

### Migrant Education Program Checklist

Coordinate with Tri-Valley Opportunity Council (TVOC) to ensure the proper identification, placement, and reporting of migrant children for the Title I Part C, Education of Migratory Children.

- Family Surveys-** Used during registration of new families in your district. Is your district using this family survey or is there an indicator in their registration paperwork?
- Recruitment Request-** Do you have a process in place if a family answers “yes” or “not sure” in the Family Survey? Who does that information go to? Who will fill out the Recruitment Request?
- Free Meals-** How do you ensure that all migrant students in your school receive free meals?
- Secure Migrant Identified Student Report-** Does someone at your district have access to this report? What do they do with the information in it? Contact Mai Yang for more information. Email: Mai.Tong.Yang@state.mn.us
- Migrant Liaison-** Is there a Migrant Liaison assigned in your district and are they listed in MDE-ORG?
- Reporting-** Are enrollment/withdrawal dates, grades, transcripts, information on EL, IEP and other minimum data elements of migrant students reported to Linda Fournier at Tri-Valley Opportunity Council?
  - **Enrollment Dates:** Enter an enrollment date each time the child enrolls in your district (may be multiple times per year)
  - **Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your district (may be multiple times per year)
  - **Grades and transcripts:** Send grades and transcripts to Linda Fournier upon withdrawal or completion of a course.
    - **Clock Hours:** For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed.
    - **Grade to Date:** For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.
    - **Final Grade:** For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.
- MSIX-** Is the Migrant Student Information Exchange (MSIX) database being accessed to properly place students and minimize educational interruptions? Who has access? Who needs access?
- MMERC-** Are teachers with at least one migrant student in their class accessing Midwest Migrant Educational Resource Center (MMERC) materials free of cost?

**Items in this folder include:**

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| <ul style="list-style-type: none"> <li>✓ A letter from Leigh Schleicher: Supervisor, Office of Equity and Opportunity, Minnesota Department of Education</li> <li>✓ Family Surveys in English, Spanish, Karen and Somali</li> <li>✓ My business card with the link to the Recruitment Request on the back</li> <li>✓ Summer Migrant Education Program flyer</li> <li>✓ List of Head Start centers</li> </ul> | <ul style="list-style-type: none"> <li>✓ Informational brochures for the Migrant Student Information Exchange (MSIX) database</li> <li>✓ MDE brochure</li> <li>✓ Midwest Migrant Education Resource Center (MMERC) information</li> <li>✓ Tri-Valley Opportunity Council Inc. poster</li> <li>✓ USDA letter for Categorical Eligibility for Free Lunches and Breakfasts for migrant students</li> </ul> |
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Online Resource Description	Links
<p><b>TVOC MEP:</b> *Includes Recruitment Request, Training Request, MSIX application, MMERC website, Migratory Children Survey (online Family Survey), etc.</p> <p><b>Secure Migrant Identified Student Report:</b></p> <p><b>Migrant Liaison List:</b></p> <p><b>Migrant Student Information Exchange (MSIX):</b></p> <p><b>Migrant Education Program Goals:</b></p>	<p><a href="https://www.tvoc.org/services/head-start/summer-migrant-education/">https://www.tvoc.org/services/head-start/summer-migrant-education/</a></p> <p><a href="http://w20.education.state.mn.us/MDEAnalytics/DataSecure.jsp">http://w20.education.state.mn.us/MDEAnalytics/DataSecure.jsp</a></p> <p><a href="http://w20.education.state.mn.us/MdeOrgView/">http://w20.education.state.mn.us/MdeOrgView/</a></p> <p><a href="https://msix.ed.gov/msix/#!/privacy">https://msix.ed.gov/msix/#!/privacy</a></p> <p><a href="https://www2.ed.gov/programs/mep/index.html">https://www2.ed.gov/programs/mep/index.html</a></p>

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## Minnesota Migrant Hotline: 1-800-890-4853

