

## Responsibilities of Migrant Liaisons and Certified Migrant Liaisons

Districts are asked to assign a migrant liaison and provide their contact information in MDE-ORG. Districts may also authorize their migrant liaison to receive 'Certified' status through additional training. The responsibilities for both migrant and certified migrant liaisons are listed below:

### Migrant Liaison Responsibilities

- **Check MDE-ORG** to ensure that contact information is listed correctly in the [Migrant Liaison Contact List](#).
- MDE implemented a **Secure Migrant Identified Student Report** that can be found in the data center of their website.
  - Find out if someone at your district (could be you) has access to this report
  - Determine what the report will be helpful for and the processes that should be in place to help eliminate barriers for migratory students
- **Ensure there is a Family Survey** (from TVOC) or some type of indicator in your registration paperwork.
- **Fill out a Recruitment Request** if there is any indication students may be migratory.
- **Ensure** all categorically eligible migratory students receive **free meals** for 36 months from their Qualifying Arrival Date (QAD)
- Contact [Linda Fournier](#) for training and access to MSIX.
- **Ensure staff** in your district that teach at least one migratory student **has access to the FREE [Midwest Migrant Educational Resource Center \(MMERC\) materials](#)**. Contact [Rhonda Isaacs](#) for more information.
- **Ensure Minimum Data Elements** (enrollment/withdrawal dates, grades, transcripts, EL status, IEP indicators, etc.) **are reported** to Tri-Valley Opportunity Council. Contact [Linda Fournier](#) for the Migrant Student Information Form (MSIF) that will need to be kept up to date for each migratory student.
- **Advocate for migratory students**
  - For additional support for secondary migratory students contact [Lidi Guzman](#) at Hamline.
  - Additional service support needs can be directed to [Cris Young](#) at Tri-Valley Opportunity Council.
- If the student has been determined eligible for **McKinney-Vento**, **contact your Homeless Liaison** to ensure that student is identified as homeless in your district.
- **Collaborate** with the nearest **Summer Migrant Education Program** to ensure migratory students in your district receive services after the school year is over
- **Complete the Migrant Student Information Form MSIF training**
- **Complete the Making Connections training**

### Certified Migrant Liaison Responsibilities

In addition to the above responsibilities, **Certified Migrant Liaison** responsibilities include:

- **Schedule and complete an interview to determine eligibility for the MN Migrant Education Program if there is any indication students may be migratory. Complete a COE if eligible.**
- **Complete the following trainings**
  - Eligibility Training or Recruitment Refresher Training
  - MIS2000
  - Required trainings through TVOC (General COE Processes and Procedures, Overview of Migrant Education, Fall and Spring trainings)
- **Pass the Certification Test (annually)**