Minnesota COE Review Checklist

Checklist Item	Ok
Recruiter only - Verify with interviewee that all information is accurate before submitting.	
A trained & certified recruiter completed the COE.	
Check QAD in MIS2000 to make sure a COE has not already been completed for the family. **2ⁿᵈ Reviewer ONLY** – If a COE with the same QAD has been entered, verify with MESM and ask Recruiter to check with family for last qualifying move.	
On electronic COE (eCOE), all fields are completed (Leave blank if not applicable). On paper COE, all blanks are completed and legible (A dash is entered where needed).	
On eCOE, check View Log and review eCOE to make sure it has been updated. **On paper COEs,** corrections are made in red ink, and initialed and dated to distinguish from the original text. Correction fluid should not be used so a record of changes can be maintained. **MESDC ONLY** – Changes/updates made to an approved eCOE must include a comment in the Comment Section indicating how, when and who (e.g., Updated spelling of parent name per recruiter request. 7/30/2020 CM). Notify MES Team of changes.	
A new COE is used for each child with a different QAD. On eCOE, the COE ID# of the other COE(s) is included in the comments. Paper COEs are numbered 1 of 2, 2 of 2.	
On eCOE, all dates are in double digits for month, day, and year (06/30/11). On paper COE, all dates are in double digits for month and day, four digits for year (e.g., 06/30/2011).	
On eCOE, School Year should be the current program year September 1ˢᵗ to August 31ˢᵗ.	
All names in all sections of the eCOE/COE (parents', children's, cities, addresses, email addresses) are legal and spelled correctly.	
For single parents, father is listed in Parent 1 or mother is listed in Parent 2. If the child is also the worker, Parent 1 and Parent 2 are blank (Dashes for paper COE).	
If parent(s) DOB indicates he/she/they are under 22 years of age, a separate COE has been filled out for the eligible parent worker or a comment is included that they have graduated or obtained a GED.	
County has been verified.	
Zip code has been verified.	
Two telephone numbers have been entered/recorded (xxx-xxx-xxxx). The same number can be entered/recorded twice if a second number is not available.	
McKinney Vento Eligible is checked if the family is considered homeless.	
Race includes race(s) if Hispanic (ethnicity) is selected/recorded.	
Appropriate Sex, Multiple Birth and Verification Codes are selected/recorded.	
Date of birth is entered correctly. (Any child(ren) born *after* the move are not entered on the Child Data section but added in the Comments section.)	
Grade is last grade completed if identifying during the summer months. Current grade level during the school year. If the student has dropped out, do not list last grade completed. List/select OS for youth who have dropped out of school or have never attended in the United States.	
Appropriate Dropout, Head Start Referral and NESO/OSY have been selected/recorded.	
Binational is selected for migrant students who move between Mexico and the United States with his/her parents or as an emancipated youth at least once in the last 36 months.	
Checklist Item	**Ok**
Residency date is not before QAD unless the child preceded the worker. Note: a COE cannot be filled out until after the child and the worker each make a qualifying move.	
On eCOE, Enrollment Type is 06.	

On the eCOE, District, School Name and District of Residence should all be the name of the school district where the child lives. The school districts should be selected from the drop-down list.	
Designated Graduation School is listed ONLY for students in grades 9th – 12th and ONLY if they are graduating in a Minnesota school.	
On the eCOE, Child Section's Comment field, add name of the school district that child attends for regular school or SMEP if he/she does not attend the school district where they live.	
The eligibility data are clear and appear reasonable (e.g., the child meets all MEP eligibility criteria, including that the worker – if the child is not the worker – meets the definition of a migratory agricultural worker or migratory fisher).	
State and country abbreviations are correct.	
To join or precede comments must include why the worker or the child moved on a different date. If it's more than 12 months, the SEA must approve prior to COE submission and SEA approval must be stated in the comments (SEA approved due to extenuating circumstances).	
The QAD is not after the sign dates and is the date that both the child and worker completed the move to the school district listed in #1.	
The Migratory Agricultural Worker / Migratory Fisher status has not expired.	
The qualifying activity should be selected from the drop-down list. If not listed, contact SEA to check if it is qualifying work.	
"Temporary" or "Seasonal" is selected.	
If Temporary is selected, nature of work in #6 is selected/recorded and the Temporary Work Comments include a time frame that the family indicates is less than twelve months.	
"Agricultural" or "Fishing" is selected.	
4b. Comments must include what the worker did to actively seek new qualifying work, the dates of the work history, where they moved from and to, and the qualifying work they did with each move.	
Clear and logical comments are provided where required. (See examples of situations that warrant additional explanation in III. COE instructions handout.)	
If worker engaged more than 60 days after the move, the SEA must approve prior to COE submission and SEA approval must be stated in the comments (SEA approved due to extenuating circumstances).	
Phone interviews require a verbal authorization and the COVID19 box is checked.	
The parent/guardian/child or spouse is listed, and the signature matches the name.	
A paper COE has been entered in MIS2000 and signature on file is checked for the parent/guardian/spouse/worker.	
Signature on file should be checked if the Recruiter did not enter the paper COE in MIS2000.	
The COE is signed and dated by the recruiter and matches the date the person interviewed signed.	
School district has been verified by searching the address in the MN School District Locator and TX School District Locator or the National Center for Education Statistics website.	
MESDC ONLY – Verify student MARSS ID	
MESDC and Certified Migrant Liaisons – Send MSIX Move Notification that student has left their area. If applicable, request confirmation of qualifying information for child eligibility in another state.	