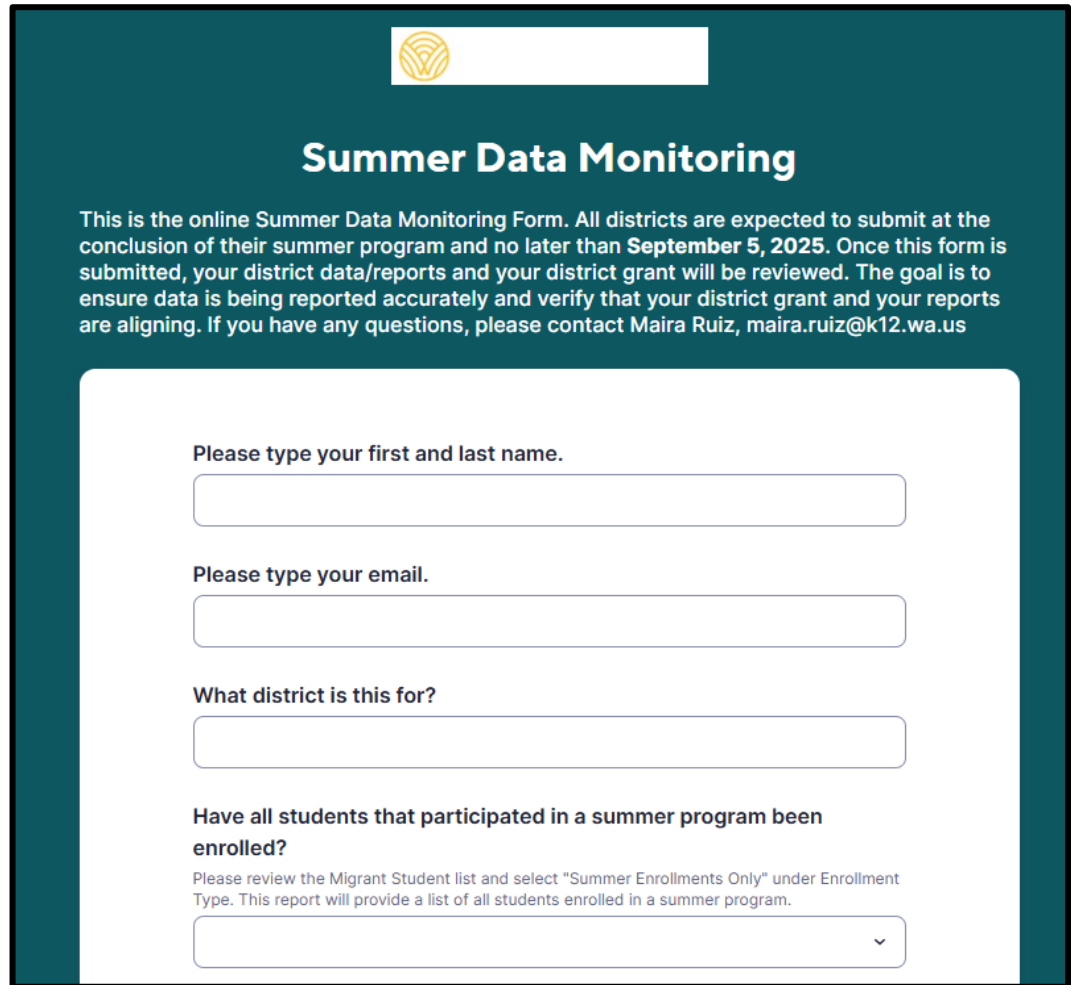
- Process all enrollments before **September 15th**
- Process all withdrawals
- Enter all Supplemental Services provided throughout the school year
- Report Pre/Post assessments (if this applies to your district)



Did your district have a summer program?

Yes: Submit Summer Data Monitoring by September 15th.

No: No need to submit Data Monitoring, however, check for summer QADs and process pending enrollments



The screenshot shows a web form titled "Summer Data Monitoring" with a Washington state logo at the top. The form includes a header section with instructions, followed by three text input fields for "Please type your first and last name.", "Please type your email.", and "What district is this for?". Below these is a section titled "Have all students that participated in a summer program been enrolled?" with a dropdown menu. The dropdown menu is currently open, showing a list of options, with "Summer Enrollments Only" selected. The form is set against a dark teal background.

Summer Data Monitoring

This is the online Summer Data Monitoring Form. All districts are expected to submit at the conclusion of their summer program and no later than **September 5, 2025**. Once this form is submitted, your district data/reports and your district grant will be reviewed. The goal is to ensure data is being reported accurately and verify that your district grant and your reports are aligning. If you have any questions, please contact Maira Ruiz, maira.ruiz@k12.wa.us

Please type your first and last name.

Please type your email.

What district is this for?

Have all students that participated in a summer program been enrolled?

Please review the Migrant Student list and select "Summer Enrollments Only" under Enrollment Type. This report will provide a list of all students enrolled in a summer program.



Reporting to complete this month

- Finish all reporting for 24-25 Regular School Year and Summer Program
 - Enrollments
 - Withdrawals/Attendance
 - Supplemental Services
 - Pre/Post Assessments if applicable
- Update your school district directory/buildings
- Enroll Students in the 25-26 School year



Check Pending Enrollment Screen

Check your **Pending Enrollment** list for enrollments that should have been processed during the 24-25 school year or over the **summer**

The screenshot shows the MSIS (Massachusetts Student Information System) interface. The top navigation bar includes links for DASHBOARDS, STUDENT, MASS (highlighted with a yellow box), REPORTS, and ADMIN. The left sidebar menu shows options under 'Mass', with 'COE Enroll' highlighted in yellow. The main content area is titled 'COE Enroll' and contains a form with a 'DISTRICT' field set to 'INCHELIUM'. A 'SUBMIT' button (highlighted with a yellow box) is located at the bottom right of the form.



Check Pending Enrollment Screen

 COE Enroll

[< RETURN](#)

Existing Information:

COE#: QAD: 09/05/2025

Student Id: NAME: Birth Date: [+ ADD ENROLLMENT](#)

Existing Information:

COE#: QAD: 07/12/2025

Student Id: NAME: Birth Date: [+ ADD ENROLLMENT](#)

Existing Information:



Check *Pending Enrollment* Screen-

When to enroll students on pending enrollment list:

If the student is in now attending one of the school district buildings- enroll this student on the first day of classes by using a building code and appropriate grade

If the student is not attending school enroll this student as OS on **their QAD**.

NOTE: Only enroll OS students if they have a summer QAD and they are not attending school. Do not enroll out of school students from last year until you have confirmed they are still residing in your district.



Enrollment Reminders

Enrollments must always occur **on** or **after** the QAD date

- Mario MSDR has a 6/03/2025 QAD.
- He is eligible for three years from the QAD Date: if he doesn't make any moves his eligibility will end on 6/02/2028
- Since Mario has an eligible QAD, I can enroll him on the first day of classes (8/28/2024)

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

CERTIFICATE OF ELIGIBILITY (COE)



SCHOOL INFORMATION

SCHOOL YEAR

2024-2025

School District/Agency: WA MIG ED PROGRAM

FAMILY DATA

Parent/Guardian 1: MSDR JUAN

Parent/Guardian 2:

Current Address: 1234 TEST AVE City: MOXEE State: WA Zip: 98936 Telephone: (509) 123-4567 Email: 34567@GMAIL.COM

Date the child(ren) established residency in school district: 06/03/2025

QUALIFYING MOVES AND WORK

1. The child(ren) listed on this form moved due to economic necessity FROM a residence in ZAPOPAN,JA MEX TO a residence in MOXEE,WA USA

2. The child(ren) moved (complete both a. and b.):

a. ☐ as the worker, OR ☒ with the worker, OR ☐ to join or precede the worker.

b. The worker, JUAN MSDR is ☐ the child OR the child's ☒ Parent/Guardian ☐ Spouse.

i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on The worker moved on (provide comment)

3. The worker moved due to economic necessity on: 06/03/2025

from a residence in ZAPOPAN,JA MEX

to a residence in MOXEE,WA USA and:

a. ☒ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR

b. ☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

4. The qualifying work,* PRUNING APPLE TREES was (make a selection in both a. and b.):

a. ☒ seasonal, OR ☐ temporary employment

b. ☒ agricultural, OR ☐ fishing work

* If applicable check: ☐ personal subsistence (provide comment)

5. (Complete if "temporary" is checked in #4a). The work was determined to be temporary employment based on:

a. ☐ worker's statement (provide comment), OR

b. ☐ employer's statement (provide comment), OR

c. ☐ State documentation for

6. The child(ren)'s Qualifying Arrival Date (QAD) was 06/03/2025

CHILD DATA

Name of Eligible Child (ren) as registered in school

Last Name 1 & 2	First Name	Middle Name	Suffix	Student ID	Sex	Birth Date	Code	MB	BIRTH PLACE:	City	State	Country	ENROLLED
MSDR	MARIO	TEST	JR	33333333	M	07/17/07	04	S					☐
MSDR	JOSE	-	-	37118725	M	08/08/08	08	S					☐
													☐
													☐
													☐

INTERVIEWEE

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

SIGNATURE/FIRMA JUAN MSDR

PRINTED NAME/NOMBRE IMPRESO PARENT/SPOUSE

RELATIONSHIP TO THE CHILD(REN)/PARENTESCO CON EL (LOS) MENOR(ES) 06/06/2025

DATE/FECHA

I grant permission, if applicable for:

☐ my child(ren)'s information to be shared with HEP/CAMP.

☐ my child(ren) to receive Home Visitation Exam.

☐ my child(ren)'s information to be shared with Early Childhood Programs.

SIGNATURE/FIRMA JUAN MSDR

PRINTED NAME/NOMBRE IMPRESO PARENT/SPOUSE

RELATIONSHIP TO THE CHILD(REN)/PARENTESCO CON EL (LOS) MENOR(ES) 06/06/2025

DATE/FECHA

ELIGIBILITY CERTIFICATION

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 and implementing regulations, and thus eligible as such for 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 that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

SIGNATURE OF INTERVIEWEE ALVINA OCEGUEDA

DATE 06/06/2025

PRINTED NAME CLAUDIA RIVERA TM

SIGNATURE OF DESIGNATED SEA REVIEWER

DATE 06/06/2025

PRINTED NAME WA252499E



Enrollment Reminder

What if Mario
has a
9/18/2025
QAD?

When should
Mario be
enrolled?

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

CERTIFICATE OF ELIGIBILITY (COE)

SCHOOL INFORMATION School District/Agency: WA MIG ED PROGRAM **SCHOOL YEAR** 2024-2025

FAMILY DATA
Parent/Guardian 1: MSDR JUAN Parent/Guardian 2: -
Current Address: 1234 TEST AVE City: MOXEE State: WA Zip: 98936 Telephone: (509) 123-4567 Email: 34567@GMAIL.COM
Date the child(ren) established residency in school district: 06/03/2025

QUALIFYING MOVES AND WORK
1. The child(ren) listed on this form moved due to economic necessity FROM a residence in ZAPOPAN,JA MEX TO a residence in MOXEE,WA USA
2. The child(ren) moved (complete both a. and b.):
a. ☐ as the worker, OR ☒ with the worker, OR ☐ to join or precede the worker.
b. The worker, JUAN MSDR is ☐ the child OR the child's ☒ Parent/Guardian ☐ Spouse.
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on 06/03/2025 The worker moved on 06/03/2025 (provide comment)
3. The worker moved due to economic necessity on: 06/03/2025
from a residence in ZAPOPAN,JA MEX
to a residence in MOXEE,WA USA and:
a. ☒ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move), OR
b. ☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)
4. The qualifying work,* PRUNING APPLE TREES was (make a selection in both a. and b.):
a. ☒ seasonal, OR ☐ temporary employment * If applicable check:
b. ☒ agricultural, OR ☐ fishing work ☐ personal subsistence (provide comment)
5. (Complete if "temporary" is checked in #4a). The work was determined to be temporary employment based on:
a. ☐ worker's statement (provide comment), OR
b. ☐ employer's statement (provide comment), OR
c. ☐ State documentation for
6. The child(ren)'s Qualifying Arrival Date (QAD) was 06/03/2025

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

Last Name 1 & 2	First Name	Middle Name	Suffix	Student ID	Sex	Birth Date	Code	MB	BIRTH PLACE:	City	State	Country	ENROLLED
<u>MSDR</u>	<u>MARIO</u>	<u>TEST</u>	<u>JR</u>	<u>33333333</u>	<u>M</u>	<u>07/17/07</u>	<u>04</u>	<u>S</u>					☐
<u>MSDR</u>	<u>JOSE</u>	<u>-</u>	<u>-</u>	<u>37118725</u>	<u>M</u>	<u>08/08/08</u>	<u>08</u>	<u>S</u>					☐
						<u>9/18/2025</u>							☐
													☐
													☐

INTERVIEWEE
I understand that the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.
Juan MSDR
SIGNATURE/FIRMA JUAN MSDR
PRINTED NAME/NOMBRE IMPRESO PARENT/SPOUSE
RELATIONSHIP TO THE CHILD(REN)/PARENTESCO CON EL (LOS) MENOR(ES) 06/06/2025
DATE/FECHA

ELIGIBILITY CERTIFICATION
I grant permission, if applicable for:
☐ my child(ren)'s information to be shared with HEP/CAMP.
☐ my child(ren) to receive a Health Physical Exam.
☐ my child(ren)'s information to be shared with Early Childhood Programs.
I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 and implementing regulations, and thus eligible as such for 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 that I have made is subject to fine or imprisonment pursuant to U.S.C. 1001.
Alvina Ocegueda
SIGNATURE OF INTERVIEWEE ALVINA OCEGUEDA 06/06/2025
DATE
PRINTED NAME CLAUDIA RIVERA TM 06/06/2025
DATE
SIGNATURE OF DESIGNATED SEA REVIEWER WA252499E
PRINTED NAME



MASS Enrollments

Select the **Previous School Year** (2024-2025)

Select a **Previous Grade**

Select the **Previous Building** (this will be the building students were enrolled in during the 24-25 SY)

Select the **New Building** you are enrolling students in

Enter the **Enrollment Date** (First day of classes)

 Mass Enroll

DISTRICT
SUNNYSIDE

Previous School Year
2024-2025

Previous Grade
7

Previous Building
HARRISON MIDDLE SCHOOL

New Building
HARRISON MIDDLE SCHOOL

New Enrollment Type
Regular

New Enrollment Date
08/26/2025

VIEW ENROLLMENTS



Using the MASS tab to Enroll

Reminder: Verify students are in the district before processing an enrollment. Do not enroll EOE students

Mass Enroll Process

RETURN TO MASS ENROLL CRITERIA

Previous Building ALL BUILDINGS	Previous School Year 2024 - 2025	Previous Grade Level All Grade Levels	New Enrollment Type REGULAR	New School Year 2025 - 2026			
Student ID	Student	Birthdate	EOE	Previous Grade	New Grade	New Building	New EDate
				P4	Grade	New Building CENTRAL ELEMENTARY	New Enrollment Date 09/02/2025
			07/09/2025	P5	Grade	New Building CENTRAL ELEMENTARY	New Enrollment Date 09/02/2025
			07/09/2025	1	Grade	New Building CENTRAL ELEMENTARY	New Enrollment Date 09/02/2025
				1	Grade	New Building CENTRAL ELEMENTARY	New Enrollment Date 09/02/2025
				4	Grade	New Building CENTRAL ELEMENTARY	New Enrollment Date 09/02/2025

Records per page: 51-5 of 94

SUBMIT MASS ENROLLMENT



Using MASS tab to Enroll

When students are transitioning from one building to another (8th grade moving to a high school)

- Select the building those students were previously in
- Select the grade that transitions (it is best to work with that specific grade)
- Select the new building they are in

Mass Enroll

DISTRICT
PASCO

Previous School Year
2024-2025

Previous Grade
8

Previous Building
ELLEN OCHOA MIDDLE SCHOOL

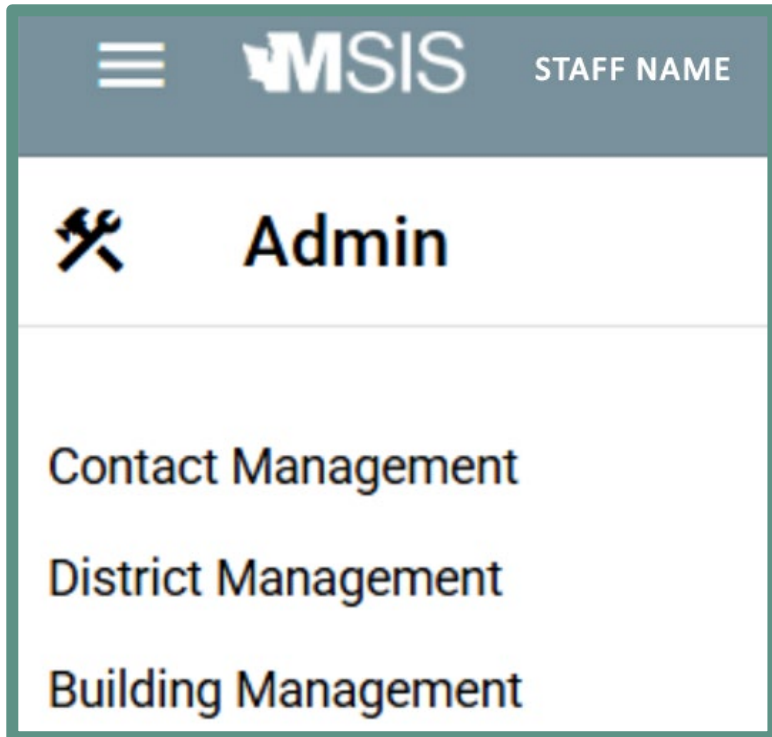
New Building
PASCO SENIOR HIGH SCHOOL

New Enrollment Type
Regular

New Enrollment Date
08/26/2025

VIEW ENROLLMENTS

MSIS Admin Reporting Screens Updates



1) **Contact Management**

- a) Validate Staff Members

2) **District Management—2025-2026 Start and End dates**

- a) School Year
- b) Winter Break
- c) Spring Break

3) **Building Management**

- a) Indicate the buildings that are “inactive”

Contact Management



Validate Staff Members

Check “active” or “inactive” next to the staff name

New School Year Staff Validation:					0 / 5 Completed
First Name	Last Name	Position	Active	Inactive	Completed
DINA	DIAZ GONZALEZ	RECORDS CLERK	☒	☐	
DEANNA	FLORES	FEDERAL PROGRAMS DIRECTOR	☒	☐	
CELINA	HAZZARD	RECRUITER	☒	☐	
ELIZABETH	HUERTA	RECORDS CLERK	☒	☐	
ALVINA	TEST	RECORDS CLERK	☒	☐	



District Management



District 2025- 2026 School Year Information

Update **start** and **end** dates for the school year including **Winter** and **Spring** breaks

District School Year Information					
School Year:	2025-2026				
School Year:	School Start Date 08/28/2025		School End Date 06/13/2026		
Winter Break:	Winter Start 12/20/2025		Winter End 01/03/2026		Spring Break: Spring Start 03/31/2026 Spring End 04/04/2026



Building Management



- If the building is **not** active for the 2025-2026 school year select **NO** box.
- If it is active, leave as is
- Click on the ***Admin Building Confirmation*** button to confirm your buildings for the new school year

DISTRICT	BUILDING	Active	Verified Date	Confirmed Date
DIERINGER	DIERINGER HEIGHTS ELEMENTARY	YES ☒ NO ☐		
DIERINGER	LAKE TAPPS ELEMENTARY	YES ☒ NO ☐		
DIERINGER	NORTH TAPPS MIDDLE SCHOOL	YES ☒ NO ☐		

ADMIN BUILDING CONFIRMATION



25-26 Activity Guide

Now
Available!

[RCRTGUIDE.docx](#)



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Records Clerk: September



Focus on processing all enrollments for the 25-26 school year. Make sure you are checking your out-of-school students and enrolling them if they are still in your district.

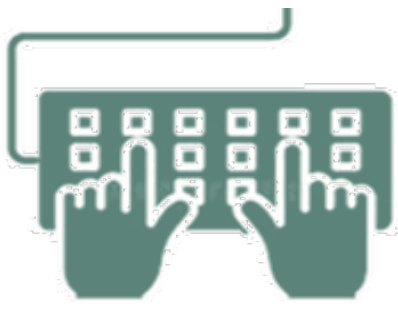
Activities

- ☐ **PROCESS MASS ENROLLMENTS**
 - Verify that students are currently enrolled in school district
- ☐ **ENROLL ALL OUT OF SCHOOL YOUTH (OOS)**
 - Verify that OS students are residing within school district boundary
- ☐ **ENSURE ALL STUDENT ENROLLMENTS/WITHDRAWS ARE PROCESSED FOR THE 24-25 SY: DUE SEPT. 15TH**
- ☐ **REVIEW GRANT WITH FPD TO VERIFY WHAT SUPPLEMENTAL SERVICES YOUR DISTRICT APPLIED FOR**
- ☐ **REVIEW THREE-YEAR PHYSICAL EXAM REPORT**
 - Identify the students that are missing physical exam data and report

Helpful MSIS Reports

- Three-year physical exam report
- Enrollment Comparison Report
- Possible Missed Sibling Report
- District Enrollment Status Report

NOTES:



Records Clerk Monthly Meetings

Virtual via Zoom | Held on Wednesdays from 10-11 am

Month	Date	Registration Link
September	September 17 th	https://us02web.zoom.us/meeting/register/LZL1gIYPQByiW_M25-WIA
October	October 15 th	https://us02web.zoom.us/meeting/register/1Y7W45rCT9yQX82KNNQ4JA
November	November 19 th	https://us02web.zoom.us/meeting/register/EMQ_ONyPTW6MTrJk9xminQ
December	December 10 th	https://us02web.zoom.us/meeting/register/cQtimrd7TmuKOyjjg8Z_Ww
January	January 14 th	https://us02web.zoom.us/meeting/register/vIF_6hisRwOUx13C8Mw3hQ
February	February 11 th	https://us02web.zoom.us/meeting/register/uLZzKEddSDOiUCAJ0O_n9w
March	March 11 th	https://us02web.zoom.us/meeting/register/c2MLWO37SiKrJbfdehvNTg
April	April 8 th	https://us02web.zoom.us/meeting/register/e3cR6SKpThSmJZtSYj02LA
May	May 13 th	https://us02web.zoom.us/meeting/register/oMG36Pq2Q4-qRwA2bdeOsA
June	June 10 th	https://us02web.zoom.us/meeting/register/0zS_dcErQki2guz4kP2a_A



Office hours Info

Zoom link: <https://us02web.zoom.us/j/83813341344?from=addon>



- Virtual via Zoom
- Every other week
- Wednesdays
- 10-11 am

Questions?

