

Migrant Education Program Checklist for Local Education Agencies (LEAs)

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 LEA. LEAs should use this [Parent Employment Survey](#) or an indicator in their registration paperwork.
- ☐ **Recruitment Request-** LEAs should have a process in place if a family answers “yes” or “not sure” in the [Parent Employment Survey](#). Include who that information goes to and who will fill out the [Recruitment Request](#) in the process.
- ☐ **Free Meals-** LEAs must have a process in place to ensure that all migratory students in the LEA receive [free meals](#).
- ☐ **Secure Migrant Identified Student Report-** An authorized person in your LEA can have access to this [report](#). Contact your Individual Official with Authorization (IOWA) to gain access to this report. The students in this report are eligible for the Migrant Education Program. LEAs must report the information below to TVOC for each eligible student.
- ☐ **Migrant Liaison-** Each LEA should have a Migrant Liaison assigned and listed in [MDE-ORG](#).
- ☐ **Reporting-** LEAs must report enrollment/withdrawal dates, grades, transcripts, information on EL, IEP and other minimum data elements of migratory students to Tri-Valley Opportunity Council. The Migrant Student Information Form is used to collect the information for each student. It is critical this information is submitted to TVOC as soon as a student moves or when the term ends.
 - **Enrollment Dates:** Enter an enrollment date each time the child enrolls in your LEA (may be multiple times per year).
 - **Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your LEA (may be multiple times per year).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-** At least one staff member in your LEA should have access to the [Migrant Student Information Exchange \(MSIX\) database](#). MSIX should be used to properly place students and minimize educational interruptions. Contact Linda Fournier at TVOC for access.
- ☐ **MMERC-** Teachers with at least one migratory student in their class can access the [Midwest Migrant Educational Resource Center \(MMERC\)](#) materials free of cost. Contact Rhonda Isaacs for more information.



Resources:

- ✓ [A letter from Leigh Schleicher](#): Supervisor, Office of Equity and Opportunity, Minnesota Department of Education
- ✓ [Parent Employment Survey](#)
- ✓ [School LEAs Map](#) with Regions
- ✓ [Summer Migrant Education Program flyer](#)
- ✓ [Migrant Liaison List](#)
- ✓ [Secure Migrant Identified Student Report](#)
- ✓ Informational brochures for the [Migrant Student Information Exchange \(MSIX\) database](#)
- ✓ [Midwest Migrant Education Resource Center \(MMERC\)](#)
- ✓ List of [Head Start centers](#)
- ✓ [Tri-Valley Opportunity Council Inc. poster](#)
- ✓ [Tri-Valley Migrant Education Services](#)
- ✓ USDA letter for [Categorical Eligibility for Free Lunches and Breakfasts for migratory students](#)

Minnesota Department of Education (MDE)

1500 Highway 36 West
Roseville, MN 55113

Tri-Valley Opportunity Council (TVOC)

200 East Bowler Street
Le Center, MN 56057

Hamline/Midwest Migrant Educational Resource Center (MMERC)

1536 Hewitt Avenue
Saint Paul, MN 55104

Name	Organization	Title	Phone	Email
Leigh Schleicher	MDE	Supervisor	651-582-8326	leigh.schleicher@state.mn.us
Noemi Treviño	MDE	Migrant Education Specialist	651-582-8233	noemi.trevino@state.mn.us
Julie Chi	MDE	Migrant Education Compliance Monitor	651-582-8244	Julie.chi@state.mn.us
Christine Young	TVOC	Assistant Director of Migrant Education Services	218-281-0584	Christine.young@tvoc.org
Claudia Mladek	TVOC	Migrant Education Services Manager	218-281-0585	Claudia.mladek@tvoc.org
Linda Fournier	TVOC	Migrant Education Services Data Systems Specialist	218-281-0583	Linda.fournier@tvoc.org
Kathy Skluzacek	TVOC	Migrant Education Services Data Coordinator	218-281-0593	kathryn.skluzacek@tvoc.org
Yadira Zamora	TVOC	Regional Recruiter (Region 2)	320-428-4200	yadira.zamora@tvoc.org
Maria Davila	TVOC	Regional Recruiter (Region 3)	507-594-0001	maria.davila@tvoc.org
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

