

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, IEPs, Algebra I, 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 within 10 days after 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 - Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your LEA (maybe multiple times per year).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 Resources free of cost.



Resources:

- ✓ [Notice of Authority to Request Records: Leigh Schleicher](#)
Supervisor, Office of Equity and Opportunity, Minnesota Department of Education
- ✓ [Parent Employment Survey](#)
- ✓ [School LEAs Map with Regions](#)
- ✓ [Tri-Valley Opportunity Council Inc. poster](#)
- ✓ [Migrant Liaison List](#)
- ✓ Informational brochures for the [Migrant Student Information Exchange \(MSIX\) database](#)
- ✓ [Tri-Valley Migrant Education Services](#)
- ✓ [List of Head Start centers](#)
- ✓ USDA letter for [Categorical Eligibility for Free Lunches and Breakfasts for migratory students](#)

Minnesota Department of Education (MDE)

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Tri-Valley Opportunity Council (TVOC)

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Christine Young	218-281-0584	Christine.young@tvoc.org	Assistant Director of Migrant Education Services
Claudia Mladek	218-281-0585	Claudia.mladek@tvoc.org	Migrant Education Services Manager
Linda Fournier	218-281-0583	Linda.fournier@tvoc.org	Migrant Education Services Data Systems Specialist
Kathy Skluzacek	218-281-0593	kathryn.skluzacek@tvoc.org	Migrant Education Services Data Coordinator
Giselle Merlo	800-890-4853	Giselle.merlo@tvoc.org	Migrant Education Services Data Coordinator
Yadira Zamora	320-428-4200	yadira.zamora@tvoc.org	Regional Recruiter (Region 2)
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Minnesota Migrant Hotline: 1-800-890-4853

Recruitment Request

