

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 - **Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your district (may be multiple times per year)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"> ✓ A letter from Leigh Schleicher: Supervisor, Office of Equity and Opportunity, Minnesota Department of Education ✓ Family Surveys in English, Spanish and Somali ✓ My business card with the link to the Recruitment Request on the back ✓ 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) information ✓ Tri-Valley Opportunity Council Inc. poster ✓ USDA letter for Categorical Eligibility for Free Lunches and Breakfasts for migrant students |
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Online Resource Description	Links
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TVOC MEP: <https://www.tvoc.org/services/head-start/summer-migrant-education/>
 *Includes Recruitment Request, Training Request, MSIX application, MMERC website, Migratory Children Survey (online Family Survey), etc.

Secure Migrant Identified Student Report: <http://w20.education.state.mn.us/MDEAnalytics/DataSecure.jsp>

Migrant Liaison List: <http://w20.education.state.mn.us/MdeOrgView/>

Migrant Student Information Exchange (MSIX): <https://msix.ed.gov/msix#!/privacy>

Migrant Education Program Goals: <https://www2.ed.gov/programs/mep/index.html>

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Minnesota Migrant Hotline: 1-800-890-4853

