Title I-C Important Dates

Important dates including reporting requirements for the Education of Migratory Children

Date	Task
August 1	**Beginning of Recruitment Season** First day of migratory child recruitment for the school year.
August 15	**Migrant Web System User Access Form(s) due** For district staff to have access to the Alaska Migrant Web System, this form must be completed and submitted to DEED.
September 15	**Designated SEA Reviewers Form due** Districts must appoint an individual to sign the Certificate of Eligibility (COE) as the Designated SEA Reviewer. DEED will not review any submitted COEs until this form is submitted.
September 30	**Summer Services Report (SSR) due** This report collects the Title I-C supplemental services provided to each migratory child during the summer. The report also collects enrollment and withdrawal dates for each child served and any applicable term codes and dates, such as graduates, out of school youth, and families who have moved out of district. **Summer Term Course History Report due** Each district is required to report course history information on all current eligible migratory children in grades 9-12.
October 15	**Priority For Service K-2 Report due** This report is the mechanism for determining the priority for service status of migratory children for which there is no statewide assessment or course history data available.
November 5	**Fidelity of Strategy Implementation (FSI) Tool due** This report is a self-evaluation of the district's level of strategy implementation and of the extent to which MEP services were delivered with fidelity during the previous fiscal year.
November 15	**Fall Recruitment Report due** This report serves as a to-do list showing all the eligible children in the district that were certified as migrant from the previous school year. **Annual Migratory Child Recruitment Deadline** All eligible migratory children should be certified, or re-certified, in MIS2000 for the current school year to be included in Federal reporting child counts. Note: Districts can recruit year-round; however, every effort should be made to recruit children by November 15.
January 31	**First Semester Course History Report due** Each district is required to report course history information on all current eligible migratory children in grades 9-12.
March 31	**Annual Statewide Parent and Staff Surveys Close** DEED sends surveys to the districts in early February to distribute to parents/guardians of migratory children and staff who work with migratory children. Once surveys close, district-specific results are shared with each district.
May 15	**Literacy Grant Application for the next fiscal year due** This grant is a supplemental MEP grant awarded to districts who choose to participate. The goal of this supplemental grant is to support districts in improving literacy of migratory children and their families.
May 30	**PAC Nomination Form due** Districts can nominate individuals to serve on the Alaska Migrant Education Parent Advisory Council (State PAC). The PAC helps advise the department in the planning, implementation, and evaluation of programs.
June 15	**Mass Withdrawal Report due** This report collects the Title I-C supplemental services provided to each migratory child during the regular school year. This report also collects the withdrawal date for each child and any applicable term codes and dates, such as graduates, out of school youth, and families who have moved out of district. **Literacy Grant Final Report for the current fiscal year due** This report collects information regarding the implementation of the district's Migrant Literacy Grant.
June 30	**Second Semester Course History Report due** Each district is required to report course history information on all current eligible migratory children in grades 9-12. **End of Recruitment Season** Final day of migratory child recruitment for the school year.
July 15	**Summer OASIS Report due** Migrant eligibility is part of the validation process in the Summer OASIS Report. Any student in the district who was certified as migrant eligible between July 1 to June 30 should be marked as migrant in this file.

Alaska Migrant Web System Reporting

All school districts operating a Title I-C program utilize the Alaska Migrant Web System (ak.msedd.com) to securely send and receive student data. The Web System helps to facilitate required data reporting. The Alaska Department of Education & Early Development (DEED) uploads all Title I-C reports to the Alaska Migrant Web System for records managers to download and complete. After reports are completed, records managers upload the completed reports back to the Alaska Migrant Web System for DEED to review.

Below are instructions on how to receive/download reports and then how to submit the completed reports in the Alaska Migrant Web System. For more detailed instructions, refer to the current Title I-C Records Manager Guide.

Note: For district staff to have access to the Alaska Migrant Web System, the system's User Access Form must be completed and submitted to DEED.

How To Receive/Download Reports in the Alaska Migrant Web System

1. DEED will notify districts when a file has been uploaded to Alaska Migrant Web System and is ready for the records manager to download.
2. Sign in to the Alaska Migrant Web System (ak.msedd.com).
3. Go to the **RESOURCES** tab.
4. Open the **DISTRICT NAME** folder.
5. Any **FILE** DEED sends that has student data in it will be in the folder called **FOR RM**.
6. Double click on the desired **FILE** to download.
7. Once the **FILE** downloads, click on the downloaded document and save it to a secure location on the district authorized computer. Do not save Title I-C files to a personal computer.

How to Submit Reports in the Alaska Migrant Web System

1. Sign in to the Alaska Migrant Web System (ak.msedd.com).
2. Go to the **RESOURCES** tab.
3. Select the **DISTRICT NAME** folder.
4. Open the **SUBMIT TO MEO** folder.
5. Select the **UPLOAD** or the **GREEN PLUS SIGN** button.
6. Click on the **SELECT** tab and locate file to be uploaded to DEED.
7. Select the **UPLOAD** button, in the dialog box.
8. The desired file will appear in the **SUBMIT TO MEO** folder.
9. Send an email to DEED alerting that a file has been uploaded for DEED review.