

Migrant Education Program Checklist

The Minnesota Migrant Education Program (MEP) provides educational and support services to eligible migratory children and youth. Coordinate with Tri-Valley Opportunity Council (TVOC) to ensure the proper identification, placement, and reporting of migratory 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 migratory 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 your Individual Official with Authorization (IOwA) to gain access to this report.
- 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 migratory 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 - **Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your district (may be multiple times per year)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 migratory 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"> ✓ A letter from Leigh Schleicher: Supervisor, Office of Equity and Opportunity, Minnesota Department of Education ✓ Family Surveys in English, Spanish and Somali ✓ School Districts Map with Regions ✓ Summer Migrant Education Program flyer ✓ List of Head Start centers | <ul style="list-style-type: none"> ✓ Informational brochures for the Migrant Student Information Exchange (MSIX) database ✓ MDE brochure ✓ Midwest Migrant Education Resource Center (MMERC) ✓ Tri-Valley Opportunity Council Inc. poster ✓ USDA letter for Categorical Eligibility for Free Lunches and Breakfasts for migratory students |
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Online Resource Description	Links
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<p>TVOC MEP: *Includes Recruitment Request, Training Request, MSIX application, MMERC website, Migratory Children Survey (online Family Survey), etc.</p> <p>Secure Migrant Identified Student Report:</p> <p>Migrant Liaison List:</p> <p>Migrant Student Information Exchange (MSIX):</p> <p>Migrant Education Program Goals:</p>	<p>https://www.tvoc.org/services/summer-migrant-education/</p> <p>https://public.education.mn.gov/MDEAnalytics/DataSecure.jsp</p> <p>https://public.education.mn.gov/MdeOrgView/contact</p> <p>https://msix.ed.gov/msix/#!/privacy</p> <p>https://www2.ed.gov/programs/mep/index.html</p>
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<p>Minnesota Department of Education (MDE) 1500 Highway 36 West Roseville, MN 55113</p>	<p>Tri-Valley Opportunity Council (TVOC) 200 East Bowler Street Le Center, MN 56057</p>	<p>Hamline/Midwest Migrant Educational Resource Center (MMERC) 1536 Hewitt Avenue Saint Paul, MN 55104</p>
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Name	Organization	Title	Phone	Email
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Christine Young	TVOC	Assistant Director of Migrant Education Services	952-232-1209	Christine.young@tvoc.org
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Kathy Skluzacek	TVOC	Migrant Education Services Data Coordinator	952-997-4867	kathryn.skluzacek@tvoc.org
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Lidibette Guzmán	MMERC	Secondary Program Director	651-945-9005	Lguzman02@hamline.edu
Rhonda Isaacs	MMERC	Program Coordinator	877-891-6379	Risaacs@hamline.edu

Minnesota Migrant Hotline: 1-800-890-4853

Recruitment Request

