Tri-Valley Opportunity Council
Migrant Education Services Handbook

Title I Part C Education of Migratory Children
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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 database (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.
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 identified. 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.
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.
This form can be found on the Migrant Education Services webpage: Migrant Education Program – Tri-Valley Opportunity Council, Inc. (tvoc.org).

**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.
Districts send their grades and transcripts to TVOC, which are entered into 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 (tvoc.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 (tvoc.org) for more information.

- Responsibilities of Migrant Liaisons and Certified Migrant Liaisons (tvoc.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.

  o **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.

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**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/](https://www.hamline.edu/mmerc/)
Rhonda Isaacs, Program Coordinator
MMERC / Hamline University
1536 Hewitt Ave., MS-C1924
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/

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
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<tbody>
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Our Partners

Leigh Schleicher          | MDE Supervisor                                   | Leigh.schleicher@state.mn.us | 651-582-8326 |
Noeml Treviado           | MDE Migrant Specialist                           | noemi.treviado@state.mn.us   | 651-582-8233 |
Julie Chi                | MDE MEP Compliance Monitor                       | julie.chi@state.mn.us        | 651-582-9244 |
Lidi Guzman              | Hamline Program Director/Secondary               | lguzman22@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/

4.8.2021