

Tri-Valley Opportunity Council Migrant Education Services Handbook

Title I Part C Education of Migratory Children

Contents

Mission	3
Migrant Education Program Eligibility	3
Identification and Recruitment.....	3
Regional Map	5
Certification Test.....	5
Re-interviews	6
Collaboration	6
Local Educational Agencies.....	6
Summer Migrant Education Program Sites	6
Migrant Seasonal Head Start	6
Partnership Agreement	7
Minnesota Migrant Consortium	8
MIS2000	8
Migrant Student Information Exchange (MSIX)	9
Data Collection.....	9
Midwest Migrant Education Resource Center	10
Minnesota Migrant Education Program Services.....	11
Professional Development Opportunities	11
Resource Request	11
Requests for Copies of Certificates of Eligibility (COE)	11
Webpage.....	12
Migrant Education Program Contact Information.....	12

Mission

The mission of the Minnesota Migrant Education Program (MEP) is to ensure equity and access to high quality educational programs and services to meet the unique educational needs of Migrant children and their families. The MEP provides leadership, technical assistance, and resources to remove barriers for Migrant students, which are a result of educational interruption and other aspects of the migratory lifestyle. Children ages 0 – 21 that are determined eligible for the Migrant Education Program should be listed in the Child Data Section of the COE.

The Minnesota Department of Education partners with Tri-Valley Opportunity Council, Inc. (TVOC) Migrant Education Services department to-

- Identify and recruit migrant children ages 0-21 who have not received a high school diploma or equivalent
- Determine eligibility for the Title IC Minnesota Migrant Education Program
- Collect all Minimum Data Elements for migrant student records
- Manage the state migrant education database (MIS2000)
- Manage the national migrant education data base (MSIX)
- Conduct quality control measures, such as re-interviews
(Minnesota Migrant Education Services Hotline – 800-890-4853)

Migrant Education Program Eligibility

A child is eligible for the MEP (and thereby eligible to receive MEP services) if the child:

- a. Meets the definition of “migratory child” in section 1309(3) of the ESEA, and is an “eligible child” as the term is used in section 1115(c)(1)(A) of the ESEA and 34 C.F.R. § 200.103; and
- b. Has the basis for the State’s determination that the child is a “migratory child” properly recorded on the national Certificate of Eligibility (COE).

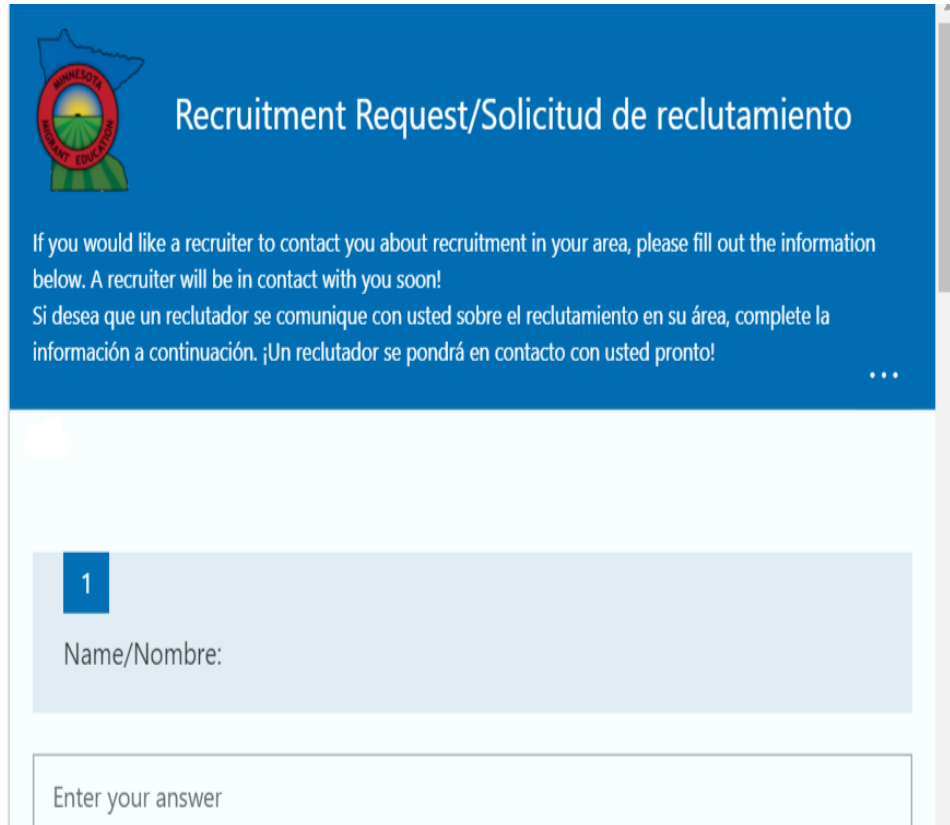
Information necessary to determine a child’s eligibility for the MEP, and to document such eligibility on the COE, is based on an interview with the child’s parent/guardian or spouse, the child (if the child is the migratory worker), or another individual who is not the child’s parent/guardian or spouse (e.g., an older sibling or other household member), but who has direct knowledge of the information needed by the recruiter to determine eligibility.

Identification and Recruitment

A coordinated statewide effort among key personnel responsible for ID&R is critical to ensuring that all MEP-eligible children and youth in the State are recruited. Only staff who are ***trained and certified in determining Migrant Education Program eligibility*** will complete the eligibility paperwork for Title IC MEP. Staff who will be trained and certified are Regional Recruiters, Migrant Liaisons (school districts) and Site Recruiters (at Title I Summer Migrant Education Programs).

Regional Recruiters will meet with Center Managers and Title I MEP Coordinators to go over the Partnership Agreement and the plan for recruitment in their areas before the start date. They will also discuss other important dates that parents/guardians may ask about (ex. Registration Days, Parent

Meetings, etc.). Center Managers/RFAs should fill out a [Recruitment Request/Solicitud de reclutamiento \(office.com\)](#) if a family has been identified but will not be in ChildPlus. Title I MEP sites will have a Certified Migrant Liaison on staff; however, if a Regional Recruiter is needed for a special event, such as registration night, health event, etc., a [Recruitment Request/Solicitud de reclutamiento \(office.com\)](#) should be filled out.



The form is titled "Recruitment Request/Solicitud de reclutamiento" and features the Minnesota Migrant Education logo. It contains instructions in both English and Spanish, followed by a numbered section "1" with the label "Name/Nombre:" and a text input field with the placeholder "Enter your answer".

Recruitment Request/Solicitud de reclutamiento

If you would like a recruiter to contact you about recruitment in your area, please fill out the information below. A recruiter will be in contact with you soon!

Si desea que un reclutador se comunice con usted sobre el reclutamiento en su área, complete la información a continuación. ¡Un reclutador se pondrá en contacto con usted pronto!

...

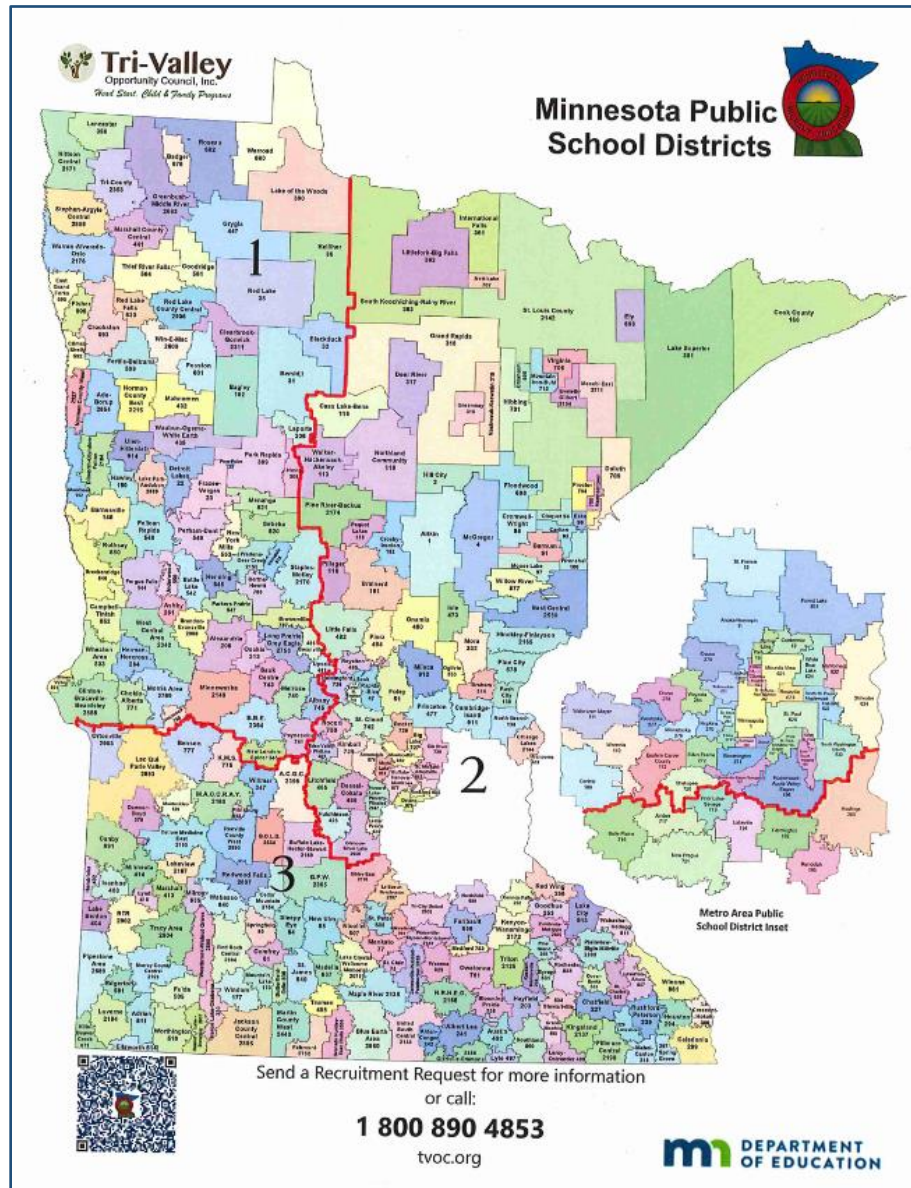
1

Name/Nombre:

Enter your answer

Regional Map

Minnesota is divided into three regions. Each region has a Regional Recruiter who is responsible for recruitment in areas that do not have a Certified Migrant Liaison.



Certification Test

Anyone determining Migrant Education Program eligibility MUST pass the [Title I Part C Education of Migrant Children Eligibility Certification Test](#), which is good for one year. The test can be taken as many times as necessary. ("FAQ - WorkshopsExpress") Handouts, manuals, and other Migrant Education Program resources can be used while completing the test.

Re-interviews

Certificates of Eligibility (COEs) may be randomly selected for a re-interview at any time throughout the year for Minnesota and North Dakota. The Re-interviewer will be a Regional Recruiter for Tri-Valley Opportunity Council. He/She may contact families during off-business hours or on weekends. Every three years, Minnesota contracts with an independent re-interviewer to conduct randomly selected COEs for re-interview.

Collaboration

TVOC Migrant Education Services collaborates with community agencies, agri-businesses, and school districts to identify and recruit migratory students. By connecting migratory families to trusted links in the community, such as, its schools, agribusinesses, religious organizations, health care, recreational facilities, libraries, and social service agencies we can address migratory students' physical, emotional, and social needs.

Local Educational Agencies

Tri-Valley Opportunity Council Migrant Education Services department collaborates, trains, and gathers data from Local Educational Agencies (LEAs), such as districts or charter schools, in the state that have at least one migratory student. There are over 200 schools in the State of Minnesota that have at least one migratory student identified. The Migrant Flag in MARSS comes directly from information in the Minnesota Migrant Education Program database, MIS2000, that is approved by Tri-Valley Opportunity Council. LEA (Local Educational Agency) staff have the option of becoming certified to determine eligibility for the Migrant Education Program. Contact Claudia Mladek for more information.

Summer Migrant Education Program Sites

The Minnesota Department of Education funds Summer Migrant Education Programs in school districts with high concentrations of migratory families. These programs also serve students in the surrounding districts. Licensed teachers plan engaging lessons for students in grades K -12. Additional services may be provided for Out of School Youth (OSY). Students receive free meals at school and most programs have a backpack program where students can take home non-perishable food items weekly. Transportation may be provided in some areas. Online options and the College Experience may be available for eligible students.

Migrant Seasonal Head Start

Tri-Valley Opportunity Council (TVOC) Migrant Seasonal Head Start and TVOC Migrant Education Services collaborate to help remove barriers for all migratory children. See the [Migrant-Education-Program-Checklist-for-Head-Start-Centers-1.pdf \(tvoc.org\)](#) for more information on what the collaboration looks like.

Migrant Education Program Checklist

The Minnesota Migrant Education Program (MEP) provides educational and support services to eligible migratory children and youth. Coordinate with TVOC Title I Migrant Education Services to help ensure the proper identification, placement, and reporting of migratory children for the Title I Part C, Education of Migratory Children.

- ☐ **Recruitment Request-** Fill out a [Recruitment Request](#) if...
 - You come across a family that has moved in the past 36 months for ag work and has a child ages 0-21?
 - You come across a family with a potential out of school youth (OSY)
 - And child is not registered for this year in ChildPlus
- ☐ **Spread the word!** Do you know how to give a short commercial about the Title I MEP? We are helping remove barriers for students through:
 - Summer school programs
 - Advocacy
 - Assistance with registration at school
 - Free school meals
 - Texas State Assessments
 - Educational resources
 - Credit accrual, credit recovery and/or credit acceleration
 - It is of utmost importance to promote Title I and OSY programs and services without promising what we cannot deliver. Let families know that a Recruiter or Migrant Liaison will follow up to do an interview and determine if they are eligible for the MEP and which services may be available.
- ☐ **Migrant Liaisons (ML)-** Do you know who the migrant liaisons are in the districts your center serves? By working together, you can help to answer questions that families may have or at least know who the family can go to for the answer. We can connect students to school. Go to [migrant liaison contact list](#) to look up ML information.
- ☐ **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? There is a possibility MSHS students are listed in this database also. Does the MSHS child have an IEP? Take a peek here to access historical data.
- ☐ **MMERC-** Are Head Start teachers with at least one migratory student in their class accessing [Midwest Migrant Educational Resource Center \(MMERC\)](#) materials free of cost?
- ☐ **Partnership Agreement-** The Partnership Agreement should be filled out prior to the start of each season.

Partnership Agreement

Migrant Seasonal Head Start Center Manager's work with the MEP Coordinator and ensure completion of the Partnership Agreement prior to the Title I Summer Migrant Education Program's start date. Scan a copy of the signed form to Cris Young and cc Noemi Trevino within one week after the Partnership Agreement meeting has occurred.

- Include health staff, center staff, MMERC staff, Regional Recruiters, etc. to ensure everyone is on the same page.
- Discussion points include:
 - Registration and Forms - Responsibilities
 - Health Services
 - Ordering MMERC materials

The [Partnership-Agreement.pdf \(tvoc.org\)](#) form looks like the image below and is two pages long.

Partnership Agreement

Summer Site: _____ MSHS Center: _____ Meeting Date: _____

Title I- Migrant Education Program & Migrant and Seasonal Head Start Collaboration

In order to provide the highest quality, most seamless services for migratory children and families, it is important for the Title I Migrant Education Program and the Tri-Valley Opportunity Council, Inc. Migrant and Seasonal Head Start Program to continue to develop a strong partnership. Working together, with open and ongoing communication, is vital to establishing and maintaining this healthy partnership. The Migrant Education Program Coordinators, Site Recruiters, Recruiter Family Advocates (RFA), Regional Recruiters (RRs), Health staff, and the Migrant and Seasonal Head Start Center Managers need to meet before the programs start to discuss the items below (the meeting does not have to be in person).

Coordination and Communication

- How often will the Regional Recruiters meet with Title I and Head Start staff? _____
- RFAs will fill out a Recruitment Request if there are any students that are not in MSHS and for parents that may be OSY or NESOs.
- In what ways do you collaborate with the TVOC Title IC program (health, IDR, nutrition)?
- Are all MSHS classrooms with 3-5 year olds using MMERC materials at your center?
- Discuss expectations for Regional Recruiters, RFAs, and Site Recruiters (information exchange, recruitment, etc).
- Who has/needs access to MSIX? (Contact Linda Fournier for access)
- Who uses MSIX to help properly place/enroll students, especially students with IEPs, medical alerts, etc.?

This form can be found on the Migrant Education Services webpage: [Migrant Education Program – Tri-Valley Opportunity Council, Inc. \(tvoc.org\)](https://www.tvoc.org/migrant-education-program).

Minnesota Migrant Consortium

Tri-Valley Opportunity Council staff participate in the monthly Minnesota Migrant Consortium meetings. We work together as government and community agencies to provide the best services that directly impact migrant agricultural workers. To strengthen statewide partnerships in a transparent manner that allow for cohesive service delivery.

MIS2000

MIS2000 is the data collection system that Tri-Valley uses to enter family and student information. MIS2000 electronically transfers student education, health, and COE information into MSIX. MIS2000 uploads into MSIX each night. Web based MIS2000 users must be authorized by Laurie Coleman, Director of Head Start and Family Programs or the Individual Official with Authority IOWA. The form should then be sent to the mde.migrant@state.mn.us. Pete Mitchel from MDE (Minnesota Department of Education) will also need to disable any firewalls that may be blocking usage. After authorization, Linda Fournier will add the user to the system for him/her to have access.

**DEPARTMENT
OF EDUCATION**
Annual MIS2000 Validation Authorization

Superintendent (first and last name) – (enter **Identified Official with Authority: Superintendent/Executive Director of School**) grants the following staff members access to MIS2000 for School district district name and number 0000-00 (enter district name, number and type):

First column – enter name of the staff member being authorized to access MIS2000.
Second column – enter title of the staff member (e.g., Migrant Education Program Liaison).
Third column – select to add/remove/keep as appropriate for the staff listed.
Columns 4-5- choose the role you authorize for each staff member by placing an 'x' in the correct column. (Do not assign more than one role to each individual). **To update the authorization list, include all names of those currently authorized.** If you save the authorization to your desktop before sending as an attachment, future updating of the authorization will be easier. Authorizations are to be updated annually.

IMPORTANT MESSAGE to Identified Official with Authority (Superintendent/Executive Director/Director) of the school:

- Please type your signature in the area designated (Signature). **Do not insert a jpg picture of superintendent signature, if a jpg picture of signature is inserted, the authorization will be rejected. Leave track changes on.**
- Email this authorization from the Superintendent/Director email address only – no exceptions. Complete this authorization by typing directly on the authorization. Save the authorization in your electronic file system where easily located. Send the completed authorization as an attachment to mde.migrant@state.mn.us. In the subject line of the email type "MIS2000".
- If more rows are needed, please insert more rows.

First and Last Name	Title	Email Address	IP Address	Select One - type selection in this column: Add/Remove/Keep	Web Client Access	Windows Client Access (typically unavailable to district users)

Identified Official with Authority: Superintendent: By typing your name on this signature line, you are verifying you are the Identified Official with Authority authorizing the persons listed above access to a secure Minnesota Department of Education (MDE) site and you are verifying that you have reviewed the following agreement with all persons listed.

(Signature of Identified Official with Authority) Date: (mm/dd/yyyy)

- I agree to restrict my activities when using the MIS2000 Software solely to obtaining and/or providing information for students whom my district is responsible to report to the Minnesota Department of Education.
- All authorized persons agree to abide by the provisions of Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act), the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, and any other applicable statutes and regulations on privacy and confidentiality of data and information. No private data accessed in the course of the performance of this agreement shall be duplicated, used or disseminated except as authorized by statute or this agreement, either during the period of this agreement or thereafter. All authorized persons agree to abide by the security standards prescribed by the Minnesota Department of Education.
- All electronic data communications are to be encrypted or encoded at the protocol level using security standards developed by the Internet Engineering Task Force (IETF) and the IP (SEC) Working Group. This will ensure the safety and security of all business transactions, communication exchanges and education data protected under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, and FERPA, 20 U.S.C. 1232g.
- All authorized persons understand and agree that any sign-on or password instructions issued are for their exclusive use pursuant to this agreement and are not to be shared with or delegated to others. All authorized persons further agree to maintain procedures within their office that safeguard the privacy and confidentiality of student data. This includes, but is not limited to, always logging off from the MDE secure web site when leaving their computer unattended; protecting their password or sign-on from access by others; and not authorizing another person to access data using their password or sign-on; and any other procedures that may be necessary to prevent unauthorized access to the MDE secure program.
- All authorized persons agree, alone or in combination with any other student data received from any MDE source or school source is to be protected as private data. Further, Student Data is intended for verification purposes only and is not to be combined with additional available student data for other purposes.
- All authorized persons understand and agree that continued access to the software depends upon their compliance with the procedures and data practices policies as outlined. Failure to abide by this agreement will result in access being discontinued.
- All authorized persons acknowledge that they may be subject to criminal and civil penalties if they do not abide by this agreement.

Questions about this form should be directed to: Chris Young Email: Chris.Young@tvooc.org Phone: 218-281-0584

All authorizations are filed electronically in MDE's electronic file system. Email only from Superintendent's or Executive Director's email address. Do not alter or change this form other than to type in the required information. Do not scan. Do not fax. Do not send by USPS.
Updated 11/11/2018

Districts send their grades and transcripts to TVOC, which are entered in MIS2000. MIS2000 uploads nightly into the Migrant Student Information Exchange (MSIX). MSIX also includes State tests that a child has taken and his or her score. Teachers, counselors, recruiters, and other education professionals use MSIX to help place students, locate students, and determine credit accrual.

Migrant Student Information Exchange (MSIX)

MSIX is a web-based portal that links State Migrant Student Record Databases to facilitate the national exchange of migrant student education and health information among the states. Consolidating student information is helpful so school districts can make appropriate decisions when the student arrives in their area.

Users can request data to confirm if a student has an IEP, PFS (Priority for Services), LEP (Limited English Proficient) identifier, or other academic information.

MSIX provides a feature to alert another area of a student's relocation in the case of their arrival or departure. In addition to the MSIX Move Notice, you can include comments regarding the student who is relocating.

Data Collection

Notice of Authority to Request Records 9.10.20 (tvooc.org) – The MDE contracts with the Midwest Migrant Education Resource Center (MMERC) and Tri Valley Opportunity Council (TVOC) Migrant Education Services to identify and support migratory students. These agencies, under MDE's supervision, are authorized to request and obtain any educational information and/or data not limited to transcripts, assessment scores, and health-related requests such as immunizations, vision, and dental information. **Districts are expected to comply with records requests from MMERC and TVOC following the required procedures under FERPA to record disclosures.** See the [2021-Migrant-Education-Program-Checklist-for-School-Districts.pdf \(\[tvooc.org\]\(http://tvooc.org\)\)](#) for more information.

- [Responsibilities of Migrant Liaisons and Certified Migrant Liaisons \(\[tvooc.org\]\(http://tvooc.org\)\)](#) – 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 Migrant Education Services (MES) Data System Specialist will work with the MSHS (Migrant Seasonal Head Start) Eligibility Specialist to ensure students are identified by sharing necessary reports and information.
- The Migrant Education Services (MES) department is required to collect minimum data elements from school districts and educational agencies for each migratory student in the state of Minnesota.
 - **Reporting-** Enrollment/withdrawal dates, grades, transcripts, information on EL (English Learners), IEP and other minimum data elements of migratory students must be reported to Tri-Valley Opportunity Council. Reporting forms include the Summer Program Services Report (SPSR) and the Migrant Student Information Form MSIF (Migrant Student Information Forms)).
 - **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.

Midwest Migrant Education Resource Center

Educators (pre-k through 12th grade) who have at least one eligible migratory student in his/her class can receive free resources from MMERC. This includes all MSHS classrooms. Items available include:

- ESL (English as a Second Language), Bilingual, Spanish and Multicultural Resources
- All academic areas and thematic units ready to use
- Manipulatives, movies, reading sets and kits
- LEGO sets and curriculum – STEM
- Free shipping and return.

Contact Rhonda Isaacs to find out how to order for your classrooms and center.

<https://www.hamline.edu/mmerc/>

Rhonda Isaacs, Program Coordinator
MMERC / Hamline University
1536 Hewitt Ave., MS-C1924

St. Paul, MN 55104

651-645-9005

risaacs@hamline.edu

Minnesota Migrant Education Program Services

The Minnesota Migrant Education Program may provide the following services to eligible migratory families, dependent upon eligibility and availability.

- Summer school programs
- School registration assistance
- Health screening and referrals
- Up-to-date COVID-19 information
- Migrant early childhood education
- Texas State Assessments
- Educational resources
- Credit accrual, credit recovery, and credit acceleration
- Parental education
- College experience for high school migrant students
- Interstate and intrastate coordination
- Advocacy

Professional Development Opportunities

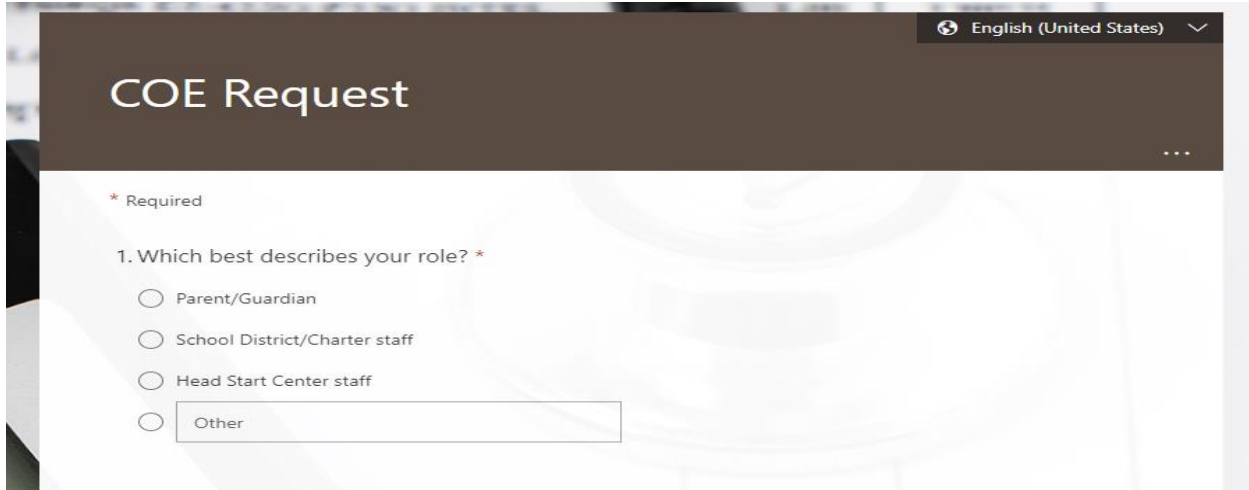
Tri Valley Opportunity Council (TVOC) Migrant Education Services provides professional development opportunities to school staff and other organizations regarding migrant education. Trainings may be conducted online through Teams or in person (we can come to you). For more information fill out a [Training Request \(office.com\)](#) or contact Cris Young.

Resource Request

The Migrant Education Services department helps to advocate for eligible migratory families. If there is a family in need, fill out a [Resource Request/Solicitud de Recursos \(office.com\)](#) and we will do our best to help find the resources needed. There is no guarantee, but we will work hard to find what the migratory family needs to help them be successful.

Requests for Copies of Certificates of Eligibility (COE)

Parents should not receive a copy of the COE until after it is approved by the State Educational Agency (Claudia Mladek). To request a copy of a COE, fill out the [COE Request \(office.com\)](#)



Webpage

The Migrant Education Services webpage is frequently updated. Visit our webpage for more information including brochures, posters, helpful resources, certification information, MSIX, etc. Check it out!

[Migrant Education Program – Tri-Valley Opportunity Council, Inc. \(tvoc.org\)](https://www.tvoc.org/services/head-start/summer-migrant-education/)

<https://www.tvoc.org/services/head-start/summer-migrant-education/>

Migrant Education Program Contact Information

The Migrant Education Services department at Tri-Valley Opportunity Council has a Migrant Hotline to connect you to our friendly staff who may help you in English or Spanish.

[TVOC-MES-Contact-2021-Updated-4.8.2021.pdf](#)

Tri-Valley Opportunity Council Migrant Education Services

Laurie Coleman Director of Head Start, Child and Family Programs lauriec@tvoc.org 218-281-0542	Cris Young Assistant Director of Migrant Education Services Christine.young@tvoc.org 218-281-0584	Claudia Mladek Migrant Education Services Manager Claudia.mladek@tvoc.org 218-281-0585	Linda Fournier Migrant Education Services Data Systems Specialist Linda.fournier@tvoc.org 218-281-0583
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Guadalupe Ruiz Migrant Education Services Data Coordinator Guadalupe.ruiz@tvoc.org 1-800-890-4853	Vacant Migrant Education Services Seasonal Recruiter @tvoc.org XXX-XXX-XXXX	Cindy Boudreaux Health Services Manager cindyb@tvoc.org 218-281-5832	Jami Lee Child Nutrition Services Manager jami.lee@tvoc.org 218-281-5832

Our Partners

Leigh Schleicher	MDE	Supervisor	Leigh.schleicher@state.mn.us	651-582-8326
Noemi Treviño	MDE	Migrant Specialist	noemi.trevino@state.mn.us	651-582-8233
Julie Chi	MDE	MEP Compliance Monitor	Julie.chi@state.mn.us	651-582-8244
Lidi Guzmán	Hamline	Program Director/Secondary	Lguzman02@hamline.edu	651-271-7057
Rhonda Isaacs	Hamline	MMERC Program Coordinator	risaacs@hamline.edu	877-891-6379

Minnesota Migrant Education Hotline
1-800-890-4853

TVOC Website and Recruitment Request

<https://www.tvoc.org/services/head-start/summer-migrant-education/>



Tri-Valley Opportunity Council
 200 East Bowler Street
 Le Center, MN 56057

4.8.2021