

Records Manager Guide

2018-2019



Alaska Department of Education & Early Development

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Program & Policies Overview

The Migrant Education Program (MEP)

The Migrant Education Program provides formula grants to districts to establish or improve education programs for migratory children and youth. These grants assist districts in improving educational opportunities for migrant children to help them succeed in the regular school program, meet the challenging State academic standards that all children are expected to meet, and graduate from high school.

History of the Migrant Education Program

The Migrant Education Program is authorized by Title I, Part C of the Elementary and Secondary Education Act of 1965. Congress established the national Migrant Education Program in 1966 to provide funds to establish or improve educational programs designed to meet the unique needs of migratory children and youth. Congressional support has increased steadily since then.

The State of Alaska became involved with the Migrant Education Program in 1980 when the federal definition of qualifying migrant activity was expanded to include both logging and fishing. Currently, 41 of Alaska's school districts operate a Migrant Education Program.

Today, the Migrant Education Program serves roughly 300,000 children across the country with approximately 13,000 migrant children in Alaska. With these funds, states and local schools provide a broad range of instructional and support services to supplement regular classroom instruction and to help migrant children overcome barriers arising from lifestyle, mobility, and educational interruption.

Purpose of the Migrant Education Program

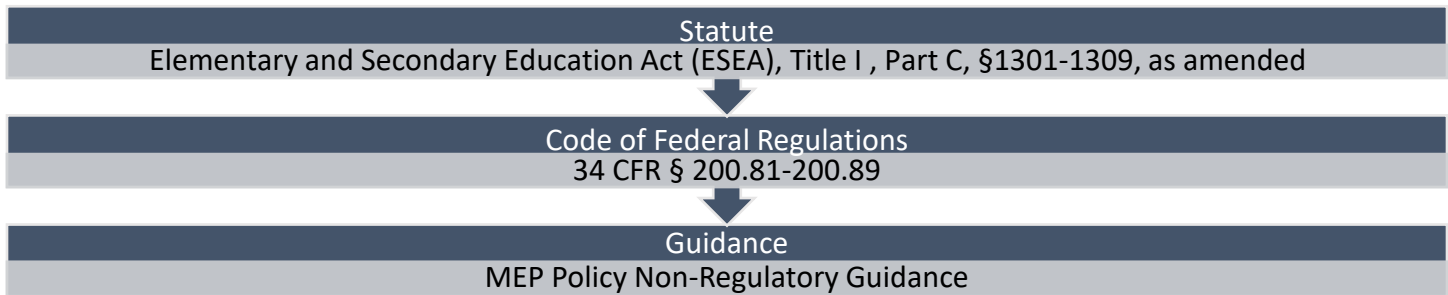
Section 1301 of the Elementary and Secondary Education Act (ESEA), as amended defines that the purpose of the Migrant Education Program is to:

- assist states in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during the summer or intersession periods, that address the unique educational needs of migratory children,
- assure that migratory children who move among the States are not penalized in any manner by disparities among the States in curriculum, graduation requirements, and challenging State academic standards,
- ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic standards that all children are expected to meet,
- help migratory children 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, and
- help migratory children benefit from State and local systemic reforms.

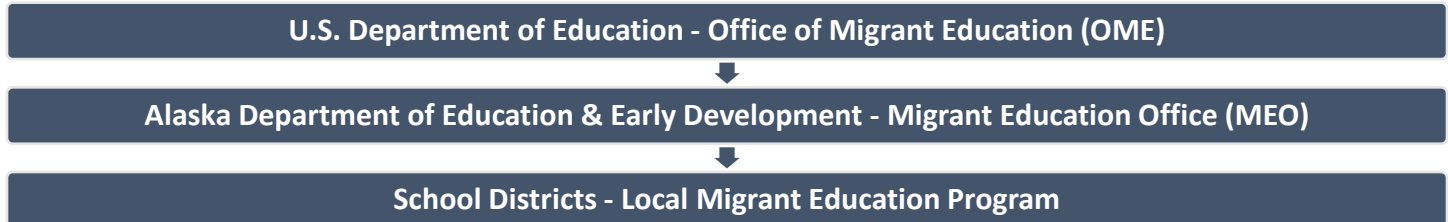
Alaska Migrant Education Program Mission Statement

The primary goal of the Migrant Education Program is to ensure that all migrant children and youth reach challenging academic standards and graduate with a high school diploma that prepares them for responsible citizenship, further learning, and productive employment.

Legal/Authoritative Reference for Migrant Education Program



Organization of the Migrant Education Program



Role of the Federal MEP Staff

At the federal level, the Office of Migrant Education (OME) administers the Migrant Education Program (MEP) nationally and provides guidance and support to states that receive grants. OME has several responsibilities, including providing national leadership, conducting special initiatives, helping U.S. Department of Education (ED) to calculate state MEP allocations, monitoring state programs for compliance with federal requirements, collecting and analyzing student performance data, developing regulations and guidance, and providing technical assistance on how to implement the MEP. A federal program officer (i.e., contact person) is assigned to each state to assist and monitor its implementation of the MEP.

Role of State MEP Staff

OME awards MEP formula grants to the Alaska Department of Education & Early Development – Migrant Education Office (MEO). The MEO is then responsible for the operation and administration of the state migrant education program. The MEO subgrants the funds to districts to administer and operate local migrant education programs. The MEO staff is responsible for overseeing all aspects of the administration of the program, including the state’s ID&R system. The focus of the MEO is to provide overall leadership and direction for the state as a whole, and to ensure that local programs comply with all applicable laws and other requirements. The state is responsible for finding and enrolling migrant children from across the state, for determining their unique needs, and for developing a service delivery plan that uses resources in an equitable and effective manner. The MEO also provides statewide leadership and guidance to recruiters. When a recruiter asks a question that cannot be answered at the local level, the district should raise the question at the state level for a response.

Role of District MEP Staff

At the district level the emphasis is on finding and serving individual migrant children. The recruiter, perhaps with assistance from other local staff, finds migrant children, determines whether they may be eligible for the MEP, and helps connect them with appropriate services. Once the child is identified and the child's needs are assessed, migrant educators and others at the district level may provide extra services that are beyond those offered by the local school. For example, MEP teachers and tutors may provide in-home tutoring, after school coursework, or summer programs. Migrant children may also be eligible to receive services through other programs serving migratory students.

Local school districts that receive a subgrant from the MEO to serve migrant children are responsible to the state MEP. When a recruiter or anyone else at the local level has a question or needs support, the recruiter should turn to an immediate supervisor for assistance. The supervisor may be an ID&R staff member or a local program coordinator who has broader duties. Local projects are often asked to gather local data for the state for evaluation purposes and also to inform state decision makers.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Parents or eligible students (eligible student are, children who have reached the age of 18 or have otherwise have FERPA rights transferred to them) have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- school officials with legitimate educational interest,
- other schools to which a student is transferring,
- specified officials for audit or evaluation purposes,
- appropriate parties in connection with financial aid to a student,
- organizations conducting certain studies for or on behalf of the school,
- accrediting organizations,
- to comply with a judicial order or lawfully issued subpoena,
- appropriate officials in cases of health and safety emergencies, and
- state and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, directory information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office

1-800-USA-LEARN

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-8520

2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

FERPA Overview

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a Federal law which:

- Protects the privacy of student education records (including the COE, as well as any electronic version of the COE).
- Applies to all schools and educational agencies that receive funds under an applicable program of the U.S. Department of Education.
- Gives parents certain rights with respect to their children's education records. These rights transfer to students when they turn 18 or attend a school beyond high school.
- Requires that educational agencies and institutions adopt a policy regarding how they meet the requirements of FERPA and how they notify parents and eligible students annually of their rights.

Parent Information

- Parents or eligible students have the right to access and inspect the student's educational records.
- Parents or eligible students have the right to request that education records be corrected if they are found to be inaccurate or misleading.
- Generally, schools and districts must have written permission from the parent or eligible student before releasing any information from a student's education record (including the COE).

Recruiter Information

When closing your interview with families, the following conditions and FERPA rights must be explained to parents:

- Before the interviewee signs the COE, have them review the COE for accuracy.
- Tell the parent: "The information that you have provided to us is confidential. By signing the COE you give us permission to enroll your child into the Migrant Education Program (if they are approved). FERPA gives you the right to access and update your children's records upon request."
- Obtain a signature from the parent.
- Explain that the COE will be reviewed and after a determination of eligibility is made, the parent will be contacted and will be given a copy of the approved COE.
- Tell the parent: "If approved into the program, your children may be eligible to receive services such as: enrollment in the free lunch program, educational tutoring, and educational books."
- Tell the parent: "You might receive a call from the Migrant Education Office (MEO) to verify the information on the COE."
- Thank the parent for their time and inform them that somebody will follow up with them once an official eligibility determination has been made.

FERPA Best Practices

Personally Identifiable Information

- Personally Identifiable Information includes but is not limited to: student name, date/place of birth, parent's names, addresses, student ID, etc.
- Personally Identifiable Information is protected under FERPA. Any notes with personally identifiable information should be shredded once the interview has concluded.
- Personally Identifiable Information may not be disclosed without written consent.

Paper Security

- Be sure to shred any extra copies of the COE, or any COEs that had mistakes.
- If you keep notes of your interview, be sure to properly store/destroy them if they contain personally identifiable information (student's name, parent's names, address, student ID, date/place of birth, etc.).

Electronic Security

- Electronic COEs must be completed using official district computers (not personal computers) and copies must be securely deleted (not stored on the computer).
 - Laptop computers are required to have encryption to protect student data.
- If transmitting COEs to a parent's personal email account, consider obtaining parent permission (even verbal permission) prior to emailing. The district may consider password protecting the COE before emailing it to parents.
- Always use official district email accounts to send student data (COEs).
- When you receive reports containing personally identifiable student information, consider saving the report to a secure location and deleting the email. When you send reports, consider deleting the sent email.
- Consider password protecting documents containing personally identifiable student information before you save or send them.

COE requests

If another district requests a copy of a COE:

- Ask if that child has moved to their district and is enrolling in their district.
- Ask if the parent signed a written release.
- Check if your district has a written release on file.
- Call the MEO and inform us of the child's move and we can coordinate with the receiving district.

Online Safety and Security

To protect the information of Alaska’s migrant children, it is important to keep cyber security in mind. Recruiters, records managers and other MEP staff must ensure that child data is secure by utilizing best practices in regards to password and email security. MEP staff should be careful when accessing or sharing confidential child data. Only those with a business need to know should receive MEP data or access to MIS2000, the Alaska Migrant Web System, or district MEP data systems.

Some of the most common threats to data security are email phishing and weak passwords. It is important that MEP staff recognize such threats and protect their accounts with strong passwords. Passwords, user names, and other credentials should never be shared. MEP child information must only be accessed from official district computers. Computers must be encrypted to ensure the protection of data. District staff accessing MEP data from the Alaska Migrant Web System, must have official district email addresses. Furthermore, MEP staff should only email MEP data securely, complying with district policies, with those with a business need to know.

District MEP staff must adhere to all district cyber security policies in order to protect migrant data. Computers should be locked when unattended. Any information printed from the Alaska Migrant Web System, MIS2000, and other services should be kept securely (locked up) when not in use. Any security breaches must be reported to the state Migrant Education Office (MEO) immediately.

Password Security

It is important that users have strong passwords, and utilize best practices when accessing secure data systems. Passwords for secure systems should meet district policy requirements. Passwords should:

1. contain a minimum of eight characters,
2. have a mixture of upper case and lower case letters, numbers, and special characters (#, @, !, etc.),
and
3. be changed periodically.

It is equally important to know that passwords should not be:

1. shared among users,
2. remembered using an internet browser’s “remember password” feature, or
3. written down or kept in an area where they are easily discoverable.

Email Security

District staff must utilize caution when responding to email requests and or sending migrant data. District staff should follow district policy when emailing MEP data and should use official district emails only. A list of best practices is below.

- Do not open unexpected attachments.
- Do not click on suspicious links within email.
- Install and update anti-virus software on all devices.
- Learn how to recognize phishing
- Only give email addresses to web sites and services that are trust worthy.

MEP staff should only email child data securely to individuals with a business need to know. MEP staff must follow district policy and procedures to ensure that data is protected.

Recognizing Phishing

One common threat to data security is email phishing. Phishing is an attempt to obtain sensitive information such as usernames, passwords, and other personal information, often for malicious reasons. The individual phishing will disguise themselves as a reputable entity in electronic communication in order to gain the user's trust and obtain access to sensitive materials. Users should be wary of emails soliciting identification and/or password information from them. Please be aware that the Alaska Migrant Web System and state MEP staff will never email users to ask for their account credentials.

Users must learn how to recognize phishing emails. Some common hallmarks of phishing include but are not limited to:

- Messages that contain threats to shutdown accounts or devices.
- Requests for personal information (passwords, etc.).
- Language pushing the user to act fast, such as "urgent".
- Forged email addresses (ones that look similar to official, but are not quite right).
- Poor writing and bad grammar emails.

For more information on data security, contact the district's IT department or the State Migrant Education Office.

Administering the Program

The purpose of this section is to provide guidance to the federal programs coordinator/migrant coordinator in the design and execution of the district's Migrant Education Program (MEP).

Section 1306(b) of the Elementary and Secondary Education Act (ESEA) authorizes migrant funds to be used to meet the identified needs of migratory children that result from their migratory lifestyle, and to permit these children to participate effectively in school. Migrant funds are to supplement services provided by other federal, state, or local funds. Alaska's Migrant Education Program is guided by the statewide [Comprehensive Needs Assessment \(CNA\)](#) and the state [Service Delivery Plan \(SDP\)](#) that identifies the measurable program objectives and the instructional strategies designed to meet the needs identified in the CNA. These documents will be described later in this section.

Responsibilities of the Federal Programs Coordinator

Identifying the Unique Needs of Migrant Children and Youth

Federal programs directors and migrant coordinators are responsible for identifying the unique needs of the migrant children and youth within their district, this includes:

- Work with the district Parent Advisory Council to help identify the unique needs of the migrant children and youth within the district.
- Send the annual Migrant Education Program survey out to migrant parents to get feedback on the district MEP, and the unique needs of the district's migrant children and youth.
- Send the annual Migrant Education Program survey out to district staff to get feedback on the district MEP, and the unique needs of the district's migrant children and youth.

Grant Planning

- Use Grants Management System (GMS) to submit the Title I-C portion of the ESEA Consolidated Application.
- Complete revisions to the Title I-C portion of the ESEA Consolidated Application as required.
- Ensure the application for the Migrant Education Literacy Grant is completed and sent to the MEO.

Planning Supplemental Activities

- Using the identified unique needs of the district's migrant children and the grant application to plan supplemental activities and services for migrant children.
 - Migrant funds are to supplement services provided by other state or local funds for migrant children.

Training

- Federal programs directors and migrant coordinators should attend an in-person training within one year of hire.
- Federal programs directors and migrant coordinators should attend an in-person training once every three years to keep up to date with migrant identification, recruitment, and records management procedures.
- Ensure that recruiters and records managers attend fall training annually or as directed by the MEO.

Recruit and Re-recruit Migrant Children and Youth by November 15th

Finding and enrolling eligible migrant children and youth is a cornerstone of the MEP and its importance cannot be overemphasized. The majority of migrant children would not fully benefit from the educational services to which they are entitled and, in some cases, would not attend school at all if SEAs did not identify and recruit them into the MEP. This is particularly true of the most mobile migrant children, who are the most difficult to locate.

Under Section 1304(c)(8) of ESEA, the state is responsible for identifying and recruiting all eligible migrant children residing in the state. As a condition of accepting migrant funds, districts must agree to the following:

- Develop a written [Identification & Recruitment Plan](#) that includes recruitment efforts year round throughout the community.
- Establish a quality control process for ensuring the correctness of the information used to determine each child's eligibility under the MEP definitions.
- Hire qualified staff and provide for annual training related to the state's identification and recruitment procedures.
- Meet all deadlines for the submission of records and adhere to the state's established procedures for the identification and recruitment of migrant children and youth.

Federal programs directors and migrant coordinators should work with the district records manager to ensure that all migrant children and youth in the district are recruited annually before the November 15th deadline.

Keep Track of the Services Migrant Children and Youth Receive with Migrant Funds

- Establish and maintain a method of tracking services provided with migrant funds.
- Create a written [Service Delivery Plan](#).

Ensure all Reports are Returned to the MEO on Time

- Work with the district records manager to ensure that data provided to the MEO on reports is as accurate and up to date as possible.
- Work with the district records manager to ensure that all reports are returned to the MEO by the due date.

State Guiding Documents

The Alaska Migrant Education Program is based on two guiding documents required of all states. They are the Comprehensive Needs Assessment and the Service Delivery Plan. Both documents for the state of Alaska can be found at: education.alaska.gov/ESEA/TitleI-C/.

Each district must conduct a local needs assessment for the migrant children and youth in the district and determine the specific needs in the district in accordance with the needs identified in the state CNA. The district will then choose the applicable strategies from the list of service delivery strategies in the state SDP to implement to meet the needs of the district's migrant children and youth. Each district should establish a local written service delivery plan that includes the local needs assessment and service delivery strategies used in the district, and the process for annually reviewing the effectiveness of the use of the Title I-C funds in meeting the needs of the migrant children and for revising the activities and strategies to be provided as necessary based on the results of the evaluation.

Comprehensive Needs Assessment (CNA)

The CNA guides the design of the Alaska MEP. The last CNA was finalized in December 2012. The CNA committee identified four areas of need for the Alaska MEP: academic support for reading and math, high school graduation, school readiness, and support services.

- CNA: education.alaska.gov/ESEA/TitleI-C/docs/cna_final_report.PDF

Service Delivery Plan (SDP)

The Alaska Migrant Education Program Service Delivery Plan was updated as of May 2013. This plan outlines strategies for meeting the needs of migrant children and youth identified in the Comprehensive Needs Assessment (CNA). It also sets Measurable Program Outcomes (MPOs) on which the migrant education program will be evaluated.

- SDP: education.alaska.gov/ESEA/TitleI-C/docs/migrant_service_delivery_plan.PDF

Evaluation of Effectiveness (Evaluation)

Evaluating the effectiveness of the migrant program is a federal requirement.

District Grants Application

ESEA Consolidated Application

The ESEA Consolidated Application is a single, consolidated application for all ESEA formula entitlements, including the following titles: Title I-A, Title I-C, Title I-D, Title II-A, Title III-A, and Title IV-A. The consolidated application is completed using an electronic web-based application, known as GMS.

For assistance in completing the Title I-C portion of the ESEA Consolidated Application, consult the PowerPoint for Title I-C located in the GMS Document Library or contact the migrant program manager. Refer to page 164 for the [MEO Contact Information](#).

- GMS: gms.education.alaska.gov/
- ESEA Consolidated Application Handbook: gms.education.alaska.gov/documentlibrary/

Summer Programs

The guidance for operating a summer program in July and August is located in the GMS Document Library. All planned expenses must be approved by May 31 of each year.

- Document Library: gms.education.alaska.gov/documentlibrary/

Activities Funded by the State

The following activities are funded by the state and typically do not appear in the ESEA Consolidated Application.

Fall Training

The MEO provides annual training for recruiters, records managers, migrant coordinators, and federal programs coordinators in the fall. Most expenses for attending the training are reimbursable to the district.

Alaska Migrant Education Literacy Grant

The MEO provides annual Literacy Grants to participating districts. Participation in the grant requires a one page application at the beginning of the fiscal year and a one page report at the conclusion of the school year. Distributing books to children through the literacy grant is considered a support service; however, many districts choose to incorporate the books into a family literacy night and offer instructional services (certain requirements apply).

State Parent Advisory Council (PAC)

There are nine members on the Alaska Migrant Parent Advisory Council. They are representatives from six geographical regions of Alaska and serve three year terms. The state PAC meets 2-3 times each year. All travel costs are provided by the state through a separate grant. Expiring PAC seats are filled by a nomination process in May of each year.

A current council membership list can be found on the MEO website: education.alaska.gov/ESEA/TitleI-C/pac.html.

District Monitoring Preparation

Districts' ESEA grants are monitored through the federal programs monitoring process. Please contact your ESEA program manager for the dates of your next monitoring visit. During the monitoring visit, the migrant program manager will evaluate the Title I-C program and the migrant identification & recruitment specialist will provide a technical assistance visit with the district records manager. For more information about technical assistance visits, refer to pages 27, [Technical Assistance Visits](#), and 156 for the [Technical Assistance Checklist](#).

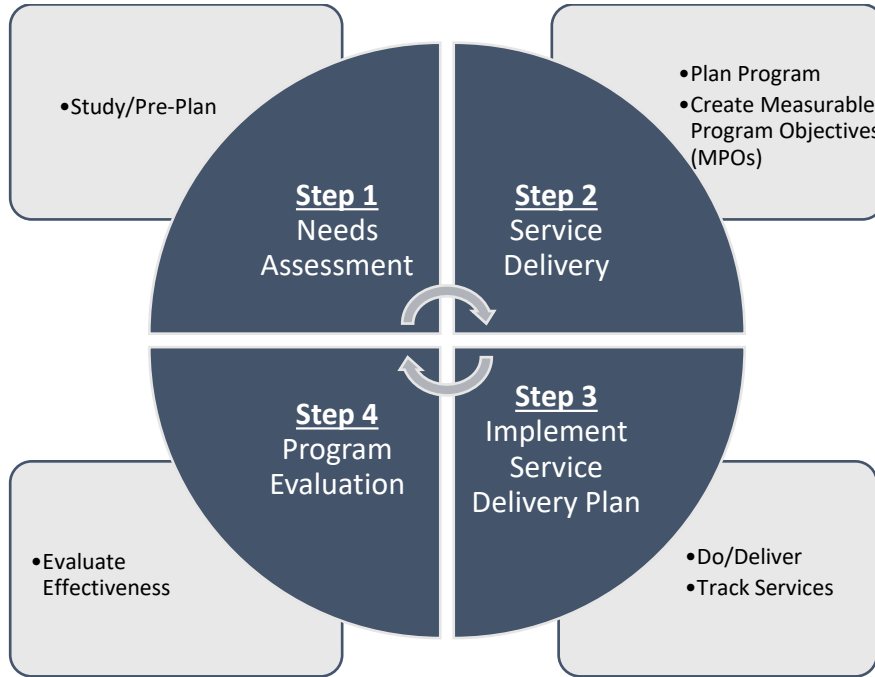
Some common documents that could be requested during the monitoring and technical assistance visits are:

- Identification & Recruitment Plan, Quality Control Plan, Needs Assessment Process, Service Delivery Plan, and evaluation results.
 - These documents have all been combined into the Migrant Education District Level Guiding Documents Template, email MEO for a copy.
- ESEA Consolidated Application.
- Paper copies of COEs and ARCs from the past 10 years.
- Parent and staff survey results.
- Migrant children and youth data.
- Student records transfer request form.
- Minutes/agendas from migrant parent meetings.
- Migrant consolidation documentation (if applicable).

ESEA Monitoring Form: education.alaska.gov/forms/.

The Annual Cycle of Migrant Education Program Planning

In planning the district's migrant grant, consider the annual cycle of the Migrant Education Program.



Needs Assessment

A needs assessment is a systematic assessment and decision-making process that progresses through a defined series of phases to determine needs, examine their nature and causes, and set priorities for future action. A needs assessment:

- Focuses on the ends (i.e., outcomes) to be achieved, rather than the means (i.e., process). For example, reading achievement is an outcome, whereas reading instruction is a means toward that end.
- Gathers data by means of established procedures and methods that are thoughtfully selected to fit the purposes and context of the needs assessment.
- Sets priorities and determines criteria for solutions so that planners and managers can make sound decisions.
- Sets criteria for determining how best to allocate available money, people, facilities, and other resources.
- Leads to action that will improve programs, services, organizational structure and operations, or a combination of these elements.

Similar to the State CNA, districts conduct a local needs assessment to determine the needs of local migrant children. This appears in the ESEA Consolidated Application, Title I-C, program details page. The district can consult a variety of sources for the needs assessment including, but not limited to: annual staff surveys, annual parent surveys, annual state assessment results, and progress monitoring assessment results. During the monitoring process, DEED will verify that the district needs assessment is aligned with the state CNA, including elements in the following four goal areas: academic support in reading and mathematics, high school graduation, school readiness, and support services. DEED will also verify that the needs assessment has identified the unique educational needs of migrant children that result from their migratory lifestyle and other needs of migratory children that must be met in order for them to participate effectively in school.

Benefits of Conducting a Needs Assessment

The district cannot reasonably design the MEP or determine the grade levels and instructional areas on which individual projects should focus without information on the unique educational needs of all eligible children identified in the district. At the district level, a needs assessment determines:

1. the extent of the needs of migrant children and youth in the district area and how those needs relate to the priorities the State has established;
2. how to design local services; and
3. which students should receive services.

Service Delivery

The district's service delivery plan should be a written document that outlines many of the district's policies and procedures. A template has been developed that covers all required and recommended topics. Please consult the Alaska Migrant Education District Level Guiding Documents Template, email the MEO for a copy.

Benefits of Developing a Service Delivery Plan

The service delivery plan is the basis for the use of all MEP funds in the district. The service delivery plan helps the district develop and articulate a clear vision of:

1. the needs of migrant children;
2. the MEP's measurable outcomes and how they help achieve the State's performance targets;
3. the services the district MEP will provide; and
4. how to evaluate whether and to what degree the program is effective.

Evaluation of Effectiveness

Evaluating the effectiveness of the migrant program is a federal requirement. The results from the evaluation can be incorporated into the needs assessment for the following year. Districts are required to evaluate the effectiveness of the MEP. Evaluations allow districts to:

1. determine whether the program is effective and document its impact on migrant children;
2. improve program planning by comparing the effectiveness of different types of interventions;
3. determine the degree to which projects are implemented as planned and identify problems that are encountered in program implementation; and
4. identify areas in which children may need different MEP services.

A proper evaluation can provide powerful information regarding how best to use MEP funds to achieve the desired result.

The Migrant Education Office provides districts with a Migrant Summative Data Report (MSDR) annually in the spring. This document is a resource for districts to utilize when evaluating their local Title I-C program.

More information regarding the district's evaluation process is located in the ESEA Grants Program Details, and the Alaska Migrant Education District Level Guiding Documents Template, email the MEO for a copy.

Type of Program and Services

Type of Program

Districts can offer one or more types of programs to migrant children:

- During school day, during regular school year
- Extended time during regular school year
- Summer school
- Preschool

Note that it is often difficult to show that migrant services are supplemental if the district's migrant program is offered during the school day, during the regular school year.

Activities and Services

For purposes of the MEP, services are a subset of all the activities that the MEP provides through the program. Although districts may spend MEP funds on many types of allowable activities, some of these activities do not constitute a service (e.g., identification and recruitment or parental involvement activities). Services are distinct in that they are the educational or educationally related activities provided to migrant children to enable them to succeed in school. Because student success is the overarching goal of the MEP, services are a vital aspect of the program. In providing services, districts must give priority to migrant children who are priority for service (PFS).

In general, districts may use migrant education funds for allowable activities and supplemental services, as long as those activities and services address an identified migrant child need.

Activities

Some expenses are allowable that are not used to provide direct services to students.

Possible activities a district could fund:

- Identification & Recruitment
- Records Management
- Administration of the Program
- Migrant Parent and Family Engagement
- Migrant Parent Meetings
- Professional Development (e.g. training programs for school personnel to enhance their ability to understand and appropriately respond to the needs of migrant children)

Services

Services are those educational or educationally related supplemental activities that directly benefit the migrant child, address a need of the migrant child, and are designed to enable the district's migrant program to meet its measurable program outcomes through strategies as outlined in the Service Delivery Plan (or the service delivery section of Migrant Education District Level Guiding Documents Template).

- **Instructional** – Supplemental services that provide research-based instruction to migrant children.
- **Support** – Supplemental services to provide support and advocacy to migrant children.
- **Referred** – Referred services are those provided to a migrant child by another agency through a referral by a migrant program staff member. Referred services cannot be migrant funded and they cannot be school or district based services that the child is already entitled to receive, e.g., Title I Part A services, Title III services. Furthermore, the child must actually receive the service in order for it be counted as a referral.

Possible services a district could offer:

- Academic Instruction
- Tutoring
- After School Programs
- Help With School Supplies
- Graduation Support
- Career Education Services
- Support Services
- Health Services
- Distance Learning Programs
- Counseling and Testing Services
- Parent and Family Engagement Activities
- Referral to Local Agencies
- Preschool Services
- Literacy Materials through the Literacy Grant
- Family Literacy Nights
- Saturday Programs
- Summer or Intersession Programs
- Credit Recovery Programs

When selecting students for services, the district should:

1. Identify the eligible migrant children with unique educational needs who are expected to reside in the area (statewide or locally);
2. Determine the educational and educationally related needs of the children to be served;
3. Determine the focus of the program (i.e., instructional areas and/or grade levels) based on a needs assessment; and
4. Select children with the greatest need for MEP services according to the [priority for services](#) criteria in section 1304(d) of the statute.

Continuation of Services Provision

Under the Continuation of Services Provision in Section 1304(e) of the ESEA, school districts may choose to offer services to migrant children whose eligibility has ended under the following conditions:

- a child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term;
- a child who is no longer a migratory child may continue to receive services for 1 additional school year, but only if comparable services are not available through other programs; and
- students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation.

Before the district provides services under these provisions, it should consider whether the child's unmet unique educational needs are addressed by the general school program and whether migrant children who have a priority for services have already been served.

Consolidation of Title I-C Funds into a Schoolwide Program

Under certain conditions, ESEA allows Title I-A Schoolwide schools to consolidate Title I-C with other federal, state, and local funds to support any component of the educational schoolwide plan. Consolidation of migrant funds is a three step process.

1. Prerequisites must be met,
2. Data must be gathered and analyzed, and
3. Documentation must be uploaded in GMS.

For further information about consolidation of Title I-C funds into the schoolwide program, please consult the guidance located in the GMS Document Library and/or contact the migrant program manager.

- Consolidation Guidance: gms.education.alaska.gov/documentlibrary/

Coordination

Coordination with Other Programs

Sections 1304(b) and 1306(a) of ESEA require States and districts to identify and address the unique educational needs of migrant children by providing them a full range of services from appropriate local, State, and Federal educational programs. In providing these services, districts must plan jointly with local, State, and Federal programs and must integrate the MEP with services provided by other programs.

By coordinating with other programs, districts ensure that the needs of migrant children are met through a variety of sources in a way that leverages other program funds and optimizes the use of MEP funds for the unique needs of migrant children.

The districts must determine the children's needs and identify all the available services that address these needs. The district should then coordinate with those programs and agencies that provide services that meet the identified needs and help ensure that migrant children have access to appropriate programs and services.

Title I, Part A

Section 1112(c)(1) of ESEA requires districts to ensure that eligible migrant children and formerly migrant children are selected to receive Title I, Part A services on the same basis as other eligible children. In a schoolwide program, Sections 1114(b)(7)(i) and (iii) of ESEA require schools to implement reform strategies that address the needs of all children in the school. In a targeted assistance school, Section 1115(c)(2)(A) and (C) of ESEA provides that migrant children are eligible to participate in the Title I, Part A program on the same basis as other eligible children.

Title III, Part A

If the district qualifies for a Title III subgrant, migrant children who are English Learners must be selected to receive Title III services on the same basis as all other English Learner children.

McKinney-Vento Homeless Assistance Act, Subtitle VII-B Education for Homeless Children and Youth

Collaboration between MEP and the local Homeless Liaison to serve migrant children and youth experiencing homelessness ensures that services are provided in an efficient, non-duplicative fashion and that students receive a full range of supports to meet their needs.

MEP personnel can provide the local Homeless Liaison with the following:

- Insights on the work patterns of local migrant communities.
- Understanding of the educational, health, emotional, or social needs unique to migrant children.
- Locations of migrant camps and communities.
- Referrals of migrant children and youth who may be experiencing homelessness.
- Contact and communication with migrant families (in the native language when necessary) whose children may be eligible for and in need of the educational services provided by the McKinney-Vento Act.

The local Homeless Liaison can provide MEP personnel with the following:

- Guidance in determining which migrant children and youth are eligible for McKinney-Vento services according to the definition of homeless.

- Understanding of the provisions of the McKinney-Vento Act and ways it may be used to provide services, including immediate school enrollment and school stability, to eligible migrant children.
- Assistance with accessing supports available through Title I, Part A, homeless set-aside funds.
- Knowledge of community referral resources, including providers of health, mental health, housing, and basic needs services.

By working together, the MEP and the local Homeless Liaison benefit migrant children and youth experiencing homelessness in their education and beyond by ensuring they are served efficiently and effectively with a comprehensive array of services.

Interstate and Intrastate Coordination

Section 1304(b)(3) of ESEA requires the use of MEP funds to promote interstate and intrastate coordination of services to migrant children. This effort must include, but is not limited to, providing educational continuity through the timely transfer of pertinent school records, including health information.

Interstate coordination refers to collaborative activities undertaken by two or more States to improve the education of migrant children in those States. Ideally, this term refers to the collaborative activities that two or more States assume to improve the education of migrant children who move between those States. Intrastate coordination refers to efforts involving two or more districts within a State to improve educational services to migrant children in that State.

Interstate and intrastate coordination strategies may include, but are not limited to, the following types of services between and among districts and SEAs:

- Notifying "receiving" school districts about migrant families who have moved to those districts.
- Promoting the exchange of student educational records.
- Developing academic credit accrual and academic credit exchange programs.
- Collaborating in the development of summer-term project curriculum.
- Exchanging teachers and teaching materials.
- Exchanging information on health screenings and health problems that interrupt a student's education.

Transfer of Student Records

Section 1304(b)(3) requires interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year.

The timely transfer of student records can be an effective means of reducing the effects of educational disruption on migrant students. It enables school officials (e.g., school registrars, teachers, and guidance counselors) to make appropriate decisions regarding a student's enrollment in school, grade placement, and academic plan (including, but not limited to, credit accrual and exchange).

Districts must request the records of eligible migrant children who arrive in their district and must transmit records of those migrant children who move out of their State or district to another location in a timely manner.

Required Migrant Parent Meetings

Parental engagement is an integral part of all Title I programs, including the MEP. Research shows that parents play a significant role in the academic achievement of their children. Therefore, it is important for parents and schools to develop partnerships and build ongoing dialogues to improve student achievement. Title I supports parental involvement by enlisting individual parents to help their children do well in school. In order to receive MEP funds, districts must implement programs, activities, and procedures that effectively involve migrant parents.

According to Section 1304(e) of the ESEA, districts must consult with parents of migratory children in the planning and operation of the Migrant Education Program. This consultation must be in a format and language understandable to the parents.

Districts are required to have, at minimum, one annual migrant parent meeting; although a local Parent Advisory Council (PAC) is recommended.

The annual meeting should address the following:

- consultation with migrant parents regarding the planning and operating of the local migrant education program,
- the design and implementation of the local migrant Service Delivery Plan (or the service delivery section of the Migrant Education District Level Guiding Documents Template),
- migrant child data showing progress on performance targets and measurable program outcomes (targets and outcomes should be identified in the Migrant Education District Level Guiding Documents Template),
- information about the migrant program services available to their children, and
- strategies to increase engagement of migrant parents in supporting their child's education.

Benefits of Parent Consultation

As the first teachers of their children, parents know the needs of their children best and can provide insight into their children's strengths and weaknesses. As such, migrant parents can play a pivotal role in planning the educational programs and projects in which their children participate. Engaging migrant parents in planning the MEP also builds their capacity to assist in their children's learning at home. In addition, parental engagement in the planning of the program enables parents to understand the program and have informed conversations with MEP and school staff regarding their children's education. Through their participation in the planning process, migrant parents are also more likely to become advocates and supporters of the program because they have a personal stake in its success.

Migrant Education District Level Guiding Documents Template

The Migrant Education Office (MEO) has created an optional template for districts to use that consolidated the required written policies and procedures district must have for the migrant education program into one document. It includes: Identification & Recruitment Plan, Quality Control Plan, Comprehensive Needs Assessment, Service Delivery Plan, and Evaluation Results. Please note that the template is optional, but district must have written policies and procedures that are covered in the template. Email the MEO for a copy of the template.

Resources

For more information about the Migrant Education Program, please consider these resources:

Alaska Migrant Education Website

education.alaska.gov/ESEA/TitleI-C/

Alaska Migrant Education LiveBinders

Fall Training Resources: livebinders.com/play/play?id=2029583

ESSA Resources: livebinders.com/play/play?id=2188973

Recorded Webinars: livebinders.com/play/play?id=2201596

Elementary & Secondary Education Act (ESEA)

<https://www2.ed.gov/documents/essa-act-of-1965.PDF>

This is the Elementary & Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA). The migrant education program statute is under Title I, Part C of the act.

Code of Federal Regulations – Migrant Education (Title 34 – Subtitle B – Chapter II – Part 200 – Subpart C)

ecfr.gov/

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis.

Migrant Education Non-Regulatory Guidance (Updated March 2017)

2.ed.gov/programs/mep/mepnonregulatoryguidance317.docx

This document is designed to help states and districts use MEP funds to develop and implement supplemental educational and support services to assist migratory children. Chapter II: Child Eligibility, was revised to reflect considerations of changes to the program enacted in the Every Student Succeeds Act (ESSA) of 2015, which reauthorized the Elementary and Secondary Education Act of 1965 (ESEA). With the exception of replacing Chapter II, all other chapters remain unchanged from the non-regulatory guidance document that the Department published on October 23, 2003. Any future chapter revisions will be identified in the chapter title by the date of revision.

Family Education Rights and Privacy Act (FERPA)

2.ed.gov/policy/gen/guid/fpco/index.html

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Federal Office of Migrant Education Websites

2.ed.gov/about/offices/list/ose/ome/index.html

2.ed.gov/programs/mep/index.html

results.ed.gov

Alaska Statutes

touchngo.com/lglcntr/akstats/Statutes/Title14.htm

Alaska Administrative Code

legis.state.ak.us/basis/aac.asp

Quality Control

Quality control is a valuable part of a successful Migrant Education Program (MEP). All districts with a MEP should follow basic quality control procedures. A quality control process can be established through a quality control plan. The quality control plan protects the integrity and accuracy of identification and recruitment policies and procedures. It also ensures that all potential migrant children are identified and recruited, only eligible children are certified as eligible, and policies are in place to ensure migrant children files and data are accurate. For the Migrant Education District Level Guiding Documents Template, call or email the MEO.

Quality Control Procedures

Staff Training

Recruiters, records managers and new migrant program coordinators are required to receive annual MEP training. Migrant Education fall training is provided at several sites throughout the state. All staff involved with the district's MEP should be given local training regarding local procedures and issues. The district should ensure that new manuals and training materials are given to all migrant staff.

Local migrant training should include all people involved with migrant identification, recruitment, and eligibility certification. Depending on the district, this may include:

- Recruiters
- Records Managers
- Data Entry Specialist
- Migrant Program Coordinators
- Designated SEA Reviewers
- Superintendents
- Principals
- Federal Programs Coordinators
- Teachers
- Counselors
- Registrars
- Paraprofessionals

District Migrant Staff Communication and Coordination

There should be effective workflow and communication between migrant staff members. The roles and responsibilities of each staff member should be understood by everyone in the program.

Communication and coordination steps should include:

- All migrant staff should understand the district's migrant program including the program structure, purpose, requirements, services offered and families served.
- Migrant staff should know their individual job requirements and understand how they fit into the workflow of the program.
- The lines of communication within the district, with the MEO, or with other districts should be clear.
- The district staff structure should be such that the workflow ensures the district's program meets all requirements for state and federal migrant regulations and laws.

Accuracy of Eligibility Determinations

Every Certificate of Eligibility (COE) and Annual Recertification of No New Moves (ARC) must be quality reviewed by the recruiter, records manager and designated SEA reviewer. By signing a COE or ARC, each district staff member ensures that the COE or ARC is complete, filled out correctly, and that the information meets the MEP eligibility requirements.

After the COE or ARC data is entered into MIS2000 and uploaded, the MEO's eligibility specialist reviews the information to ensure that it meets all eligibility requirements. The MEO makes the final eligibility determination on all COEs and ARCs. For more information on the [appeals process](#), refer to page 33. Children new to the MEP are not eligible for services until the COE is approved by the MEO.

Analysis and Accuracy of Migrant Reports

Any discrepancies between reports generated by the district and the MEO need to be reported to the MEO immediately. Refer to page 164 for the [MEO contact information](#).

Quality Control and Identification & Recruitment (ID&R) Plans

Quality Control Plan

Each district must have a written Quality Control Plan on file. It is a document that establishes a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level MEP.

ID&R Plan

Each district must have a written ID&R Plan on file. The purpose of an ID&R Plan is to ensure efficient identification and recruitment of migrant children within a district-level MEP.

More information on Quality Control and ID&R plans can be found in the Migrant Education District Level Guiding Documents Template. Call or email the MEO for a copy.

Prospective Re-Interviewing

The United States Department of Education's Office of Migrant Education (OME) requires each state to conduct an annual review of the program's eligibility determinations. Re-interviewing may alert the MEO to misunderstandings of the eligibility requirements at the district level. It may also help to find clerical or computer errors. The prospective re-interviews are conducted by trained and qualified personnel who are independent of the original interviews. The prospective re-interviews may be conducted either in-person or by telephone.

Interviewees are selected from a random student list generated by MIS2000. Interviews are conducted using a standard eligibility interview form. Following the interview, the answers from the form are compared to the COE. If the information contradicts the information on the COE or indicates that the family is not eligible for the migrant program, the MEO will bring the COE and issues raised during the re-interview to the attention of the records manager. The records manager will then have the opportunity to provide additional information such as notes from the recruiter, further information regarding the family's migrant moves, as well as other pertinent information. The MEO will work with district staff until all questions and data integrity issues are resolved.

An interviewee signature on a COE certifies that a parent is willing to talk to the MEO, should they be contacted.

COE Quality Control Review

Each year, at the conclusion of fall recruitment, the MEO will conduct COE Quality Control Review. All districts will be required to submit a small random sample of hardcopy COEs to the MEO. The MEO will verify that information recorded on the hardcopy COE is consistent with what is recorded in MIS2000. This will ensure accurate data at both the district and the MEO.

Technical Assistance (TA) Visits

Each school year, the MEO will conduct approximately ten technical assistance visits with migrant staff. These technical assistant visits will be conducted virtually, or onsite at the district. During these visits, a staff member from the MEO will conduct a thorough review of the district's identification and recruitment procedures, migrant files, and compliance with eligibility requirements.

Typically, the technical assistance visits focus on three main areas:

Technical Assistance Eligibility Verification from the MEO

This process involves calling a small percentage, drawn at random, of migrant families within that district to verify that the information on the COE is accurate. This is done prior to the technical assistance visit. Technical assistance eligibility verification will also be used to verify that original COEs in district files match what is in MIS2000.

Technical Assistance Form

An interview based on the technical assistance form will be conducted. The MEO staff will ask the records manager a series of questions about the district's identification and recruitment procedures, review the district's COE and ARC files, and review supporting files. This helps guide the visit, noting any areas or strength or where improvements could be made.

Training

The technical assistance visit also provides a retraining or extended training opportunity for migrant staff. During the on-site visit, a staff member from the MEO will devote time to answering questions, assisting records managers with MIS2000 entry and reports, developing and improving recruitment procedures, and any other specific requests.

The Records Manager

Role of the District Records Manager

This guide provides an in-depth timeline of a records manager's responsibilities throughout the school year. The MEO recommends that these procedures be followed as closely as possible by district migrant staff in order to ensure that all migrant files are accessible, organized and updated. There are some unique needs and circumstances that may cause districts to modify their procedures; however, records managers should consult the Migrant Education Office (MEO) before making changes. Records management and reporting procedures are intended to:

- provide systematic procedures for tracking COEs/ARCs through the identification and recruitment process,
- simplify filing procedures, eliminate duplicate copies, and make file retrieval easier, and
- ensure that records are organized and maintained in compliance with state and federal guidelines.

Records managers are responsible for ensuring that all forms, resource materials, reports, and lists are prepared for migrant recruitment. Districts must keep all migrant files and related information in a central location. Most districts begin recruitment at the start of the school year and continue through the November 15 deadline. Records managers are encouraged to recruit on a year-round basis as they become aware of new children or children with new migrant activity.

If records managers have questions, need assistance with file maintenance or with other job duties, they should contact the MEO.

Records Managers Job Duties

Training

- Attend annual migrant education fall training.
- Review all training materials to better understand the necessary information needed to make eligibility determinations for the migrant education program.
- Train new recruiters and other district staff about the MEP.

Manage Recruitment Process

- Provide recruiters with needed materials: Fall Recruitment List, Certificates of Eligibilities (COEs), Annual Recertification of No New Moves (ARCs), Maps, etc.
- Set recruiter deadlines for parent interviews and COE/ARC completion.
- Obtain SEA Reviewer Signature on COE hard copies.
- Review and enter complete and accurate COEs/ARCs into MIS2000.
- Review and validate recruiter COEs in the web system.
- Regularly upload entered COEs/ARCs in MIS2000 to the MEO for approval.
- Work with the MEO to correct COEs/ARCs.
- Make sure every child on the Fall Recruitment Report has been contacted.
- Provide parents with their eligibility determinations and a signed copy of their completed COE.

Filing/Reports

- Maintain COE/ARC records and all other migrant files following guidelines set forth in this guide.
- Ensure all required [migrant reports](#) are submitted by due dates to the MEO. Refer to page 147 for [Records Managers Critical Dates](#).

Fall Recruitment

Identification Methods

Federal regulations require that a satisfactory effort be made to identify all eligible migrant children. Every effort must be made to find and enroll every migrant child who lives in the district, regardless of when they arrive in the district, whether they enroll in school, or how long they stay.

It is not enough to enroll children that come to school. Special efforts need to be made to find and certify eligible children not in an Alaska public school: including private school children, homeschool children, dropouts, infants, and preschoolers. Records managers often assist with migrant identification. The following section describes various identification and recruitment methods.

Questionnaires

Within the school district, questionnaires given to parents as part of the annual school enrollment packet are a valuable tool for finding potentially eligible migrant children. Refer to Appendix, pages 160-161 for [sample questionnaires](#). Questionnaires can be brief, including a few questions concerning basic migrant eligibility requirements. The migrant staff member will collect the questionnaires and determine which families should be contacted for an interview based on their answers.

This identification method can be very useful throughout the school year if the district continues to use the questionnaire for all new and transferring students.

The sample forms are included only as a guide; each district may want to develop its own questionnaire. It is important that the questions are worded carefully to avoid confusion and frustration for the parents. The MEO is always available for assistance.

District Outreach

- **Referrals** – Referrals from school officials are another valuable identification method. Teachers, counselors, and administrators should be provided with basic instructions concerning the eligibility requirements for the migrant program. If a school official believes a child might qualify for the migrant program, they can let migrant staff know. This referral can be done informally, or a referral form can be made available by the district's migrant program.
- **Newsletter** – Another way to bring attention to the migrant program is to include articles explaining the importance of the program in the school newsletter.
- **Information Booths** – Many districts find it effective to set up information booths at school events such as: assemblies, start of school parent/student orientation meetings, parent-teacher conferences, literacy nights, etc.

Community Outreach

Districts are responsible for informing the community about their migrant program. Examples include:

- **Posters/Flyers** – Posters and/or flyers placed in prominent places and in areas of migrant work activity are used to notify the public of the migrant program. Many districts find harbors, post offices, grocery

stores, Laundromats, community halls, housing units, fish processors, and preschools to be locations that are useful for reaching migrant families.

- **Newspaper Article** – Articles concerning the migrant program can be submitted to the local newspaper.
- **Community Organizations** – Many community organizations can provide connections to families. Providing information to and communicating with social service agencies, tribal councils, employers, libraries, PTAs, employment centers, and other community organizations can facilitate referrals.
- **Word of Mouth** – Many families are referred through word of mouth by other migrant families.
- **Social Media** – Many families frequently turn to social medial platforms to connects with district, schools, and programs. Utilizing social media to advertise the program and connect to community members and families is a valuable tool for the MEP. Social media posts might include information on recruitment, services, and family engagement activities.

Identification & Recruitment Materials

Each year, records managers must obtain and provide their recruiters with:

- copies of the COE (printed, electronic, web) for the current school year,
- copies of the ARC (printed and/or electronic) for the current school year,
- Recruiter Handbook,
- Records Manager Guide,
- Fall Recruitment Report, and
- other training materials and notes.

Training materials are updated annually and distributed at the migrant fall trainings. They can also be downloaded from the MEO website: education.alaska.gov/ESEA/TitleI-C/. Current manuals and materials should be stored with migrant files. All fall training materials from previous years should be discarded to avoid confusion.

Maps – Each district should have a map that outlines the area of its school district. The map needs to be more detailed than a map of the entire state. School district maps must be:

- reviewed annually, and updated showing common migrant activity sites, distances, and school district boundaries,
- have a legend/scale for determining distance,
- available in the district’s migrant office, and
- distributed to recruiters.

Districts are responsible for ensuring that all migrant staff understand the location of the school district boundaries and any important details (landmarks, water boundaries) that are required to indicate that a move was across school district boundaries or that the move was 20 miles or more in a school district with more than 15,000 square miles.

Moves across district boundaries do not require a map attached the hard copy COE on file at the district office.

Moves within a district that is greater than 15,000 square miles always require a map to be attached to the hard copy COE on file at the district office to document that both the child’s moves and the worker’s moves were at least 20 miles or more one way to a temporary residence.

Important Lists and Reports – During recruiting, there are several lists and reports that records managers will need to prepare and refer to during the recruiting process. Refer to the Reports & Lists section pages 41-47 for detailed list and descriptions of these reports.

[Additional Paperwork Preparation](#) – The next step is to prepare the paperwork for recruiters. Recruiters will need to have:

- new blank COE and ARC forms and/or electronic COE and ARC forms with current school year,
- access to the web COE (as applicable),
- pre-printed COEs (copies of last year’s COEs), if requested,
- copies of the parent questionnaires/surveys that indicate the family may have made a qualifying move, if applicable, and
- a list of children from the district’s Fall Recruitment Report that they must contact, **listed in order of priority**.

The blank hard copy and electronic COE and ARC must have the current school year printed on the top right corner. Use of a previous years’ COE/ARC forms is not permitted.

Tracking Recruitment Progress

During the fall recruitment period, records managers should establish a regular schedule for receiving progress reports from recruiters regarding their contacts and interviews with migrant families. This is important because it allows the records manager to provide updates to the MEO and assess whether the recruiting strategies need to be adjusted. Records managers are encouraged to call the MEO for assistance as needed. After the **November 15** deadline, records managers should establish a procedure for regular communication with the district recruiters.

Each district will need to have a system for tracking the progress of migrant recruitment. Effective processes include:

- regular communication between recruiters and records managers
- a uniform method of noting progress on recruitment paperwork,
- a system in place for collecting completed COEs and ARCs from recruiters, and
- an organized filing system.

Submitting COEs

Records managers should upload their COEs to the MEO as early as possible. This allows time for the MEO to review the information and get back to the districts with questions, if necessary, before the **November 15** deadline.

On **November 15**, districts are required to:

- submit the completed Fall Recruitment Report, and
- have entered and uploaded all COEs into MIS2000.

The COEs uploaded to the MEO and approved as eligible by the November 15 deadline establish the district’s federal child count for funding purposes. For information and instructions on [entering COEs into MIS2000](#), refer to pages 95-99.

Submitting ARCs

Records managers should enter ARCs into MIS2000 (a new school history line in MIS2000 for each child on the ARC) and upload them to the MEO as early as possible. This allows time for the MEO to review the information and get back to the districts with questions, if necessary, before the **November 15** deadline.

On **November 15**, districts are required to:

- submit the completed Fall Recruitment Report, and
- have entered all ARCs into MIS2000.

The ARCs entered into MIS2000 and uploaded to the MEO, that are approved as eligible by the **November 15** deadline establish the district's federal child count for funding purposes. Information and instructions on [entering ARCs into MIS2000](#) is provided on page 104.

Eligibility Notification

Records managers are responsible for notifying families of their child's eligibility determination, including those not approved. Records managers need to provide families with a copy of their child's current school year COE. Refer to page 163 for a [sample eligibility notification letter](#). If there are any questions about eligibility at the district level the issue should be referred to the eligibility specialist at the MEO for guidance.

Appeals Process

The MEO makes the final eligibility determination on all COEs. If a district or a parent would like to appeal a decision from the MEO, they may do so using the processes detailed below.

[District Appeals Process](#)

If a district would like to appeal the eligibility determination of a COE made by the MEO, they may submit a written request (via email) to the MEO for a second review. The MEO will conduct a team review of the COE and provide a written response to the district's records manager regarding eligibility determinations. If the district is still not satisfied with the decision, they may contact the migrant program manager directly. If the situation continues to be unresolved, the migrant program manager will contact the regional representative from OME to assist.

[Parent Appeals Process](#)

If a parent would like to appeal the eligibility determination made by their district or the MEO, they must first contact their district's records manager. The records manager will review the eligibility determination with the parent. If the parent is not satisfied with the response from the records manager, they may contact the MEO directly (via phone or email). The MEO will review the eligibility determination as a team and provide a written response to the parent. If the parent is still not satisfied with the decision, they may contact the migrant program manager directly. If the situation continues to be unresolved, the migrant program manager will contact the regional representative from OME to assist.

Migrant File Organization

During the school year, records managers are responsible for ongoing recruitment of new children, providing migrant eligibility information to school district staff and maintaining the migrant files. It is the job of the records manager to ensure that migrant COE and ARC files are kept in an orderly fashion. The following section describes recommended migrant file organization.

Certificate of Eligibility (COE) Filing

The COE is the most important document in the migrant files; it is the basis for each child's migrant eligibility. The original COE must be kept by the district office for **ten school years**. The information on the COE is sent to the MEO through MIS2000 where it is entered and uploaded. Entry of COEs into MIS2000 is covered on pages 95-99, [Entering a New Move or New Student COE into MIS2000](#).

It is recommended that districts file their COEs according to the following specifications:

- When filing COEs, they should be grouped into family bundles by family last name.
- The family name is determined by the last name of the first child listed on the COE, who is the youngest qualifying child in the family.
- Within the family bundle, COEs should be in descending chronological order, with the most recent COE in the front of the family bundle.
- After eligibility has been confirmed, all COEs should be attached to the front of the appropriate family bundle.
- The family bundle must be filed according to the most recently approved COE.

Due to blended families and other circumstances, the family last name may change from year-to-year.

Annual Recertification of No New Moves (ARC) Filing

The ARC should be filed with the most recent eligible COE. Information on the ARC is sent to the MEO through MIS2000 where it is entered and uploaded. Entry of ARCs into MIS2000 is covered in the on page 104, [Entering an Annual Recertification of no New Moves](#). The ARC must be attached to the original COE and kept by the district office for **ten school years**.

It is recommended that districts file their ARCs according to the following specifications:

- When filing ARCs, they should be grouped into family bundles by family last name with the most recent COE.
- The family name is determined by the last name of the first child listed on the ARC, who is the youngest qualifying child in the family.
- Within the family bundle, COEs/ARCs should be in descending chronological order, with the most recent COE/ARC in the front of the family bundle.
- After eligibility has been confirmed, all ARCs should be attached to the front of the appropriate family bundle.
- The family bundle must be filed according to the most recently approved COE/ARC.

Due to blended families and other circumstances, the family last name may change from year-to-year.

Files

Active Files – These are COEs and ARCs for families with at least one currently eligible migrant child. The COEs and ARCs have been reviewed and approved by the MEO. They should be organized into family bundles and kept in the Active file, as long as at least one child listed on the COE and ARC remains eligible in the program.

Pending Files – These are COEs and ARCs that have not yet been approved by the MEO. Depending upon the number of COEs and ARCs a district has, the records manager may want to file these in categories, as the follows:

- **District Review** – Completed COEs and ARCs that need the signature of the Designated SEA Reviewer.
- **Questions** – COEs with specific eligibility concerns that require review or approval from the MEO.
- **To Be Entered** – COEs and ARCs that have been approved at the district level, but have not been entered into MIS2000.
- **Uploaded** – COEs and ARCs that have been entered into MIS2000 and uploaded for the MEO review. Hold COEs in this file until they have been reviewed by the MEO.
- **Corrections and Clarification** – COEs and ARCs that have been reviewed by the MEO, but more information or corrections are required from the district in order to determine eligibility. The corrections must be entered into MIS2000 and uploaded to the MEO for another review once that information is provided.

Inactive Files – These are COEs and ARCs for migrant families who are not currently eligible, but could become eligible in the future. For a COE or ARC to be categorized as inactive, every child listed on the COE or ARC must be in inactive status. Some possible reasons why COEs and ARCs may become inactive: all children on the COE or ARC move out of the district, their eligibility ends or parents withdraw children from the program. The completed Inactive Form/File Tab must be attached to the bundle, explaining the reason and date that each child was made inactive. If any child could become eligible again, the family bundle is kept in this file. Refer to Appendix, page 157, for the [Inactive File Labels Template](#).

Gone Forever File – These are COEs and ARCs for migrant children who cannot become eligible again, because they graduated from high school, aged out (turned 20 years old or 22 if an active IEP is on file), or are deceased. A family bundle can only be placed in this file if every child listed on the COE is in Gone Forever status. Many districts combine the Gone Forever files with the Inactive files. Either method can be used as long as files are clearly labeled.

Canceled COEs – COEs for children who did not qualify for the program because their families did not meet all the eligibility requirements.

Other Migrant Files

- **Documentation on Termed Out Children** – This could include correspondence with a migrant family or district documentation on the termination of eligibility for a child.
- **Other Paperwork** – Any other documentation provided to the MEO for eligibility verification.
- **Map of School District** – Every district is required to maintain a school district map showing district boundaries and work locations such as fish camps, rivers, etc. Maps must have a scale.

Correspondence – This includes printed letters, e-mail messages, or other important information sent by the MEO or U.S. Office of Migrant Education (OME) regarding the Migrant Education Program in general. It may include the MEO guidance, deadlines, trainings schedules or correspondence sent by the records manager to the MEO.

[MIS2000 Migrant Lists](#) – There are several useful lists of migratory children and youth that should be kept current and filed with the migrant records. Refer to pages 45-46, [MIS2000 Lists](#), for more details:

- **Current Eligible Student List (Snap 12)** – A list of all migrant children who are currently eligible, recertified for the current school year, in the record manager’s school district.
- **District All Eligible Service/Lunch List** – A list of all eligible migrant children in the records manager’s district, including those that the district did not recertify during the previous school year. This report should also be used for free meal benefits eligibility. The MEO can run the All Eligible Service/Lunch List for the district upon request.
- **Missing Eligible Students** – A report that lists the children in the district that still have migrant eligibility but were not recertified for the current school year. This report is useful to districts after fall recruitment is over. The MEO can run the Missing Eligible Student list for the district upon request.
- **Eligibility Status Report (Snap 6)** – A report by COE ID of the district’s COEs that the records manager has entered into MIS2000 for the year, but are not active. This report tells the records manager the COEs current status: incomplete, new/rejected, reviewed/verified, and canceled.
- **COEs Active and the Children on each COE (Snap 7)** – A report that lists the district’s active COEs and the children on them for the current school year.
- **Priority for Service Student (Snap 14)** – A report that lists the children for a particular year that have an active COE on file at the district, and have been determined to be Priority for Service (PFS).

Destroying Old Records

COEs/ARCs are kept for a total of 10 years. Districts should only have COEs and migrant paperwork dating back to the 2009-2010 school year in their files. Older COEs/ARCs should be shredded, even if the family still has active children in the program. COEs/ARCs from 2008-2009 and all prior years should be securely shredded.

2018-2019 – Current Year COEs/ARCs	
2017-2018	} Keep
2016-2017	
2015-2016	
2014-2015	
2013-2014	
2012-2013	
2011-2012	
2010-2011	
2009-2010	
2008-2009 – Shred/Destroy COEs/ARCs	

Reports can be shredded after **five years** and printed MIS2000 lists can be shredded as the district no longer has need of them. All migrant records (including COEs, ARCs, reports, migrant lists, correspondence and other notes) should be reviewed and old files shredded annually.

Priority For Service (PFS)

The State of Alaska receive MEP funds from the U.S. Department of Education, Office of Migrant Education, to carry out the Federal Title I, Part C law which requires that priority must be given 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. [Elementary and Secondary Act of 1965, as amended by the Every Student Succeeds Act of 2015, [Title I-C 1304\(d\)](#)]

Alaska's Migrant Students Priority for Services Criteria

One factor from criteria A and one factor from either criteria B1 or criteria B2 must be met in order for a migrant child/youth to be considered PFS. Criteria A + (Criteria B1 or Criteria B2) = PFS Student.

Criteria A

A student meets the criteria for making a qualifying move within the previous 1-year period of:

- The Qualifying Arrival Date (QAD) of the most recent migrant move was within the previous 1-year period,

AND

Criteria B1

A student meets the criteria for failing, or most at risk of failing, to meet the challenging State academic standards if one of the following criteria exists:

- Any eligible migrant student in grades K-2 who is determined to be at risk of failing, to meet the challenging State academic standards through a district-determined assessment such as the DIBELS, the English language proficiency assessment, or appropriate universal screening assessment; or
- Any eligible migrant student in grades 3-9 who is below proficient in English language arts and/or math on the state summative assessment; or
- Any eligible migrant student in grades 10-12 who is determined to be at risk of failing, to meet the challenging State academic standards through failing grades – student receiving D grade or below, or an incomplete, in a course during the previous 1 year period.
- Any eligible migrant student in grades 10-12 who is determined to be at risk of failing, to meet the challenging State academic standards through retention of grade – student is enrolled in same grade level from one school year to the next.

OR

Criteria B2

A student meets the criteria for dropping out of school if:

- The eligible student has dropped out of school.

Identifying Priority for Service (PFS) Students

Grades K-2

1. For students who were in grades K-2 during the 2017-2018 school year, the MEO will identify those students who met Criteria A of the PFS definition by having made a qualifying move within the previous 1-year period. The MEO will send this list of K-2 students to the districts at the beginning of the 2018-2019 school year. (Refer to page 37 for [PFS definition](#).)
 - a. This list will contain names of students in grades K-2 during the 2017-2018 school year who had a qualifying arrival date (QAD) between 06/01/2017 through 05/31/2018.
2. Districts will be responsible for sending back the list of K-2 students to the MEO by **October 15, 2018**, noting which of the students are failing or at risk of failing, to meet the challenging State academic standards.
 - a. These students should be selected based on district determined criteria, such as DIBELS, the English language proficiency assessment, preschool recommendation, or another appropriate universal screening assessment.
3. The MEO will flag these students as PFS in MIS2000.
 - a. The Data Field that flags students as PFS can only be accessed for data entry from the MEO.
 - b. District personnel will be able to see whether a student has been flagged as PFS in MIS2000.
4. Districts can request an updated PFS list that includes students in all grades (K-12) after November 15.
5. Records managers should ensure that the list of PFS students is communicated to the migrant program coordinator and/or person overseeing the PFS program so that appropriate services are targeted to these students.

Grades 3-9

1. For students who were in grades 3-9 during the 2017-2018 school year, the MEO will identify those students who met Criteria A and Criteria B1 or B2 of the PFS definition using a combination of data from MIS2000 and the State summative assessment data.
2. The MEO will send this list of all Priority for Service students to each district records manager and migrant coordinator at the beginning of the 2018-2019 school year. (Refer to page 37 for [PFS definition](#).)
 - a. This list will contain names of students in grades 3-9 during the 2017-2018 school year who had a qualifying arrival date (QAD) between 06/01/2017 through 05/31/2018 and were below proficient in English language arts and/or math on the 2017-2018 state summative assessment or were dropped out of school.
3. The MEO will flag these students as PFS in MIS2000.
 - a. The Data Field that flags students as PFS can only be accessed for data entry from the MEO.
 - b. District personnel will be able to see whether a student has been flagged as PFS in MIS2000.
4. Districts can request an updated PFS list that includes students in all grades (K-12) after November 15.
5. Records managers should ensure that the list of PFS students is communicated to the migrant program coordinator and/or person overseeing the PFS program so that appropriate services are targeted to these students.

Grades 10-12

1. For students who were in grades 10-12 during the 2017-2018 school year, the MEO will identify those students who met Criteria A and Criteria B1 or B2 of the PFS definition using a combination of data from MIS2000.
2. The MEO will send this list of all Priority for Service students to each district records manager and migrant coordinator at the beginning of the 2018-2019 school year. (Refer to page 37 for [PFS definition](#).)
 - a. This list will contain names of students in grades 11-12 during the 2017-2018 school year who had a qualifying arrival date (QAD) between 06/01/2017 through 05/31/2018 and had failing grades, retention of grade, or were dropped out of school.
3. The MEO will flag these students as PFS in MIS2000.
 - a. The Data Field that flags students as PFS can only be accessed for data entry from the MEO.
 - b. District personnel will be able to see whether a student has been flagged as PFS in MIS2000.
4. Districts can request an updated PFS list that includes students in all grades (K-12) after November 15.
5. Records managers should ensure that the list of PFS students is communicated to the migrant program coordinator and/or person overseeing the PFS program so that appropriate services are targeted to these students.

Identifying PFS Migrant Students During the School Year

If any additional migrant student meet the PFS criteria during the 2018-2019 school year, the records manager must alert the MEO eligibility specialist to flag that student as PFS.

Examples:

- A 5th grade student is newly certified as migrant, and has a qualifying arrival date within the previous 1-year period. The student scored below proficient on the state summative assessment.
- An 11th grade migrant student, who has a qualifying arrival date within the previous 1-year period, drops out of school.

[Serving Priority for Service \(PFS\) Students](#)

Alaska's districts receiving Title I-C, Migrant Education Funds must target funds to provide services to migratory students. Districts may serve children who do not meet the "priority for services" criteria so long as they serve children who meet the criteria first.

Reports & Lists

Migrant Reports

States are required to collect and report minimum data elements (MDEs) to the U.S. Department of Education – Office of Migrant Education (OME). MDEs are data elements that states must collect and maintain in their migrant child databases (i.e. MIS2000) for each of their eligible migrant children in order to make those data available to other states via the national migrant student database, MSIX.

Alaska collects the federally required MDEs for each migrant eligible child through COEs, ARCs, statewide data collections, and the various migrant reports listed below. If the district has questions regarding migrant reports, contact the [data specialist](#) at the MEO.

Reports are exchanged between the MEO and district staff utilizing the Alaska Migrant Web System. This is done to protect migrant data and child privacy, for more information see the [Web System File Transfer Exchange Protocol](#) on pages 118 to 119 of this guide.

Summer Enrollment and Withdrawal Report

This report is only for districts that run a migrant funded summer program. Districts will receive the Summer Withdrawal Report from the MEO in mid-August each year. Records managers report the supplemental program services migrant children received during the summer program on this Summer Withdrawal Report. The deadline for submission of this report to the MEO is **September 30**.

This report should be completed for any summer program regardless of whether or not it crosses the fiscal year.

- **2018 Summer** (Between 2017-2018 and 2018-2019 school years) Report due **September 30, 2018**
- **2019 Summer** (Between 2018-2019 and 2019-2020 school years) Report due **September 30, 2019**

Information collected on the Summer Enrollment and Withdrawal Report for student that participated in a migrant funded summer program:

<i>Data Element</i>	<i>Description</i>
Summer Enroll Date	Enter the first day the student received services through the migrant funded summer program.
Summer Withdrawal Date	Enter the last day the student received services through the migrant funded summer program.
SP Code	Enter SP codes provided to each student. Refer to pages 150-151 for a full list of SP Codes . SP codes need to be separated by a comma and a space. SP codes do not need to be listed alphabetically.

For an example of the [Summer Enrollment and Withdrawal Report](#), please see page 148 of the Appendix.

PFS K-2 Report

This list will contain the names of students in K-2 who have made a qualifying move within the previous 1-year period and will be sent to districts by the MEO. Districts will be responsible for sending back the list of K-2 students to DEED by **October 15**, noting which of the students are failing or at risk of failing, to meet the challenging State academic standards. These students should be selected based on district-determined criteria, such as DIBELS, preschool recommendation, etc. The deadline for submission of this report to the MEO is **October 15**.

<i>Data Element</i>	<i>Description</i>
Qualify as PFS	This is a yes (Y) or no (N) field used by the district to denote whether the child qualifies as PFS.
What Method Used to Determine “At Risk of Failing”	In this field, the district will describe the method used to determine that the migrant child is at risk of failing to meet the challenging State academic standards.

For an example of the [PFS K-2 Report](#), please see page 148 of the Appendix.

Fall Recruitment Report

The Fall Recruitment Report (FRR) serves as a to-do list showing all of the eligible children in the district that were certified as migrant from the previous school year. The records manager must contact the families of all of the children on the FRR. It is the main report used for fall recruitment; completion of this report by the district records manager is mandatory. Districts will receive the Fall Recruitment Report from the MEO in mid-August. The report must be filled out and returned to the MEO in electronic format by the **November 15th** deadline and the district must keep a copy on file (electronic or hard copy) with the migrant records.

All children on the Fall Recruitment Report should be contacted and interviewed to determine if they:

- are still living in the district, **and**
- have made a new move(s), **and**
- are still attending school in the district.

All students whose eligibility ended during the summer or whose eligibility will expire at the beginning of the school year should be contacted first.

Information collected on the Fall Recruitment Report:

<i>Data Element</i>	<i>Description</i>
Term Code	List a term code (reason why the student exited the MEP before the end of their eligibility), if applicable. <ul style="list-style-type: none"> • Example: family moved to another district, district would enter term code "M." • See page 152 for a complete list of term codes.
Term Date	Provide the date the student "termed out," if term code was provided. <ul style="list-style-type: none"> • Example: family moved to another district on 10/15/18. • Make sure to list all graduates and their graduation dates (term date).
Family Interviewed	Mark if the family was interviewed.
New Move and No New Move	Mark if a COE or an ARC was completed for the student.
Uploaded	Mark if the COE/ARC was uploaded to the MEO in MIS2000.
Why No COE	List reason why there was no COE completed, if applicable.
Notes	Enter any other information the MEO should know regarding the student.

If the district does not recertify all eligible children by **November 15** each year, they will not be in the district count and the district will not receive funding for them. However they are still eligible for, and entitled to receive migrant supplemental program services and free meal benefits.

For an example of the [Fall Recruitment Report](#), please see page 148 of the Appendix.

Course History Reports

Each district is required to report course history on all current eligible migrant children, grades 9-12. This data is collected and reported to the MEO twice a year. Districts will receive the Course History Report twice a year, (December 15 and May 1) which will include all eligible migrant children for the current school year, grades 9-12. The deadline for submission of the Course History Report to the MEO are twice a year on **January 31** (semester one) and **June 30** (semester two).

Information collected on the Course History Reports:

<i>Data Element</i>	<i>Description</i>
Subject	Subject options include: Career and Tech Ed, Fine Arts, Health, Language Arts, Math, Other, Performing Arts, Physical Education, Science, Social Sciences, Social Studies, World Languages
Course Title	Provide name of the course the student is taking.
Course Type	Course Type options include: Regular, Honors, Pre-Advanced, Advanced Placement, International Baccalaureate, Dual Enrollment, Other, Not Applicable
Course Section	This is pre-filled with the current period for course history data reporting.
Term Type	Term Type options include: Full School Year, Semester, Trimester, Quarter, Summer, Other
Clock Hours	This field is for only if the course was not completed. Provide the number of clock house to date the student complete.
Credits Granted	Credits Granted options include: .00, .25, .50, .75, 1.00, 1.25, 1.50, 1.75, 2.00
Grade to Date	This field is for only if the course was not completed. Provide a percentage, rounded to the nearest whole number, that the student has completed on the course at the time of withdrawal. Do not enter a letter grade.
Final Grade	Final Subject Grade options include, A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, P (Pass)
Notes	Provide any pertinent notes the MEO should know.

For an example of the [Course History Reports](#), please see page 149 of the Appendix.

Alaska Migrant Education Literacy Grant Final Report

This report is for districts that choose to participate in the Alaska Migrant Education Literacy Grant. It is a short, one-page final report that serves as the conclusion of the Literacy Grant year. The Final Report will be sent to districts in the spring. Districts will indicate how many books were ordered and how many migrant children received books. Districts will also describe the book distributions and any associated activity on the report. The deadline for submission of this report to the MEO is **April 30**.

Mass Withdrawal Report

Districts will receive the Mass Withdrawal Report from the MEO in early April each year. The Mass Withdrawal Report serves two purposes: to withdraw all migrant children and youth from MIS2000 each year, and to provide the MEO with a list of supplemental services each migrant child received during the school year. Through the Mass Withdrawal the district also reports term codes and dates, such as graduates, out of school youth, and families who have moved out of district. The Mass Withdrawal Report is one of the major resources consulted for preparing state and federal reporting. Instructions on mass withdrawal are provided in the spring. Federal Program Directors/Migrant Coordinators need to review the Mass Withdrawal and complete the cover page worksheet. The deadline for submission of this report to the MEO is **June 15**.

Information collected on the Mass Withdrawal Report:

<i>Data Element</i>	<i>Description</i>
Term Code	List a term code (the reason a migrant child exits the MEP before the end of their eligibility) if applicable. Example: family moved to another district, district would enter term code "M." See page 152 for a complete list of term codes .
Term Date	Provide the date the student "termed out," if term code was provided. Example: family moved to another district on 12/15/18. Make sure to list all graduates and their graduation dates (term date).
Withdrawal Date	Enter the date of the last day of school for the district. Note: term date and withdrawal date do not have to match.
SP Codes	Enter SP codes provided to each student. Refer to pages 150-151 for a full list of SP Codes . SP codes need to be separated by a comma and a space. SP codes do not need to be listed alphabetically.
Comments	Provide any other information the MEO should know about each student.

For an example of the [Mass Withdrawal Report](#), please see page 149 of the Appendix.

If you have questions regarding migrant funded supplemental services and/or how to report these services, contact the [data specialist](#) at the MEO.

MEO Provided Lists

Missing Eligible Students

This report is useful to districts after fall recruitment is over. The report lists the children in the district that still have migrant eligibility but were not recertified for the current school year. The MEO will run the missing eligible student list for the districts and sent out in mid-December.

Priority for Service 3-12 List

This list contains the names of students in grades 3-12 who have made a qualifying move within the previous 1-year period and who are failing, or most at risk of failing, to meet the challenging State academic standards or have dropped out of school. The children on this list have already been determined to PFS for the current school year; the district **is not** determining their PFS status. This list will be sent to districts by the MEO at the beginning of the school year, and should be used to target services to children most in need.

MIS2000 Lists

Monthly Eligible_Updated (Snap 12)

This is a list of all migrant children who are currently eligible (recertified for the current school year) in the records manager's school district. It includes migrant children who are one of the following:

- Attending school in the records manager's district.
- Attending school in another district but reside in the records manager's district.
- Too young for school.
- Not attending any school.

The Monthly Eligible_Updated List should be saved on a computer that is easily accessible to the records manager. It can be used to track children not attending school, note family changes, and create other reports that the school district may need for migrant children. Depending on the needs of the district, an updated list may be shared with district personnel to keep them informed of which children are enrolled in the MEP. This data is confidential information and should not be shared publicly. Refer to page 106 for [how to pull this report](#).

Eligibility Status Report (Snap 6_updated)

This is a report by COE ID of the district's current school year COEs that the records manager has entered into MIS2000 or that recruiters have entered into the web system, but are not active (i.e. not yet approved by the MEO). This report will tell the records manager the COEs current status. Refer to page 107 for [how to pull this report](#).

COEs Active and the Children on each COE (Snap 7)

This report lists the district's active COEs and the children on them for the current school year. This report only lists students who have been certified or recertified on a new mover or student COE for the current school year. Children recertified via an ARC will not appear on this list. Refer to page 107 on [how to pull this report](#).

Priority for Service Students (Snap 14)

This report lists the children determined to be PFS who are within their three years of eligibility as determined by an approved COE on file in the user's district. This report is an unduplicated list of students by the current year. PFS status is attached to the student and not this district. This means that as students move between districts they carry their PFS status with them. As districts certify transfer students, the district should check PFS

status in MIS2000 by looking at student records and running the “14 Priority for Service Students” snap report. Refer to page 107 for instructions on [how to pull this report](#).

Migrant Lunch List

The Migrant Lunch List is a list of all eligible migrant children in the records manager’s district as of July 1 of the current school year, regardless of whether a new school history line has been entered for them. These children have end of eligibility (EOE) dates that happen on or after July 1 of the current school year. This report should be used for free meal benefits eligibility under the Child Nutrition Program (CNP). Refer to page 106 on [how to pull this report](#).

Free Meal Benefits Eligibility:

<i>EOE Date</i>	<i>Guidance</i>	<i>Example</i>
EOE Before July 1st	District must contact the families of all migrant students whose eligibility ended before July 1st of the current school year. Starting on the first day of school, these students have a 30-day carryover period for continued free meal benefits. After the 30-day period, they are no longer eligible for the free meal benefits unless they are recruited by their district before the end of the 30 days and a New Move or New Student COE is made eligible by the MEO.	Student meets the end of their eligibility on May 15, 2018. Because the student EOE’d before July 1, 2018, starting on the first day of school the student has a 30-day carryover period for continued meal benefits.
EOE On or After July 1st	If a migrant student’s eligibility ended on or after July 1st of the current school year, the migrant student is categorically eligible for free meal benefits until the end of the school year. The families of these students must still be contacted by the district in order to update eligibility status.	Student meets the end of their eligibility on July 20, 2018. Because the student EOE’d on or after July 1, 2018, the student is eligible for free meal benefits until the end of the school year.
Not EOE’d	If the migrant student still has eligibility (regardless of whether they were recertified), they are categorically eligible for free meal benefits.	Because the student has not EOE’d, the student is eligible for free meal benefits.

If the district does not recertify all eligible children by November 15 each year, they will not be in the district count and the district will not receive funding for them. However they are still eligible for, and entitled to receive migrant supplemental program services and free meal benefits.

Primero Edge

The MEO provides the DEED Child Nutrition Program with monthly statewide migrant lunch lists. These lists are imported into the statewide Child Nutrition Program database, Primero Edge. It is recommended that district MEP staff work with their local child nutrition teams to find students who are migrant eligible, but have not been recruited by the district. This will assist districts in identifying and recruiting migrant students that are attending school in their district, but have migrant eligibility from other districts.

DEED Data Collections Involving Migrant Status

The Alaska Department of Education & Early Development (DEED) collects data from school districts at various times of the year to comply with federal reporting requirements in addition to those required by the MEP. Migrant status is a part of three of these data collections: **Fall OASIS**, **Participation Rate (P-Rate)**, and **Summer OASIS**. Having migrant status verified through these data collections serves to ensure that:

- the Alaska Migrant Database, MIS2000, is as accurate and up to date as possible,
- migratory children are recruited and served as they move between districts, and
- that federal reporting is accurate and timely.

For more information regarding the OASIS data collections contact the department's data management team.

Fall OASIS and P-Rate

To alleviate data collection burden, the MEO works closely with the data management team at DEED for the OASIS data collections. For the Fall OASIS and P-Rate data collections the MEO provides the list of migrant eligible children on the pre-determined count dates for each data collection. This ensures that:

1. district staff are able focus on ensuring that all migrant children are identified and recruited prior to the November 15th, Fall Recruitment deadline,
2. data generated for the district (district report card, etc.) is as accurate and up to date as possible, and
3. after the submission window has closed, the district is provided with a list identified migrant children (identified and recruited by a former district) to recruit and serve, as appropriate.

Summer OASIS

The Summer OASIS data collection contains a student record for any child who was enrolled in the district for at least one day during the current school year. DEED defines the current school year as July 1 to June 30 annually (example: 18/19 School year is from July 1, 2018 to June 30, 2019). The due date of the **SUMMER OASIS** data collection is July 15. This file is how the department determines important information such as graduation rate.

For the Summer OASIS data collection, districts are responsible for inputting migrant status in a Y/N field for each of the children listed in the file. This information is validated against a list of all of the eligible migrant children, pulled by the MEO from MIS2000. This list contains any child who was certified as migrant eligible (in the district) for at least one day between July 1 and June 30. This list could potentially have children listed as migrant, who ended their eligibility before the first day of school.

Importance of the district submitting migrant status for the Summer OASIS file:

1. The inclusion of migrant status in this data collection ensures that information entered into MIS2000 is as up to date as possible. Through this process, many AKSIDs and DOBs for migrant children are corrected.
2. This validation ensures that district student information systems have up to date migrant statuses.
3. Through the file submission process, the district is provided with a list identified migrant children (identified and recruited by a former district) to recruit and serve, as appropriate.
4. The data generated for the district (district report card, etc.) is as accurate and up to date as possible.

MIS2000 System Navigation

Please note that all data and pictures of data shown throughout this guide are fictitious. This is done in order to protect child privacy, and give the user an accurate look at systems and requirements.

About MIS2000

MIS2000 is the database used for the Alaska Migrant Education Program (MEP). MIS2000 is a firebird-based, Microsoft Windows-compatible, database program which stores all COE and enrollment information (which comes from the ARC) for Alaska's migrant children. MIS2000 was developed by MS/EdD of Little Rock, Arkansas, and has been adapted to meet the unique data needs of Alaska's MEP.

The data held in MIS2000 is used for all migrant eligibility decisions. All information regarding enrollment and withdrawal dates, supplemental program information and family contact information is contained in MIS2000. Further, the database is used by the MEP to complete federally mandated reports and to allocate funds to school districts. All data entered into MIS2000 comes from the COEs and ARCs submitted by the district and from district reports requested by the MEO.

For more information on MIS2000, general questions, further assistance or to report a problem, please contact the MEO. Refer to page 164 for the [MEO Contact Information](#).

Migrant Records Exchange Initiative

In order to achieve the goal of facilitating the transfer of education records between states and districts in those States to which migrant children move Section 1308(b)(1) of the ESEA, as amended, requires the Secretary to "assist states in the electronic transfer of student records and in determining the number of migratory children in each state". Furthermore, Section 1308(b)(2) requires the Secretary, in consultation with the states to "ensure the linkage of migrant student record systems for the purpose of electronically exchanging, among the States, health and educational information regarding all migratory students eligible under this part."

Established and administered by ED contract, the Migrant Student Information Exchange (MSIX) system is the technology that allows states to share educational and health information on migrant children who travel from state to state and who as a result, have student records in multiple states' information systems. MSIX works in concert with the existing migrant student information systems that states currently use (MIS2000 in Alaska) to manage their migrant data to fulfill its mission to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.

In Alaska, districts do not have direct access to the MSIX system. The MEO primarily utilizes MSIX on the districts' behalf to:

1. Check migrant status of children newly arrived to the state, at the districts' request.
2. Send move notifications when children leave the state.
3. Receive move notifications from other states when children move to Alaska.

Districts should work directly with the MEO if they have questions regarding a child's migrant status in another or state. If a child is migrant eligible in another state, the MEO is able to obtain that child's records to help facilitate migrant recruitment and ensure placement in appropriate classes and grade levels. When a migrant child leaves the state, the district should notify the MEO as soon as possible regarding when and where a child is transferring to. This ensures that a child will continue to receive migrant education services in their new location.

MIS2000 Updates

COE View and COE Draft View have been updated and aligned to Alaska's 2018-2019 COE. For more detailed information about these field changes, please see the Certificate of Eligibility section of the [Recruiter Handbook](#).

COE View

[Qualifying Data Tab](#) – The Qualifying Data tab has been broken out into two subtabs. This will allow recruiters using the web system to create comments as they make selections in the Qualifying Moves & Work Section that require comments.

The federally required comments include 2bi, 4a (if engagement was more than 60 days after move), 4b, 5*, 6a, and 6b. Each of these fields will now have a comment field that is enabled as users make specific selections.

Additionally, when the user clicks the **CREATE NEW COE** button, the state code (AK) and country code (USA) have been defaulted into numbers 1 and 4 of the Qualifying Data tab in COE Data view.

[Additional Qualifying Moves](#) – The dates in the Additional Qualifying Moves box will self-re-order from most recent to least recent if they are typed into the system out of order. Furthermore, the Additional Qualifying Moves checkbox has been removed, and a space for a sixth qualifying move has been added to the interface.

[Signature Tab](#) – The Signature Tab has been updated for the future collection of electronic signatures. New fields have been added to display such signatures. This functionality is not going to be used for the MEP during the 2018-2019 school year.

COE Draft View

[Child Data Tab](#) – The information collected on the Child Data tab of COE Draft View has been updated and aligned to Alaska's 2018-2019 COE.

- When the records manager selects the **APPROVE CHILD FOR COE** button, the name that is auto-populated into the search box will be truncated to the first three letters of the Last Name 1 and First Name fields.

[Qualifying Data Tab](#) – The Qualifying Data tab has been broken out into two subtabs. This will allow recruiters using the web system to create comments as they make selections in the Qualifying Moves & Work Section that require comments. The federally required comments include 2bi, 4a (if engagement was more than 60 days after move), 4b, 5*, 6a, and 6b. Each of these fields will now have a comment field that is enabled as users make specific selections.

Additionally, when the user clicks the **CREATE NEW COE** button, the state code (AK) and country code (USA) have been defaulted into numbers 1 and 4 of the Qualifying Data tab in COE Draft view.

[Signature Tab](#) – the Signature Tab has been updated for the future collection of electronic signatures. New fields have been added to display such signatures. This functionality is not going to be used for the MEP during the 2018-2019 school year.

Reports

[PFS List](#) – The 14 Priority For Service Students snap report lists the children determined to be PFS who are within their three years of eligibility as determined by an approved COE on file in the user's district. See page 37 of this manual for more information on the [Priority for Service definition](#).

MIS2000 First Steps

Getting Ready for the New School Year

As soon as records managers return to their districts after fall training, they should do the following:

1. log on to the computer that houses MIS2000 and open the MIS2000 desktop,
2. run the check for upgrades, and
3. run the upload changes (even if there is no current information to upload).

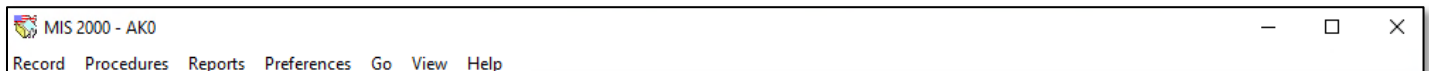
Records managers should complete these first steps within two weeks of attending training. This is very important. Records managers need to make sure they are able to complete uploads and check for upgrades. If these procedures are not completed successfully, the database may not allow records managers to upload COEs to the MEO; this will delay eligibility determinations for children.

Opening and Closing the Database

Opening – Double click on the MIS2000 icon on the desktop or open the program from the Start Menu. The last screen worked on in MIS2000 will appear. Users are defaulted into all caps, for typing upon opening the MIS2000 database. However, districts have the flexibility to enter data in all capital letters or using standard capitalization conventions.



Closing – Close the program by clicking on the **X** button in the upper right corner of the screen. The **X** button will turn red when you hover over it.



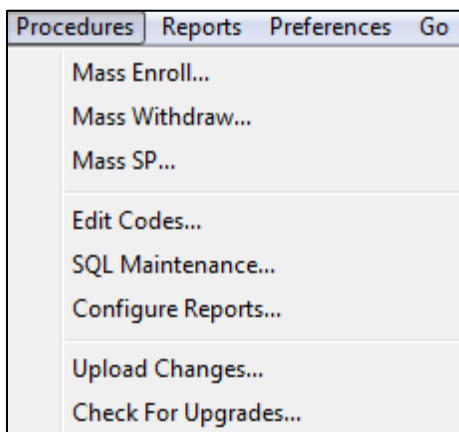
Upload Changes

The Alaska migrant database is housed through MSED on the aws.gov cloud. For COEs to be reviewed and approved by the MEO, they must first be uploaded from the district database to the main state database. To Upload Changes, follow the procedure below.

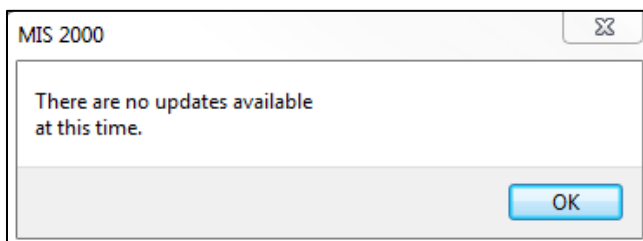
A successful Upload Changes must be completed prior to entering COEs for the new school year. The first time an Upload Changes is completed at the beginning of the school year, the COE School Year in MIS2000 is updated to the current year, **18/19**.

It is important to note that when users run an Upload Changes, the MIS2000 System will automatically run a Check for Upgrades first. Only after this check has been completed, can the upload begin. See page 53 for information on [Check for Upgrades](#).

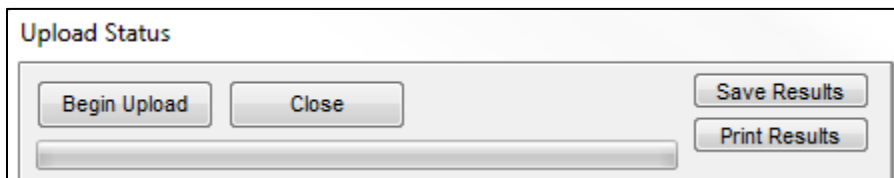
1. Go to the **PROCEDURES** drop down menu and select **UPLOAD CHANGES**. The upload status window will appear.



2. The check for updates dialogue box will be displayed. Once the check is complete, another dialogue box will allow the user to move forward with the upload process by clicking the **OK** button.



3. Select **BEGIN UPLOAD** from the upload status box.



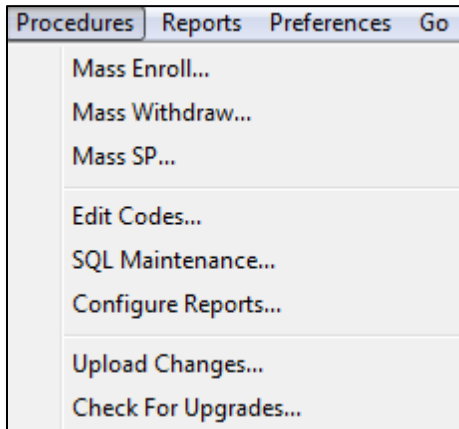
4. When the upload process has finished, one of two messages will appear.
 - If successful, the following message will appear: "Your Upload has completed successfully."
 - If unsuccessful, a status report and error message will appear. When this occurs, please take a screen shot of the error message and email to the MEO.

Check for Upgrades

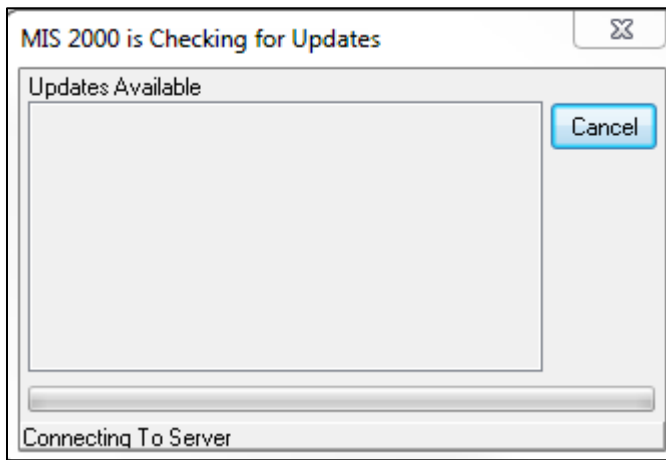
It is important to run the Check for Upgrades at the start of the recruiting season and periodically throughout the year. It is important to note that when users run an [Upload Changes](#), as listed on page 52, the MIS2000 System will automatically complete a Check for Upgrades first. Only after this check has been successfully completed can the upload begin.

To check for upgrades, follow the procedures below.

1. Go to the **PROCEDURES** drop down menu and select **CHECK FOR UPGRADES**.



2. The checking for updates dialogue box is displayed.



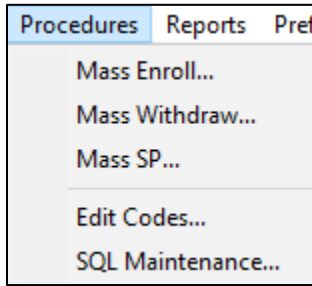
3. When the updates process has finished, one of three messages will appear:

<i>Message</i>	<i>Updates Outcome</i>	<i>Action Required</i>
Updates Completed	Check For Upgrades was successful .	N/A
There are no updates available at this time.	Check for Upgrades was successful , but there were not updates.	N/A
Failed to connect to server.	Check for Upgrades was unsuccessful .	Take a screenshot of any error message and email to the MEO.

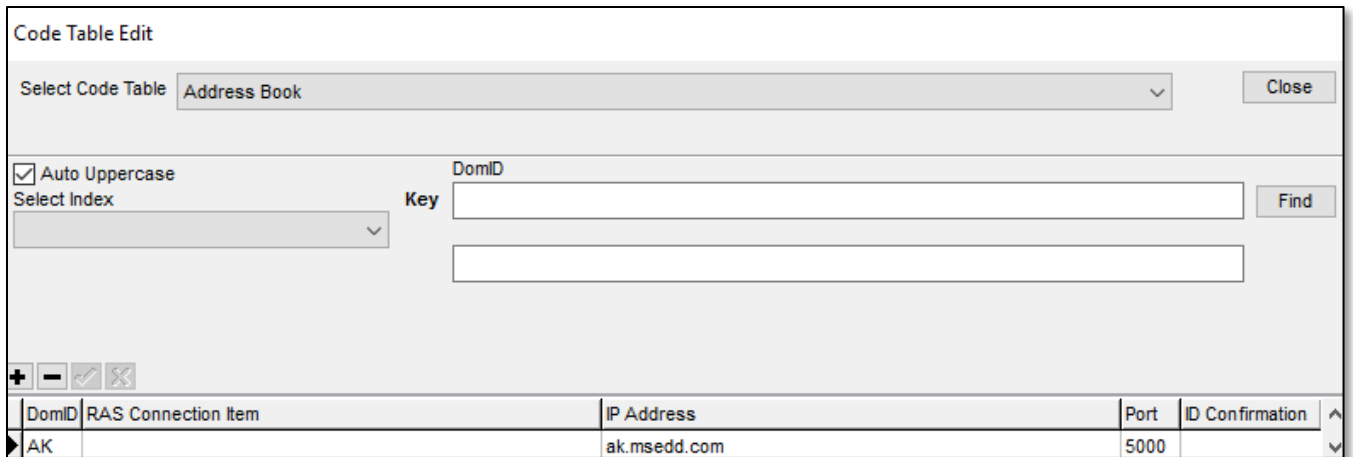
Unable to Connect

Below is a quick fix to the **UNABLE TO CONNECT TO SERVER** error message. Please try the procedure below. If still unable to connect, call the MEO.

1. Click on the **PROCEDURES** drop-down menu in the top left of the MIS2000 desktop.
2. Click on **EDIT CODES**. A box will appear.



3. Click on the **SELECT CODE TABLE** drop down menu.
4. Select **ADDRESS BOOK**.
5. The following table with these headings and data is shown:
 - **DOMID** – AK
 - **IPADDRESS** –ak.msedd.com.
 - If numbers appear under IPaddress, erase them and enter ak.msedd.com.
 - **PORT** – 5000.

A screenshot of a 'Code Table Edit' window. At the top, there is a dropdown menu labeled 'Select Code Table' with 'Address Book' selected. Below this, there are several input fields and checkboxes. A checkbox labeled 'Auto Uppercase' is checked. There is a 'Select Index' dropdown menu. To the right, there is a 'DomID' label and a 'Key' label with an input field. Below the 'Key' field is another empty input field. At the bottom left, there are four small icons: a plus sign, a minus sign, a checkmark, and an 'X'. At the bottom, there is a table with the following data:

DomID	RAS Connection Item	IP Address	Port	ID Confirmation
AK		ak.msedd.com	5000	

6. **CLOSE** MIS2000, **REOPEN**, and run **UPLOAD CHANGES**.

MIS2000 Basics

The next several pages will cover the different views of the database and the associated tabs. There are three main parts to the MIS2000 database: **Student Data** view, **COE Data** view, and **COE Draft** view.

Student Data View – Where Annual Recertification of No New Moves (ARCs) are entered, and where a variety of migratory data can be reviewed by individual child. For more information regarding [ARC entry](#), refer to page 104.

Student Data

COE Data View – Where approved COEs can be viewed from the current and previous school year. This is also the where New Move/New Student COEs are initially entered through the MIS2000 desktop app. For more information regarding [entering New Move/New Student COEs](#), refer to pages 95-99.

COE Data

COE Draft View – Where COE data is sent for district records manager to review and complete. COEs are submitted the MEO for a final eligibility determination through COE Draft view. For information regarding [validating COEs submitted from the web system](#) refer to pages 100-102.

COE Drafts

To switch between views in MIS2000 the user can use the **Go** and **View** menus located at the top of the MIS2000 desktop.



The **Go** menu can be used to switch between **Student Data** view and **COE Data** view. The **Go** menu allows a user to remain on the records of a particular child and their approved COEs when switching MIS2000 views.

The **View** menu allows the user to switch between all three views in MIS2000, however when switching between views this way, the user does not necessarily remain on the data of a particular family or child.

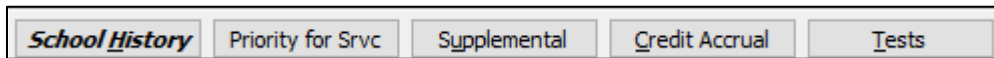
For full information on [switching views in MIS2000](#) please see page 94.

Student Data View

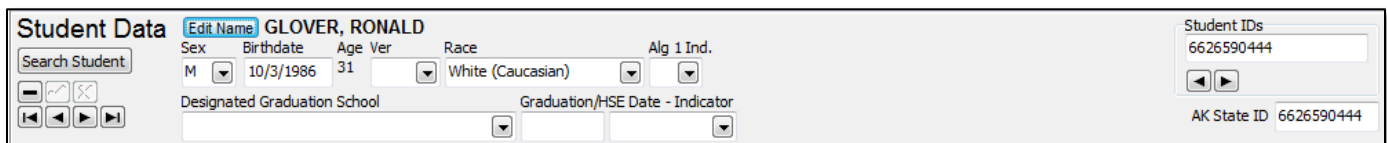
The Student Data view of the MIS2000 desktop is organized around viewing individual child records. Users can see a variety of data in the view of MIS2000. From Student view, users can view historical and current school enrollment information, including migrant funded services, credit information, and state assessment data. Student view is also the entry point for entering the Annual Re-certification of No New Moves (ARC).

Student view data is organized into five tabs:

1. School History (current and historical school enrollment information)
2. Priority for Srvc (Priority for Services status by school year)
3. Supplemental (supplemental services provided with Title I-C migrant funds)
4. Credit Accrual (course history information for children in grades 9-12)
5. Tests (performance on state summative assessments)



From every tab in Student view, the user will see the same information at the top of the screen. This information includes the child name, demographic information, high school graduation status, student IDs, and the Search Student button.

A screenshot of the 'Student Data' header section. It includes a search button, a name field 'GLOVER, RONALD', and various demographic fields: Sex (M), Birthdate (10/3/1986), Age (31), Race (White (Caucasian)), and Alg 1 Ind. There are also fields for Designated Graduation School and Graduation/HSE Date - Indicator. On the right, there is a 'Student IDs' field with the value 6626590444 and an 'AK State ID' field with the value 6626590444.

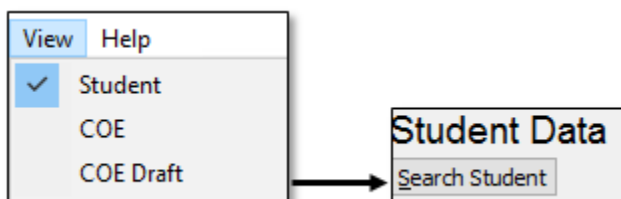
For information regarding entering a new school history for the Annual Re-certification of No New Moves, please see Entering an [Annual Re-Certification of No New Moves \(ARC\)](#), page 104.

Switching to Student View

To switch between the **COE Data** view and **Student Data** view for a particular child, click on the **Go** menu, and then select **To STUDENTS**. When switching views this way, double check that the desired child appears on **Student Data** screen.



Users can also switch between COE Data view, COE Draft view, and Student Data view using the **VIEW** menu. Click on the **VIEW** menu, and then select **STUDENT**, the user will be taken to the **Student Data view** of MIS2000. However, the user will need to search for the desired child by using either **STUDENT IDs** field or the **SEARCH STUDENTS** button. These processes are outlined below.



Searching for Children in Student View

Student ID Field

Users can search for specific children in the MIS2000 database easily if they know the child's Alaska Student ID Number, or if they know the child's MIS2000 placeholder ID number. Use the steps below for this search:

1. Click into the **STUDENT IDs** field, located in the upper left hand corner of the page.

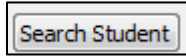
A screenshot of a text input field labeled 'Student IDs' containing the number '6626590444'.

2. Use the backspace or delete key to remove the number currently in the field.
3. Type all 10 digits (including leading zeros) of the Alaska Student ID Number, or if the child has a MIS2000 placeholder, enter the AK number provided by MIS2000 (including the capital letters and dashes).
 - Example Alaska Student ID Number: 0000999999
 - Example MIS2000 placeholder number: AK0-0000
4. Use the enter key to complete the search.
 - If any results are found, the data displayed on the page will change to the Student ID number searched.

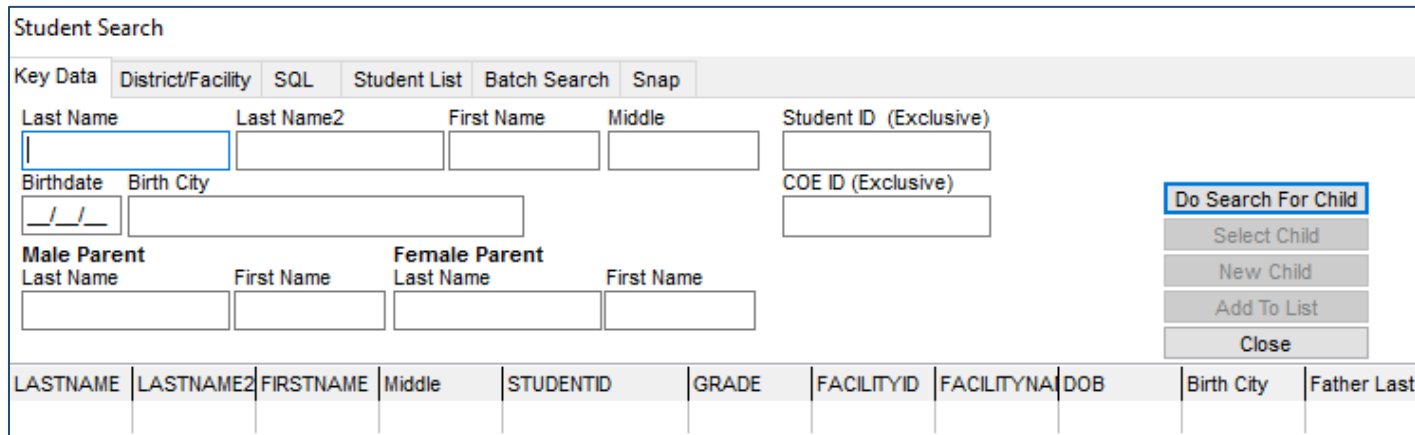
Search Student Button

To search for specific children follow the steps below:

1. Click on the **STUDENT SEARCH** button.



2. A dialogue box with six tabs will be displayed. Enter partial last name and first initial (or preferred name combination) into the fields in the **KEY DATA** tab.
 - Searching by partial last name and first name initial only (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names and reduce errors.

A screenshot of the "Student Search" dialog box. It has a title bar "Student Search" and six tabs: "Key Data", "District/Facility", "SQL", "Student List", "Batch Search", and "Snap". The "Key Data" tab is active. It contains several input fields: "Last Name", "Last Name2", "First Name", "Middle", "Student ID (Exclusive)", "Birthdate", "Birth City", "COE ID (Exclusive)", "Male Parent Last Name", "Male Parent First Name", "Female Parent Last Name", and "Female Parent First Name". On the right side, there are four buttons: "Do Search For Child" (highlighted with a blue border), "Select Child", "New Child", "Add To List", and "Close". At the bottom, there is a table with columns: LASTNAME, LASTNAME2, FIRSTNAME, Middle, STUDENTID, GRADE, FACILITYID, FACILITYNA, DOB, Birth City, and Father Last.

3. Click the **DO SEARCH FOR CHILD** button to complete the search.
 - Any search results will be displayed in the bottom section of the dialogue box.
4. Use the **SELECT CHILD** button to view the desired child records or double click on the child line displayed.

If it is believed that a student should be in MIS2000, but cannot be located using the Student Search, [contact the MEO](#) for help.

Student Search Tabs

There are six tabs across the top of the Student Search screen. Of these, the following three are the most useful:

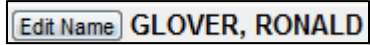
- **Key Data** – Search the district database and the State database by specific child information.
- **District/Facility** – Search the database by district or facility.
- **Snap** – Select students based on a preexisting Snap report.

For more information regarding the other tabs, [contact the MEO](#).

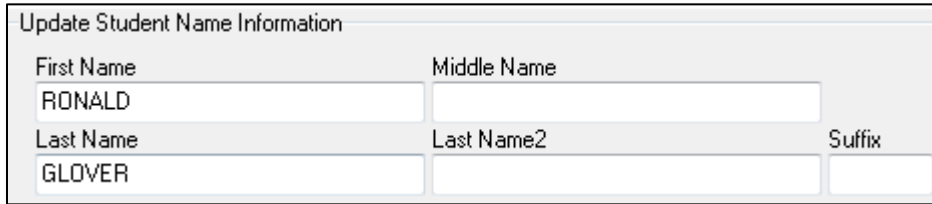
[Editing and Updating a Child Name from Student View](#)

If the user finds that the name of the child is incorrect or has an error in MIS2000, the name can be updated from the Student Data view using the steps below:

1. Confirm the correct spelling of the name with parents, the district information system, and/or the Alaska Student Information System (ASIS).
2. In **STUDENT VIEW**, perform a search for the desired child using the **SEARCH STUDENT** button.
3. Click the **EDIT NAME** button located at the top of the screen to the left of the child's name.

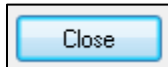


4. In the dialogue box, edit the **FIRST NAME**, **MIDDLE NAME**, **LAST NAME**, **LAST NAME 2**, and/or **SUFFIX**.

A screenshot of a dialog box titled "Update Student Name Information". It contains four input fields: "First Name" with "RONALD", "Middle Name" (empty), "Last Name" with "GLOVER", and "Last Name2" (empty). There is also a "Suffix" field (empty).

First Name	Middle Name	Last Name	Last Name2	Suffix
RONALD		GLOVER		

5. Click the **CLOSE** button to save the data once all edits have been made.



School History Tab

The **School History** tab of the **Student Data view** includes all school enrollment data for migratory children as completed on an approved COE or ARC. This screen is where an ARC can be entered for a particular child, enroll and withdrawal dates are viewed, current school enrollment and previous school enrollments are available, and termination codes and dates are viewed and entered. Click on individual lines in the white box in order to see greater information in the screen above.

School History Created: 1/31/2018 10:36:27 AM Modified: 2/20/2018 2:12:39 PM * Denotes read only COE data

School Name: PORT LIONS SCHOOL QAD*: 7/5/2017 Residence Date: 8/19/2017 Res Ver Date: 8/28/2017 Funding Date: 17/18 School Year: 17/18

Enrollment Date: 8/28/2017 Withdrawal Date: Type: R Grade: 11 Type: Term Date: LEP: IEP: Imm Avail: Med Alert: OOS: Trans: Schl Yr Move: Cont Svcs: N

Eligibility: Eligible Approved Date: 2/20/2018 Ineligible Because: School History Updates:

QAD Date	Res Date	Enroll Date	Withdraw Date	Grade	COE ID	District Name	Facility Name
7/5/2017	8/19/2017	8/28/2017		11	AKD8-58-021971	KODIAK SCHOOL DISTRICT	PORT LIONS SCHOOL
7/19/2013	7/21/2013	7/1/2016	7/1/2016	9	AKD41-02-99758	SOUTHEAST ISLAND SCHOOL DISTRICT	HOLLIS SCHOOL
7/19/2013	7/21/2013	8/31/2015	5/21/2016	9	AKD41-02-99758	KODIAK SCHOOL DISTRICT	PORT LIONS SCHOOL
7/19/2013	7/21/2013	8/21/2014	5/21/2015	8	AKD41-02-99758	YAKUTAT SCHOOL DISTRICT	ICY BAY SCHOOL-YAKUTAT
7/19/2013	7/21/2013	8/22/2013	5/22/2014	7	AKD41-02-99758	YAKUTAT SCHOOL DISTRICT	ICY BAY SCHOOL-YAKUTAT
9/5/2011	8/24/2012	5/24/2013		6	AKD41-02-99758	YAKUTAT SCHOOL DISTRICT	ICY BAY SCHOOL-YAKUTAT
9/2/2011	9/5/2011	9/6/2011	5/23/2012	5	AKD19-06-61118	ANCHORAGE SCHOOL DISTRICT	GLADYS WOOD ELEMENTARY

Buttons: School History, Priority for Srvc, Supplemental, Credit Accrual, Tests

Termination Codes, Termination Dates, and Type Codes

Termination Codes (shown as **Term Type** in the picture above) and **Termination Dates** (shown as **Date** in the picture above) are entered (or imported by the MEO) into the MIS2000 desktop. These codes and dates describe why and when a child has left the district MEP before their end of eligibility (EOE) date.

The **Type** code (next to grade), describes what type of enrollment a particular school history line is, either regular or summer. Typically district staff only enter type R, regular school year lines. Contact the MEO prior to entering any type S lines.

Permanent Termination Codes

- D** – Deceased
- G** – Graduated
- Y** – Aged Out

Non-Permanent Termination Codes

- M** – Moved
- N** – Parent Refusal
- O** – Dropped Out
- U** – Unreachable

Type Codes

- R** – Regular School Year
- S** – Summer Program (contact the MEO prior to entering)

School History Updates Box

This box is provided to add comments for the ARC, or any other relevant information regarding the child's migrant eligibility. Comments should pertain to school history or family information. To enter comments, highlight the school history line for the school year to which the comments apply and click in the **SCHOOL HISTORY UPDATES** box.

Examples:

- Student is attending school at Mt. Edgecumbe.
- Student is repeating grade 10.
- Student dropped out of school on 09/25/18.

Priority for Service Tab

The **Priority for Service** tab contains all information regarding a child's Priority for Service status for current and previous years. All students meeting the requirements of Priority for Service for a particular school year will be noted on this screen. This screen is updated by the MEO and cannot be changed by district staff.

Additionally, children marked as PFS for the given time frame (based on the fields PFS Start Date, PFS End Date) will have a red PFS flag in the upper right hand corner of the MIS2000 desktop. This will appear on all screens within Student Data view.

The screenshot displays the 'Student Data' interface for a student named HARGRAVES, D HARWOOD. The interface includes a search bar, a 'PFS' flag, and various fields for student information. Below the student information is a table titled 'Student School Year Data' with columns for School Year, PFS Start Date, and PFS End Date. The table contains one row of data for the school year 18/19, with a PFS Start Date of 6/1/2018 and a PFS End Date of 8/31/2019. At the bottom of the interface are several navigation buttons: School History, Priority for Srvc, Supplemental, Credit Accrual, and Tests.

School Year	PFS Start Date	PFS End Date
18/19	6/1/2018	8/31/2019

See page 37 for more information on how children are determined to be [Priority for Service](#).

Supplemental Tab

The **Supplemental** tab shows both the supplemental program (SP) information for students and their corresponding school history information. Supplemental programs are the services each district provided to their eligible migrant children and youth during the school year. This screen is helpful for viewing SPs from the previous year.

SP information is added to this screen using an automated process after the MEO has received the Mass Withdrawal Report at the end of the year. On this report, districts will list the Title I-C funded services (SP codes) provided to their migratory children. For more information regarding the [Mass Withdrawal Report](#), see page 44 of this guide.

When looking at this page the blue line on the left indicates, a specific service received. The green line on the right, indicates the school term the service was received in.

For example, the green (line with school enrollment information) is for the time period 6/30/17 to 6/30/17. During this time, the child received supplemental service code D, math by teacher. This is indicated by the blue line (the shorter line, on the left hand side of the screen).

For assistance with interpreting this information, [contact the MEO](#).

Supplemental Programs

Program: Math by Teacher Code: D

Start Date: 6/30/2017 End Date: 6/30/2017

Add Group of SPs

SP Group: SP Group Description:

Start Date: End Date:

[Add SP Group](#)

SP Code	Start Date	End Date	SP Text	Enroll Date	Withdraw Date	Type	Grade	Eligible Code	District Name	Facility Name
D	6/30/2017	6/30/2017	Math by Teacher	8/28/2017		R	3	E	ANCHORAGE SCHOOL DISTRICT	SPRING HILL ELEMEI
019	8/30/2016	5/26/2017	Social Studies	8/28/2017		R	3	E	ANCHORAGE SCHOOL DISTRICT	SPRING HILL ELEMEI
H	8/30/2016	5/26/2017	Science	6/30/2017	6/30/2017	S	2	E	ANCHORAGE SCHOOL DISTRICT	ANCHORAGE SUMMI
U	8/30/2016	5/26/2017	Career and Technica	8/30/2016	5/26/2017	R	2	E	ANCHORAGE SCHOOL DISTRICT	SPRING HILL ELEMEI
013B	7/1/2016	7/1/2016	Math by Paraprofes	7/1/2016	7/1/2016	S	1	E	ANCHORAGE SCHOOL DISTRICT	ANCHORAGE SUMMI
013B	8/31/2015	5/21/2016	Math by Paraprofes	8/31/2015	5/21/2016	R	1	E	ANCHORAGE SCHOOL DISTRICT	SPRING HILL ELEMEI
S	8/31/2015	5/21/2016	Social Studies	8/30/2014	5/21/2015	R	K	E	ANCHORAGE SCHOOL DISTRICT	SPRING HILL ELEMEI
025	8/30/2014	5/21/2015	Counseling							

[School History](#) [Priority for Srvc](#) **[Supplemental](#)** [Credit Accrual](#) [Tests](#)

[Change Enrollment Linkage](#)

Credit Accrual Tab

The **Credit Accrual** tab shows course history information for migrant students in grades 9-12. Course History information is added to this tab through an automated process by the MEO after the receipt of the completed Course History Report twice each year. The Course History Report requires districts to list the courses, credits received, and grades earned for all migrant eligible children in grades 9-12 on a spreadsheet that is provided to the district by the MEO. For more information about the [Course History Reports](#), see page 43 of this guide.

When looking at this page the blue line on the left indicates, a specific course taken by the migratory child. The green line on the right, indicates the school term the course was taken in in.

For example: in the picture below the line to right (green line), indicates that the child was in 11th grade at Port Lions School when they took US History indicated by the line to the left (blue line).

For more information regarding interpreting this information, [contact the MEO](#).

Course History

Subject: PERFORMING ARTS Course Name: US HISTORY S2 Course Type: Regular Course Section: Section A Term Type: Semester

Clock Hours: 01 Grade To Date: Completed Courses Only: 3.00 Credits Granted: 3.00 Final Grade: B

Subject	Course	Year	Course Type	Section	Enroll	Withdraw	Type	Gr	Facility
PERFORMING ARTS	US HISTORY	17/18	Regular	Section A	10/2/2017		R	11	PORT LIONS SCHOOL
CAREER & TEC	CHINESE 1	17/18	Regular	Section A					
SOCIAL STUDIES	US HISTORY	17/18	Regular	Section A					
HEALTH	PRINTMAKING	17/18	Regular	Section A					
PERFORMING ARTS	INTRO TO EN	17/18	Regular	Section A					
SOCIAL SCIEN	PRE-ALGEBRA	17/18	Regular	Section A					
CAREER & TEC	BIOLOGY 1	17/18	Regular	Section A					

Created: 2/14/2018 9:28:34 AM Modified: [Change Enrollment Linkage](#)

School History Priority for Srvc Supplemental **Credit Accrual** Tests

Tests Tab

The **Tests** tab shows available state assessment data by year for a particular migrant child. Districts might see current and previous state assessments, such as PEAKS, AMP, SBA, and HSGQE. This test data is given directly to the MEO by other DEED staff. No work is required on the part of district. This data is entered by the MEO through an automated process.

When looking at this page the blue line on the left indicates, a specific state assessment taken by the migratory child. The green line on the right, indicates the school term the assessment was taken in in.

For example, the child was enrolled in fourth grade at Anne Wien Elementary School during the 16/17 school year (green line to the right) and took the PEAKS mathematics test (blue line to the left).

The screenshot shows a software interface titled "Test Data". At the top, there are fields for Name, Code, Score, Date (MMYYYY), and Interpretation. Below these are several icons. The main part of the interface is a table with two sections. The left section has columns: Test Name, Content, Admin Date, Interpretation, and Score Res. The right section has columns: Enroll Date, Withdraw Date, Type, Grade, and Facility Name. At the bottom, there are buttons for "School History", "Priority for Srvc", "Supplemental", "Credit Accrual", and "Tests".

Name	Code	Score	Date (MMYYYY)	Interpretation
PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	PEAKM	549	04/2017	ADVANCED

Test Name	Content	Admin Date	Interpretation	Score Res	Enroll Date	Withdraw Date	Type	Grade	Facility Name
PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	MATHEMATICS	04/2017	ADVANCED	549	8/28/2017		R	4	FAIRBANKS SUMMER SCHOOL
PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	ENGLISH LANGUAGE ARTS	04/2017	Below Basic	214	8/10/2016	5/18/2017	R	4	ANNE WIEN ELEMENTARY
					8/12/2015	5/14/2016	R	3	ANNE WIEN ELEMENTARY
					9/8/2014		R	2	ANNE WIEN ELEMENTARY
					9/8/2014	5/21/2015	R	2	ANNE WIEN ELEMENTARY

Change Enrollment Linkage

School History Priority for Srvc Supplemental Credit Accrual **Tests**

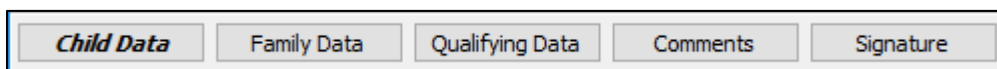
For assistance with interpreting this information, [contact the MEO](#).

COE Data View

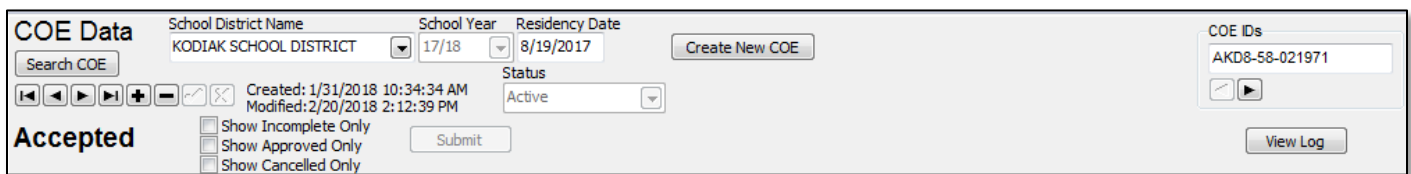
In **COE Data view** users are able to view approved COEs from the current and previous school years. COE Data view is also the initial entry point for COEs that are not created using the Alaska Migrant Web System (i.e. COEs written by hand or created using the fillable PDF).

COE Data view is composed of five tabs. Each tab corresponds to one or more sections of the hard copy COE:

1. Child Data (all information contained in the Child Data Section)
2. Family Data (all information contained in the Family Data Section)
3. Qualifying Data (all information contained in the Qualifying Moves & Work, Residency Date, and Additional Qualifying Moves Sections)
4. Comments (all information contained in the Comments Section)
5. Signatures (all information contained in the Interviewee Signature and Eligibility Data Certification Sections)



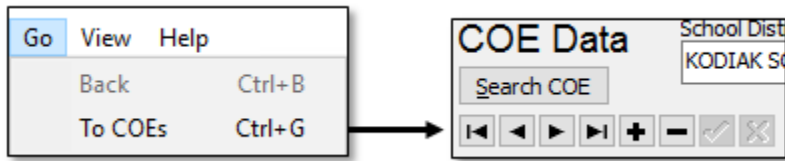
From every tab in COE Data view the user will see the **SEARCH COE** button, **COE STATUS**, School District, School Year, Residency Date, **CREATE NEW COE** button, **SUBMIT** button (greyed out if COE is approved), **COE IDS** field, and the **VIEW LOG** button.

A screenshot of the COE Data view interface. It shows a search bar with 'Search COE' and a 'Create New COE' button. Below the search bar are dropdown menus for 'School District Name' (KODIAK SCHOOL DISTRICT), 'School Year' (17/18), and 'Residency Date' (8/19/2017). There is a 'Status' dropdown menu set to 'Active'. On the right, there is a 'COE IDs' field with 'AKD8-58-021971' and a 'View Log' button. At the bottom left, there is a 'Submit' button and a section for filters: 'Accepted' with checkboxes for 'Show Incomplete Only', 'Show Approved Only', and 'Show Cancelled Only'. Metadata is displayed: 'Created: 1/31/2018 10:34:34 AM' and 'Modified: 2/20/2018 2:12:39 PM'.

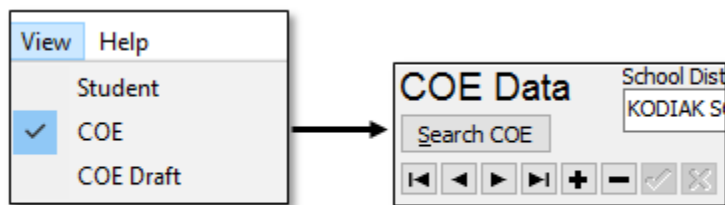
For specific information regarding entering a COE using the MIS2000 desktop only (COE was created by recruiter using a fillable PDF or printed COE) please see [Entering a New Move or New Student COE in MIS2000](#), pages 95 to 99.

Switching to COE VIEW

To switch between the **Student Data view** and **COE Data view** for a particular child, click the **Go** menu, and then select **To COEs**. This will bring the user to the most recently approved COE for a particular child. When switching views this way, double check that the desired child appears on in the Child Data tab of the displayed COE.



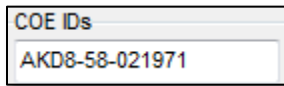
Users can also switch between **Student Data**, **COE Data**, and **COE Draft** views using the **VIEW** menu. By clicking on the **VIEW** menu, and then selecting **COE**, the user will be taken to the **COE Data view** of MIS2000. However, the user will need to search for the desired COE by either **COE IDs** field or the **SEARCH COE** button. These processes are outlined in the [Searching for COEs](#) section of this guide, page 67.



Searching for COEs

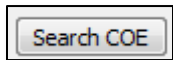
The user can search for COEs in the MIS2000 desktop two ways.

1. If the user knows the COE ID number, enter the COE ID number (observing the capitalization and dashes) into the **COE IDs** field and press the enter key.



A screenshot of a text input field labeled "COE IDs" containing the alphanumeric string "AKD8-58-021971".

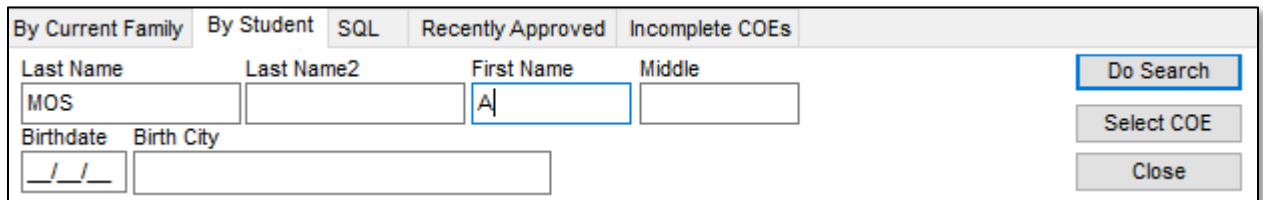
2. Click on the **SEARCH COE** button located in the upper right hand corner of the page, directly underneath the COE Data label.



A rectangular button with the text "Search COE" centered on it.

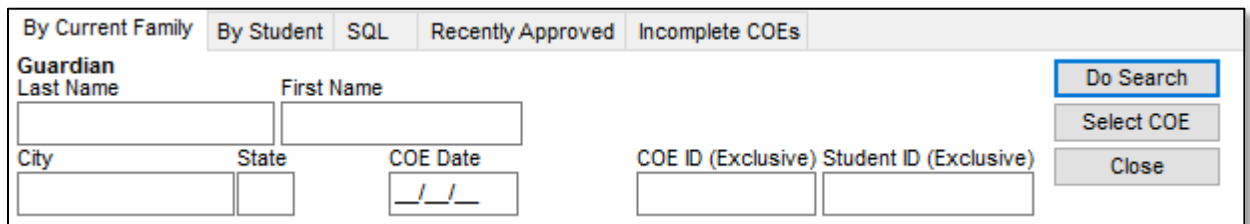
A search box with several tab heading will be displayed. The user chooses the appropriate tab heading for the search they would like to complete.

- **By Student** – The most common way to search is by using the partial last name and partial first name of one of the children list of the COE and clicking the **DO SEARCH** button.



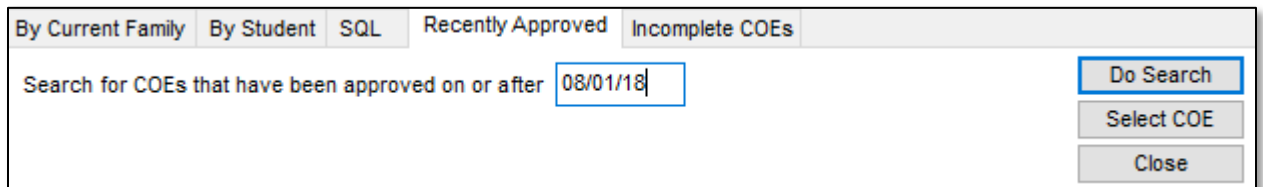
A screenshot of the search interface with the "By Student" tab selected. It features input fields for "Last Name" (containing "MOS"), "Last Name2", "First Name" (containing "A"), and "Middle". Below these are fields for "Birthdate" and "Birth City". On the right side, there are three buttons: "Do Search", "Select COE", and "Close".

- **By Current Family** – Users can also search by the names and partial names of the parent/guardians listed in the family data section of the COE. Names and partial names can be entered into either parent/guardian field. Click the **DO SEARCH** button to complete the search.



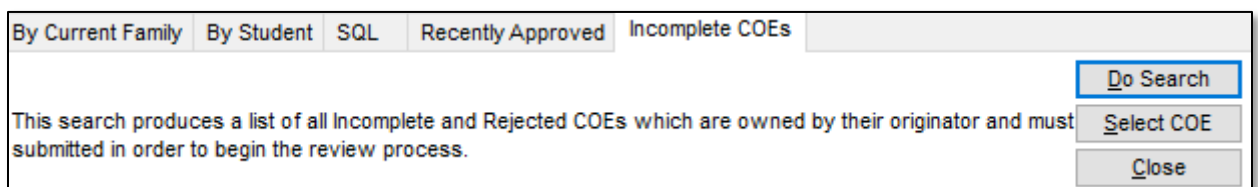
A screenshot of the search interface with the "By Current Family" tab selected. It features input fields for "Guardian Last Name" and "First Name". Below these are fields for "City", "State", "COE Date", "COE ID (Exclusive)", and "Student ID (Exclusive)". On the right side, there are three buttons: "Do Search", "Select COE", and "Close".

- **Recently Approved** – Users can search for COEs that were approved on or after a particular date. Enter information into the field provided and click the **DO SEARCH** button.



A screenshot of the search interface with the "Recently Approved" tab selected. It features a text input field with the placeholder text "Search for COEs that have been approved on or after" and a date input field containing "08/01/18". On the right side, there are three buttons: "Do Search", "Select COE", and "Close".

- **Incomplete COEs** – Users can search for COEs that are Incomplete or rejected status. These COEs have no further filtering criteria to input, click the **DO SEARCH** button.



A screenshot of the search interface with the "Incomplete COEs" tab selected. It features a text area containing the message: "This search produces a list of all Incomplete and Rejected COEs which are owned by their originator and must be submitted in order to begin the review process." On the right side, there are three buttons: "Do Search", "Select COE", and "Close".

Child Data Tab

The **Child Data** tab in the COE Data view of MIS2000 contains the information from the Child Data Section of the hardcopy COE and is the starting point for entering New Move/New Student COEs that are not created through the Alaska Migrant Web System.

The **Child Data** tab includes:

- Demographic information for each listed child on a COE.
- Enrollment information for each child listed on a COE.
- Eligibility Status Field for the COE, which is updated by the MEO.

The records manager can create a new COEs by clicking on the **CREATE COE** button in COE View. (The starting point for entering New Move/New Student COEs in the MIS2000 desktop application). The records manager will enter most COE data into the newly created COE in COE View, when recruiters use the fillable PDF or printed versions of the COE during the interview.

- Alaska Student ID numbers are **not** entered in COE View.

When multiple children are listed on the COE, users can select an individual child by clicking in the large white box on the screen. The selected child will be highlighted with a blue line, and expanded information will be shown in the fields above.

COE Data

School District Name: KODIAK SCHOOL DISTRICT | School Year: 17/18 | Residency Date: 8/20/2017 | Create New COE

Search COE: [] | Created: 4/24/2018 9:04:43 AM | Modified: 5/14/2018 9:15:15 AM | Status: Active

Accepted

Show Incomplete Only | Show Approved Only | Show Cancelled Only | Submit | View Log

Child Data

AK State ID: [] | Last Name: ROBERTS | Last Name2: [] | First Name: RENEE | Middle Name: J | Suffix: []

DOB: 11/19/2015 | Age: 2 | Sex: F | MB: [] | EB: 6 | Birth City: HOUSTON | Birth State: AK | Ver: 1007

School Name: NORTH STAR ELEMENTARY - KODIAK | Enr. Date: 8/28/2017 | Grade: PS | Type: R | Imm Avail: N | Med Alert: [] | School Year: 17/18 | School Year Move: N

Eligibility: Eligible | Approved Date: 5/14/2018

Last Name	First Name	Enroll Date	Facility Name	Grade
ROBERTS	RENEE	8/28/2017	NORTH STAR ELEMENTARY - KODIAK	PS
ROBERTS	JOHN	8/28/2017	NORTH STAR ELEMENTARY - KODIAK	PS
ROBERTS	HATTIE	8/28/2017	EMMONAK SCHOOL	10

Student IDs: AKD 1-98240 | New Enrollment | Remove Enrollment | Update Record

Child Data | Family Data | Qualifying Data | Comments | Signature

Family Data Tab

The **Family Data** tab contains the information from the Family Data Section of the hardcopy COE.

The **Family Data** tab includes:

- parent/guardian names,
- physical and mailing address,
- phone number, and
- email address (optional new field).

Family Data
Parent/Guardian 1 Last First Parent/Guardian 2 Last First Search
Current Address City State Zip Phone () -
Mailing Address City State Zip
Email
Child Data **Family Data** Qualifying Data Comments Signature

The Family Data tab of MIS2000, has been aligned to ESSA and the National COE. The Male and Female Parent/Guardian fields were updated to be Parent/Guardian 1 and Parent/Guardian 2 starting July 2017.

Qualifying Data Tab

The **Qualifying Data** tab contains the information from the Qualifying Moves and Work Section of the hardcopy COE. Many of the fields in this tab are drop down menus. When entering COE information directly into MIS2000 users can utilize these drop down menus to expedite the entry process. Drop down menu fields are denoted by the arrow button on right hand side of each field.

For the 2018-2019 School Year, the Qualifying Data tab in MIS2000 has been broken up into two subtabs. This change has allowed recruiters to enter federally required comments as they make selections in the web system.

For example: if a recruiter selects “To Join or Precede” in 2a, they will be prompted to record a comment, in a unique comment field, detailing, why the child and the worker did not make the move(s) as the same time.

This update was made to strengthen quality control processes for recruiters, records managers, and the Migrant Education Office.

The subtabs are listed directly underneath the Qualifying Moves & Work label. The subtabs are broken up by item number on the hard copy COE:

1. Items 1-3 (child’s move), Residency Date, and Additional Qualifying Moves
2. Item 4 (migratory worker’s move) and Items 5-6 (qualifying work)

See page 71 for screen shots of each sub tab of the Qualifying Data tab.

Records manager should be aware that on July 1, 2017 the **Qualifying Data** tab in MIS2000 was updated and aligned to the new national COE. Please note that if the records manager is reviewing historical data, they may view Qualifying Data tabs that reflect the NCLB version of the COE.

Qualifying Data Sub Tab 1 – Items 1-3 (Child’s Move), Residency Date, and Additional Qualifying Moves

The first sub tab of the Qualifying Data tab contains information regarding the child’s most recent qualifying move, residency date, and any additional qualifying moves. Comments must be added if the user selects “To Join or Precede” the worker from 2a.

Qualifying Moves & Work

Items 1 - 3 | Items 4 - 6

1. The child(ren) listed on this form moved due to economic necessity from a residence in

From School District: City: State: Country:

To School District: City: State:

to a residence in

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

a.

b. The worker, is the

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

2bi - To Join or Precede Comments

3. The Qualifying Arrival Date was The Residency Date was

Child Data Family Data **Qualifying Data** Comments Signature

Qualifying Data Sub Tab 2 – Items 4-6 (Worker’s Move and Qualifying Work)

The second sub tab of the Qualifying Data tab includes information relating to the worker’s move, and qualifying work. Comments are required if the worker engaged in new qualifying work more than 60 days after the move, or if 4b (did not engage) is selected. Comments are required when the subsistence box is checked.

Qualifying Moves & Work

Items 1 - 3 | Items 4 - 6

4. The worker moved due to economic necessity on from a residence in

From School District: City: State: Country:

To School District: City: State:

to a residence in

and

4a - Engaged in qualifying work more than 60 days after the move

4b - Actively sought new qualifying work comments

5. The qualifying work*, Type of: Gear/Activity Type of: Catch/Crop/Logging camp

, was (make a selection in both a. and b.) a. Temporary/Seasonal Agricultural/Fishing Work b.

*If applicable, check: Personal Subsistence (provide comment)

Personal Subsistence Comment

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

Employer Name

6 - Temporary Work Comments

Child Data Family Data **Qualifying Data** Comments Signature

Comments Tab

The **Comments** tab contains the information from the Comments Section of the hardcopy COE and the State Comments regarding updates required to COEs prior to approval. Federally required comments will be collected in specific comments fields throughout the Qualifying Data tab. However, additional state required comments must always be written in the **Comments** tab.

The **Comments** tab includes two boxes:

- The first box is for comments from the hardcopy COE.
- The second box, labeled **STATE COMMENTS** is for comments from the MEO.
 - The **STATE COMMENTS** are direct correspondences from the MEO concerning changes and corrections that are required on the hardcopy COE in order for an eligibility determination to be made.
 - Districts do not have the ability to write in or change the **STATE COMMENTS**.
 - Any information listed in State Comments is also listed in the COE Log. This can be viewed at any time using the **VIEW LOG** button in the MIS2000 desktop (COE Data view and COE Draft view) and the web system.

The screenshot displays a web interface for the 'Comments' tab. At the top, there is a header bar labeled 'Comments'. Below this header is a large, empty text input area. A horizontal separator line divides the page into two sections. The lower section is labeled 'State Comments' and contains another large, empty text input area. At the bottom of the interface is a navigation bar with five buttons: 'Child Data', 'Family Data', 'Qualifying Data', 'Comments' (which is highlighted), and 'Signature'.

Signature Tab

The **Signature** tab contains information from the Interviewee Signature and Eligibility Data Certification sections of the COE. The **Signature** tab has been updated for the future collection of electronic signatures. New fields have been added to display such signatures. This functionality will not be used for the MEP during the 2018-2019 school year.

The screenshot displays the 'Signature' tab interface, which is divided into three main sections for signatures: Interviewee Signature, Interviewer Signature, and Reviewer Signature. Each section includes a 'Sign' button and a large text area for the signature. To the right of each signature area are fields for Date, Signed By (Interviewee), Interviewer Name, and Designated SEA Reviewer Name, each with a dropdown menu. At the bottom of the interface, there are five buttons: Child Data, Family Data, Qualifying Data, Comments, and Signature (which is highlighted).

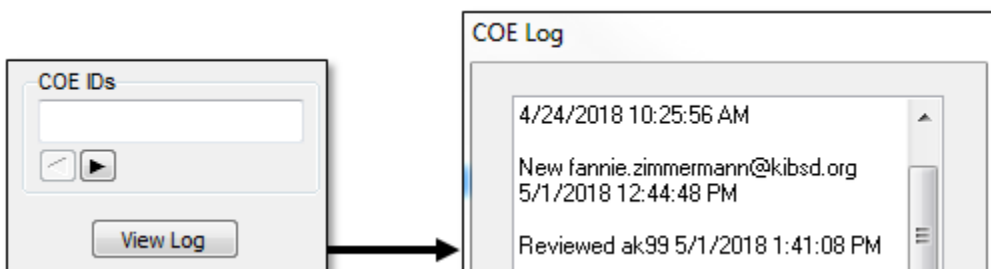
Section	Date	Signed By / Name	Relationship / Role
Interviewee Signature	5/9/2018	KEITH JAMES	PARENT
Interviewer Signature	5/10/2018	AMANDA J MOSHER	
Reviewer Signature	5/10/2018	JANNESSA LUERRA	

Migrant staff cannot interview their own families or sign their own COEs as an Interviewee and/or as a district representative (Interviewer). Migrant staff must be interviewed by other migrant staff in order to sign as the Interviewee on their own COE.

There are error checks in both COE View and the web system which prevent COEs from being submitted to COE Draft View if they have not been signed by the Interviewee and Interviewer.

COE Log

The **COE Log** can be viewed from COE Data view, COE Draft view, and the web system. The **COE Log** is useful for determining the current owner of a particular COE, and/or why a particular COE has been rejected. To view the COE Log, click on the **VIEW LOG** button beneath the COE ID #. To close the log, click the **CLOSE** button.



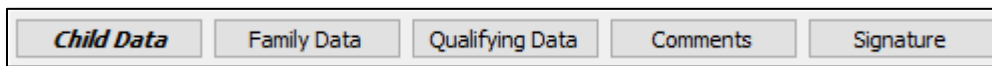
COE Draft View

After the recruiter or records manager creates the initial COE in COE View or the Alaska Migrant Web System, the data is transferred to **COE Draft** view after the user clicks the **SUBMIT** button. **COE Draft view** looks almost identical to **COE Data view** in MIS2000. The differences between COEs located in COE View and COE Draft view are described below:

1. COEs in COE Draft view are in **New** or **Rejected** status only.
 - a. COEs in **New** status have come directly from COE Data view or the web system via the **SUBMIT** button.
 - b. COEs in **Rejected** status have been returned by the MEO for updates before a final eligibility determination can be made.
2. COEs could be awaiting final district data validation by the records manager.
3. COEs could be awaiting final eligibility determination by the MEO.

COE Draft view has the five same tabs as COE Data view:

1. Child Data
2. Family Data
3. Qualifying Data
4. Comments
5. Signatures



From every tab in COE Draft view the user will see the **SEARCH COE** button, School District, School Year, Residency Date, **APPROVE COE** button, **DELETE** button, **REJECT** button, **CANCEL** button, **COE IDs** field, and the **VIEW LOG** button.



Records managers typically will only be using the **APPROVE COE** and **REJECT** buttons. Please contact the MEO prior to using the **CANCEL** or **DELETE** buttons in COE Draft view.

For specific information regarding validating and approving a COE in COE Draft view that was submitted via the web system, please see [Validating COEs Entered through the Alaska Migrant Web System](#), pages 100-102.

For specific information regarding updating or correcting a COE that was rejected by the MEO see [Updating and Correcting Rejected COEs](#), page 103.

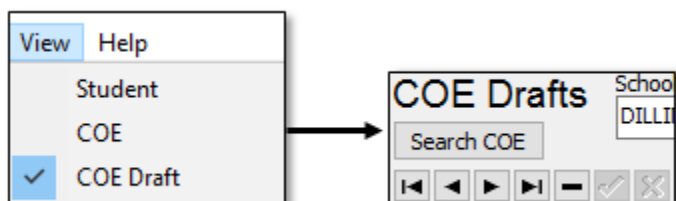
[COE Draft Indicator](#)

When users have COE Drafts awaiting their approval, the message “You have Draft COEs awaiting your approval,” blinks intermittently in bottom center right of the screen.

You have Draft COEs awaiting your approval.

[Switching to COE Draft View](#)

To switch to **COE Draft** view from either Student view or COE view, users will utilize the **VIEW** menu. By clicking on the **VIEW** menu, and then selecting **COE DRAFT**, the user will be taken to the **COE DRAFT VIEW** of MIS2000.



[Show All Draft COEs Checkbox](#)

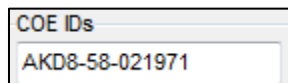
Users can see additional COEs in COE Draft View, by clicking on the Show All Draft COEs check box located beneath the search bar. This will allow users to see additional COEs (COEs that are in incomplete status in the web system, for example). If a user has not been successful while searching for a Draft COE, clicking this checkbox might help them to find the desired COE.



Searching for COEs

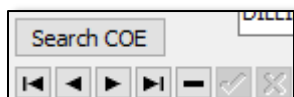
The user can search for COEs in **COE Draft view** of the MIS2000 desktop three ways.

1. If the user knows the COE ID # number, enter the COE ID # (observing the capitalization and dashes) into the **COE IDs** field and press the enter key.



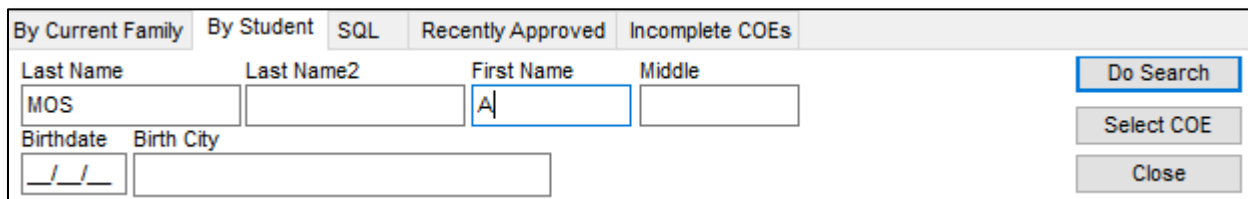
COE IDs
AKD8-58-021971

2. Click on the **ARROW KEYS** located in the upper right hand corner of the page until you find the desired COE.



Search COE
Navigation arrows: Home, Previous, Next, End, Refresh, Close

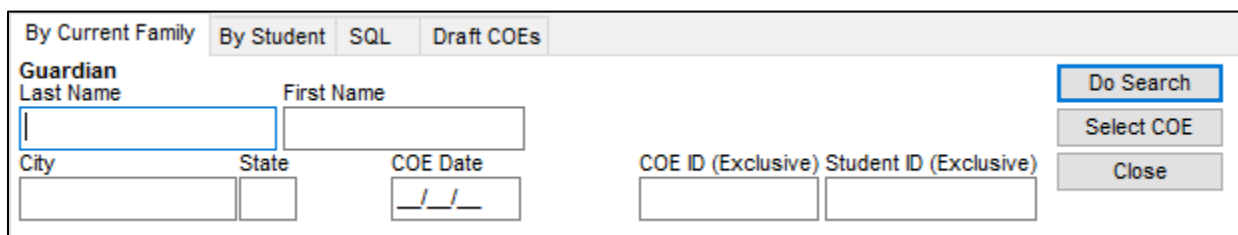
- The singular arrows move forwards or backwards one COE at a time.
 - The arrows with lines moves to the beginning or end of the COE queue.
3. Click on the **SEARCH COE** button located in the upper right hand corner of the page, directly underneath the COE Data label. A search box with several tab heading will be displayed. The user chooses the appropriate tab heading for the search they would like to complete.
 - **By Student** – The most common way to search is by using the partial last name and partial first name of one of the children list of the COE and clicking the **DO SEARCH** button.



By Current Family | **By Student** | SQL | Recently Approved | Incomplete COEs

Last Name	Last Name2	First Name	Middle	Do Search
MOS		A		
Birthdate	Birth City			Select COE
__/__/				Close

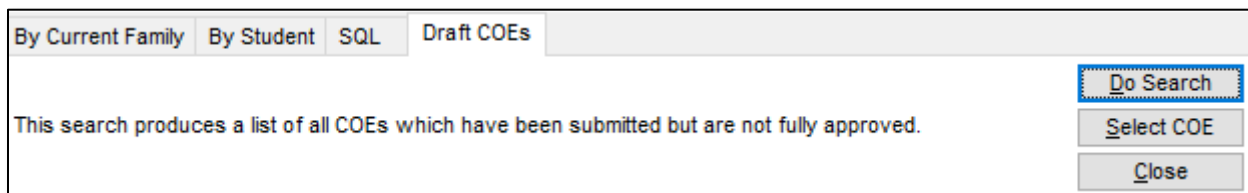
- **By Current Family** – Users can also search by the names and partial names of the parent/guardians listed in the family data section of the COE. Names and partial names can be entered into either parent/guardian field. Click the **DO SEARCH** button to complete the search.



By Current Family | **By Student** | SQL | **Draft COEs**

Guardian Last Name	First Name	Do Search			
City	State	COE Date	COE ID (Exclusive)	Student ID (Exclusive)	Select COE
		__/__/			Close

- **Draft COEs** – Users can search for COEs that are in new or rejected status. These COEs have no further filtering criteria to input, click the **DO SEARCH** button.



By Current Family | **By Student** | SQL | **Draft COEs**

This search produces a list of all COEs which have been submitted but are not fully approved.

Do Search
Select COE
Close

[COE Draft View Process Overview](#)

After the recruiter or records manager creates the initial COE in COE Data view or the Alaska Migrant Web System, the data is transferred to **COE Draft view** after the user clicks the **SUBMIT** button. COE data is populated into **COE Draft view**, where the records manager will complete the following tasks:

1. Review the hard copy COE for completeness and accuracy.
2. Obtain the Designated SEA Reviewer Signature on the hard copy COE (if COE was created by a recruiter in the Alaska Migrant Web System).
3. Review the COE Data in all sections of **COE Draft view** to ensure accurate data entry, completeness, and correctness of the COE in MIS2000.
4. Search for each child listed on the COE, using the **APPROVE CHILD FOR COE** button, to ensure that each child's migrant records are linked to any previous migrant records, see steps 6-8 on pages 100 to 102 of the procedure called, [Validating COEs Entered through the Alaska Migrant Web System](#).
5. Complete the IM field, Immunizations Records on file, for each child on the hard copy COE. This information will be entered into the **IMM AVAIL** field in the Child Data tab of COE Draft view. For more detailed information see [Immunizations Records Flag](#) on page 78.
6. Complete the MA field, Medical Alert Indicator, for each child on the COE. This information will be entered into the **MED ALERT** field in the Child Data tab of COE Draft view. For more detailed information see [Medical Alert Indicator](#) on page 78.
7. Enter the **DESIGNATED SEA REVIEWER SIGNATURE** into the Signature tab.
8. Use the **APPROVE COE** button to send the COEs to the MEO for final eligibility determination.

For more specific information regarding this process, please see [Validating COEs Entered through the Alaska Migrant Web System](#), pages 100 to 102.

[Corrections/Updates to COEs](#)

When COEs are missing information, or need to be updated prior to being able to make a final eligibility determination, the MEO will return COEs to the district records manager's COE Draft View. These COEs will be marked with status Rejected in the upper left hand corner of the screen.

Rejected

For COEs that have been **Rejected** by the MEO, records managers must locate the COE in COE Draft view and read the **STATE COMMENTS** recorded in the **COMMENTS** tab. Once the records manager and/or recruiter has provided the corrections or missing/needed information for the COE (both on the signed hard copy and in MIS2000), the records managers needs to click the **APPROVE COE** button and complete an **UPLOAD CHANGES** to resubmit the COE to the MEO for review. For specific step by step direction please see [Updating and Correcting Rejected COEs](#), page 103.

Records Managers must make every effort to update all rejected COEs prior to the annual November 15th deadline. This will ensure that all children and COEs are eligible for the federal child count date.

Furthermore, records managers should be aware that the MEO deletes all COE drafts for the previous school year starting on July 1 annually. This ensures that MIS2000 is clean and up to date for the start of the next fall recruitment period.

Child Data Tab

Prior to reviewing any information populated into COE Draft view in MIS2000, the records manager must have the completely signed hard copy COE for verification.

The **Child Data** tab of COE Draft view, is almost identical to that of COE Data view. This tab contains the information from the Child Data Section of the hard copy COE as entered by the recruiter into the Alaska Migrant Web System or as entered by the records manager in COE Data view.

In the Child Data tab of COE Draft view, the records manager links a child to their pre-existing migrant records by completing a search using the **APPROVE CHILD FOR COE** button. For more information regarding completing COEs in COE Draft view, see [Validating COEs Entered through the Alaska Migrant Web System](#), steps 6 to 8 on pages 100 to 102. Through this process, a child's Alaska Student ID number is added to the COE in MIS2000.

If hand entering an Alaska Student ID number, please be aware that **AK STATE ID** field requires 10 digits and is the number given by the State of Alaska to all students enrolled in an Alaska public school. If the student has never been enrolled in an Alaska public school, an ID starting with AK will be automatically generated by MIS2000. Please make sure to verify the child does not have an assigned Alaska State ID before allowing MIS2000 to generate one.

In the Child Data tab of COE Draft view, the records manager completes the health related information fields, **IMM AVAIL** and **MED ALERT**. It is the responsibility of the records manager to gather this information, write it on the hard copy COE, and enter it into MIS2000.

Immunizations Records Flag (IM)

Record whether or not the district has immunizations records on file (not necessarily in the migrant files) for each children listed on the COE. This field does not indicate whether a child is immunized or which immunizations a child has received. This field only indicates that the district has the child's immunizations records on file. For more information see page 49 of [Recruiter Handbook](#).

<i>Code</i>	<i>Description</i>
Y	Yes , the district has immunizations records on file for the child.
N	No , the district does not have immunizations records on file for the child.

Medical Alert Indicator (MA)

Record if the migrant child has a health condition or problem. For more information, see page 49 of [Recruiter Handbook](#).

<i>Code</i>	<i>Description</i>
C	The child has a chronic (long term) health problem. Chronic health problems last a long time, potentially for a lifetime, and often develop slowly over time.
A	The child has an acute (short term) health problem. Acute health problems are usually brief in duration and usually occur suddenly, or without warning.
N	None , the child does not have a health problem.

[Family Data Tab](#)

The records manager reviews and updates information detailed in the Family Data Section on the hard copy COE. The records manager can edit the **Family Data** tab as required in COE Draft view. However, the signed hard copy must match MIS2000 exactly. Any changes made in COE Draft view must also be made to the hard copy COE.

It is important to note that before the records manager reviews any data populated in COE Draft View, they must have the completely signed hard copy COE for verification.

[Qualifying Data Tab](#)

The records manager reviews information detailed on the **Qualifying Data** tab. This tab includes information from the Qualifying Moves & Work and the Additional Qualifying Moves Sections of the COE. If a mistake has been made with the data in the Qualifying Moves & Work Section. The COE in COE Draft view must be deleted (or rejected back to the recruiter in the web system for changes to be made), and a new hard copy COE created complete with a new signatures from the interviewee, interviewer, and designated SEA reviewer.

It is important to note that before the records manager reviews any data populated in COE Draft View, they must have the completely signed hard copy COE for verification.

[Comments Tab](#)

The records manager reviews and updates information detailed in the Comments Section of the hard copy COE. The records manager can edit the **Comments** tab as required in COE Draft view. However, the signed hard copy must match MIS2000 exactly. Any changes made in COE Draft view must also be made to the hard copy COE.

It is important to note that before the records manager reviews any data populated in COE Draft View, they must have the completely signed hard copy COE for verification.

[Signatures Tab](#)

If the COE was entered through the Alaska Migrant Web System, after reviewing the data populated into this section of the COE, the records manager must enter the Designated SEA Reviewer Signature information into the appropriate fields in the **Signature** tab. All three signatures must be on the hard copy COE and in COE Draft View before the records manager can submit the COE to the MEO for final approval.

It is important to note that before the records manager reviews any data populated in COE Draft View, they must have the completely signed hard copy COE for verification.

COE Status Guide

COEs are assigned statuses in MIS2000 in order to differentiate between approved and partially approved COEs. The status abbreviations of **I**, **N**, **V**, **A**, and **C** indicate the status of the COE as listed on a snap report. Written status **Incomplete**, **New/Rejected**, **Reviewed/Verified**, **Approved/Accepted**, and **Canceled** are listed in the upper left hand corner in MIS2000 for all COEs in COE view and COE Draft view.

I – Incomplete

- Status of a newly created COE.
- COE not submitted to COE Draft View in MIS2000.
- COE belongs to the creator.
- COE can only be edited by the creator.
- COEs in the web system or COE Data view.

N – New/Rejected

- COE status while in the district's MIS2000 COE Draft View.
- COE belongs to the district records manager.
- COE can be edited by the district records manager.
- Rejected status indicates a COE that has been returned to the district by the MEO.

V – Reviewed/Verified

- District has approved the COE in COE Draft View.
- COE is submitted to the MEO to determine eligibility.
- COE belongs to the MEO.
- District cannot edit the COE.

A – Approved/Accepted

- COE is approved by MEO.
- Children are migrant eligible.
- COE cannot be edited by district.
- COE can be viewed in COE View in MIS2000.

C – Canceled

- COE is not approved by the MEO.
- Children are found to be ineligible for the MEP.
- COE will be deleted from MIS2000.

MIS2000 Tips and Traps

Tips

- Review COE/ARC for any missing, needed, and accurate information.
- Enter complete and accurate COEs and ARCs as soon as they come in. Do not wait.
- Enter *exactly* what the hard copy COE and ARC says into MIS2000. No changes, additions, or deletions are allowed unless those changes are also made on the hard copy COE or ARC. *No changes can be made to the Qualifying Moves & Work section of the COE.*
- Enter the MIS2000-generated COE ID number on the hard copy COE for all New Move/New Student COEs.
- Search for students in MIS2000 by partial last name and first initial only. This will increase your success in finding the student.
- Enter student IDs for K-12 public school students. All students entered into MIS2000 in grades K-12 must have a state-assigned student ID entered if they have ever been enrolled in any Alaska public school. COEs will be considered incomplete without.
- Make sure the youngest child is listed first on the hard copy COEs and ARCs.
- Make sure there is a phone number listed in the Family Data section. This is required so that the MEO can reach the family, even if it is only to leave messages. This cannot be a school district number.
- Make sure the recruiter has initialed & dated the end of the Comment section. Any comments added after the original interview must also include initials and date.
- Run "Upload Changes" every time before closing out of MIS2000.
- Utilize the "show all Draft COEs" check box if struggling to find COEs in COE Draft View.
- If a child is mistakenly identified as a "new" or "existing" child, remove the enrollment from the COE in COE Draft View, then use the new enrollment button create a new line to re-enter the child's information. Through this process, the database will search for existing records to link to.

Traps

- Do not enter a space after the last letter of a student's name in the search bar when searching by student name in MIS2000. No matches will show up, making it appear the child was not found.
- Do not enter any punctuation, such as an apostrophe, for child names. Unless exact name with punctuation is entered the same every time, child will appear in the search results.
- Do not enter dashes into blank fields in MIS2000.

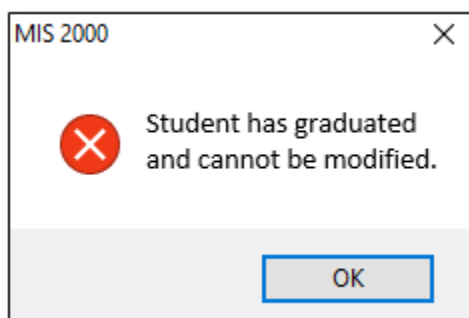
Pop-Up Messages

The MEO has implemented a series of pop-up messages throughout the MIS2000 system in an attempt to avoid common errors with data entry and to ensure the fidelity of historical data. Various pop-up error, warning, and reminder messages are described on the following pages. For additional questions regarding pop-up messages, please contact the MEO.

Student View (ARC) Pop-Ups

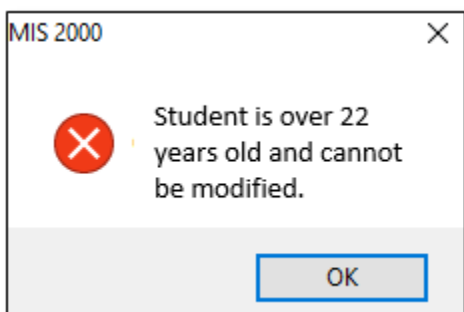
Student Graduated Error

District staff cannot modify migratory children who have graduated from high school. This includes updating name, birthdate, demographic information, creating a new school history lines, or adding the child to a new move COE. Contact the MEO if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district. The message text says "student has graduated and cannot be modified."



Child has Reached Age 22 Error

District staff cannot modify migratory children who have reached age 22. This includes updating name, birthdate, demographic information, creating a new school history line, or adding the child to a new move COE. Contact the MEO if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district. The message text says "Student is over 22 years old and cannot be modified."



Edit Current SH Line Warning

When making any changes on the Student Data screen, a warning pop-up message will appear. This is to ensure that no changes are accidentally made by users. Additionally, school history information from prior school years are locked and cannot be changed. The message text will ask, "Edit Current SH Line?" To make changes to the current school history line, click **Yes** in the warning pop-up message box. Click **No** in the warning pop-up message box to not make changes to the current school history line.

No Existing Enrollment Error

When entering an ARC (new school history line), districts will not be able to enter a school history line unless the child still has eligibility on a COE for their district. The message text says, “No existing enrollment found for the district associated with DBID AKXX. A COE needs to be created for this district. Please contact the state office for assistance.”

Missing Grade Error

When entering enrollment data for a child on the School History tab, the district must enter a grade in the Grade Field. An error message will pop-up if a grade is not entered. The message “Grade must be specified” will be displayed.

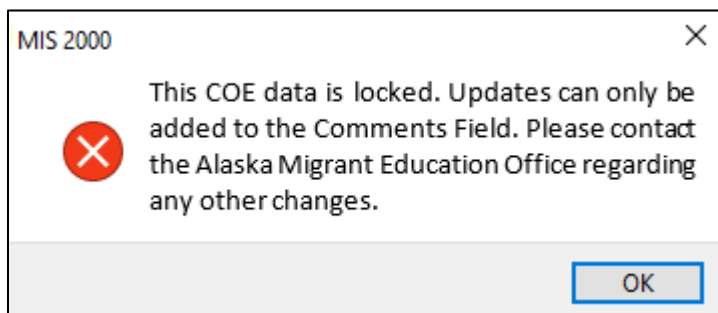
COE & COE Draft View Pop-Ups

When entering COEs, a series of pop-up messages may appear if information is entered incorrectly. The system will not allow incorrect COE information to be entered. This ensures that information entered and uploaded to the State is complete and correct.

Data Locked Error

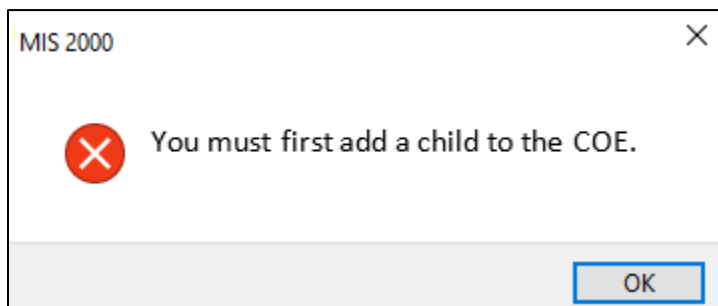
The error message, “This COE data is locked. Updates can only be added to the Comments Field. Please contact the Alaska Migrant Education Office regarding any other changes,” will appear for one of two reasons:

1. When creating a new COE on the wrong school year, usually the prior school year (if this happens, run an [upload changes](#) following instructions on page 93 to pull down the current school year).
2. When trying to enter data on a locked COE. Changes to approved COEs made after December 31 of each year require districts to notify the MEO. This is to protect information from being accidentally changed. Additionally, COEs from previous years cannot be changed because they are considered historical information.



New Enrollment Error

This error message will appear when districts try to enter child data without clicking on the New Enrollment button first. The message text displayed is “You must first add a child to the COE.”



[Student Graduated Error](#)

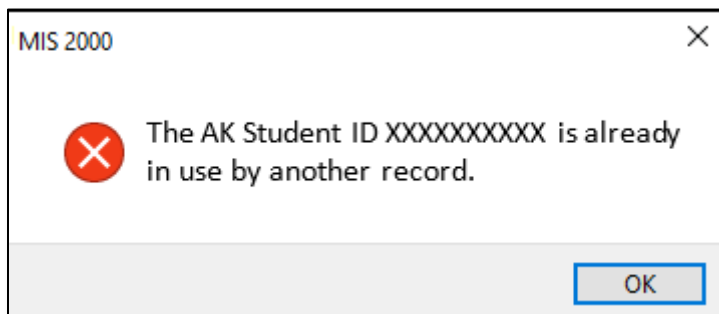
District staff cannot modify migratory children who have graduated from high school. This includes updating name, birthdate, demographic information, creating a new school history line, or adding the child to a new move COE. Contact the MEO if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district. The message text displayed is, "Student has graduated and cannot be modified."

[Child has Reached Age 22 Error](#)

District staff cannot modify migratory children who have reached age 22. This includes updating name, birthdate, demographic information, creating a new school history line, or adding the child to a new move COE. Contact the MEO if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district. The message text displayed is, "Student is over 22 and cannot be modified."

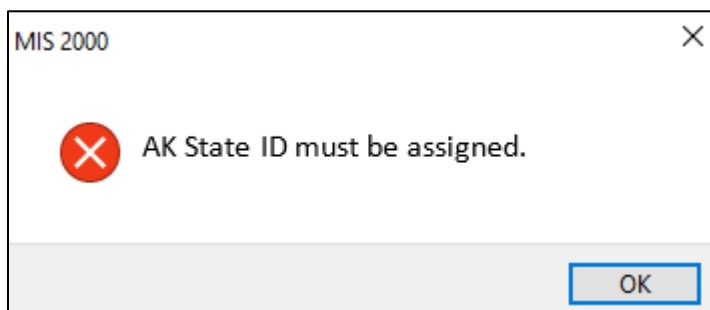
[AK State ID Already in Use Error](#)

An error message is received when districts enter an Alaska Student ID (AKSID) for a child and the AKSID is already in use in MIS2000. The message text displayed is, "The AK Student ID XXXXXXXXXXXX is already in use by another record."



[No AK Student ID, But Enrolled in Public School Error](#)

All children enrolled in a public school in the state of Alaska (including statewide correspondence schools) are required to have an AKSID entered into MIS2000. COEs cannot be submitted from COE Draft View without it. The message text displayed is, "The AK State ID must be assigned."

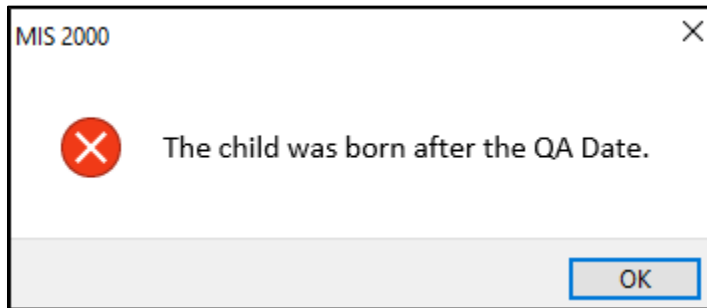


[Child Missing First or Last Name Error](#)

Each child listed on the COE must have both a first and last name. If one of these names are missing the COE cannot be submitted to the next level of approval and errors will be displayed. The message displayed will be either "Field 'Last Name' must have a value," or "Field 'First name' must have a value."

[Date of Birth is After the QAD Error](#)

The Child has a date of birth that is after the QAD. A child must have been born prior to the QAD in order to be listed in the Child Data Section of the COE. The message displayed will say “This child was born after the QA Date.”



[Missing Birthdate Verification Code Error](#)

The VER (birth date verification) code must be listed for each child on the COE. This field cannot be blank. The message displayed says “Birth Verification must be specified.”

[Missing Sex \(Gender\) Error](#)

The sex (gender) must be specified for each child listed on the COE. The message displayed says “Field ‘Sex’ must have a value.”

[Missing Birthdate Error](#)

Each child listed on the COE must have a date of birth listed in mm/dd/yyyy format. The message displayed says “Field ‘Birth Date’ must have a value.”

[Missing Multiple Birth Error](#)

Each child listed on the COE must have the MB (multiple birth) field completed. This is a yes/no field. The message displayed says “Field ‘Multiplebirth Code’ must have a value.”

[Missing Ethnicity Error](#)

Each child listed on the COE must have their race/ethnicity specified in the EB (ethnic breakdown) field. The message displayed says “Field ‘Race’ must have a value.”

[Missing Facility Error](#)

Each child listed on the COE must have a school (facility) name. Consult the [Recruiter Handbook](#) page 129 for school name information. The message displayed says “Field ‘Facility’ must have a value.”

[Missing Grade Error](#)

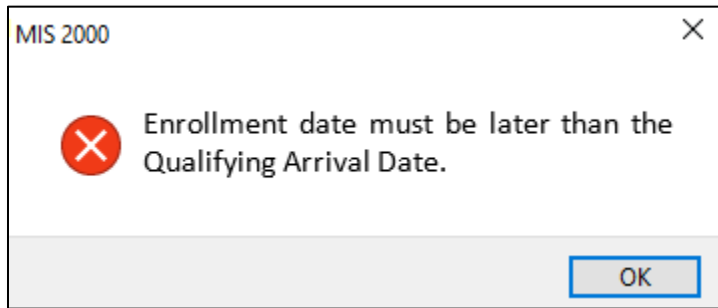
When entering enrollment data for a child on the Child Data tab, the district must enter a grade in the Grade field. An error message will pop-up if a grade is not entered. The message displayed says “Field ‘Grade’ must have a value.”

[Missing Enroll Type](#)

Each child must have the enroll type defined in the Child Data tab. This cannot be left blank. The Type (enroll type) will be either R (regular school year) or S (summer term). Districts typically only enter type R lines. S lines are entered by the MEO through an automated process based off of the Summer Withdrawal Report. For questions about this [contact the MEO](#). The message displayed says “Field ‘Type’ must have a value.”

[Enroll Date Must be Later than the Qualifying Arrival Date](#)

The Enroll Date must be later than the Qualifying Arrival Date. The enroll date is the first day the child is physically in the classroom after the most recent qualifying move. The message displayed says “enrollment date must be later than the Qualifying Arrival Date.”

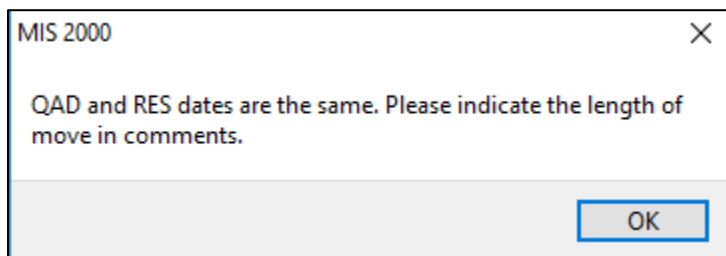


[Enroll Date before QAD or Res Date Error](#)

The Enroll Date cannot be before the QAD or the Residency Date. The enroll date is the first day of school that the child attends after the qualifying move. The message displayed says “The Enroll Date entered is before the QAD or Res Date. This is incorrect; please correct the dates.”

[QAD and Res Date are the Same Warning](#)

The QAD and Res Date can be the same on the COE. However, when this occurs a comment is required to describe the length of engagement in the migratory work as listed in numbers 4 and 5 of the Qualifying Moves & Works Section. This pop-up will not prevent users from submitting the COE to the next level of approval. However, if this comment is not in the Comments Section, the MEO Eligibility Specialist will reject the COE back to the records manager. The message text says, “QAD and RES dates are the same. Please indicate the length of move in comments.”

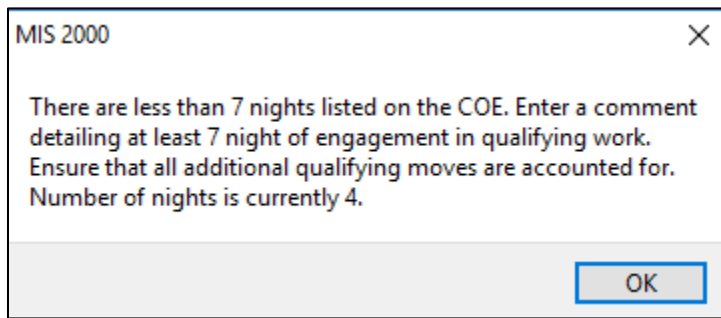


[RES Date Reminder](#)

When entering data in the Qualifying Data Section of the COE, this pop-up message may appear if data was entered incorrectly or the data entered needs more clarification. The system does not allow for the Residency date to be more than 30 days after the QAD date. This warning does not prevent the COE from being submitted to the next level of approval. If the Residency date entered is correct and is 30 days or more after the QAD, a comment must be provided in the Comments Section. The message text says, “The RES date is more than 30 days after the QAD Date. Please make a note in the Comments box explaining the duration of the migrant move (start and end date) and why the RES date is much later than the QAD date.”

[Less than Seven Nights on COE Warning](#)

When there are less than seven nights listed on the COE (including Additional Qualifying Moves) a warning message will be displayed. When this occurs a comment is required to describe the length of engagement in the migratory work as listed in numbers 4 and 5 of the Qualifying Moves & Work Section. This pop-up will not prevent users from submitting the COE to the next level of approval. However, if this comment is not in the Comments Section, the MEO Eligibility Specialist will reject the COE back to the records manager. The message text says, "There are less than 7 nights listed on the COE. Enter a comment detailing at least 7 nights of engagement in qualifying work. Ensure that all additional qualifying moves are accounted for. Number of nights is currently X."



[Pole Comment Reminder](#)

When users select "pole" for the gear listed in the Qualifying Data tab, the user will see the following warning. This will not prevent the user from submitting the COE. The message serves as a reminder for a required comment regarding the use of the pole. Message text says, "Comment is needed verifying Pole was not used for Sport or Recreation."



[Additional Qualifying Move Date Error](#)

When entering qualifying move data on the Qualifying Data tab, this pop-up message will appear if data was entered incorrectly. The system does not allow the Additional Move Dates to be after the QAD date. Most likely cause is an error inputting the dates. The message text says "Additional move dates must be before the QAD."

[Missing Signature and Date Errors](#)

When entering information into the Signature tab, the district must enter the all signature information for the Interviewee and Interviewer. This data includes Interviewee Signed by Name, Interviewee Relationship, Interviewee Signed Date, Interviewer Signed by Name, Interviewer Signed by Date, Designated SEA Reviewer Name, and Designated SEA Reviewer Signed Date. An error message will appear if any part of it is not entered.

Possible error messages to be displayed:

1. "Interviewee signed by name must be specified."
2. "Interviewee relationship must be specified."
3. "Interviewee signed date must be specified."
4. "Interviewer signed by name must be specified."
5. "Interviewer signed date must be specified."
6. "SEA Reviewer signed by name must be specified."
7. "SEA Reviewer signed date must be specified."

Submission Checks

When users in the MIS2000 desktop or the web system click on the Submit button, in order to send the electronic COE to the next level of approval, the following submission checks are run. Most of the following submission checks occur due to data missing from the Qualifying Moves & Work Section of the COE.

[Missing Immunizations Record Flag \(IM\)](#)

Immunizations Record Flag cannot be left blank in COE Draft View. Write Y if the district has an immunizations records on file for the child or N if the district does not have an immunizations record on file for the child. See page 78 of this guide for more information. The message displayed says "Field 'Imm Avial' must have a value."

[Missing Medical Alert Indicator \(MA\)](#)

Medical Alert Indicator cannot be left blank. This indicator must be completed for each child in COE Draft View. See page 78 of this guide for more information. The message displayed says "Field 'Med Alert' must have a value."

[Missing Residency Date Error](#)

Residency date is a required field on the COE. Enter the Residency date in the Qualifying Data tab, next to the QAD. The message displayed will be "Upper COE Pane – Residency Date cannot be blank."

[Missing Enroll Date Error](#)

Children listed in grades PS-12 are required to have enrollment dates listed on the COE. Children marked as grade 00 or OY, will not receive this error. The message displayed will be "Children Panel – [last name, first name]: Enroll Date cannot be blank."

[Missing Current Address Errors](#)

The current address is required on all COEs. This information must be completed in the Family Data tab of the MIS2000 desktop. Street address, city, state, and zip are all required fields. Possible Error Messages include:

1. "Family Panel – Current Address cannot be blank."
2. "Family Panel – Current City cannot be blank."
3. "Family Panel – Current State cannot be blank."
4. "Family Panel – Current Zip cannot be blank."

[Missing Phone Number Error](#)

When entering data for the family on the Family Data tab, the district must enter a telephone number in the Phone Field. An error message will appear if a phone number is not entered. The message displayed will be “Family Panel – Phone Number cannot be blank.”

[Missing Move From or To Errors](#)

When entering qualifying move and worker move data in the Qualifying Data tab, the district must enter the Move From and the Move To locations. Required Data includes From School District (for all districts in Alaska), From City, From State, From County, To School District (for all districts in Alaska), To City, To State. This applies to the child’s move in number 1 and the worker’s move in number 4. All error message will be displayed-after the user hits the submit button if any of these data are omitted. Possible error messages include:

1. “Eligibility Panel – From School District is required,” (for AK school districts only).
2. “Eligibility Panel – From City cannot be blank.”
3. “Eligibility Panel – From State cannot be blank.”
4. “Eligibility Panel – From Country cannot be blank.”
5. “Eligibility Panel – To School District is required.”
6. “Eligibility Panel – To City cannot be blank.”
7. “Eligibility Panel – To State cannot be blank.”
8. “Eligibility Section 4 – From District cannot be blank,” (for AK school districts only).
9. “Eligibility Section 4 – From City cannot be blank.”
10. “Eligibility Section 4 – From State cannot be blank.”
11. “Eligibility Section 4 – From Country cannot be blank.”
12. “Eligibility Section 4 – To District cannot be blank,” (for AK school districts only).
13. “Eligibility Section 4 – To City cannot be blank.”
14. “Eligibility Section 4 – To State cannot be blank.”

[Missing Selection in 2a \(As, With, or To Join\) Error](#)

A selection must be made in 2a of the Qualifying Data tab, to determine whether the child made the qualifying move as the worker, with the worker, or to join or precede the worker. If no selection is made the following error will be displayed, “Eligibility Panel Section 2a cannot be blank.”

[Missing Worker Name Error](#)

A worker name must be specified in 2b. If a worker name is not specified the user will receive the following error message, “Eligibility Panel 2b – Worker name cannot be blank.”

[Both To Join and Child Selected Error](#)

The child cannot have moved both “to join or precede” the worker in 2a and be the worker as marked in 2b of the Qualifying Moves & Work Section. If these options are chosen the following error will be displayed: “Eligibility Section 2 – ‘To join or precede the worker’ with a relationship of ‘Child’ are contradictory and not allowed.”

[Missing QAD Error](#)

Every COE must have a QAD listed in section three of the Qualifying Data tab. If the QAD is not specified the user will receive the following error, “Eligibility Section 3 – QAD cannot be blank.”

[QAD More than 36 Months Ago Error](#)

The QAD listed in number 3 of the Qualifying Data tab, must be with 36 months of the current date. If the user clicks the submit button, and the QAD is more than 36 months from today, the following error message will be displayed: “Eligibility Panel – QAD cannot be more than 36 months from today.”

[No Longer Migratory Worker Error](#)

The individual listed is not considered to be a migratory worker. The date of worker engagement as typed in 4a is more than 36 months from today’s date. If this occurs the following error message will be displayed, “Eligibility Section 4 – Moved Date cannot be more than 36 months from today.”

[4a or 4b Not Specified Error](#)

Users must select either 4a or 4b from Qualifying Data tab. This cannot be left blank. The worker must have either engaged in new qualifying work soon after the move (4a) or actively sought new qualifying work and have a recent history of moves for qualifying work. If no selection is made, the user will receive the following error: “Eligibility Section 4 – 4a or 4b must be specified.”

[Missing 4b Comment Error](#)

When 4b is selected in the Qualifying Data tab comments must be provided. If no comments are provided, the user will receive this error, “Eligibility Section 4 – 4b requires a comment.”

[Missing Gear and/or Catch Error](#)

The qualifying work must be specified in number 5 of the Qualifying Data tab. Leaving the gear or the catch blank will result in a submission error. The error text displayed is, “Eligibility Section 5 – Qualifying Work description cannot be blank.”

[Missing Seasonal or Temporary Error](#)

After the work is listed in number 5, a selection must be made in 5a to determine whether the qualifying work was seasonal or temporary. If no selection is made, the user will receive a submission error. The error text displayed is, “Eligibility Section 5a – Seasonal or Temporary must be specified.”

[Missing Agriculture or Fishing Error](#)

After the work is listed in number 5, a selection must be made in 5b to determine whether the qualifying work was agriculture or fishing. If no selection is made, the user will receive a submission error. The error text displayed is, “Eligibility Section 5b – Agriculture or Fishing work must be specified.”

[Missing Temporary Documentation Error](#)

If “temporary” is selected in 5a, the user must also complete number 6 in the Qualifying Data tab. This information documents how the temporary employment was verified. If no selection in number 6 is made, when “temporary” is selected in 5b, the following error text will be displayed “Eligibility Panel – Eligibility Section 6 must be completed.”

[Missing 6a or 6b Comment Error](#)

When “temporary” is selected in 5a, and “worker’s statement”(6a) or “employer’s statement” (6b) is selected in 6, of the Qualifying Data tab, users must enter required the statements as required comments. If no comments are provided, the user will receive the following submission error, “Eligibility Section 6 – 6a or 6b requires a comment.”

[Missing 6C Employer Name Error](#)

When “temporary” is selected in 5a, and “state documentation” is selected in 6, of the Qualifying Data tab, users must specify the Employer Name. If no employer is specified, the user will receive the following submission error, “Eligibility Section 6c – Employer Name cannot be blank.”

[Interviewee Signature Date Error](#)

The Interviewee Sign Date must be the same as or before the Interviewer Sign Date and SEA Reviewer Signature Date. Possible error messages:

1. “Signature Panel – Interviewer Sign Date cannot be prior to Interviewee Sign Date.”
2. “Signature Panel – SEA Reviewer Sign Date cannot be prior to Interviewee Sign Date.”

[Interviewer Signature Date Error](#)

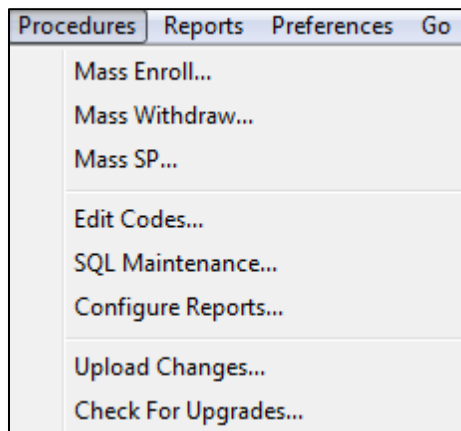
The Interviewer signature date must be the same as or before the SEA Reviewer signature date. If the user enters an SEA Reviewer Sign Date that predates the interviewer sign date, the following error message will occur: “Signature Panel – SEA Reviewer Sign Date cannot be prior to Interviewee Sign Date.”

Critical MIS2000 Procedures

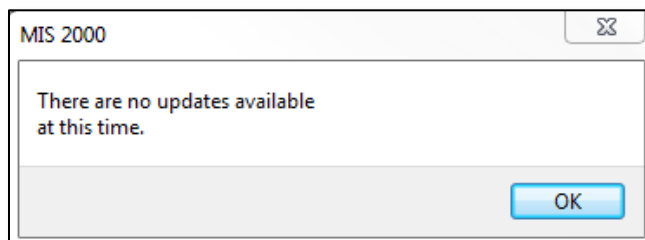
The most frequently used processes and procedures have been compiled into this section for the user's convenience. Please reference the previous section of this guide, [MIS2000 System Navigation](#), to find a detailed walk through of the MIS2000 database..

Upload Changes

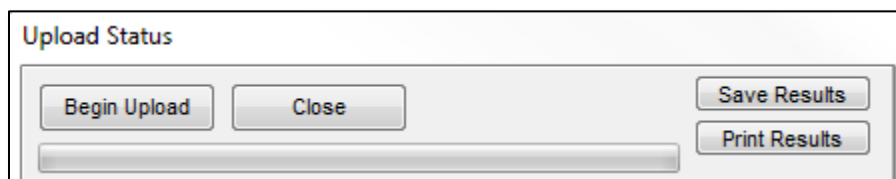
1. Go to the **PROCEDURES** drop down menu and select **UPLOAD CHANGES**. The upload status window will appear.



2. The check for updates dialogue box will be displayed. Once the check is complete, another dialogue box will allow the user to move forward with the upload process by clicking the **OK** button.



3. Select **BEGIN UPLOAD** from the upload status box.



4. When the upload process has finished, one of two messages will appear.
 - If successful, the following message will appear: "Your Upload has completed successfully."
 - If unsuccessful, a status report and error message will appear. When this occurs, please take a screen shot of the error message and email to the MEO.

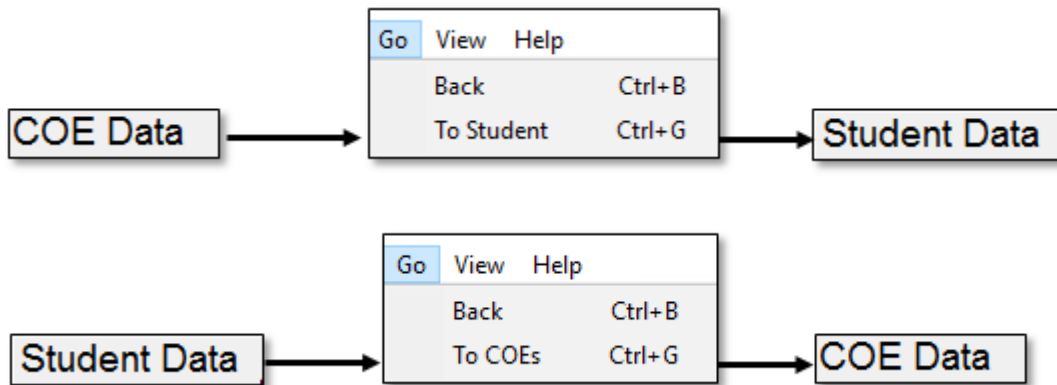
Switching Views in MIS2000

To switch between views in MIS2000 the user can use the **Go** and **View** menus located at the top of the MIS2000 desktop.



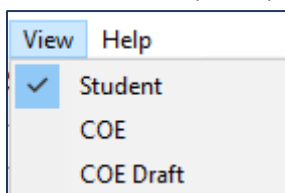
The **Go** menu can be used to switch between **STUDENT DATA** View and **COE DATA** View. The **Go** menu allows a user to remain on the records of a particular child when switching MIS2000 views.

1. Click on the **Go** menu.
2. Select either **TO STUDENTS** or **TO COEs**.



The **View** menu can be used to switch between **STUDENT DATA** View, **COE DATA** View, and **COE DRAFT** View. The **View** menu does not allow the user to stay on the records of a particular child or family.

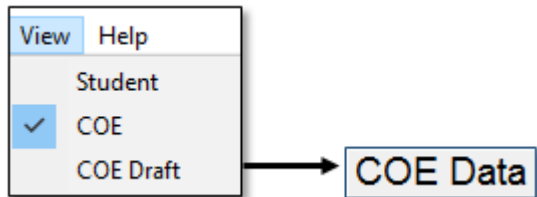
1. Click on the **View** menu.
2. Select **STUDENT**, **COE**, or **COE DRAFT**.



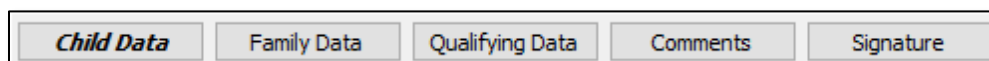
Entering a New Move or New Student COE in MIS2000

This process is applicable to all records managers who will be entering COEs directly into MIS2000. These are COEs that are created by recruiters by using the fillable PDF or paper COEs. All records managers should be familiar with this process in the event that the web system experiences an outage and recruiters are unable to enter COES using that platform.

1. From the **VIEW** menu, select **COE** View. If successful, the user will see the words **COE DATA** In the upper left-hand side of the screen.



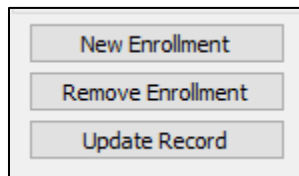
2. Select the **CHILD DATA** tab of **COE DATA** view.



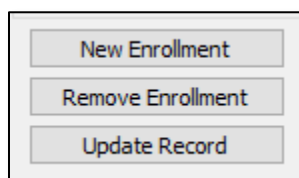
3. Click the **CREATE NEW COE** button located at the top of the screen.
 - A blank child data screen will appear. The user will see that the status of this newly created COE indicated at the left top of the screen as **INCOMPLETE**.



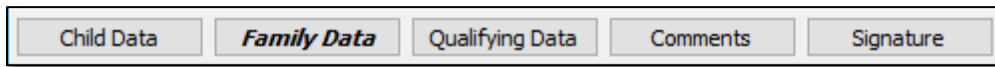
4. To add children to the COE, click the **NEW ENROLLMENT** button on the right side of the screen.



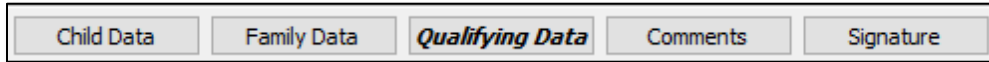
5. Enter the child's full name, Date of Birth, Sex, MB, EB, VER Code, School Name, Enroll Date, Grade, and Type (of enrollment).
 - The Alaska Student ID is **not** entered in COE view.
 - The enroll date is typically the same as, or after, the residency date.
 - Choose R for regular school year, or S for summer program in the Type (of enrollment) field.
 - Very few districts enter S lines directly into MIS2000. Most S lines are entered by the MEO through an automated process. Do not enter an S line without contacting the MEO.
6. Click the **UPDATE RECORD** button located on the right side of the screen.
 - Repeat steps 4 to 6 for every child listed on the hard copy COE before proceeding to the **FAMILY DATA** tab.



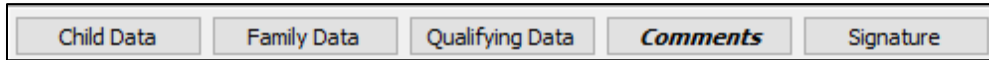
7. Click on the **FAMILY DATA** tab. Enter all information from the Family Data Section of the hardcopy COE.



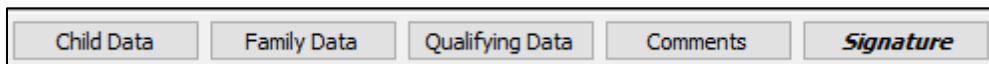
8. Click on the **QUALIFYING DATA** tab and enter all information from the Qualifying Moves & Work Section of the hardcopy COE. In addition to this information, this tab also includes information from other portions of the COE such as the Residency Date and the Additional Qualifying Moves.



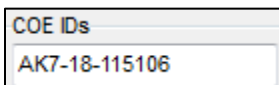
9. Click on the **COMMENTS TAB** at the bottom of the screen. Enter all comments found in the Comments Section of the COE, including recruiters' initials and dates.



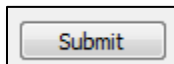
10. Click on the **SIGNATURE TAB** at the bottom of the screen. Enter all signature information found in Interviewee Signature and Eligibility Data Certification Sections of the COE.



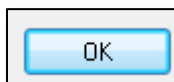
11. Write the MIS2000 generated **COE ID NUMBER** on the hard copy COE in the COE ID# Field. Do this as soon as possible to ensure that this information is transferred to the hard copy COE.



12. After entering all data (except for Student IDs), click the **SUBMIT** button.



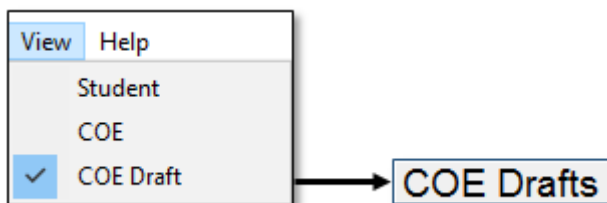
13. Click the **OK** button when the **COE Log** appears.



- COE will now be in **NEW STATUS** in **COE DRAFT** View.

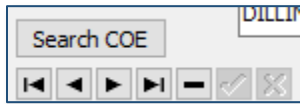


14. Click on **VIEW** and then **COE DRAFT**.



15. Search for the desired COE using the **SEARCH COE** button.

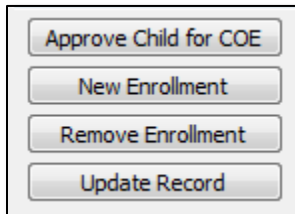
- Records managers can also navigate to the desired COEs, by using the arrow keys beneath the **SEARCH COE** button.



16. The user will now need to approve the child(ren) listed on the COE. From the **CHILD DATA** tab highlight the first child listed on the COE (the selected child will be highlighted in blue). Note that at this stage the **SEARCHED** field is blank.

Last Name	First Name	Enroll Date	Facility Name	Grade	Searched
MOSHER	MOCHA		KENAI SCHOOL DISTRICT	00	
MOSHER	MACEE		KENAI SCHOOL DISTRICT	00	

17. Click on the **APPROVE CHILD FOR COE** button in the far right of the MIS2000 screen. Clicking **APPROVE CHILD FOR COE** will open a Student Search dialog box.



18. In the **STUDENT SEARCH** dialog box, the first three letters of the child’s last name and first name will be pre-populated into the search box. Click the **DO SEARCH FOR CHILD** button.

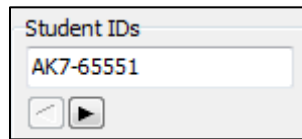
- Searching by partial last name and first name initial only* (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names.
- If the user is unable to find a child that that is known to be migrant eligible in Alaska, complete the search again, with less information in the first and last name fields, this will help match misspelled names.

Key Data		District/Facility	SQL	Student List	Batch Search	Snap					
Last Name	Last Name2	First Name	Middle	Student ID (Exclusive)							
MOS		MOC									
Birthdate	Birth City	COE ID (Exclusive)									
__/__/__											
Parent/Guardian		Last Name		First Name							
LASTNAME	LASTNAME2	FIRSTNAME	Middle	STUDENTID	Grade	Facility ID	FacilityName	DOB	Birth City	P/G 1 Last	P/C

Through this approval process, the following could occur:

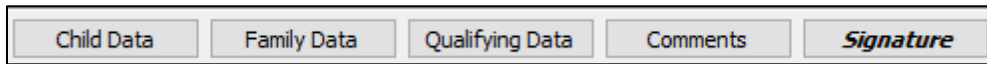
- Child is Found** – Select the child by clicking on the correct information listed, then either double click on the highlighted name or click the **SELECT CHILD** button. This will close the dialog box and the **SEARCHED** field next to **GRADE** will now have a **Y** (for Yes student was searched for in MIS2000).
 - Student ID will be auto-populated from **STUDENT SEARCH**.

- Check to make sure the hardcopy COE information matches the information auto-populated by MIS2000. Research any discrepancy and update the hard copy COE or MIS2000, as appropriate.
 - Be aware that many children have similar names. Before utilizing the **SELECT CHILD** button, ensure that all information matches, and that two children are really the same child. Be especially aware of family names given to each generation. Do not assume that an old birthdate is incorrect—this could be the parent a child is named for.
- **Child is Not Found** – Click the **NEW CHILD** button; the **SEARCHED** field next to **GRADE** will now have a **Y** (for Yes student was searched for in MIS2000).
 - If a child is enrolled in a public school in Alaska you must enter the AK Student ID in the AK State ID Field.
 - If a child is not yet in school, MIS2000 will generate a MIS2000 ID for that student, and the AK State ID Field should be left blank in MIS2000.
 - The user can add the place holder MIS2000 ID to the hard copy COE. The placeholder ID is located to the right of the child information grid, above the **APPROVE CHILD FOR COE** button. This field is labeled **STUDENT IDs**.



- **Missing Child** – If it is believed a child should already be in MIS2000 but they cannot be located using **APPROVE CHILD FOR COE** and the **STUDENT SEARCH**, please contact the MEO for help. This will help prevent duplicate children in MIS2000.
 - **If a child is mistakenly identified** – Use the **REMOVE ENROLLMENT** button to completely remove the student from the COE. Next use the **NEW ENROLLMENT** button. The search box will come up through this process. The user will first complete a search to see if the child is in MIS2000. After determining whether the child is new or existing by clicking the applicable button (**SELECT CHILD** or **NEW CHILD**), the user re-enters the rest of school history line as recorded on the hard copy COE. Click the **UPDATE RECORD** button to save the child information.
19. For each child on the COE, the records manager will enter the required health information in the **IMM AVIAL** and **MED ALERT** fields. Click the **UPDATE RECORD** button to save changes made to the school history line.
- The records manager must document this health information on the hard copy COE in the (IM and MA fields) in addition to MIS2000. See page 78 for more information on the [health fields](#).
20. Repeat steps 16 through 19 for each child on the COE.
21. The records manager reviews all portions of the hard copy COE and compares to MIS2000 to ensure all information is accurate and that the hard copy matches the database.
- If any changes are made, or additional information is added by the records manager, this information must be documented in MIS2000 and on the hard copy completely signed COE.
 - No changes can be made in the Qualifying Moves & Work Section without obtaining new signatures on a new hard copy COE.

22. The records manager will complete the **SIGNATURE TAB** of the COE in **COE DRAFT VIEW**, by entering in the Designated SEA Reviewer Signature fields.

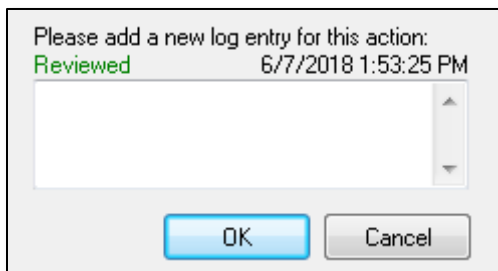


23. Click the **APPROVE COE** button at the top of the screen.



24. The **COE Log** will appear. The records manager can enter any information they think the MEO may need to know when reviewing the COE for final approval. Close **COE Log** by clicking the **OK** button.

- Comments are only required in the COE log when the COE is being rejected back to the records manager or recruiter.



The COE has changed to **REVIEWED** status.



25. To complete the process and transfer to the MEO for final approval, the records manager must complete an **UPLOAD CHANGES**. Navigate to the **PROCEDURES** menu and select **UPLOAD CHANGES**. Be sure click **BEGIN UPLOAD** button after the initial systems check runs.

- The records manager can choose to complete an upload after every COE or after a group of COEs have been completed.

26. To start on the next COE, use the **VIEW** Menu to return to COE View.

27. Return to the **CHILD DATA** tab and click the **CREATE NEW COE** button at the top of the screen.

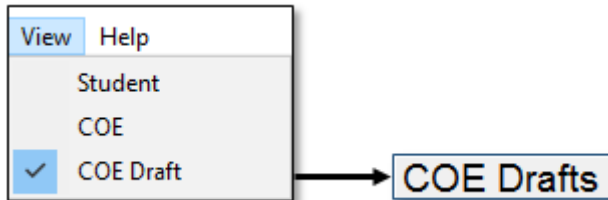
28. When finished with COE entry for the day, make sure to run the **UPLOAD CHANGES** to connect and transmit to the State server. To do this, follow the instructions from page 93 of this guide.

It is the responsibility of the records manager to review the COE for completeness before entering it into MIS2000 and uploading to the MEO. If mistakes are made during COE entry and approval process by the records manager, please contact the MEO. In nearly all cases mistakes made during COE entry can easily be rectified by the MEO staff. However, if mistakes are not pointed out, they can lead to incorrect reporting and corrupted data.

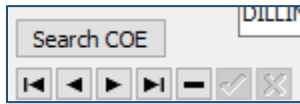
Validating COEs Entered through the Alaska Migrant Web System

This information pertains to districts utilizing the Alaska Migrant Web System for COE entry only. COEs are automatically populated into COE Draft View through the submittal process.

1. The records manager has the completely signed hard copy COE.
2. The records manager clicks on the **PROCEDURES** menu and selects **UPLOAD CHANGES**.
 - Be sure to click the **BEGIN UPLOAD** button after the system updates is automatically run.
3. Navigate to **COE DRAFT VIEW**. Click on **VIEW** and then **COE DRAFT**.



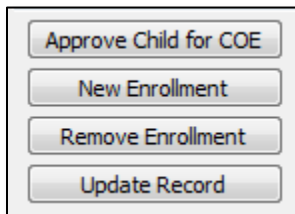
4. Search for the desired COE using the **SEARCH COE** button.
 - Records managers can also navigate to the desired COEs, by using the arrow keys beneath the search COE button.



5. The user will now need to approve each child listed on the COE. From the **CHILD DATA** tab highlight the first child listed on the COE (the selected child will be highlighted in blue).
 - Note that at this stage the **SEARCHED** field is blank.

Last Name	First Name	Enroll Date	Facility Name	Grade	Searched
MOSHER	MOCHA		KENAI SCHOOL DISTRICT	00	
MOSHER	MACEE		KENAI SCHOOL DISTRICT	00	

6. Click on the **APPROVE CHILD FOR COE** button to the right.



Clicking **APPROVE CHILD FOR COE** will open a Student Search dialog box.

7. In the **STUDENT SEARCH** dialog box, the first three letters of the child's first and last names will auto populate. Click the **DO SEARCH FOR CHILD** button.
 - *Searching by partial last name and first name initial only* (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names.
 - If the user is unable to find a child that known to be migrant eligible in Alaska, complete the search again, with less information in the first and last name fields, this will help match misspelled names.

Key Data	District/Facility	SQL	Student List	Batch Search	Snap						
Last Name	Last Name2	First Name	Middle	Student ID (Exclusive)							
MOS		MOC									
Birthdate	Birth City	COE ID (Exclusive)									
//											
Parent/Guardian											
Last Name	First Name										
<input type="button" value="Do Search For Child"/> <input type="button" value="Select Child"/> <input type="button" value="New Child"/> <input type="button" value="Add To List"/> <input type="button" value="Close"/>											
LASTNAME	LASTNAME2	FIRSTNAME	Middle	STUDENTID	Grade	Facility ID	FacilityName	DOB	Birth City	P/G 1 Last	P/C

Through this process, the following could happen:

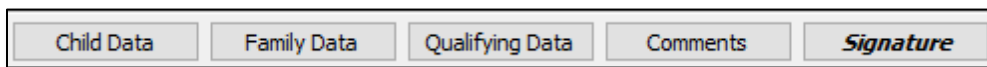
- Child is Found** – Select the child by clicking on the correct information listed, then either double click on the highlighted name or click the **SELECT CHILD** button. This will close the dialog box and the **SEARCHED** field next to **GRADE** will now have a **Y** (for Yes student was searched for in MIS2000).
 - Student ID will be auto-populated from **STUDENT SEARCH**.
 - Check to make sure the hardcopy COE information matches the information auto-populated by MIS2000. Research any discrepancy and update the hard copy COE or MIS2000, as appropriate.
 - Be aware that many children have similar names, before utilizing the **SELECT CHILD** button, ensure that all information matches, and that two children are really the same child. Be especially aware of family names given to each generation. Do not assume that an old birthdate is incorrect—this could be the parent a child is named for.
- Child is Not Found** – Click the **NEW CHILD** button; the **SEARCHED** field next to **GRADE** will now have a **Y** (for Yes student was searched for in MIS2000).
 - If a child is enrolled in a public school in Alaska, an AK Student ID is required in the **AK STATE ID** Field.
 - If a child is not yet in school, MIS2000 will generate a MIS2000 ID for that student, and the **AK STATE ID** Field should be left blank in MIS2000.
 - The user can add the place holder MIS2000 ID to the hard copy COE. The placeholder ID is located to the right of the child information grid, above the **APPROVE CHILD FOR COE** button. This field is labeled **STUDENT IDS**.

Student IDs

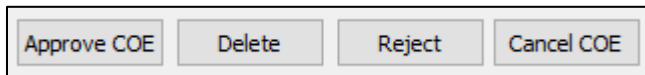
AK7-65551

- Child is Missing** – If it is believed a child should already be in MIS2000 but they cannot be located using **APPROVE CHILD FOR COE** and the **STUDENT SEARCH**, please contact the MEO for help. This will help prevent duplicate children in MIS2000.
- Child is mistakenly identified** – Use the **REMOVE ENROLLMENT** button to completely remove the student from the COE. Next use the **NEW ENROLLMENT** button. The search box will come up through this process. The user will first complete a search to see if the child is in MIS2000. After determining whether the child is new or existing by clicking the applicable button (**SELECT CHILD** or **NEW CHILD**), the user re-enters the rest of school history line as recorded on the hard copy COE. Click the **UPDATE RECORD** button to save the child information.

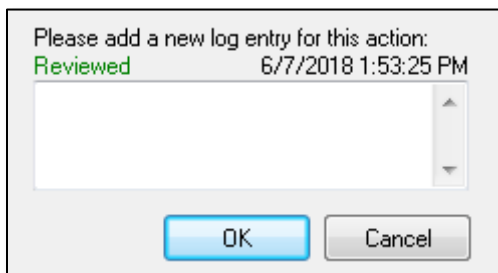
8. For each child on the COE, the records manager will enter the required health information in the **IMM AVIAL** and **MED ALERT FIELDS**. Click the **UPDATE RECORD** button to save changes made to the school history line.
 - The records manager must document this health information on the hard copy COE in the (IM and MA fields) in addition to MIS2000. See 78 for more information about the [health fields](#).
9. Repeat steps 6 through 8 for each child listed on the hard copy COE.
10. The records manager reviews all portions of the hard copy COE and compares to MIS2000 to ensure all information is accurate and that the hard copy matches the database.
 - If any changes are made, or additional information is added by the records manager, this information must be documented in MIS2000 and on the hard copy completely signed COE.
 - No changes can be made in the Qualifying Moves & Work Section without obtaining new signatures on a new hard copy COE.
11. The records manager will complete the **SIGNATURE TAB** of the COE in **COE DRAFT VIEW**, by entering in the Designated SEA Reviewer Signature fields.



12. Click **APPROVE COE** button at the top of the screen.



13. The **COE Log** will appear. The records manager can enter any information you think the MEO may need to know when reviewing the COE for final approval. Close the **COE Log** by clicking the **OK** button. The only time comments are required in the COE log, is when the MEO or records manager are rejecting a COE.



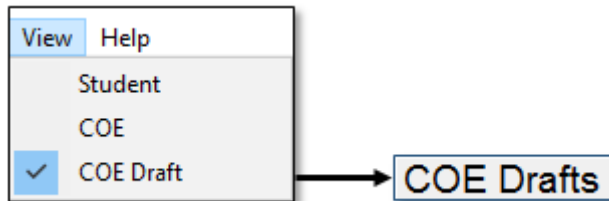
The COE has now gone to **REVIEWED** status.

Reviewed

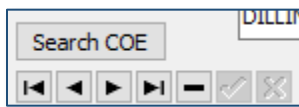
14. To complete the process and transfer to the MEO for final approval, the records manager must complete an **UPLOAD CHANGES**. Navigate to the Procedures Menu and select Upload Changes. Be sure click the **BEGIN UPLOAD** button after the initial systems check runs.
15. To start on the next COE, use the **VIEW** menu to return to **COE DATA** view.
16. Return to the **CHILD DATA** tab and click the **CREATE NEW COE** button at the top of the screen.
17. When finished with COE entry for the day, make sure to run the **UPLOAD CHANGES** to connect and transmit to the State server. To do this, follow the instructions from page 93 of this guide.

Updating and Correcting Rejected COEs

1. The records manager hovers over the **PROCEDURES** menu and clicks **UPLOAD CHANGES**.
 - Be sure to click the **BEGIN UPLOAD** button after the system updates is automatically run.
2. Navigate to **COE DRAFT VIEW**. Click on **VIEW** and then **COE DRAFT**.



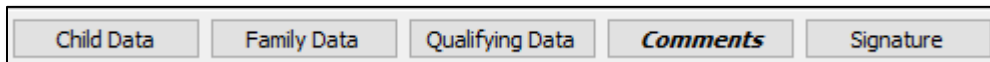
3. Search for the desired COE using the **SEARCH COE** button.
 - Records managers can also navigate to the desired COEs, by using the arrow keys beneath the search COE button.



4. The COE will be marked with Rejected in the upper left hand corner.

Rejected

5. Review the **STATE COMMENTS** Box in the **COMMENTS TAB**, for the desired COE.



6. Provide updated information on the hard copy COE and in MIS2000.
 - Additional comments must be written underneath the original comments in the Comments tab, and new initials and date provided.
 - Do not delete original comments.
 - If a mistake was made in the Qualifying Moves & Work Section of the hard copy COE, a new hard copy COE with new signatures must be completed.
7. Once updated, use the Approve COE button to change the COE status to Reviewed.



8. Use the **PROCEDURES** Menu to complete an **UPLOAD CHANGES** to send the updated COEs to the MEO for final eligibility determination.

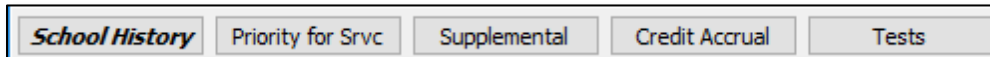
This process should be repeated for all COEs that are in rejected status.

To get a complete list of COEs in rejected status. The records manager should utilize snap reports in the MIS2000 desktop to run an Eligibility Status Report (Snap 6). This report lists the status of all COEs that have not yet been approved by the MEO. Records managers will want to pay particular attention to all COEs marked with N (new/rejected) status. For more information regarding snap reports including how to pull them, see [Types of Snap Reports](#) pages 106-107 of this guide.

Entering an Annual Recertification of No New Moves (ARC)

When a child is listed on an ARC, a new school history line is required. Follow the steps below to enter a new school history line. New school history lines can only be entered for children who are currently migrant eligible in the records manager's district. This means the district has an active and eligible COE on file for the child. Once a child EOE's the district cannot enter a **NEW SCHOOL HISTORY LINE** without a new move COE.

1. In the **STUDENT DATA** view, enter the child's Alaska Student ID in the **STUDENT ID** box in the top right corner and press the enter key. If the child does not have an Alaska Student ID, select the **SEARCH STUDENT** button and search for the child by partial first and last names.
2. Click on the **SCHOOL HISTORY** tab, if not already there.



3. Click on the **NEW SH LINE** button.



4. Enter the child's **SCHOOL NAME**, **ENROLLMENT DATE**, and **GRADE**
 - The new school history line will auto populate with information from the previous school year, be sure to carefully update all fields.

A form titled 'School History' with a timestamp 'Created: 6/7/2018 2:20:36 PM'. It contains a 'School Name' dropdown menu, and fields for 'Enrollment Date', 'Withdrawal Date', 'Type' (with a dropdown showing 'R'), 'Grade' (with a dropdown), and 'Term'.

5. In the **TYPE** (of enrollment) field choose *R* for regular school year.
6. In the **IEP** field, click the *Y* if an IEP is on file for the child.

A small dropdown menu labeled 'IEP' with a downward arrow.

7. Enter any comments in the **SCHOOL HISTORY UPDATES** box.
 - All comments added to the **SCHOOL HISTORY UPDATES** box must be initialed and dated.

A large, empty text area with a title bar that says 'School History Updates'.

8. Click the checkmark button. A new school history line will appear in the bottom panel. This completes the process of entering an ARC for this child.



9. Repeat this process for all students on an ARC individually. Remember to run **UPLOAD CHANGES** before closing MIS2000.

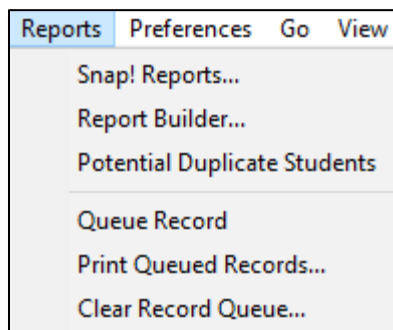
Once the district runs an **UPLOAD CHANGES**, each **SCHOOL HISTORY LINE** is reviewed by the MEO Eligibility specialist. If the student meets the eligibility requirements, the student's current school year status will be updated to eligible. If student does not meet eligibility requirements, the school history line will be deleted.

How to Run a Snap Report

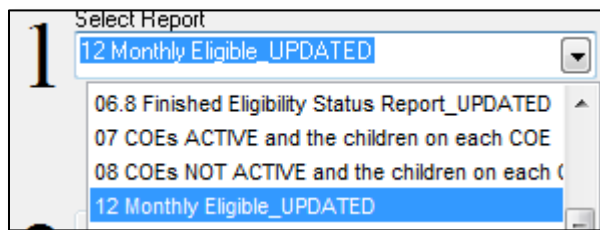
All snap reports run in MIS2000 and can be printed and/or saved in Excel. These reports are for internal use in order to ensure quality control of migratory records. Additional reports may be run in response to school district or MEO requests, and for special projects. The following are details for commonly used reports.

Snap reports can be run by the school district or the MEO. School district migrant staff are welcome to contact the MEO to request reports. Upon request, the MEO staff will run reports for a district in any format.

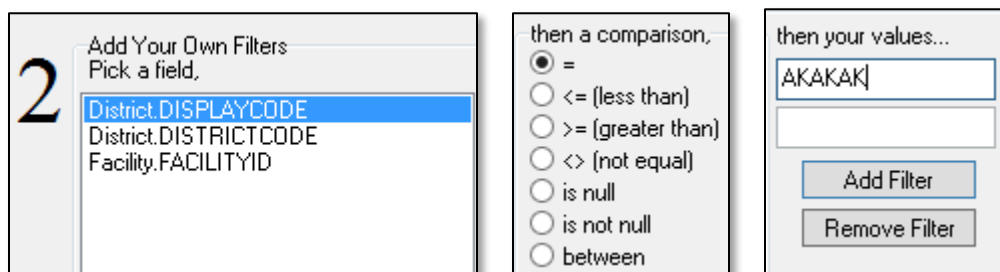
1. To run a Snap report, go to the Reports drop down menu and select **SNAP! REPORTS**.



2. In the dialogue box that opens, select the desired report from drop down list in **NUMBER ONE**.



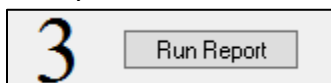
3. From **NUMBER TWO**, select the required filter **DISTRICT.DISPLAYCODE**. This filter is required on all MIS2000 Snap Reports. A list of [district display codes](#) can be found on page 147.
4. Select the = button under **THEN A COMPARISON**.
5. Enter the district **DISPLAY CODE**, in all caps, into the **THEN YOUR VALUES** field.
6. Click **ADD FILTER**. When the filter is added, it will appear in the box to the left of the date range.



7. Next, enter the **DATE RANGE**.



8. Finally, next to **NUMBER 3**, click on **RUN REPORT**.



Types of Snap Reports

Monthly Eligible Updated (Snap 12)

Purpose: This is a list of all migrant children who are currently eligible (recertified for the current school year) in the records manager's school district. This includes migrant children:

- Attending school in the records manager's district.
- Attending school in another district.
- Too young for school.
- Not attending any school.

Run: Monthly Eligible_UPDATED (Snap 12)

Dates: Run for the current school year. Use 08/01/18 for Start Date and do not enter an End Date.

Instructions: Click on the Reports tab and select Snap! Reports from the drop down menu. Choose report 12 Monthly Eligible_UPDATED. Click on District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values, e.g. AKDNCG. Click Add Filter. Enter the date 08/01/18 in the Start Date box. Do not enter an End Date. Click Run Report. Save this report in Excel.

Facility List

Purpose: This report provides a current list of all the schools in the district.

Run: Facility List

Instructions: Click on the Reports tab and select Snap! Reports in the drop down menu. Choose report Facility List.

- For a list of the district's schools only, click District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values box, e.g. AKDNCG. Click Add Filter, then Run Report.
- For a list of all schools in the State of Alaska, click run report.

District Migrant Lunch List

Purpose: This is a list of all eligible migrant children in the records manager's district, including those that the district did not recertify during the previous school year. This report should also be used for free meal benefits eligibility. See page 46 for more information regarding [free meal benefits eligibility](#).

Run: Migrant Lunch List

Dates: Run for the current school year. Use 07/01/18 for the Start Date.

Instructions: Click on the Reports tab and select Snap! Reports from the drop down menu. Choose report Migrant Lunch List. Click on District.DISPLAYCODE under Fields, check the = in the Comparison, and enter the District Display Code in the values, e.g. AKDNCG. Click Add Filter. Enter the date 07/01/18 in the Start Date box. Click Run Report. Save this report in Excel.

Note: If the records manager does not recertify all eligible children by November 15 each year, they will not be in the district count and the district will not receive funding for them, but they are still eligible for and entitled to migrant supplemental program services and free meal benefits.

[Eligibility Status Report \(Snap 6\)](#)

Purpose: This report is a list by COE ID of the COEs that are **not active**. It will tell the district their COE status: not determined, incomplete or canceled.

Run: Eligibility Status (Snap 6)

Dates: Run for the current school year. Use 18/19.

Instructions: Click on the Reports tab and select Snap! Reports from the drop down menu. Choose report 06 Eligibility Status Report. Click on District.DISPLAYCODE under the Fields, check the = in the Comparison and enter the District Display Code in the values, e.g. AKJCHF. Click Add Filter. Click on COE.SCHOOLYEAR under the Fields, check the = in the Comparison, and enter 18/19. Click Add Filter. Click Run Report. Save this report in Excel.

Code Explanation: I – incomplete (district must upload to MEO), N – new (district needs to either search for students or fix missing or incorrect information), V – verify (MEO to review), or C – canceled.

[COEs Active and the Children on each COE \(Snap 7\)](#)

Purpose: This report is a list the district's active COEs and the children on them.

Run: COEs Active and the Children on each COE (Snap 7)

Dates: Run for the current school year. Use 18/19.

Instructions: Click on the Reports tab and select Snap! Reports from the drop down menu. Choose report 07 COEs Active and the Children on each COE. Click on District.DISPLAYCODE under the Fields, check the = in the Comparison and enter the District Display Code in the values, e.g. AKVRQX. Click Add Filter. Click on COE.SCHOOLYEAR under the Fields, check the = in the Comparison, and enter 18/19 Click Add Filter. Click Run Report. Save this report in Excel.

[Priority for Service Students \(Snap 14\)](#)

Purpose: This report is a list the district's PFS children for the current school year. Please be aware that PFS status is attached to the child and not this district. This means that as children move between districts they carry their PFS status with them. Additionally, children who may have moved from the district but have PFS status for the given year and an eligible COE on file, will show up on this list.

Run: Priority For Services Students (Snap 14)

Dates: Run for the current school year. Use 18/19.

Instructions: Click on the Reports tab and select Snap Reports in the drop down menu. Choose report 14 Priority for Service Students. Click on District.DISPLAYCODE under the Fields, check the = in the Comparison and enter the District Display Code in the values, e.g. AKVRQX. Click Add Filter. Click on COE.SCHOOLYEAR under the Fields, check the = in the Comparison, and enter 18/19. Click Add Filter. Click Run Report. Save this report in Excel.

How to Save a Snap Report

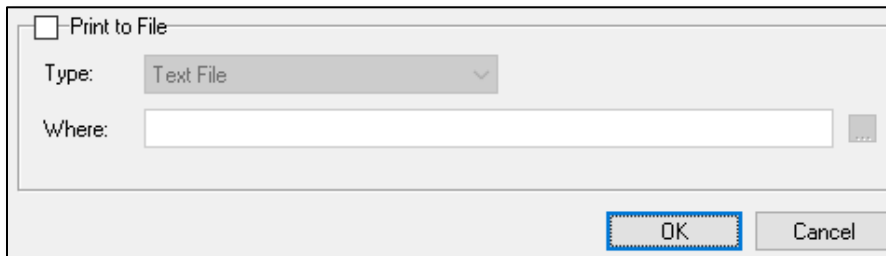
Snap reports in MIS2000 can be saved in Excel and PDF formats. To save a snap report, first [run a snap report](#) as described on page 105. Data will load and the snap report can be saved.

Report (PDF) View:

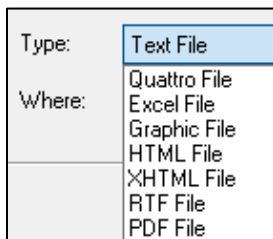
1. Run the desired snap report.
2. Click on the **PRINTER ICON** in left corner of the displayed screen.



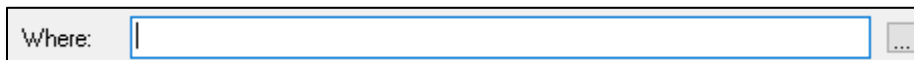
3. Click on **PRINT TO FILE** check box, located in the left bottom third of the print dialogue box.



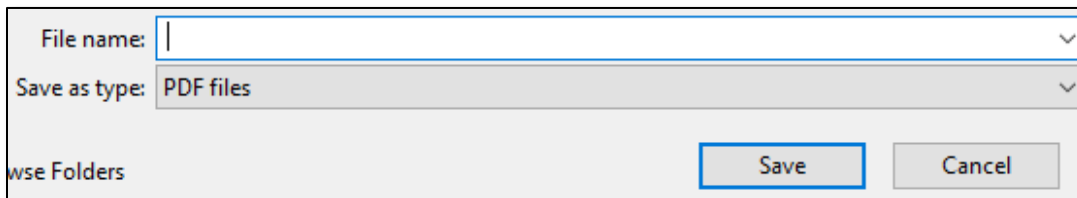
4. Choose PDF from the **TYPE** of document to be saved from the drop down menu.



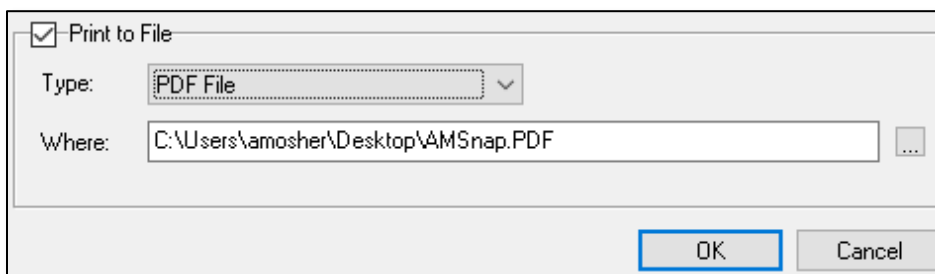
5. Choose a file path for the snap report by clicking on the ... button to the right of the **WHERE** box.



6. Name the report using the **FILE NAME** field and click **SAVE** button.



7. Click **OK** button.

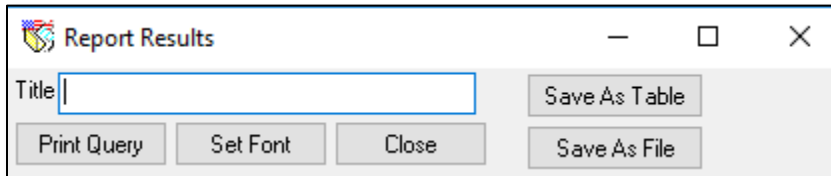


CSV (Excel) View:

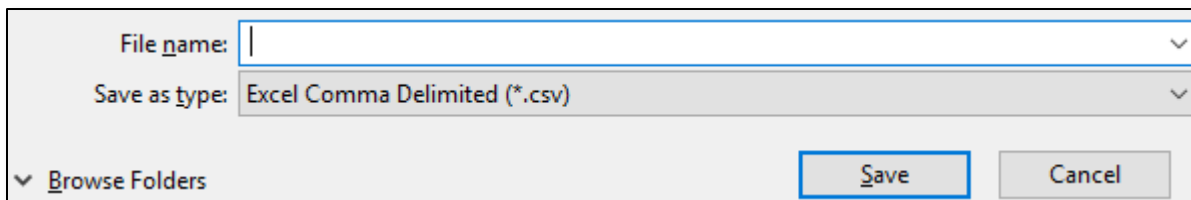
1. Click on the **SHOW DATA** button.



2. Click on **SAVE AS FILE** button.



3. Choose a file path and name the snap report using the **FILE NAME** field.
4. Click **SAVE** button.



Alaska Migrant Web System

This section is designed to help records managers utilize the Alaska Migrant Web System. The first part of this section refers to records manager specific duties. Later in this section, all of the information described in the [Recruiter Handbook](#) (searching for children, searching for COEs, and COE completion) is described in great detail.

Please note that all data and pictures of data shown throughout this guide are fictitious. This is done in order to protect child privacy, and give the user an accurate look at systems and requirements.

About the Alaska Migrant Web System

The Alaska Migrant Web System is a secure website utilized in several ways to help streamline Alaska's Migrant Education Program. Listed below are some of the applications of the Alaska Migrant Web System:

- A **recruiting tool** for recruiters and records manager to use to complete a Certificate of Eligibility (COE) and submit to the district migrant database, MIS2000.
- A **secure transmission** portal of migrant child data between recruiters, records managers and the Migrant Education Office (MEO).
- A generator of migrant **student reports**.

The recommended browser for the Alaska Migrant Web System is Internet Explorer/Windows Edge.

Accessing the Alaska Migrant Web System

Authorized Users

The Alaska Migrant Web System is for the use of the Alaska Department of Education & Early Development Migrant Education Program, and may be accessed and used only for official Migrant Education Program business, and by authorized personnel using district issued computers.

Recruiters, records managers, and other authorized users of the system must annually sign a user access agreement prior to access being granted access to the Alaska Migrant Web System.

Terms of the agreement include:

- To safeguard the security of any password provided to you by system administrators.
- To follow FERPA guidelines and not distribute or share any student information or migrant records.
- To not share the system access you have been given.
- To not perform actions on Alaska Department of Education & Early Development Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law or result in system instability.
- To not download and save reports from the web system to a personal computer.

Termination of Access

User access to the Alaska Migrant Web System will be terminated when staff no longer have a business need for the access, such as recruiting being complete for the school year, employees changing jobs, employees resigning, etc. It is the responsibility of the records manager/migrant coordinator to immediately notify the MEO when authorized personnel have been terminated or no longer have a business need for access to the system.

The duration of access to the web system for recruiters is determined by the migrant coordinator/records manager and is marked on the Migrant Web System Recruiter Access Form. Access will be granted for either of the terms described below:

1. July 1st to December 31st, or
2. July 1st to June 30th.

Once the term is completed, users are disabled in the web system until a new access form has been completed.

Setting-Up User Accounts

The Alaska Migrant Web System is located at ak.msedd.com. After the signed user access agreement is received by the MEO, a profile will be built in the system for each user. In order to use the Alaska Migrant Web System, users are required to possess a district issued email.

Username – The username for each migrant staff member will be their district issued email.

Password – The user creates their own password for the Alaska Migrant Web System.

Setting Passwords

Steps to setting up a password for the Alaska Migrant Web System:

1. After the MEO receives the user access agreement and builds a user profile, an activation email from Alaska Migrant (support@msedd.com) will be auto generated and sent to the user at their district email address.
2. The email will prompt the user to activate their account, by clicking on the included hyperlink, or copying and pasting the customized web address into their internet browser.
3. Both the hyperlink and web address included in the email will lead the user to this page, where the user can create their password for the system. Their first and last name will be populated into the **FIRST NAME** and **LAST NAME** boxes shown below.
4. The user will need to type their chosen password into the field labeled **ENTER YOUR PASSWORD**.
 - a. Passwords must be strong. For more information on strong passwords, review the [Online Safety](#) section of this guide, pages 11 to 12.
5. The user will be required to confirm their password by typing their password in the box labeled **AND AGAIN TO CONFIRM**.
6. Click the **SAVE** button.



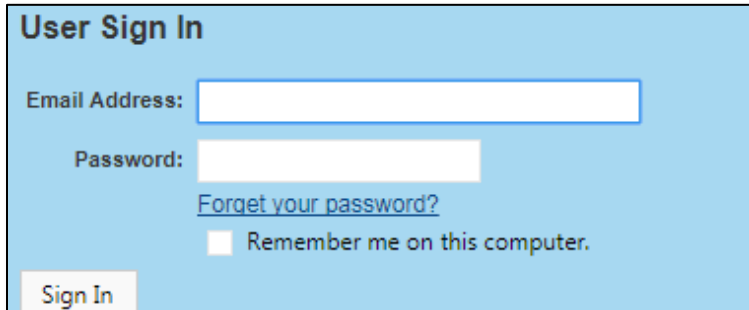
The screenshot shows a form titled "Account Information" with a light blue background. It contains the following fields and labels:

- "Enter your new password" with an input field.
- "And again to confirm" with an input field.
- "First name" with an input field containing the text "Sarah".
- "Last name" with an input field containing the text "Emmal".
- A "Save" button at the bottom left.

Resetting Passwords

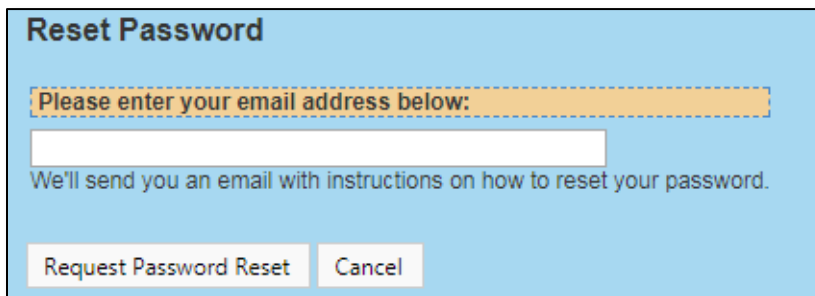
In the event that district staff need to reset their passwords to the Alaska Migrant Web System, please follow the steps outlined below:

1. Enter the address ak.msedd.com into the internet browser.
2. Click on the **FORGOT YOUR PASSWORD?** hyperlink.



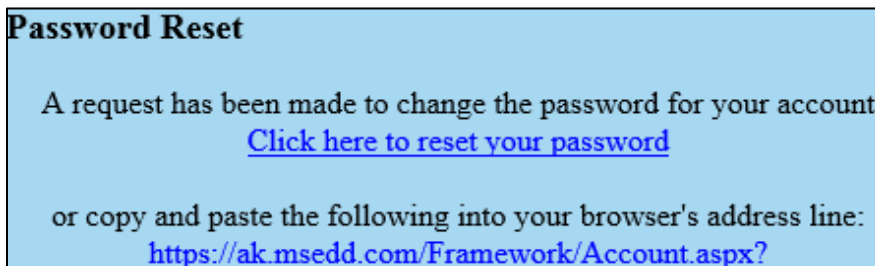
The image shows a 'User Sign In' form with a light blue background. It contains the following elements: a title 'User Sign In', an 'Email Address:' label followed by a text input field, a 'Password:' label followed by a text input field, a blue hyperlink 'Forget your password?', a checkbox labeled 'Remember me on this computer.', and a 'Sign In' button at the bottom left.

3. Enter the email address where prompted and click on the **REQUEST PASSWORD RESET** button.



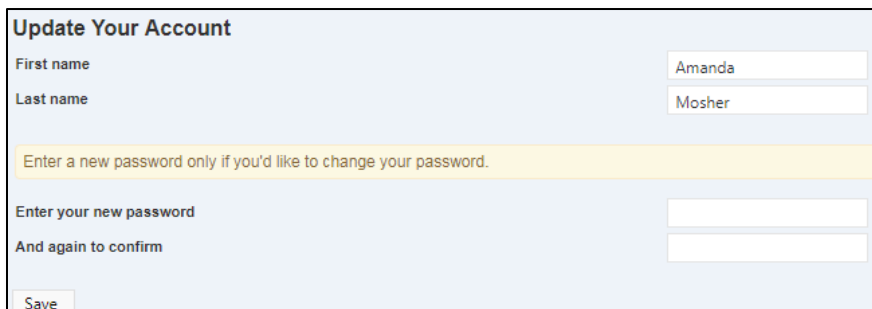
The image shows a 'Reset Password' form with a light blue background. It contains the following elements: a title 'Reset Password', a dashed orange box with the text 'Please enter your email address below:', a text input field, the text 'We'll send you an email with instructions on how to reset your password.', and two buttons at the bottom: 'Request Password Reset' and 'Cancel'.

4. The user will receive an email prompting them to click on the password reset link or to copy and paste the individualized link to their internet browser.



The image shows a 'Password Reset' email content with a light blue background. It contains the following elements: a title 'Password Reset', the text 'A request has been made to change the password for your account', a blue hyperlink 'Click here to reset your password', the text 'or copy and paste the following into your browser's address line:', and a blue hyperlink 'https://ak.msedd.com/Framework/Account.aspx?'.

5. The user will be prompted to create and validate their new password. Enter new password in the top line labeled **ENTER YOUR NEW PASSWORD**. Confirm new password in the second line labeled **AND AGAIN TO CONFIRM**. Click on the **SAVE** button.

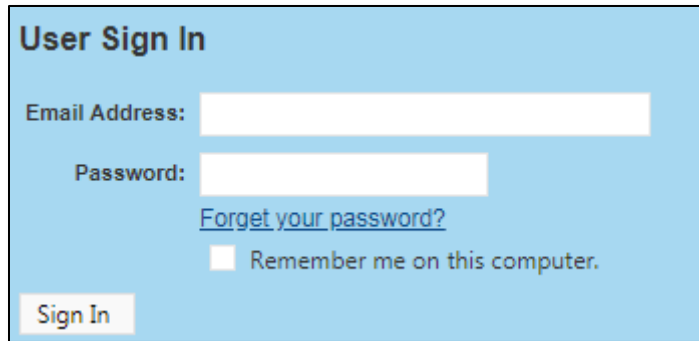


The image shows an 'Update Your Account' form with a light blue background. It contains the following elements: a title 'Update Your Account', 'First name' label with a text input field containing 'Amanda', 'Last name' label with a text input field containing 'Mosher', a yellow highlighted box with the text 'Enter a new password only if you'd like to change your password.', 'Enter your new password' label with a text input field, 'And again to confirm' label with a text input field, and a 'Save' button at the bottom left.

Signing In

Steps to signing in to the Alaska Migrant Web System:

1. Open the internet browser and enter ak.msedd.com.
2. Enter the user's district email address in the first field, marked **EMAIL ADDRESS**.
3. Enter the user's password in the second field marked **PASSWORD**.
4. Click on the **SIGN IN** button.



The image shows a screenshot of a web form titled "User Sign In". The form has a light blue background. It contains two input fields: "Email Address:" and "Password:". Below the "Password:" field, there is a link that says "Forget your password?". Below that, there is a checkbox labeled "Remember me on this computer.". At the bottom left of the form, there is a button labeled "Sign In".

Records Manager Responsibilities for Web System Recruitment

Records managers are responsible for reviewing all COEs for their district and ensuring that the data transmitted to MIS2000 through the web system is up to date and accurate, that the children listed on the COEs appear to meet eligibility requirements, and that the moves listed on the COEs were made due to economic necessity.

Before reviewing COEs in the COE Draft view of the MIS2000 desktop, records managers must have the hard copy completely signed COE in front of them. Records managers are ultimately responsible for completing the following fields on the hard copy COE and in MIS2000.

1. COE ID # (if COE not created in the web system)
2. Alaska Student ID
3. Immunizations Record on File (IM)
4. Medical Alert Indicator (MA)
5. SEA Reviewer Signature

For a specific information regarding how to [validate and approve COEs created in the web system in the MIS2000 desktop](#), please refer to pages 100 to 102 of this guide.

Records managers should assist recruiters with COE completion in the web system as needed. Records managers can view COEs in the web system for quality control before a recruiter submits them to MIS2000. By searching for COEs with status In Process, records managers can review a recruiter's COEs prior to the COEs being printed and signatures obtained. When a records manager is searching for a COE in the web system, they can view the recruiter easily in the search results. For detailed instructions on how to do this, please see [Reviewing Recruiter COEs in the Web System](#), pages 116.

Records Manager Privileges in the Web System

Records managers have the same abilities as recruiters in the web system in regards to COE completion. However, records managers also have increased access to student data. Records managers have the ability to view the records of all currently migrant eligible children certified in their district. Records Managers are also able to see historical eligibility information and the records of the children who were certified as migrant in their district at one time.

Viewing Student Records

Records managers can view the entirety of child's migrant record in the web system. The complete student records includes all enrollment information, course history data, and supplemental services documented in MIS2000. To view a student record:

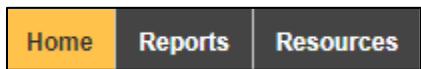
1. Use **STUDENT SEARCH** to find the child.
2. **SELECT** the student by clicking on their line in the search results.
3. Hover over the "... " button all the way to the right on the student line.
Choose **VIEW STUDENT RECORD** from the dialogue box.

For specific information regarding how to search for specific children in the web system, see [Searching for Students](#), page 122 of this guide.

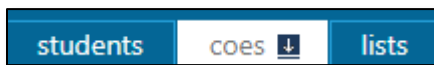
Reviewing Recruiter COEs in the Web System

Districts may choose to review recruiter work through the web system prior to recruiters printing the COE and obtaining interviewee signatures. This step is vital quality control processes for certain districts.

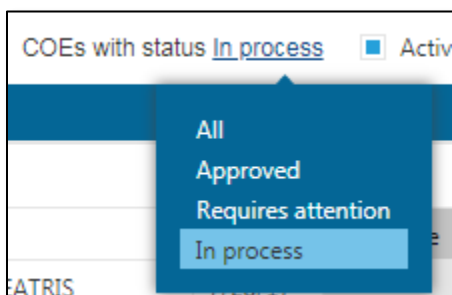
1. Log in to ak.msedd.com.
2. Navigate to the **HOME** tab.



3. Click on the **COEs** subtab.



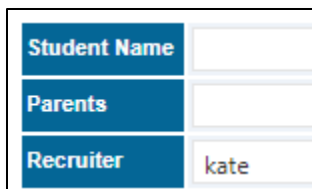
4. Change COE status to be **IN PROCESS**. This will give the records manager a list of COEs that are not yet approved by the MEO.



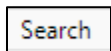
5. Click on the advanced search **PLUS** sign symbol in the upper right hand corner



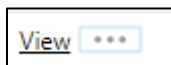
6. In the **RECRUITER** field enter all or part of the recruiter's name for the COEs you would like to review.

A search form with three input fields: 'Student Name', 'Parents', and 'Recruiter'. The 'Recruiter' field contains the text 'kate'.

7. Click on the **SEARCH** button to complete the search.



8. Use the **...** button or **VIEW COE** to view the appropriate COE.



9. Communicate by phone or secure email with recruiter about any updates needed to the COE. Please note that this communication should follow district policies in regards to child privacy. For questions or concerns about protecting child data or online security see the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [Online Safety and Security](#), pages 11-12 of this guide.

For information about creating COEs in the Alaska Migrant Web System please see [Creating a New Move/New Student COE in the Web System](#), pages 126-127 of this guide.

Reassigning COEs Created in the Web System

MSEdD has created limited functionality in order to reassign COEs from a web user (recruiter) to another web user (records manager). This ability was created in order for records managers to take specific COEs from recruiters under the following circumstances.

1. A recruiter is no longer employed by the district, and a hard copy COE with signatures been returned to the district office, or
2. A complicated situation arises, and the records manager is better suited to complete the COE.

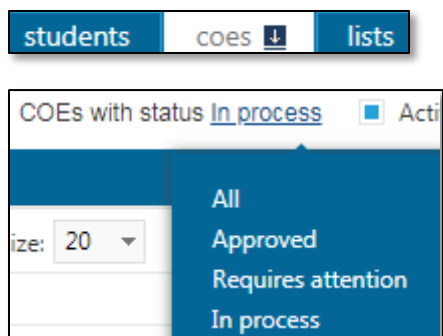
Limitations

COEs can only be reassigned if they have never been submitted from the web system to the MIS2000 desktop. Once a COE has been successfully submitted to the MIS2000 desktop for approval, the COE cannot be reassigned. Furthermore, once a COE has been reassigned, that COE cannot be subsequently reassigned (the process can only be done once).

Process

The steps below outline the process to reassign a COE.

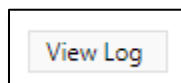
1. Records manager logs into ak.msedd.com.
2. Records manager uses the **COE** subtab to search for COEs with status **IN PROCESS**.



3. Records manager uses the ... or **VIEW COE** buttons to view the COE.



4. Records manager confirms the COE has never been submitted to the MIS2000 desktop and has been owned by the initial recruiter who created it in the web system, by using the **VIEW LOG** button.



Time	Entry	Condition	User
11/3/2017 12:53:11 PM		Incomplete	vincent.crawford@nomeschools.org

5. Records manager calls or emails the MEO in order to take possession of a web COE.
6. MEO staff reassigned COE to the records manager.

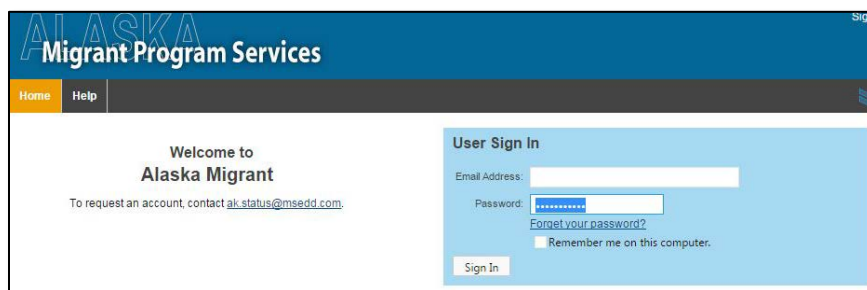
Secure Transmission of Student Data

All districts operating a migrant program utilize the Alaska Migrant Web System, <https://ak.msedd.com>, to securely send and receive student data. The web system helps to facilitates required data reporting. The MEO uploads all migrant reports to the web system for the records manager to download and complete. After reports are completed, the records manager uploads the completed report back to the web system for the MEO.

Web System File Transfer Exchange Protocol

Steps to Receive Data and Reports from the MEO

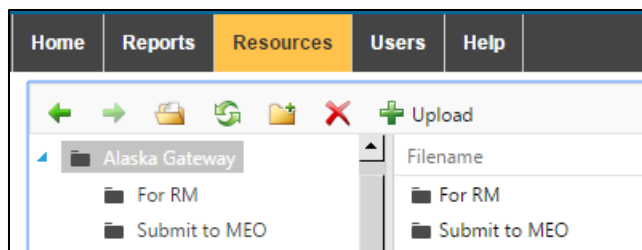
1. The MEO will send an email when a file has been uploaded to ak.msedd.com, and is ready for the records manager to download.
 - a. Examples of reports include: Course History, Mass Withdrawal, and Priority for Service K-2.
2. Log on to ak.msedd.com.



3. Click on the **RESOURCES** tab.



4. Click on the **DISTRICT NAME FOLDER**.
5. Any file the MEO sends that has student data in it will be in the folder called **FOR RM**.



6. Double click on the desired **FILE** to download.

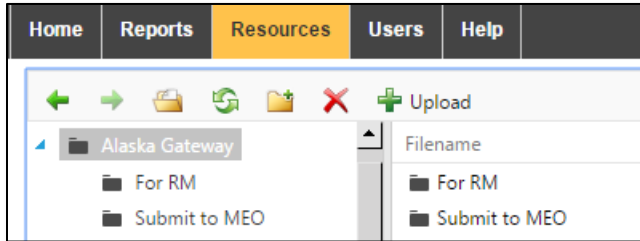


7. Once the file downloads, click on the downloaded document and save it to a secure location on the district authorized computer. Do not save MEP files to a personal computer.

[Steps to Send Data and Reports to the MEO](#)

To send the MEO documents that include migrant data, such as; Course History, Mass Withdrawal reports, etc.

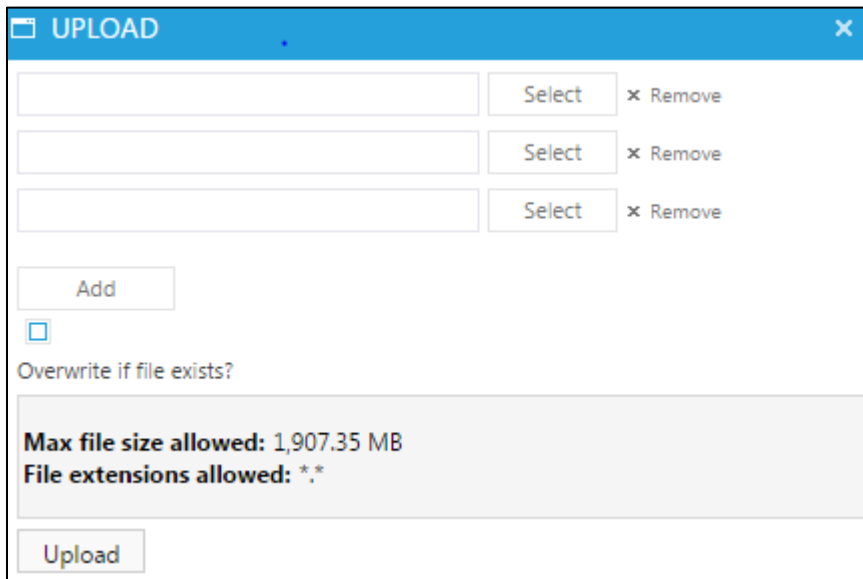
1. Log on to <https://ak.msedd.com>.
2. Go to **RESOURCE** tab.
3. Click on the **DISTRICT NAME FOLDER**.
4. Click on the **SUBMIT TO MEO** folder.



5. Click on **UPLOAD** or the green plus sign button.



6. Click on the **SELECT** tab and locate file to be uploaded to the MEO.
7. Click on **UPLOAD** button, in the dialogue box.



8. The desired file will appear in the **SUBMIT TO MEO** folder.
9. Send an email to MEO alerting them that a file from been uploaded for review.

[zMEP Information Folder](#)

This is where the MEO will post any information that all districts should have access to, such as, fall training dates, Mass Withdrawal PPT, and Course History PPT.

Reports in the Migrant Web System

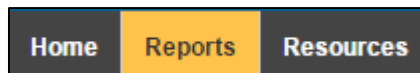
Records managers have access to the same snap reports through the Alaska Migrant Web System as they do in MIS2000. From the **REPORTS** tab the recruiter can access the following snap reports:

1. 06 Eligibility Status Report
2. 07 COEs ACTIVE and the children on each COE
3. 12 Monthly Eligible_Updated
4. 14 Priority For Service Students
5. Migrant Lunch List

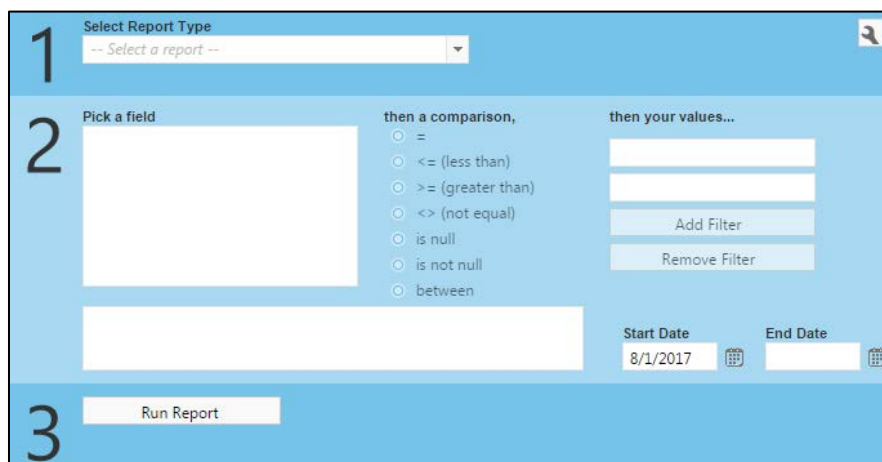
For detailed information about each of these snap reports in listed see [MIS2000 Lists](#) on pages 45-47 of the [Reports & Lists Section](#).

Running snap reports in the web system works the same as running a snap report in MIS20000. See instructions below:

1. Navigate to the reports tab of ak.msedd.com.



2. Use the drop down list in **NUMBER 1** to select the desired report.
3. In **NUMBER 2** click on filters required for each report and complete the comparison.
 - a. **DISTRICT DISPLAY CODE** is always a required field.
4. Under **THEN A COMPARISON**, select the = button.
5. Under the **THEN YOUR VALUES...** enter the required **DISTRICT DISPLAY CODE**.
6. Click on **ADD FILTER** button. When the filter has been successfully added to the report, a line will appear in the box beside the date range fields.
7. Enter **DATE RANGE**, if applicable.
8. Under **NUMBER 3** hit **RUN REPORT** button.

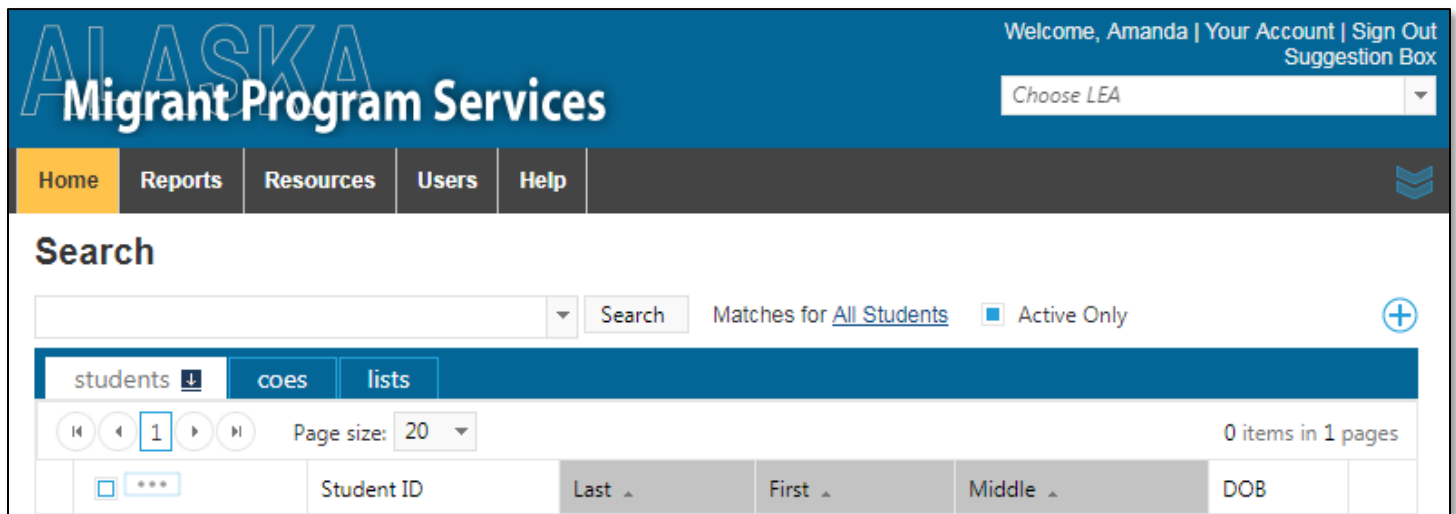
A screenshot of a web application interface for generating reports. It features a blue header and a white main area. At the top, there is a dropdown menu labeled 'Select Report Type' with the text '-- Select a report --' and a magnifying glass icon. Below this, there are three columns: 'Pick a field' with a large empty text box, 'then a comparison,' with radio buttons for '=', '<= (less than)', '>= (greater than)', '<> (not equal)', 'is null', 'is not null', and 'between'; and 'then your values...' with two empty text boxes. Below these columns are 'Add Filter' and 'Remove Filter' buttons. At the bottom right, there are 'Start Date' and 'End Date' fields, with '8/1/2017' entered in the Start Date field and calendar icons. At the bottom left, there is a 'Run Report' button. Large numbers 1, 2, and 3 are overlaid on the interface to indicate key steps.

9. Once the report has run, the report can be saved in either CSV or PDF format.
 - a. The CSV format allows the user to open and manipulate the report in Excel.

Navigating the Alaska Migrant Web System

Home Tab

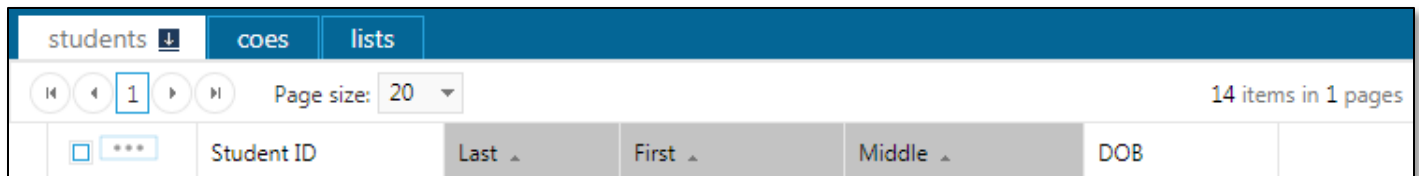
Once the user has successfully signed in to the Alaska Migrant Web System, they will automatically be on the **HOME** tab. The user will always be brought to the **HOME** tab upon entry into the web system.



The **HOME** tab consists of the **STUDENTS** and **COES** subtabs.

Students Subtab

Using the students subtab the user can search for the individual records of children and youth who are currently (or have previously been) migrant eligible. Users will only have access to student information through the Alaska Migrant Web System, if the student has previously been certified as migrant eligible in their district.



Searching for Students

Users can search for the records of individual migrant children in the Alaska Migrant Web System using the search bar provided.

Basic Search

To search for a specific child, type their name or part of their name, in the search bar. Click the **SEARCH** button or use the enter key to complete the search. A list of matching results (if any) will be displayed.

To see the enrollment information on a particular child, click on the **ARROW** button to the left of the desired child. Clicking on the arrow will expand to show available school history and enrollment information.

Student ID	Last	First	Middle	DOB
0063548312	A	DOLORES	LIZZIE	6/21/08

Enroll Date	Grade	Facility
8/16/17	4	ARVIQ SCHOOL
8/10/16	3	ARVIQ SCHOOL

Searching Tips:

In addition to searching for names or partial name, the basic search bar has the capability to search for dates.

- To search for a specific date range type dates like: **MM/DD/YYYY-MM/DD/YYYY**.
- For a date range with no end date: **MM/DD/YYYY-**.
- Hover over the drop down arrow in order to see instructions for searching.

Just type whatever you're looking for. Date ranges are done like 9/1/2012-8/31/2013, 9/1/2012-, or -8/31/2013.

- The dropdown arrow will show a list of the user's recent searches.

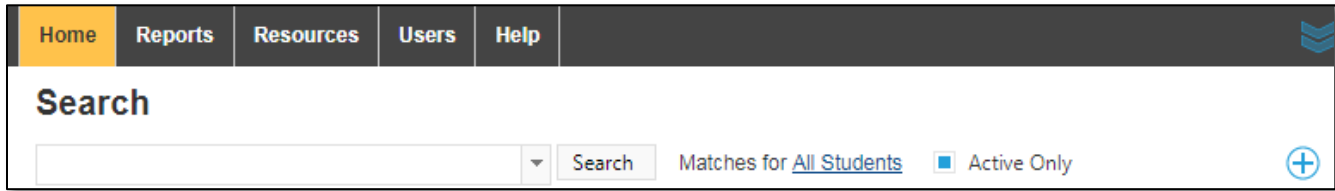
09/01/16-
09/01/16-
b

- Be sure the search is set for **ALL STUDENTS**, in order to see the most complete list of search results.

Matches for **All Students**

Advanced Search

To use the advanced search, click on the **PLUS SYMBOL** on the right hand side of the web page.



Clicking on the advanced search symbol will bring up the following dialogue box.

Student Name		Birth Date		Enroll Date	
Parents		QAD		COE Date	
Recruiter				EOE Date	

The advance search option include the following fields:

- **Student Name** – the name or partial name of a migratory child as listed in the Child Data Section of an approved COE.
- **Parents** – the name or partial name of either parent listed in the Family Data Section of an approved COE.
- **Recruiter** – the name of the recruiter who completed the COE in the Alaska Migrant Web System.
- **Birth Date** – the birth date (mm/dd/yyyy) of a child listed in the Child Data Section of an approved COE.
- **QAD** – the Qualifying Arrival Data as listed in number three of the Qualifying Moves & Work Section of an approved COE.
- **Enroll Date** – the enroll date (mm/dd/yyyy) of a child listed in the Child Data Section of an approved COE.
- **COE Date** – the date that a COE was created in either the MIS2000 desktop or the Alaska Migrant Web System.
- **EOE Date** – the end of eligibility date for the child(ren) listed on a particular approved COE. The EOE date is exactly three years after the QAD listed in number three of the Qualifying Moves & Work Section.

The user can use one or more of these fields during the advanced search. To complete the advanced search enter information next to the desired field and hit the **SEARCH** button.

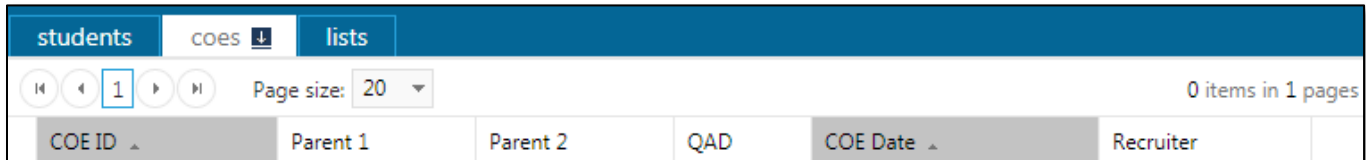
To cancel the advanced search click on the symbol in the upper right hand corner of the webpage.

COE Subtab

The COE subtab can be used to search for students and COEs that are fully approved, newly created, or partially through the eligibility determination process. The COE subtab is primarily used create new move COEs for eligible and potentially eligible migrant children and youth.

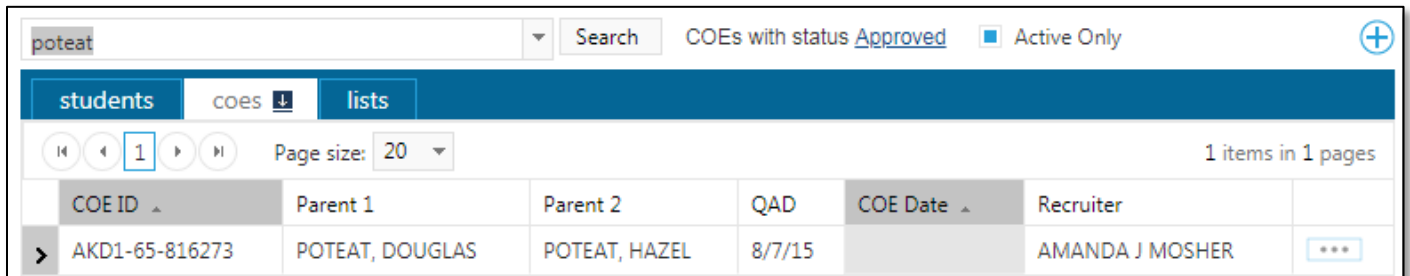
The COE tab has the same **BASIC** and **ADVANCED** search options that are available in the **STUDENTS** subtab. Recruiters will only be able to view results for students and COEs who are migrant eligible in their district.

Search results are displayed based on the parental information included on the COE rather than the Child Data Section information. Displayed fields also include **COE ID**, **QAD**, **COE DATE**, and **RECRUITER** (if entered through the web system).



The screenshot shows the top navigation bar with tabs for 'students', 'coes', and 'lists'. Below the navigation bar is a search area with a search button and a filter for 'COEs with status Approved'. The table below has columns for COE ID, Parent 1, Parent 2, QAD, COE Date, and Recruiter. The table is currently empty, showing '0 items in 1 pages'.

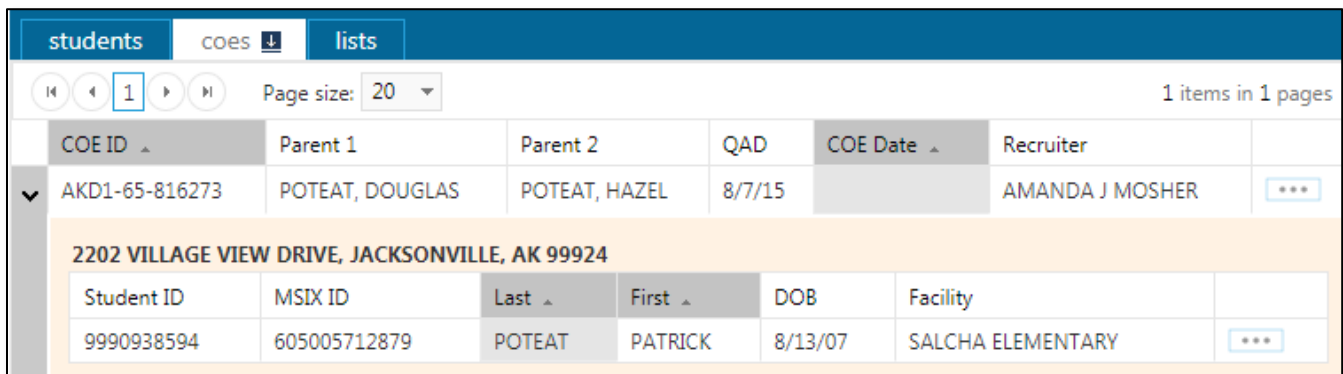
Using general search criteria (i.e. searching just for a letter or partial name), will result in a larger result list. The results will include every child and every parent who meets the search criteria.



The screenshot shows the search results for 'poteat'. The search bar contains 'poteat' and the filter is set to 'Active Only'. The table below has columns for COE ID, Parent 1, Parent 2, QAD, COE Date, and Recruiter. The table contains one row of results.

COE ID	Parent 1	Parent 2	QAD	COE Date	Recruiter
AKD1-65-816273	POTEAT, DOUGLAS	POTEAT, HAZEL	8/7/15		AMANDA J MOSHER

Search results can be expanded by clicking on the **ARROW** on the left of each line. The expanded information lists each child on the COE.



The screenshot shows the search results for 'poteat' with the first row expanded. The expanded information lists each child on the COE.

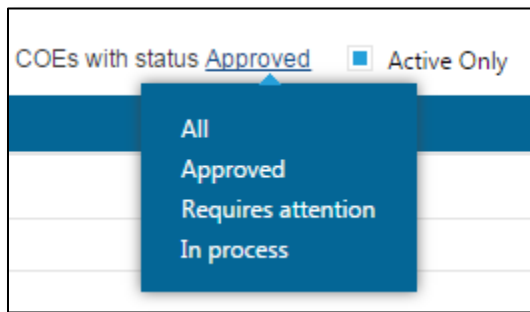
COE ID	Parent 1	Parent 2	QAD	COE Date	Recruiter
AKD1-65-816273	POTEAT, DOUGLAS	POTEAT, HAZEL	8/7/15		AMANDA J MOSHER
2202 VILLAGE VIEW DRIVE, JACKSONVILLE, AK 99924					
Student ID	MSIX ID	Last	First	DOB	Facility
9990938594	605005712879	POTEAT	PATRICK	8/13/07	SALCHA ELEMENTARY

COEs are printed from the web system by hovering over the ... icon to the far right, selecting **VIEW** and then using the **PRINTER ICON** in PDF viewer.



COE Status in the Web System

Recruiters and records managers must take into account the status of the COE when searching for a particular COE in the web system.

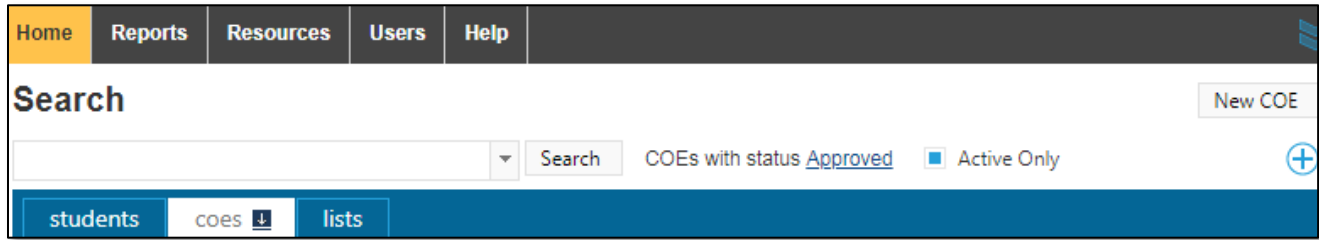


The web system categorizes COEs as:

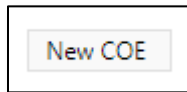
1. **All** – the **All** COE group will yield approved COEs in the search results. This COE status does not reliably return search results for unapproved COEs (COEs in **IN PROCESS** or **REQUIRES ATTENTION** status).
2. **Approved** – COEs that have been fully approved by the MEO. These COEs cannot be edited in the web system or by district staff.
3. **Requires Attention** – COEs the recruiter (creator) is able to edit. These COEs have not been approved by the MEO. If the recruiter switches the status of COEs from **ALL** to **REQUIRES ATTENTION** a list of the COEs the recruiter is currently able to edit will be displayed.
4. **In Process** – COEs that the recruiter cannot edit. However, these COEs have not been approved by the MEO. COEs can show up in the **In Process** status for a variety of reasons, including:
 - the COE might be in **Requires Attention** status for another district recruiter,
 - the COE has been submitted through the web system to the records manager, and the records manager is currently processing the COE in COE Draft View in MIS2000, or
 - the COE is awaiting MEO approval.

Creating a New Move/New Student COE in the Web System

1. Navigate to the COE subtab of the Home tab in the Alaska Migrant Web System.



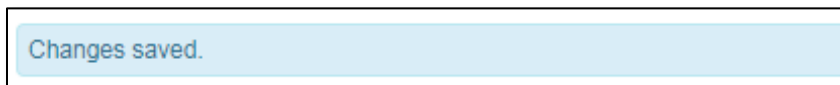
2. Click on the **NEW COE** button, located in the upper right hand corner, to create a blank COE.



3. Complete the COE. Please review the COE Section of the Recruiter Handbook, pages 39-72, for detailed instructions on how to fill out a COE and any specific comments that may be required.
4. Use the **SAVE MY WORK** button often throughout the COE data entry process.



- When changes are saved, a blue bar will appear at the top of the screen with the message “Changes saved.”



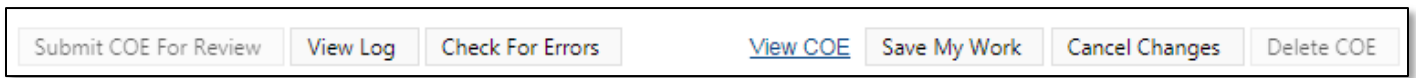
5. Use the **CHECK FOR ERRORS** button to ensure the COE is as complete and correct as possible, prior to printing the COE and obtaining signatures. As part of the error check, the user’s work is automatically saved in the event that the **SAVE MY WORK** button was not utilized first.



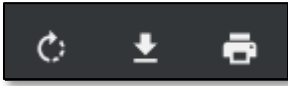
- Any errors found are displayed at the top of the screen in red.

Upper COE Panel - School District cannot be blank
Upper COE Panel - Residency Date cannot be blank
Children Panel - No enrollments have been added to the COE
Family Panel - A Male or Female Parent/Guardian is mandatory (First and Last name are required)
Family Panel - Current Address cannot be blank
Family Panel - Current City cannot be blank
Family Panel - Current State cannot be blank
Family Panel - Current Zip cannot be blank
Family Panel - telephone cannot be blank
Eligibility Panel - From School District is required
Eligibility Panel - Moved From City cannot be blank
Eligibility Panel - To School District is required
Eligibility Panel - Moved To City cannot be blank
Eligibility Panel - Eligibility Section 2a cannot be blank
Eligibility Panel - Eligibility Section 2b - Worker Name cannot be blank
Eligibility Panel - Eligibility Section 3 - QAD cannot be blank
Eligibility Panel - EligibilitySection 4 - Moved Date cannot be blank
Eligibility Panel - EligibilitySection 4 - From City cannot be blank
Eligibility Panel - EligibilitySection 4 - From State cannot be blank
Eligibility Panel - EligibilitySection 4 - To City cannot be blank
Eligibility Panel - EligibilitySection 4 - To State cannot be blank
Eligibility Panel - EligibilitySection 4 - 4a or 4b must be specified
Eligibility Panel - Eligibility Section 5 - Qualifying Work description cannot be blank
Eligibility Panel - Eligibility Section 5a - Seasonal or Temporary must be specified
Eligibility Panel - Eligibility Section 5b - Agricultural or Fishing work must be specified
Signature Panel - Family Sign Name cannot be blank
Signature Panel - Family Sign Date cannot be blank
Signature Panel - Family Relationship cannot be blank
Signature Panel - Interviewer Sign Date cannot be blank
Signature Panel - Interviewer Name cannot be blank

6. Click on the **VIEW COE** button found in the upper right hand side to view the PDF version of the COE.



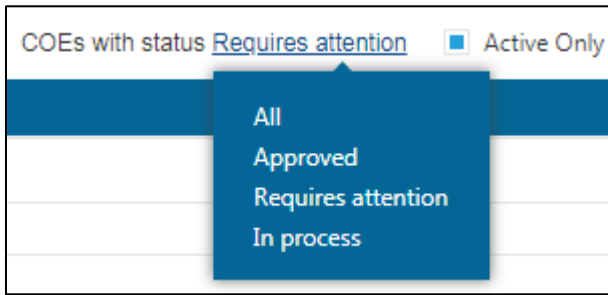
7. In the PDF window, click on the **PRINTER ICON** located in the upper right hand corner to print the COE.



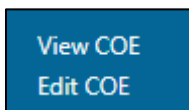
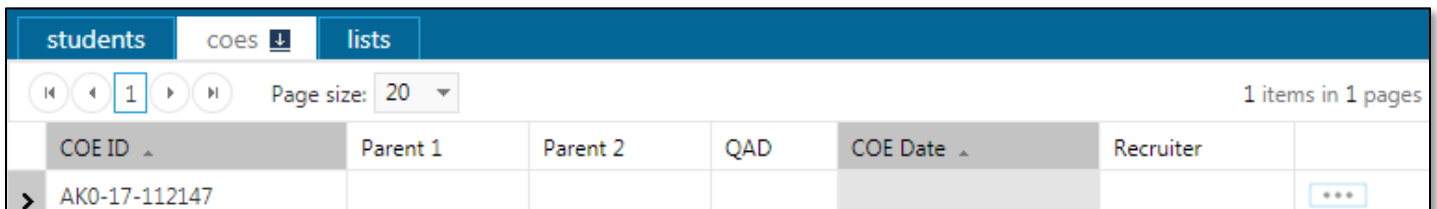
8. Obtain interviewee signature on the printed COE.

9. Sign the COE as the interviewer.

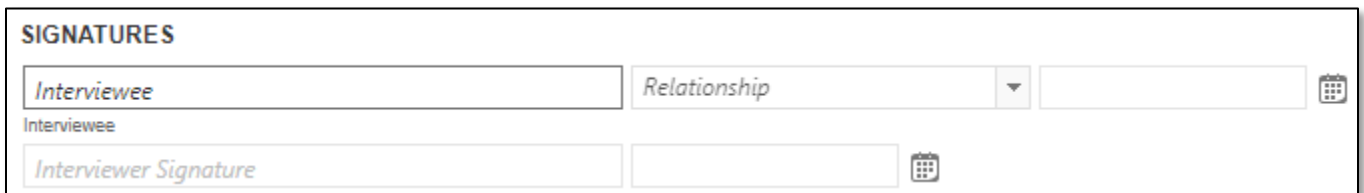
10. Navigate to the **COE** subtab, and change the search status to **REQUIRES ATTENTION**.



11. Hover over the ... button on the desired COE and click **EDIT COE** from the drop down list.

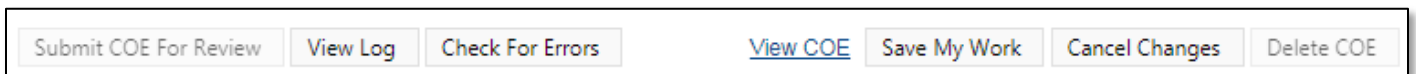


12. Enter the Interviewee and Interviewer signature information into the fields at the bottom of the COE in the web system.



13. Use the **SAVE MY WORK** button in order to save changes.

14. Click on the **SUBMIT COE FOR REVIEW** button, located in the upper left hand corner, to send the electronic COE information to the district records manager in MIS2000. Any errors preventing COE submission will appear in red at the top of the screen.



15. When the **COE Log** is displayed click the **OK** button.

- Users are not required to add information to the COE Log, unless the COE is being rejected.

Important Information Regarding COE Entry in the Web System

General

- A blank COE in the web system looks very similar to the paper/PDF versions of the COE. Sections of the COE are labeled and appear in the same order as the paper/PDF COE.
- Users can use all caps to type or standard capitalization conventions in the web system.
- Do not enter dashes (-) into the web system.
- Users can tab through fields in the web system or they can click into each field in order to complete the COE.
- **COE ID** numbers are generated by the Alaska Migrant Web System when the **NEW COE** button is clicked. All of the **COE ID** numbers generated in the web system will begin AK0.
- COEs created in the web system will be marked **INCOMPLETE** until they are successfully submitted to the MIS2000 desktop.

Incomplete

- The COE will be auto populated with the recruiter's school district at the top of the COE. The recruiter will not be able to edit this.

School District Name: ALASKA GATEWAY SCHOOL DISTRICT

- It is best practice to save the COE throughout the entry process using the **SAVE MY WORK** button at the top of the screen.

Submit COE For Review View Log Check For Errors View COE Save My Work Cancel Changes Delete COE

- The **COE LOG** facilitates communication between recruiter and reviewers. When submitting the COE, the recruiter does not need to enter information into the log. However, whenever a COE is **REJECTED** back to the recruiter, the reviewer must enter comments. The **COE LOG** can be viewed by clicking on the **VIEW LOG** button.

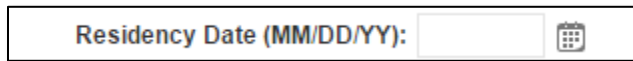
Submit COE For Review View Log Check For Errors View COE Save My Work Cancel Changes Delete COE


Time	Entry	Condition	User
4/19/2018 11:29:41 AM		Incomplete	ak57
4/19/2018 11:37:02 AM		New	ak57
4/19/2018 11:39:01 AM		Reviewed	ak57
4/23/2018 10:46:26 AM	PLEASE VERIFY THE BERRY PIKCING WAS NOT ON LAND OWNED BY THE FAMILY. DON'T FORGET THIS COMMENT SHOULD BE ADDED BELOW THE ORIGINAL COMMENT WITH NEW INITIALS AND DATE AN DADDED TO THE HARD COPY AS WELL AS IN MIS2000. JL 04-23-18	Rejected	ak0

Date Fields

Throughout the web COE, there are several date fields. The calendar icon to the right of each field denotes each date field. The user can directly type desired dates into these fields, or they can click on the calendar icon, and choose the date from the calendar.

- The Residency Date is located in upper right hand corner of the COE.



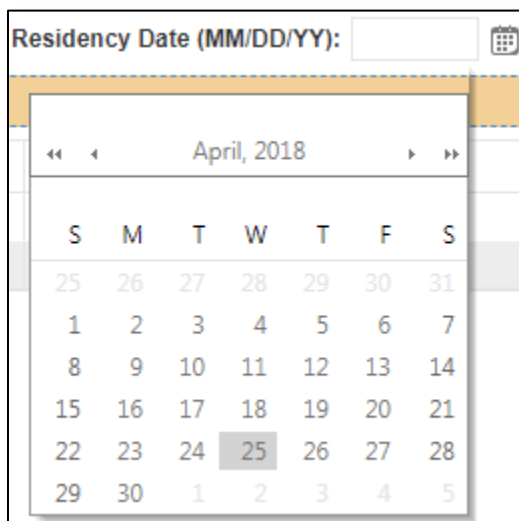
Residency Date (MM/DD/YY): 


- Date fields will automatically format to mm/dd/yyyy format, after the date has been typed in.
 - You can enter a date with or without dashes.



Residency Date (MM/DD/YY):  → Residency Date (MM/DD/YY): 

- Dates can be selected by clicking on the calendar icon next to any date field. Use the arrows show below in order to change months. The double arrows jumps three months. The single arrow jumps one month.



Residency Date (MM/DD/YY): 

April, 2018

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Drop Down Lists

Throughout the web COE, there are fields that consist of drop down lists. Users can tab or click into these fields and start typing to bring up predictive drop downs. User can also click on the down turned arrows in order to see the entire drop down list.

Fields that are Drop Down Lists:

- **CITY** and **STATE**
- **FROM DISTRICT** and **TO DISTRICT**
- **COUNTRY CODE**
- **GEAR** and **CATCH**
- **SEX**
- **MB** (multiple birth)
- **EB** (ethnic breakdown)
- **VER** (birth date verification code)
- **GRADE**
- **FACILITY** (school name)
- **TYPE** (type of enrollment)

Tips by COE Section

Top of the COE

- The recruiter's district is auto populated into the **SCHOOL DISTRICT NAME** field at the Top of the COE. The recruiter cannot change the school district.

School District Name:	KODIAK SCHOOL DISTRICT	▼
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Child Data Section

- To add children to the COE, click on the blank line in the Child Data section. There is no limit to the number of children that can be added to the Child Data Section of the COE created in the web system.
 - If a COE contains more than five children, the COE will print on multiple pages. Signatures must be obtained on each page of the COE.

Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	Birth City	STA	VER	School ID	Enroll Date	GR	Del

- The following child data entry panel will appear after clicking on the blank line in the Child Data Section. Enter data into the white fields in the orange area. The recruiter can tab through each field.

Last Name 1		Last Name 2		First Name		Middle Name		Suffix	
Birth Date	Sex	Multiple	Ethnicity	Birth City	Birth State	VER Code	Facility Name	Enroll Date	Grade
Type	R								
Save Student		Cancel							

- After completing all the fields the recruiter must click the **SAVE STUDENT** button shown above. Clicking the **SAVE MY WORK** button at the top of the page, will not save student data.
 - The recruiter must enter a **VER CODE** and **GRADE** before the recruiter can save the student.
 - Data will be populated into the first blank row in the Child Data Section. Note, the school name will be shown as a code rather than the school name entered in the previous screen.
 - Though the "School Name" is displayed as "School ID". The "School Name" will be displayed when the COE is printed.
 - If a mistake has been made in the Child Data Section, click once on the corresponding line in the Child Data Section in order to edit the data populated into the fields.
- Many of the fields listed in the child panel are drop downs. Additionally these drop downs spell out the full words, rather than codes for the user's convenience. Once the child data is saved, the data will be converted to the required codes on the COE.

Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	Birth City	STA	VER	School ID	Enroll Date	GR	Del
MOSHER		AMANDA	JUDITH		2/6/11	F	N	1	JUNEAU	AK	1007	AKSOAP	8/25/17	1	Del

- To delete a child from the COE, click on **DEL** button, all the way to the right on the corresponding child data line, as show above.

Qualifying Moves & Work Section

- Check boxes can be changed if the wrong item is initially selected (i.e. the recruiter checks, **SPOUSE** instead of **PARENT/GUARDIAN**).
- The **COUNTRY CODE** “USA” is defaulted into number 1 and number 4 of the Qualifying Moves & Work Section. Additionally, the state abbreviation “AK” is defaulted into the **STATE** fields in numbers 1 and 4.

QUALIFYING MOVES & WORK				
	From District	From City	State	Country
1. The child(ren) listed on this form moved due to economic necessity from a residence in	<input type="text" value="From District"/>	<input type="text" value="From City"/>	<input type="text" value="AK"/>	<input type="text" value="USA"/>
to a residence in	<input type="text" value="To District"/>	<input type="text" value="To City"/>	<input type="text" value="AK"/>	

- When the recruiter selects **TO JOIN OR PRECEDE THE WORKER** in 2a, additional fields will be displayed that the user must complete.

2. The child(ren) moved:

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

b. The worker is the child or child's Parent/Guardian Spouse

3. The Qualifying Arrival Date was

2. The child(ren) moved:

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

b. The worker is the child or child's Parent/Guardian Spouse

i. The child(ren) moved on

The Worker moved on (provide comment)

3. The Qualifying Arrival Date was

- The qualifying work listed under question 5, is separated into two fields. The first field is the gear, the second field is the catch.

5. The qualifying work*

- Many gear and catch options are listed in the drop down menus twice, once as a commercial and once as subsistence.
 - Commercial or subsistence should match both the gear and the catch. For example, both the gear and the catch are listed as commercial.
 - The recruiter should choose commercial or subsistence based off of the main purpose of the moves.
 - However, unless the recruiter chooses to specify a gear and catch as commercial, an additional comment will be required to inform the MEO that the work was both subsistence and commercial.
 - The recruiter must check the personal subsistence box if the move listed in the Qualifying Moves & Work Section is even in part subsistence.

Additional Qualifying Moves Box

- The Additional Qualifying Moves box will automatically calculate the nights of the moves listed on each line.
 - The calculated nights will show up after the recruiter uses the **SAVE MY WORK** button.
 - The recruiter cannot manually enter the number of nights.
 - If the moves are typed out of order, the nights will reorder themselves most recent to least.

Additional Qualifying Moves: The child(ren) listed above made additional qualifying moves as, with or to join a migratory agricultural worker or migratory fisher during the last year to establish a pattern of mobility.	Moved From		to	Moved To		Nights	0
							0
							0
							0
							0

Comments Section

- The Comments box can be expanded for the recruiter's convenience by clicking and dragging the shaded lower right hand corner.

Comments

**must include 2bi, 4a, 4b, 5*, 6a, and 6b of the Qualifying Moves and Work Section, if applicable*

Printing & Obtaining Signatures

- COEs must be printed from the web system and signatures obtained prior to COEs being submitted to the records manager through MIS2000.
 - The interviewee must sign the printed COE first.
 - The interviewer/recruiter must sign the printed COE after the interviewee.
 - By signing the COE, the interviewee and interviewer are verifying that the information on the COE is complete and correct, and that the moves documented on the COE were made due to economic necessity.
- In order to print the COE, the recruiter must utilize the **VIEW COE**, button at the top of the page. In the PDF viewer displayed the recruiter can choose to print by clicking on the **PRINTER ICON**.

Submit COE For Review	View Log	Check For Errors	View COE	Save My Work	Cancel Changes	Delete COE
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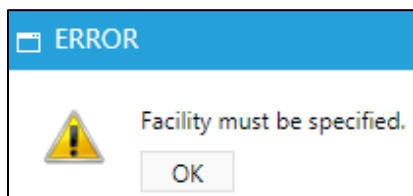
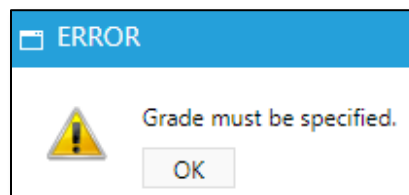
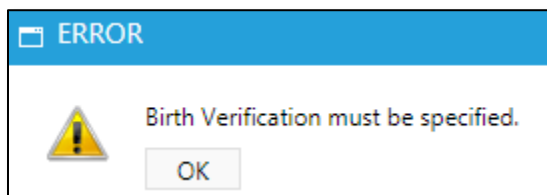
- After obtaining the required signatures on the hard copy printed COE, the recruiter will enter the signature information into the COE using the web system.
 - It is the records manager's responsibility to obtain the SEA reviewer signature when they have received the hard copy COE.

Errors and Pop-up Messages

- The Alaska Migrant Web System contains the same pop-up messages and error checks as the MIS2000 desktop utilized by records managers. After the recruiter hits the “Submit COE for Review” or “Check For Errors” buttons, any errors will be listed in red at the top of the screen.

Upper COE Panel - Residency Date cannot be blank
Children Panel - No enrollments have been added to the COE
Family Panel - A Male or Female Parent/Guardian is mandatory (First and Last name are required)
Family Panel - Current Address cannot be blank
Family Panel - Current City cannot be blank
Family Panel - Current State cannot be blank
Family Panel - Current Zip cannot be blank
Family Panel - telephone cannot be blank
Eligibility Panel - From School District is required
Eligibility Panel - Moved From City cannot be blank
Eligibility Panel - To School District is required
Eligibility Panel - Moved To City cannot be blank
Eligibility Panel - Eligibility Section 2b - Worker Name cannot be blank
Eligibility Panel - Eligibility Section 2b - worker relationship must be specified
Eligibility Panel - Eligibility Section 2bi - Worker Moved Date cannot be blank
Eligibility Panel - Eligibility Section 2bi - Child Moved Date cannot be blank
Eligibility Panel - Eligibility Section 2 - 2bi requires a comment
Eligibility Panel - Eligibility Section 3 - QAD cannot be blank
Eligibility Panel - EligibilitySection 4 - Moved Date cannot be blank
Eligibility Panel - EligibilitySection 4 - From City cannot be blank
Eligibility Panel - EligibilitySection 4 - From State cannot be blank
Eligibility Panel - EligibilitySection 4 - To City cannot be blank
Eligibility Panel - EligibilitySection 4 - To State cannot be blank
Eligibility Panel - EligibilitySection 4 - 4a or 4b must be specified
Eligibility Panel - Eligibility Section 5 - Qualifying Work description cannot be blank
Eligibility Panel - Eligibility Section 5a - Seasonal or Temporary must be specified
Eligibility Panel - Eligibility Section 5b - Agricultural or Fishing work must be specified
Signature Panel - Family Sign Name cannot be blank
Signature Panel - Family Sign Date cannot be blank
Signature Panel - Family Relationship cannot be blank
Signature Panel - Interviewer Sign Date cannot be blank
Signature Panel - Interviewer Name cannot be blank

- Through the COE entry process, certain pop up messages will be displayed. These messages prompt the user to enter required data and/or reminds the user about required comments.



The RES date is more than 30 days after the QAD Date. Please make a note in the "Comments" box explaining the duration of the migrant move (start and end date) and why the RES date is much later than the QAD date.

Glossary

Acronyms/Abbreviations

<i>Acronym</i>	<i>Meaning</i>
AKSID	Alaska Student ID
ARC	Annual Recertification of No New Moves
CFR	Code of Federal Regulations
CNA	Comprehensive Needs Assessment
COE	Certificate of Eligibility
COS	Continuation of Services
DEED	Alaska Department of Education & Early Development
EB	Ethnic Breakdown
ED	US Department of Education
EL	English Learner
EOE	End of Eligibility
ESEA	Elementary and Secondary Education Act
ESSA	Every Student Succeeds Act
FERPA	Family Education Rights and Privacy Act of 1974
FY	Fiscal Year
GED	General Education Diploma
GR	Grade
GPRA	Government Performance and Result Act
ID&R	Identification and Recruitment
IEP	Individualized Education Program
IM	Immunizations Records
LEA	Local Education Agency (School District)
MA	Medical Alert
MB	Multiple Birth
MDEs	Minimum Data Elements
MEO	Migrant Education Office at the State of Alaska, DEED
MEP	Migrant Education Program
MPO	Measureable Program Outcomes
MSIX	Migrant Student Information Exchange
NCLB	No Child Left Behind Act
NRG	Non-Regulatory Guidance
OME	U.S. Department of Education's Office of Migrant Education
OSY or OY	Out of School Youth
PAC	State Parent Advisory Council
PFS	Priority for Service
QAD	Qualifying Arrival Date
RES	Residency Date
SDP	Service Delivery Plan
SEA	State Education Agency
SP	Supplemental Programs
TA	Technical Assistance
VER	Birth Date Verification Code

Definitions

Word	Definition	Reference, if applicable
Activities	Some expenses are allowable that are not used to provide direct services to children. Identification & recruitment, professional development, distributing materials, parent involvement, etc.	
Active/Accepted COE	A COE is active/accepted when the COE has been reviewed and all children on the COE are deemed eligible by the MEO.	
Actively Sought	The individual takes positive actions to seek new qualifying work. The process of actively seeking new qualifying work should happen within 60 days of the move.	NRG, Chapter II, C10
Agricultural Production	Work done at facilities engaged in the growing and harvesting of crops or the keeping of livestock.	NRG, Chapter II, F1
Agricultural Work	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.	34 C.F.R. §200.81(a)
Alaska Migrant Web System	The Alaska Migrant Web System is a secure website utilized in several ways to help streamline Alaska’s Migrant Education Program. Listed below are some of the applications of the Alaska Migrant Web System: <ul style="list-style-type: none"> • A secure transmission portal of migrant children and youth data between recruiters, records managers and the MEO • A recruiting tool for recruiters and records manager to use to complete a COE and submit to the district migrant database, MIS2000 • A generator of migrant children and youth reports 	
Allocation	Amount of MEP funds given by the Alaska Department of Education & Early Development to an eligible school district. The funds are based on a formula and the student count generated by that district.	
Annual Recertification of No New Moves (ARC)	The form used to recertify eligible migrant children in the recruiters district who have not made any additional qualifying moves since the last interview. An Annual Recertification of No New Moves recertifies a child’s eligibility in the recruiter’s district.	
Annual Verification	The State of Alaska requires all migrant children to be contacted each year for verification of eligibility in the Migrant Education Program.	
Canceled COE	The status of a COE which, for a variety of factors, the MEO has found the children to not be eligible for the Migrant Education Program. There are several reasons for cancelling a COE including: move was too short in length, the family did not travel far enough, no economic necessity indicated, etc. Canceled COEs will be deleted from MIS2000 soon after they have been deemed ineligible	
Certificate of Eligibility (COE)	A form adopted by the U.S. Department of Education and the Alaska Migrant Education Program that is used to document a child’s eligibility. The COE contains the information needed to certify a child as eligible for the Migrant Education Program.	

Word	Definition	Reference, if applicable
Child Data Tab	The Child Data tab in the COE View or COE Draft View of MIS2000 contains the information from the Child Data Section of the hardcopy COE. The Child Data tab in COE View, is the starting point for entering New Move/New Student COEs through MIS2000.	
COE View	The section of MIS2000 where COEs can be viewed. This is also the starting point for creating a new move/new student COE and entering hard copy COE data in MIS2000. After COEs are fully approved information can be viewed in COE Draft View.	
COE Draft View	The section of MIS2000 where COEs are editable by the records manager. COEs created in the web system or in MIS2000 all as part of the COE entry process are submitted to COE Draft View. At a minimum records managers search for students in COE Draft View to ensure duplicate student are not created and that all of a child’s migrant records stay together.	
Comments Tab	The Comments tab in MIS2000 (COE or COE Draft View) contains the information from the Comments Section of the hardcopy COE and any state comments from the MEO. Comments tab will only be available in COE Draft View until the final eligibility determination has been made.	
Continuation of Services	School districts may choose to offer services to migrant children whose eligibility has ended under the following conditions: <ul style="list-style-type: none"> • a child who ceases to be a migratory child during a school term shall be eligible for services until end of such term; • a child who is no longer a migratory child may continue to receive services 1 additional school year, but only if comparable services are not available through other programs; and • students who are eligible for services in secondary school may continue to be served through credit accrual programs until graduation. 	§1304(c) of ESEA, as amended
Course History	As part of the minimum data elements (MDEs) required by OME, districts report course history information on their migrant children in grades 9-12, twice a year. This information is uploaded to MIS2000.	
Credit Accrual Tab	The Credit Accrual tab in MIS2000 Student View shows course history information for students in grades 9-12.	
Crop	A plant that is harvested for use by people or by livestock.	NRG, Chapter II, F3
Cultivation of Trees	Work that promotes the growth of trees.	NRG, Chapter II, F9
Designated SEA Reviewer	The staff member at the district office that has agreed to be the district’s final reviewer on all COEs.	
Emancipated Youth	Children who have not yet reached adult age who are no longer under the control of a parent/guardian and who are solely responsible for their own welfare.	NRG, Chapter II, A6

Word	Definition	Reference, if applicable
Economic Necessity	The child and the worker (if the child is not the worker) move because they could not afford to stay in the current location.	NRG, Chapter II, D3
Engaged In	To do or take part in new temporary or seasonal employment or personal subsistence in agricultural or fishing work.	
Enroll Date	The first day the child attends school in the recruiter’s district after making a qualifying move for the current school year.	
End of Eligibility Date	Also called the EOE, this date is three years (36 months) from a migrant child’s most recent Qualifying Arrival Date. After this data a child is no longer eligible for the MEP and MEP services, unless they make another qualifying move.	
ESEA Consolidated Application	A single, consolidated application for all ESEA formula entitlements, including the following titles: Title I-A, Title I-C, Title I-D, Title II-A, Title III-A, and Title IV-A. The consolidated application is completed using an electronic web-based application, known as GMS.	
Extended Move (30 days or more)	The comment required when the move listed in question 1 or question 4 of the Qualifying Moves and Work Section is more than 30 days long. When this occurs, the recruiter must verify the length of time the migratory worker was engaged in the qualifying work.	
Fall Recruitment Report	This report is a list of the eligible migrant children in a district from the previous school year (and those who have EOEd since the previous school year). This report serves as a “to do” list for the district at the start of the school year. The district must contact all children and families in the list prior to the November 15 th recruitment deadline.	
Family Data Tab	The Family Data tab in MIS2000 COE View or COE Draft View contains the information from the Family Data Section of the hardcopy COE.	
FERPA	The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.	20 U.S.C §1231(g) & 34 C.F.R §99
Fishing Work	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.	34 C.F.R. §200.81(c)
Fish Farm	A tract of water, such as a pond, a floating net pen, a tank, or a raceway reserved for the raising or harvesting of fish or shellfish. Large fish farms sometimes cultivate fish in the sea, relatively close to shore. The fish are artificially cultivated, rather than caught, as they would be in fishing.	NRG, Chapter II, F17
Grants Management System (GMS)	The electronic web-based grants management system used for the ESEA Consolidated Grant application and reimbursement requests. gms.education.alaska.gov	
Guardian	Any person who stands in the place of the child’s parent, <i>in loco parentis</i> , whether by voluntarily accepting responsibility for the child’s welfare or by a court order.	NRG, Chapter II, B2

Word	Definition	Reference, if applicable
Guardian Move	Type of qualifying move where the migratory worker is not the children’s parent and/or legal guardian. The migratory worker is the guardian of the children during the move only. The guardian must be 14 years or older. The qualifying move must be an economic need for the child(ren)’s primary household. If applicable, the subsistence must go back to support the child(ren)’s primary household.	
Harvesting of Trees	The act of gathering or taking of the trees. Some examples of harvesting are: topping, felling and skidding. This does not include harvesting for personal use.	NRG, Chapter II, F13-F14
Identification	Determining the location and presence of potentially eligible migrant families/children.	NRG, Chapter III, A1
ID&R Plan	A document that establishes an identification and recruitment process for a district- level Migrant Education Program that encompasses training of staff, identifying potential children, and effective recruitment.	
Individualized Education Program (IEP)	A written document required for each child who is eligible to receive special education services that is developed, reviewed and revised in a meeting.	34 C.F.R. §300.22 & §300.320
Initial Processing	Work that is beyond the production stage of agricultural work and precedes the transformation of the raw product into something more refined.	NRG, Chapter II, F 20
Instructional Service	Services that provide research-based instruction to migrant children.	
Literacy Grant	The Alaska Department of Education & Early Development’s Migrant Literacy Grant is a grant-based program for the purchase of literary materials for migrant children. Allocation size depends on the number of qualifying migrant children served by the district.	
Literacy Grant Final Report	This report is for districts that choose to participate in the Migrant Literacy Grant. The report describes what the district did with their literacy grant funds.	
Livestock	Any animal produced or kept primarily for breeding or slaughter purposes, including, but not limited to, beef cattle, hogs, sheep, goats, and horses.	NRG, Chapter II, F6
Local Education Agency	The local agency responsible for the implementation of program services to identified eligible migrant children. In Alaska, this is usually the school district.	
Lunch List	A list of all eligible migrant children in the records manager’s district, including those that the district did not recertify during the current or previous school year. This list contains all children recruited by the district who are within their three years of migrant eligibility as of 7/1/xx.	
Mass Withdrawal Report	The end of school year report provided to district records managers. The records manager reports the supplemental program services received by migrant children during the school year on this report. This report also allows the MEO to withdrawal all migrant children from the program at the end of the school year.	

Word	Definition	Reference, if applicable
Measurable Program Objectives	Measurable outcomes are the results the MEP hopes to achieve at the State and local operating agency level through the provision of specific educational or educationally related services. Measurable outcomes help the MEP determine whether and to what degree it has met the special educational needs of migrant children that the SEA identified through the comprehensive needs assessment. The measurable outcomes at both the State and local operating agency levels help migrant children achieve the State’s performance targets. (See section 1306(a)(1)(D) of the statute.)	NRG, Chapter 8 B1, 4
Migrant Education Office	The Migrant Education Office (MEO) is located at the Department of Education & Early Development (EED) office in Juneau.	
Migrant Coordinator	The district-level staff member responsible for ensuring local quality control of the migrant identification, recruitment and eligibility certification process. The coordinator also ensures that key tasks are completed by the deadline and may also develop a program plan or be involved with the federal grant application.	
Migratory Agricultural Worker	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.	§1309(2) of ESEA, as amended
Migratory Child	A child or youth under the age of 20 (22 with an active IEP) who made a qualifying move in the preceding 36 months— <ul style="list-style-type: none"> • as a migratory agricultural worker or a migratory fisher; or • with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher. 	§1309(3) of ESEA, as amended
Migratory Fisher	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.	§1309(4) of ESEA, as amended
Minimum Data Elements	States are required to collect and report minimum data elements (MDEs) to the U.S. Department of Education – Office of Migrant Education (OME). MDEs are data elements that states must collect and maintain in their migrant children and youth databases (i.e. MIS2000) for each of their eligible migrant children in order to make those data available to other states via the national migrant student database, MSIX.	
MIS2000	The Alaska Migrant database. All migrant eligibility information, as well as all MDEs required for the program are entered, stored and reported through this database.	

Word	Definition	Reference, if applicable
Missing Eligible Students Report	A report that lists the children in the district that still have migrant eligibility but were not recertified for the current school year. This report is useful to districts after fall recruitment is over. The MEO can run the missing eligible student list for the district upon request.	
Monitoring	A review of fiscal and program records to determine if those activities are in compliance with federal and state regulations and in conjunction with the LEA application.	
Move	A change from one residence to another that occurs due to an economic necessity.	34 C.F.R. §200.81(j)
MSIX	The Migrant Student Information Exchange (MSIX) system is the technology that allows states to share educational and health information on migrant children who travel from state to state and who as a result, have student records in multiple states' information systems. MSIX works in concert with the existing migrant student information systems that states currently use (MIS2000 in Alaska) to manage their migrant data to fulfill its mission to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.	
Needs Assessment	A needs assessment is a systematic assessment and decision-making process that progresses through a defined series of phases to determine needs, examine their nature and causes, and set priorities for future action.	NRG, Chapter III, A2
New Move/New Student COE	A New Student COE indicates that the child(ren) listed on the COE are completely new to the recruiter's district MEP. A new move COE indicates the child(ren) are established migratory children in the recruiter's district who have made a new qualifying move since their last interview.	
Not Yet in School	A child who is usually under the age of 5, and has not yet enrolled in any school. These students will have a grade listed on the COE as 00.	
As the Worker Move	The child is at least 14 years of age, and made a qualifying move as a migratory fisher or migratory agricultural worker.	
Out of School Youth	Children under the age of 20 who are entitled to free public education in the State and who meet the definition of migratory child, but who are not currently enrolled in a K-12 institution. This term could include students who have dropped out of school or youth who are working on a high school equivalency diploma (GED). This term would not include children in preschool.	NRG, Chapter II, A5
Parent Advisory Council	A council comprised of migrant parents representing all regions of the state to provide a means for community and parent input during the planning, operation and evaluation of a Migrant Education Program project.	
Parent/Guardian	The legal guardian or other person standing in <i>loco parentis</i> (such as a grandparent, stepparent, aunt or uncle, older sibling with whom the child lives, or a person who is legally responsible for the welfare of the child).	NRG, Chapter II, B2

Word	Definition	Reference, if applicable
Permanent Move	A move into a new district, where the family intends to remain and live indefinitely. This move could be made by the child individually, in order to attend school in another school or district (i.e. Mt. Edgecumbe, Galena, etc.)	
Personal Subsistence	The worker and the worker’s family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products or livestock they produce or the fish they catch.	34 C.F.R. §200.81(m)
Priority for Service	<p>A term used to identify students in greatest need of migrant education services.</p> <p>In providing services with migrant funds, the district shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who—</p> <ol style="list-style-type: none"> (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or (2) have dropped out of school. 	§1304(d) of ESEA, as amended
Priority for Srvc Tab	The Priority for Srvc tab in MIS2000 Student View contains information regarding students’ Priority For Service status both current and historical.	
Production (Agricultural)	Work on farm, ranches, dairies, orchards, nurseries, and greenhouses engaged in the growing and harvesting of crops, plants, or vines and the keeping, grazing or feeding of livestock or livestock products for sale. The term also includes, among other things, the production of bulbs, flower seeds, vegetable seeds, and specialty operations such as sod farms, mushroom cellars, and cranberry bogs.	NRG, Chapter II, F2
Qualifying Arrival Date	The date the child and the migratory agricultural worker or migratory fisher (if the child is not the worker) complete a qualifying move to be together. If the child and the worker move at the same time, the QAD is the date they both arrive. If the child’s move precedes the worker’s move, the QAD is the date that the worker arrived. If the child’s move follows the worker’s move, the QAD is the date the child arrived.	NRG, Chapter II, E1 & E3
Qualifying Data Tab	The Qualifying Data tab in MIS2000, COE View or COE Draft View, contains the information from the Qualifying Move and Work Section of the hardcopy COE.	
Qualifying Move	<p>A move due to economic necessity—</p> <p>from one residence to another residence; and</p> <p>from one school district to another school district, except—</p> <ol style="list-style-type: none"> (1) 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 (2) 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. 	§1309(5) of ESEA, as amended
Qualifying Work	The temporary or seasonal employment, or personal subsistence in agricultural work or fishing work.	34 C.F.R. §200.81(n)
Qualifying Worker	Shortened term for Migratory Agricultural Worker or Migratory Fisher.	

Word	Definition	Reference, if applicable
Quality Control Plan	A document that establishes a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level Migrant Education Program.	
Records Manager	The district-level staff member assigned the responsibility of collecting and reporting all pertinent migrant child data in a timely basis and transmitting such information to the MEO through MIS2000. The records manager is the primary user of the MIS2000 desktop database.	
Recent History of Moves	At least 2 moves that resulted in temporary or seasonal agricultural or fishing employment or personal subsistence (i.e. qualifying work) within the preceding 36 months of the recruiter's interview.	NRG, Chapter II, C13-C17
Recruiter	<p>The district-level staff member assigned to identify and recruit migrant families. This person usually conducts the parent interviews and completes the COEs.</p> <p>A recruiter's primary responsibilities are:</p> <ul style="list-style-type: none"> (1) to obtain information provided by parents, guardians, and others regarding the child's eligibility for the MEP; (2) to make initial determinations of eligibility; and (3) to accurately and clearly record information that establishes that a child is eligible for the MEP on a COE or ARC form. 	
Recruitment	The process of making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the MEP, and recording the basis of the child's eligibility on a COE.	NRG, Chapter III, A1
Referred Service	Referred services are those provided to a migrant child by another agency through a referral by the migrant program (or migrant funded staff).	
Rejected COE	A COE is marked Rejected if more information is needed, this could be due to missing or inaccurate information on the COE. Rejected COEs are editable by the records manager in COE Draft View.	
Residence	A place where one lives and not just visits. In certain circumstances, boats, vehicles, tents, trailers, etc., may serve as a residence.	NRG, Chapter II, D2
Residency Date	The date the child establishes or reestablishes residency in the recruiter's district after the most recent qualifying move.	
Seasonal Employment	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.	34 C.F.R. §200.81(o)
Service Delivery Plan (SDP)	Guiding document for the implementation of the Alaska Migrant Education Program. It identifies performance targets, measurable program outcomes, service delivery, and evaluation.	

Word	Definition	Reference, if applicable
Snap 6	Also called the Eligibility Status List. This MIS2000 generated report is a list by COE ID of the district's COEs that the records manager has entered into MIS2000 for the year, but are not active (i.e. not approved by the MEO). This report tells the records manager the COEs current status: incomplete, new/rejected, reviewed/verified, or canceled. Statuses are reported as I, N, V, A, C respectively. Please note all canceled COEs will be deleted from MIS2000 soon after the eligibility determination has been made.	
Snap 7	This report lists the district's active COEs and the migrant eligible children on each of them for the current school year. Children must be certified on a new move or new student COE for the current school year to be on this report. Children recertified through a school history line/ARC will not be included.	
Snap 12	A list of all migrant children who are currently eligible (recertified for the current school year) in the record manager's school district.	
Soon After the Move	Within 60 days after the qualifying move.	NRG, Chapter II, C5
Spouse	The husband or wife of the migratory child.	
State Education Agency	The government agency responsible for statewide education program supervision and administration. The legal entity in each state recognized by the U.S. Department of Education as being the governing agency eligible to receive migrant funds and administer the MEP.	
Student View	The section of MIS2000 where student information is viewable. This includes school enrollment, PFS, assessment data, course history, and supplemental services. The student view of MIS2000 is also where records managers enter information for students listed on the ARC form.	
Summer Enrollment and Withdrawal	This report is provided to districts who run a migrant summer program and is very similar to the Mass Withdrawal Report. Supplemental Services received in a migrant funded summer program are recorded on this report and returned to the MEO by September 30 th .	
Supplement, not Supplant	"Supplement, not supplant" is the phrase used to describe the requirement that MEP funds may be used only to supplement the level of funds that would, in the absence of MEP funds, be made available from non-Federal sources for the education of children participating in MEP projects. SEAs and LEAs may not use MEP funds to supplant (i.e., replace) non-Federal funds.	NRG, Chapter X, A1

Word	Definition	Reference, if applicable
Supplemental Program Services	Services provided to eligible migrant children. The supplemental program services are those educational or educationally related activities that: <ol style="list-style-type: none"> (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the state’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. 	
Supplemental Tab	The Supplemental tab in the Student View of MIS2000 shows both the supplemental program service (SP) information for students and their corresponding school history information.	
Support Service	Services to provide support and advocacy to migrant children.	
Technical Assistance	Individual identification and recruitment process and procedure training for MEP staff at each school district as needed. Need is determined by the district and DEED. Technical assistance is provided by the assigned ID&R specialist or migrant program manager. This assistance can be provided on site or through virtual means.	
Temporary Employment	Employment that is conducted for a limited time frame (usually only a few months, but no longer than 12 months).	34 C. F.R. §200.81(p)
Temporary Residence	A place where one lives and not just visits. It is expected that an individual would only live in temporary housing for a limited period of time, usually a few months, but no longer than 12 months.	
Test Tab	The Tests tab, the student view of MIS2000, shows the student’s state assessment data.	
To Join/Precede Worker	When the child and the migratory worker make the qualifying move listed in question 1 of the Qualifying Moves & Works Section of the COE separately. The child’s move may either precede or follow the worker’s move. The date of the child’s move must be within 12 months of the date the qualifying worker’s move. The QAD will be the date the child and the worker complete the move to be together.	

Appendix

Records Managers Critical Dates

Deadline	Task
August 15	Remote Access Agreement form due to the MEO
August 15	Migrant Web System User Access Form due to the MEO
September 15	Designated SEA Reviewers form due to the MEO
September 30	Summer Withdrawal Report, which details summer supplemental programs (SPs) must be completed and submitted to the MEO
October 15	Priority For Service List of K-2 students must be completed and returned to the MEO
November 15	All migrant children and youth must be enrolled and marked as eligible in MIS2000
November 15	Fall Recruitment Report due to the MEO
January 15	Quality Control COEs due upon request
January 31	First semester Course History Report due to the MEO
April 17	Literacy Grant final report due to the MEO
May 31	Literacy Grant application for the next school year due to the MEO
June 15	Mass Withdrawal Report, detailing school year supplemental services (SPs) must be completed and submitted to the MEO
June 30	Second semester Course History Report due to the MEO

District Display Codes for Migrant Districts

Use the **District DISPLAYCODE** filter in all Snap Reports

<i>District</i>	<i>Code</i>
Alaska Gateway	AKJVML
Aleutians East	AKSKCY
Anchorage	AKQMKN
Bering Strait	AKSSKW
Bristol Bay	AKGQVG
Copper River	AKQQXW
Cordova	AKPGGN
Craig	AKKQXT
Delta-Greely	AKVWPZ
Dillingham	AKPQXP
Fairbanks	AKNLSS
Galena	AKQWPH
Haines	AKJTHT
Hydaburg	AKDMXG

<i>District</i>	<i>Code</i>
Iditarod	AKTGGS
Kake	AKJQYT
Kashunamiut	AKRRQP
Kenai	AKLTVD
Klawock	AKJXHP
Kodiak	AKPGLF
Kuspuk	AKPCKJ
Lake & Peninsula	AKRXZF
Lower Kuskokwim	AKMQZG
Lower Yukon	AKNTRH
Mat-Su	AKHTBJ
Mt. Edgecumbe	AKGZGL
Nenana	AKLWRH
Nome	AKNTWB

<i>District</i>	<i>Code</i>
Northwest Arctic	AKNCRT
Pelican	AKDNCG
Petersburg	AKPQDY
Saint Mary's	AKJCHF
Sitka	AKMTYD
Southeast Island	AKQXBK
Southwest Region	AKMKKM
Tanana	AKLWSD
Valdez	AKQZCH
Wrangell	AKKTZF
Yakutat	AKRLTS
Yukon/Koyukuk	AKJCLH

Sample Migrant Reports

Please note that all data and pictures of data shown throughout this guide are fictitious. This is done in order to protect child privacy, and give the user an accurate look at systems and requirements. For information about specific reporting requirements see [Migrant Reports](#), pages 41-44.

Summer Enrollment and Withdrawal

Due September 30

Sh Seq	District Name	Facility Name	Student ID	Last Name	First Name	Middle Name	Grade	Summer Enroll Date	Summer Withdrawal Date	SP Codes
123	Migrant Education Office	MEO	222222	Gaffaney	Kristine	D	11	05/20/18	08/21/18	R, B, X
321	Migrant Education Office	MEO	123456	Roust	Tanya	Elaine	12	05/20/18	08/21/18	D, L
444	Migrant Education Office	MEO	111111	Endsley	Nicole	Anne	00	05/20/18	08/21/18	L

Priority for Service K-2

Due October 15

District Name	Facility	Student ID	Last Name	First Name	Grade	Quality as PFS? (Y or N)	What method was used to determine "at risk of failing"?
Migrant Education Office	MEO	456123	Rogers	Kevin	1	Y	AIMSWEB
Migrant Education Office	MEO	789456	Sacchi	Joclyn	2	N	AIMSWEB
Migrant Education Office	MEO	987654	Anderson	Joshua	K	Y	AIMSWEB

Fall Recruitment Report

Due November 15

District Name	Student ID	Last Name	First Name	Middle Name	GR	Facility Name	EOE	Term Code IN MIS20 00	Term Code UPDATE BY DISTRICT	Term Date UPDATED BY DISTRICT	Family Interviewed	New Move	ARC (No New Move)	Uploaded to MEO	Why not recertified	Comment
Migrant Education Office	999999	Jones	Jaden	Vik	12	MEO	8/9/18		G	05/16/18	Y				Graduated	
Migrant Education Office	888888	Long	Clark	Lee	PS	MEO	8/11/21				Y	X		X		
Migrant Education Office	444444	Martin	Destiny		00	MEO	6/3/20				Y		X	X		
Migrant Education Office	333333	Moore	May	M	5	MEO	5/12/18	M			N				EOE & Moved	Moved to Georgia

Course History

Due January 31st and June 30th

Sh Seq	District Code	Student ID	Last Name	First Name	Middle Name	Subject	Course Title	Course Type	Course Section	Term Type Code	Clock Hours (if course was not completed)	Grade to Date (if course was not completed)	Credits Granted	Final Subject Grade
123	99	123456	Smith	Kari	Jo	Fine Arts	Ceramics	Regular	1 st Semester	Semester			0.5	A
123	99	123456	Smith	Kari	Jo	World Languages	French 3	Regular	1 st Semester	Semester	36	.25		
123	99	123456	Smith	Kari	Jo	Science	Biology	Regular	1 st Semester	Full School Year			1.0	B-
123	99	123456	Smith	Kari	Jo	Math	Algebra 1	Regular	1 st Semester	Semester			0.0	F
222	99	555555	Adam	Ryan	K	Language Arts	Honors English	Honors	1 st Semester	Full School Year			0.5	B
222	99	555555	Adam	Ryan	K	Social Studies	World History	Regular	1 st Semester	Semester			0.5	A
222	99	555555	Adam	Ryan	K	Career & Tech Ed	Welding Tech 2	Regular	1 st Semester	Semester			0.5	C

Mass Withdrawal

Due June 15

Sh Seq	District Name	Facility Name	Student ID	Last Name	First Name	Middle Name	Birth Date	GR	Enroll Date	EOE Date	PFS	Withdrawal Date	Term Type	Term Date	SP Codes	Comments
123	Migrant Education Office	MEO	222222	Gaffaney	Kristine	D	10/27/01	11	08/25/17	08/17/19	Yes	05/15/19	M	01/17/19	R, D, L	Moved to California
321	Migrant Education Office	MEO	123456	Roust	Tanya	Elaine	03/08/00	12	08/25/17	06/01/20		05/15/19	G	05/15/19	A, X	
444	Migrant Education Office	MEO	111111	Endsley	Nicole	Anne	12/03/15	00		07/01/21		05/15/19				

Supplemental Services for Non-Consolidating Districts

Instructional

- L – Literacy Event with Instructional Service:* Book(s) provided through the migrant literacy grant program or other sources AND participation in related literacy instruction/activities led by a certified teacher. Certified teacher must be paid using migrant funds.
- B – Reading by Teacher:* Reading instruction provided by a certified teacher.
- C – Reading by Paraprofessional:* Reading instructional support provided by a paraprofessional.
- D – Math by Teacher:* Math instruction provided by a certified teacher.
- E – Math by Paraprofessional:* Math instructional support provided by a paraprofessional.
- F – Language Arts by Teacher:* Language Arts instruction provided by certified teacher.
- G – Language Arts by Paraprofessional:* Language Arts instructional support provided by a paraprofessional.
- H – Science:* Science instructional support provided by a certified teacher or a paraprofessional.
- R – High School Credit Accrual:* Instruction in courses that accrue credits needed for high school graduation provided by a certified teacher for students on a regular or systematic basis, usually for a predetermined period of time. This includes correspondence courses taken by a student under the supervision of a certified teacher. Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.
- S – Social Studies:* Social Studies instructional support provided by a certified teacher or a paraprofessional.
- T – Other Academic Content or Study Skills Support:* Study skills, instructional support in other academic content areas such as art and music.
- U – Career and Technical Education:* MEP-funded instructional support in career and technical education.
- V – Preschool:* Eligible migrant children attending a Preschool funded by migrant education.

Support

- A – Literacy Support:* Book(s) provided through the migrant literacy grant program.
- W – Counseling:* Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counsees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy. To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students. These counseling services are outside of the regular counseling provided to all district students.
- X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services:* Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.

Referred

- Z – Referred Service:* Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff. Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.

Continuation of Services

- J – Continuation of Services:* Students who received MEP-funded instructional or support services under the Continuation of Services authority Section 1304(e). Please also provide an SP code for the corresponding instructional and/or support services provided under Continuation of Services.

Supplemental Services for Consolidating Districts

Instructional

- L – Literacy Event with Instructional Service:* Book(s) provided through the migrant literacy grant program or other sources AND participation in related literacy instruction/activities led by a certified teacher. Certified teacher must be paid using migrant funds.
- B – Reading by Teacher:* Reading instruction provided by a certified teacher.
- C – Reading by Paraprofessional:* Reading instructional support provided by a paraprofessional.
- D – Math by Teacher:* Math instruction provided by a certified teacher.
- E – Math by Paraprofessional:* Math instructional support provided by a paraprofessional.
- F – Language Arts by Teacher:* Language Arts instruction provided by certified teacher.
- G – Language Arts by Paraprofessional:* Language Arts instructional support provided by a paraprofessional.
- H – Science:* Science instructional support provided by a certified teacher or a paraprofessional.
- K – Targeted Instructional Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated:* Instructional service must be directly funded with MEP-funds and targeted to identified MEP students only. These services must be in addition to instructional support migrant children and youth receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.
- R – High School Credit Accrual:* Instruction in courses that accrue credits needed for high school graduation provided by a certified teacher for students on a regular or systematic basis, usually for a predetermined period of time. This includes correspondence courses taken by a student under the supervision of a certified teacher. Please also provide an SP code for the corresponding content area in which the service was provided for the students you report receiving High School Credit Accrual.
- S – Social Studies:* Social Studies instructional support provided by a certified teacher or a paraprofessional.
- T – Other Academic Content or Study Skills Support:* Study skills, instructional support in other academic content areas such as art and music.
- U – Career and Technical Education:* MEP-funded instructional support in career and technical education.
- V – Preschool:* Eligible migrant children attending a Preschool funded by migrant education.

Support

- A – Literacy Support:* Book(s) provided through the migrant literacy grant program.
- M – Targeted Support Service in a Schoolwide program where Migrant Education (Title I-C) funds were consolidated:* Support service must be directly funded with MEP-funds and targeted to identified MEP students only. These services must be in addition to support services migrant children and youth receive as part of the schoolwide plan. Services provided with schoolwide consolidated funds cannot be reported.
- W – Counseling:* Services to help a student better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development. These activities take place between one or more counselors and one or more students as counselees, between students and students, and between counselors and other staff members. The services can also help the child address life problems or personal crisis that result from the culture of migrancy. To claim counseling as a support service, the counseling service must be funded with Migrant Education Program funds only and the service provided directly to Migrant Education Program students. These counseling services are outside of the regular counseling provided to all district students.
- X – Social Work, Outreach or Advocacy, Nutrition, Health/Safety Education and Family Support Services:* Support services other than counseling funded by the Migrant Education program. Examples include health, nutrition, transportation, and related social services.

Referred

- Z – Referred Service:* Students who receive an educational or educationally related service funded by a non-MEP program/organization and received due to the referral efforts of MEP staff. Students must actually receive a service; the simple act of referral to another agency is not counted as a referred service.

Continuation of Services

- J – Continuation of Services:* Students who received MEP-funded instructional or support services under the Continuation of Services authority Section 1304(e). Please also provide an SP code for the corresponding instructional and/or support services provided under Continuation of Services.

Key Charts

Gender (Sex)

Code	Definition
M	Male
F	Female

Multiple Birth (MB)

Code	Definition
Y	Yes (Twin, Triplet, or other Multiple Birth)
N	No (Single Birth)

Birth Date Verification Code

Code	Definition
1003	Baptismal or Church Certificate
1004	Birth Certificate
1005	Entry in Family Bible
1006	Hospital Certificate
1007	Parent's Affidavit
1008	Passport
1009	Physician's Certificate
1010	Previously Verified School Records
1011	State Issued ID
1012	Driver's License
1013	Immigration Document
1082	Life Insurance Policy
1099	Other

Ethnic Breakdown (EB)

Code	Definition
1	White (Caucasian)
2	Black or African American
3	Hispanic/Latino
4	Asian
5	American Indian
6	Alaska Native
7	Two or More Races
8	Native Hawaiian or Pacific Islander

Immunizations Records Flag (IM)

Code	Definition
Y	Yes (Immunizations Records on File at District)
No	No (Immunizations Records not on File at District)

Grade (GR)

Code	Definition
00	Not Yet in School
PS	Preschool
K	Kindergarten
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
6	Sixth Grade
7	Seventh Grade
8	Eighth Grade
9	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
OY	Out of School Youth

Permanent Termination Codes (Term)

Code	Definition
D	Deceased
G	Graduated
Y	Aged Out

Temporary Termination Codes (Term)

Code	Definition
M	Moved
N	Parental Refusal
O	Dropped Out
U	Unreachable

Type of Enrollment (Type)

Code	Definition
R	Regular School Year
S	Summer Program

Medical Alert Indicator (MA)

Code	Definition
C	Chronic
A	Acute
N	None

State Abbreviations Key

State	Abbreviation
Alabama	AL
Alaska	AK
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
Florida	FL
Georgia	GA
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT

State	Abbreviation
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Ohio	OH
Oklahoma	OK
Oregon	OR
Pennsylvania	PA
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI
Wyoming	WY

US Districts & Territories Key

District or Territory	Abbreviation
American Samoa	AS
District of Columbia (Washington DC)	DC
Federated States of Micronesia	FM
Guam	GU
Marshall Islands	MH
Northern Mariana Islands	MP
Palau	PW
Puerto Rico	PR
Virgin Islands	VI

Alaska School Districts

Currently 41 of Alaska's 54 school districts operate a Migrant Education Program.

Districts Operating Migrant Education Program

Alaska Gateway School District
Aleutians East School District
Anchorage School District
Bering Strait School District
Bristol Bay School District
Copper River School District
Cordova School District
Craig School District
Delta Greely School District
Dillingham School District
Fairbanks School District
Galena School District
Haines School District
Hydaburg School District
Iditarod School District
Kake School District
Kashunamiut School District
Kenai School District
Klawock School District
Kodiak School District
Kuspuk School District
Lake & Peninsula School District
Lower Kuskokwim School District
Lower Yukon School District
Mat-Su School District
Mt. Edgecumbe School District
Nenana School District
Nome School District
Northwest Arctic School District
Pelican School District
Petersburg School District
Saint Mary's School District
Sitka School District
Southeast Island School District
Southwest Region School District
Tanana School District
Valdez School District
Wrangell School District
Yakutat School District
Yukon-Koyukuk School District
Yupiit School District

Districts not Operating a Migrant Education Program

Aleutian Region School District
Annette Island School District
Chatham School District
Chugach School District
Denali School District
Hoonah School District
Juneau School District
Ketchikan School District
North Slope School District
Pribilof School District
Skagway School District
Unalaska School District
Yukon Flats School District

School District Boundaries

Districts with an Area Less than 15,000 Square Miles

In all school districts which have an area less than 15,000 square miles, qualifying moves **must cross school district boundaries**.

Anchorage School District	Hoonah School District	Pelican School District
Annette Island School District	Hydaburg School District	Petersburg School District
Bristol Bay School District	Juneau School District	Pribilof School District
Cordova School District	Kake School District	Saint Mary's School District
Craig School District	Kashunamiut School District	Sitka School District
Delta-Greely School District	Ketchikan School District	Skagway School District
Denali School District	Klawock School District	Tanana School District
Dillingham School District	Kuspuk School District	Unalaska School District
Fairbanks School District	Mt. Edgecumbe School District	Valdez School District
Galena School District	Nenana School District	Wrangell School District
Haines School District	Nome School District	Yupit School District

Districts with an Area More than 15,000 Square Miles

In all school districts which have an area more than 15,000 square miles, qualifying moves **must cross school district boundaries or be a distance of 20 miles or more, one way to a temporary residence**.

Alaska Gateway School District	Iditarod School District	North Slope School District
Aleutian Region School District	Kenai School District	Northwest Arctic School District
Aleutians East School District	Kodiak School District	Southeast Island School District
Bering Strait School District	Lake & Peninsula School District	Southwest Region School District
Chatham School District	Lower Kuskokwim School District	Yakutat School District
Chugach School District	Lower Yukon School District	Yukon Flats School District
Copper River School District	Mat-Su School District	Yukon-Koyukuk School District

Further documentation for qualifying moves in districts with an area more than 15,000 square miles must be done during the interview process. **A map is required to document moves of 20 miles or more.** The map must have a legend/scale for determining distance and must be **attached to the original COE** and be kept on file at the district office.

Districts must adopt necessary procedures to ensure the validity of the qualifying move. On the COE, the specific geographic location of the most recent qualifying move must be listed to determine eligibility.

Technical Assistance Visit Preparation Checklist

Each school year, the MEO travels to approximately ten migrant school districts to conduct technical assistance visits with migrant staff. During these visits, a staff member from the MEO will conduct a thorough review of the district's identification and recruitment procedures, migrant child files, and compliance with eligibility requirements.

- Files organized according to recommended Alaska MEO procedures.
- Migrant reports and lists readily available and filed for easy access.
- Identification & Recruitment materials are up-to-date and readily available.
- Knowledgeable about the supplemental services provided to migrant children.
- Knowledgeable about the mass withdrawal and summer withdrawal process, including reporting.
- Documented identification and recruitment procedures.
- Written Identification and Recruitment Plan.
- Written procedures for collection of migrant parent and staff surveys.
- Written migrant staff job descriptions.
- Written Quality Control Plan on file.
- Maps of district boundaries and common fishing areas readily available.
- Computer and printer set-up for migrant use with access to MIS2000.
- Knowledgeable about MIS20000.
- Access to the Alaska Migrant Web System.
- Knowledgeable about the Alaska Migrant Web System.

Questions for the Migrant Education Office:

Potential Resources:

[Migrant Education District Level Guiding Documents Template](#)

[Alaska School District Map](#)

[Fall Training Materials](#)

Inactive File Labels Template

Instructions:

Print on blue paper. When **all** children in a family bundle are no longer eligible, complete this form and paper clip it to the top of the Family Bundle.

INACTIVE FILE

Reason:

AGED OUT
Date:

DECEASED
Date:

ELIGIBILITY ENDED
Date:

GRADUATED
Date:

MOVED OUT OF DISTRICT
Date:

PARENT/STUDENT REFUSAL
Date:

Comments:

Instructions:

Print on blue paper. When **all** children in a family bundle are no longer eligible, complete this form and paper clip it to the top of the Family Bundle.

INACTIVE FILE

Reason:

AGED OUT
Date:

DECEASED
Date:

ELIGIBILITY ENDED
Date:

GRADUATED
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PARENT/STUDENT REFUSAL
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Comments:

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INACTIVE FILE

Reason:

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Date:

DECEASED
Date:

ELIGIBILITY ENDED
Date:

GRADUATED
Date:

MOVED OUT OF DISTRICT
Date:

PARENT/STUDENT REFUSAL
Date:

Comments:

Migrant Education Program Brochure – Created by the State PAC

Email/call the MEO for a digital or paper copies of this brochure

Migrant Eligibility Survey

- Has anyone in your family been involved in any of the following activities during the past three years (check all that apply)?
 - Subsistence Fishing
 - Commercial Fishing
 - Cannery Work
 - Subsistence Berry Picking
 - Logging
 - Other agricultural or farm work
- Have your children (birth to not yet graduated) made an overnight trip or moved within the past 3 years with you, someone at least 14 years old, or by themselves?
 - Yes
 - No
- If yes, when was the most recent trip or move?

If you answered yes to the questions above, a migrant recruiter may contact you to find out if your child is eligible for the Migrant Education Program. Final eligibility determination is made by the Alaska Migrant Education Office. Only one survey per family needed.

Family Information

Parent/ Guardian	
Phone Number	
Best Time to Call	
Names & Grades of Children	
Return this survey to your school secretary.	

Company Name
Street Address
City, ST ZIP Code

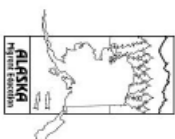
Recipient Name
Address
City, ST ZIP Code

Alaska Migrant Education Program



"Cut fish hanging for drying at the dock of the Unalakleet River"
Photo credits to Francine Johnson of Unalakleet

PROVIDED BY:
State of Alaska
Migrant Parent
Advisory Council





“Subsisting on the Unalakleet River”
Duncan Ivanoff cutting the fish and little brother Mason Ivanoff looking on. Photo Credits to Mother’ Dorothy Ivanoff of Unalakleet

Migrant Education

Overview:

The primary goal of the Migrant Education Program is to ensure that all migrant students reach challenging academic standards AND graduate with a high school diploma that prepares them for responsible citizenship, further learning, and productive employment.

Parent Advisory Council

If you are interested in contacting your local parent representative or attending a statewide Migrant Parent Advisory Council meeting, please access our website:
<https://education.alaska.gov/ESEA/TitleI-C/bac.html>

Quick Facts

In Alaska:

- About 13,000 children are currently eligible for the Migrant Education Program in Alaska
- 41 school districts across the state of Alaska participate in the Migrant Education Program
- The most common type of gear used by Alaska migrant families is a Set Net
- Salmon is the number one catch for Alaska migrant families
- Whitefish is the number two catch for Alaska migrant families

Program Services

Possible Services:

- Eligibility for free school meals
- Migrant Education Literacy Grant
- Academic enrichment activities
- Tutoring

Note: Each district offers different services to migrant children. Please contact your local school or district office for more details.

June 2018

Su	M	Tu	W	Th	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

Su	M	Tu	W	Th	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

Su	M	Tu	W	Th	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Su	M	Tu	W	Th	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Sample Migrant Work Questionnaire #1

Please take time to complete this quick survey. All of your answers will be kept confidential. The information you provide may help [INSERT SCHOOL DISTRICT NAME] qualify for federal funding to provide more education services to our students.

This program serves children of migratory families who participate in fishing, logging, and/or agricultural industries.

1. Within the past three years, has anyone in your family engaged in any of the following activities? If so, please check the appropriate categories.

- Commercial Fishing (cannery work, fishing boat, etc.)
- Subsistence Fishing (catching fish for person use, fish camps, etc.)
- Logging (cultivation or harvesting of trees)
- Agriculture, including berry picking (producing or processing crops, dairy products, livestock, etc.)

If you **have not** checked any of the above, please go no further and discard this survey.
If you **have** checked one of the above, please complete the rest of this survey.

2. Who was/were the individual(s) that engaged in the activity checked above?

Name	Relationship to Child(ren) (parent, guardian, grandparent, sibling, self, etc.)

3. Please list the name(s) of the child(ren) living in the household:

Name	School	First Day	Grade

4. Please provide contact information so that the [INSERT SCHOOL DISTRICT NAME] Migrant Education Program may get in touch with you.

Parent/Guardian Name: _____

Home Phone Number: _____

Cell Phone Number: _____

Work Phone Number: _____

Address: _____

Please give this survey to your school secretary or mail it to:
[INSERT SCHOOL DISTRICT NAME]
[INSERT ADDRESS] Sample Migrant Work Questionnaire #2

Sample Migrant work Questionnaire #2

Dear Parents/Guardians

In order to better serve your children, [INSERT SCHOOL DISTRICT NAME] would like to identify students who may qualify to receive additional educational services and/or free lunch. The information provided below will be kept confidential. Please answer the following questions and return this survey to your child(ren)'s school or the local Migrant Education Program located at [INSERT ADDRESS]. Or, if you prefer, for more information call your Migrant Office at [INSERT PHONE NUMBER].

1. Have your children moved households within the past 3 years?
 Yes (go to question #2)
 No (go to question #4)
2. Was the move due to economic necessity (could not afford to stay in the current location)?
 Yes (go to question #3)
 No (go to question #4)
3. Have any of the individuals, including the child(ren), that moved engaged in any of the following activities in the past 3 years? If so, please check the appropriate categories.
 Commercial fishing (go to question #7)
 Subsistence fishing (go to question #7)
 Logging (go to question #7)
 Agriculture work, including berry picking (go to question #7)
 No, they have not done any of these activities (go to question #4)
4. Have your children made at least an overnight trip within the past 3 years with you, with someone at least 14 years old, or on their own?
 Yes (go to question #5)
 No (go to question #7)
5. Did you or your children do agricultural, berry picking, or fishing related activities while on the trip?
 Yes (go to question #6)
 No (go to question #7)
6. Does your family rely on this work/activity (income/food supply) to support the family?
 Yes (go to question #7)
 No (go to question #7)
7. Please provide the following information a migrant recruiter may contact you to find out if your child(ren) is/are eligible for the Migrant Education Program.

Parent/Guardian Name: _____

Home Phone Number: _____

Cell Phone Number: _____

Work Phone Number: _____

Address: _____

Fishing Calendar

2018 Summer Fishing/Berry Picking Calendar for the DISTRICT NAME Migrant Education Program

Keep this calendar on your refrigerator until you/your child(ren) have finished fishing for the season. Please mark all the nights you/ your child(ren) spent away from home on your fishing or berry picking trips. Please then tri-fold with the address out, tape closed, and return to Migrant Education.

If you have any question or concerns please contact the [DISTRICT NAME] Migrant Education Program at [PHONE NUMBER].

May 2018

Sun	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

Sun	M	T	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018

Sun	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018

Sun	M	T	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018

Sun	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

My family did not go fishing or berry picking this year

List all individual who went on the fishing and/or berry picking trips:

List any other fishing or berry picking dates within the last 12 months:

Contact Information:

Parent/Guardian Name: _____

Home Phone Number: _____

Cell Phone Number: _____

Address: _____

Sample Notification of Eligibility Letter

[School District]
Migrant Education
[Address]
[City, State, Zip]
[Phone Number]

[Month, Day, Year]

[First and Last Name]
[Address]
[City, State Zip]

NOTIFICATION OF MIGRANT ELIGIBILITY

[Insert Child(ren)Name(s)]

Dear Parent or Guardian:

Recently, staff from our program contacted you to determine if your child(ren) listed above may be eligible for the Alaska Migrant Education Program. After reviewing all the information you provided, it is our responsibility to inform you of your child(ren)'s eligibility for this program.

Eligible

Date on which eligibility will expire: _____

Services available through the Migrant Education Program include:
[insert list of services available in district]

Not Eligible

Reason for ineligibility: _____

If you should have any questions, or feel our assessment is incorrect please contact our offices.

Sincerely,

[First and Last Name]
[Title]

Migrant Education Office (MEO) Contact Information

Migrant Education Office

Alaska Department of Education & Early Development
801 West 10th St. Suite 200
P.O. Box 110500
Juneau, Alaska 99811-0500
<https://education.alaska.gov/esea/titlei-c/>



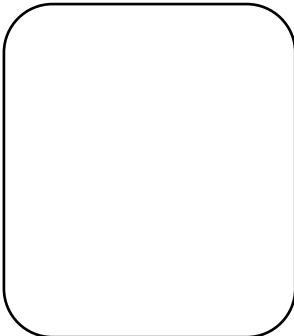
Sarah Emmal, **Migrant Program Manager**
email: sarah.emmal@alaska.gov, **phone:** 465-3826

Title I-C guidance and program questions
Grants Management System (GMS)
Schoolwide Consolidation
Migrant Education Program Parent Advisory Council (PAC)
ESEA monitoring



Amanda Mosher Schmitz, **Data Specialist**
email: amanda.mosher.schmitz@alaska.gov, **phone:** 465-2885

MIS2000 - connection issues, technical assistance, reports
Reports - Mass Withdrawal, Summer Withdrawal, Course History, Fall
Recruitment, Priority For Service
Participation Rate, Summer OASIS, Fall OASIS
MSIX
Fall training
Technical assistance visits



Vacant, **Identification & Recruitment Specialist**
email: TBD , **phone:** 465-5531

Re-interviewing - statewide and technical assistance calls
Literacy Grant - applications, allocations, final reports
Fall training
Technical assistance visits
COE quality control review
Newsletter, website, and email contact list



Jannessa Luerra, **Eligibility Specialist**
email: jannessa.luerra@alaska.gov, **phone:** 465-8231

COEs - MIS2000 entries, eligibility determinations, COE submissions to
the MEO
Eligibility questions
Fall training registration and reimbursement
MIS2000 technical assistance
Migrant Forms: Remote Access, SEA Reviewer, and Web System Access