

Migrant Education Program Checklist for Migrant Seasonal Head Start Centers

The Minnesota Migrant Education Program (MEP) provides educational and support services to eligible migratory children and youth. Tri-Valley Opportunity Council (TVOC) Migrant Seasonal Head Start Centers and TVOC Title IC Migrant Education Services collaborate 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 age 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!** Give a short commercial about the Title IC 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 IC 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)-** Get to know the migrant liaisons 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 (Migrant and Seasonal Head Start) students are listed in this database also. Does the MSHS child have an IEP (Individualized Education Plan)? Look here to access historical data.
- MMERC-** Head Start teachers with at least one migratory student in their class can utilize MMERC materials free of charge! Contact mmerc@tvoc.org for more information!
- Partnership Agreement-** Collaborate with Coordinators of the Minnesota Migrant Education Programs in order to ensure all eligible students are identified and served. During the beginning of the season collaborative meeting the information in the Partnership Agreement should be used as talking points and completed prior to the start of each season.

Resources include:

- ✓ [MEP Brochure for Parents](#)
- ✓ [Title IC Migrant Education Program Poster](#)
- ✓ [MN MEP Poster for LEAs](#)
- ✓ [District Migrant Liaison \(mn.gov\)](#)

- ✓ [School Districts Map](#) with regions
- ✓ [Migrant Student Information Exchange \(MSIX\) database](#)
- ✓ [Tri-Valley Opportunity Council Inc. poster](#)
- ✓ [Notice of Authority to Request Records](#)

- ✓ [Categorical Eligibility for Free Lunches and Breakfasts for migratory students](#)
- ✓ [Migrant Education Program \(mn.gov\)](#)
- ✓ [Direct Certification \(mn.gov\)](#)

Minnesota Department of Education (MDE)

400 NE Stinson Blvd
Minneapolis, MN 55413

Tri-Valley Opportunity Council (TVOC)

200 East Bowler Street
Le Center, MN 56057

Name	Title	Phone	Email
Leigh Schleicher	Minnesota Department of Education Supervisor	651-582-8326	Leigh.schleicher@state.mn.us
Noemi Treviño	Minnesota Department of Education Migrant Education Specialist	651-582-8233	Noemi.trevino@state.mn.us
Julie Chi	Minnesota Department of Education Migrant Education Compliance Monitor	651-582-8244	Julie.chi@state.mn.us
Christine Young	Assistant Director of Migrant Education Services	218-281-0584	Christine.young@tvoc.org
Claudia Mladek	Migrant Education Services Manager	218-281-0585	Claudia.mladek@tvoc.org
Linda Fournier	Migrant Education Services Data Systems Specialist	218-281-0583	Linda.fournier@tvoc.org
Vanessa Chmiel	Migrant Education Services Instructional and Support Services Manager	218-773-5389	Vanessa.Chmiel@tvoc.org
Kathy Skluzacek	Migrant Education Services Data Coordinator	218-281-0593	Kathryn.skluzacek@tvoc.org
Giselle Merlo	Migrant Education Services Data Coordinator	218-281-0588	Giselle.merlo@tvoc.org
Vacant	Regional Recruiter (Region 1)	800-890-4853	
Yadira Zamora	Regional Recruiter (Region 2)	320-428-4200	Yadira.zamora@tvoc.org
Maria Davila	Regional Recruiter (Region 3)	507-594-0001	Maria.davila@tvoc.org
Maria Pedraza	Regional Recruiter (Region 4)	507-351-1085	Maria.pedraza@tvoc.org

Minnesota Migrant Hotline: 1-800-890-4853

Recruitment Request



TVOC Website: <https://www.tvoc.org/services/summer-migrant-education/>

*Includes Recruitment Request, Training Request, MSIX application, MMERC website, Migratory Children Survey (online Family Survey), etc.