

Designated SEA Reviewer Form

Persons Designated to Sign the Alaska Migrant Education Program Certificate of Eligibility (COE)

2018-2019 School Year

District Responsibilities

District: _____

The Certificate of Eligibility (COE) asks for the signature of the State Education Agency (SEA) Designated Reviewer. This is the federal term for the person in the district who reviews the final COE for completeness, accuracy, eligibility, and provides the final signature. In the past, they were called the Authorized District Representative. This person must be someone other than the parent or recruiter.

Training and materials are provided to all SEA Designated Reviewers that explain eligibility for the Migrant Education Program (MEP). If staffing changes occur during the year, Alaska Department of Education & Early Development's Migrant Education Office must be informed of changes in this list of authorized signatures.

District Personnel Designated by the SEA to sign the COE

Printed Name

Printed Name

Signature

Signature

Date

Date

The Alaska Department of Education & Early Development's Migrant Education Office is not able to review COEs in MIS2000 until this completed form is received.

Please return forms by **September 15, 2018** to:

Jannessa Luerra

Email: jannessa.luerra@alaska.gov

Phone: 465-8231