

Certificates of Eligibility (COE) Recertification Process



**OKLAHOMA STATE
DEPARTMENT OF EDUCATION**

MIGRANT EDUCATION PROGRAM

MAY 27, 2015



Students are eligible for the Migrant Education Program (MEP) for 36 months from their last Qualifying Date of Arrival (QAD).

The “clock” starts over with every QAD.



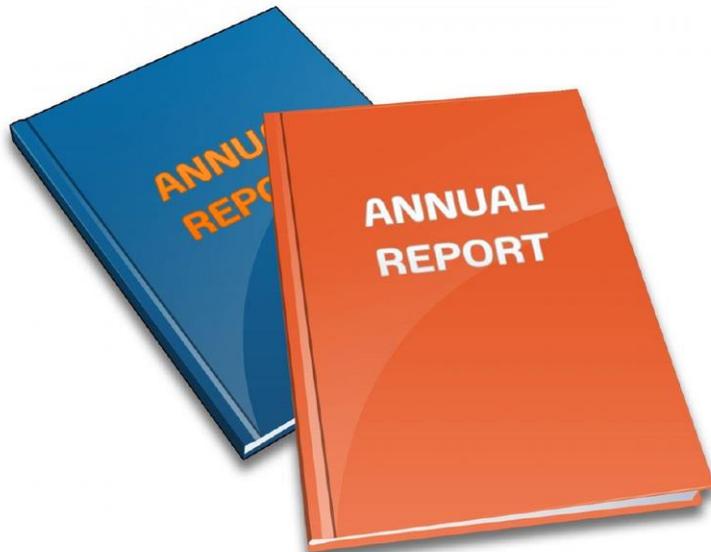
DISTRICTS CANNOT RECERTIFY STUDENTS AFTER 36 MONTHS.

Terminology



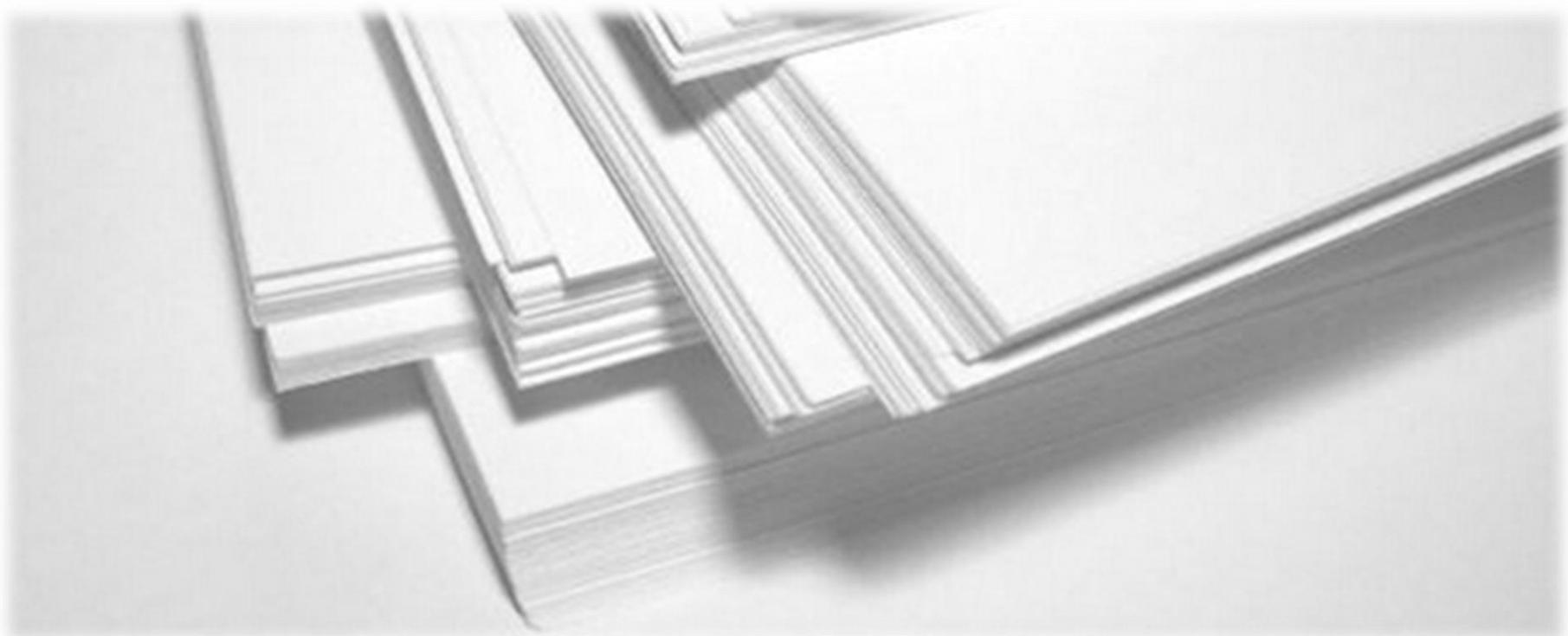
- The term “enrollment” means enrolled in your school district.
- The term “withdrawn” means the student is no longer enrolled in your school district.
 - Examples: Students moves or Student is out of school for Summer.
 - Student would not be withdrawn for Fall Break, Winter Break, or Spring Break.
- Students are not enrolled in the MEP (they are eligible for the MEP).

MIS2000



- MIS2000 requires enrollment to be indicated on the original COE.
- In order for Student Counts and Reports to run correctly, enrollment must be indicated annually for a student who did NOT make a new move.

Paper Recertification



Paper Recertification



- If you filled out a paper COE for the student and submitted that paper COE to the OSDE MEP, then you will do a Paper Recertification on that student.
- QAD that exceed 36 months will not be recertified/Recruiter will be notified.
- Paper Recertification should be completed and submitted to OSDE MEP by **October 1, 2015.**

Paper Recertification



- **Step 1: Locate the original paper COE**
 - If you do not have the original paper COE, please contact the OSDE MEP Office.
 - ✦ An unsigned electronic COE can be printed for any student in the system.

- **Step 2: Make a copy of the original paper COE**
 - OR use the unsigned electronic COE.

Paper Recertification



- Step 3: Using **RED INK**, update the following:
 - School Year
 - Grade
 - School Site Code (if applicable)
 - Enrollment Date
 - You may update address & phone number, but it is not mandatory
 - Please do NOT change Parent/Guardian/Worker names

DO NOT UPDATE
Section III. Qualifying
Move & Work
OR
Section IV. Comments

Paper Recertification



- Step 3: Using **RED INK**, update the following:
 - School Year
 - ✦ Change from “14/15” to “15/16.”
 - Grade
 - ✦ Verify that the student changed grades.
 - ✦ If the student did NOT change grades, please indicate.
 - ✦ If the student dropped out or is no longer enrolled (OSY), please indicate.
 - School Site Code (if applicable)
 - Enrollment Date
 - ✦ 1st day of your school year
 - If a sibling has graduated, simply draw a line through their name; the student will be removed from the recertification.
 - Do not ADD siblings to a recertification; Complete a new COE.

Paper Recertification



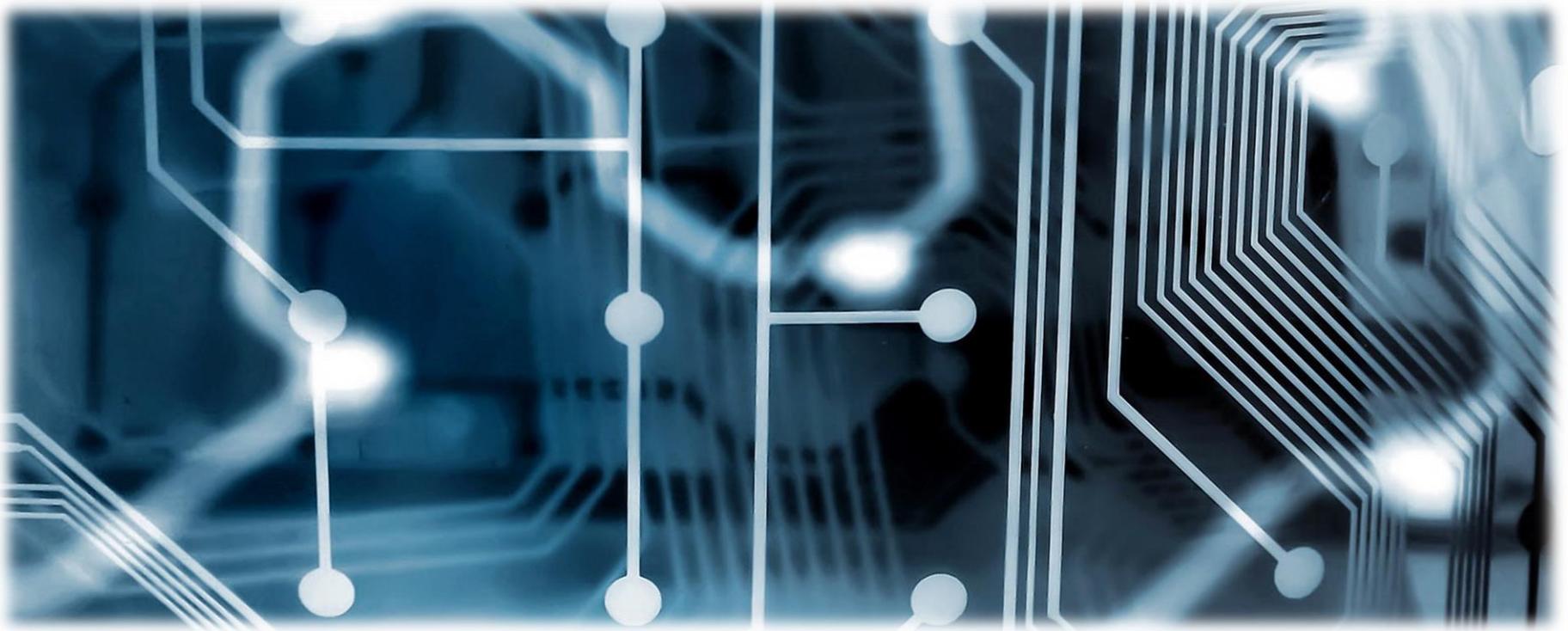
- **Step 4: Parent/Guardian sign and date**
 - It does not have to be the same person that signed the original.
 - The recruiter needs to ensure that the date is current.
- **Step 5: Recruiter sign and date**

Paper Recertification



- **Step 6: Submit Paper Recertification to OSDE.**
 - It is **RECOMMENDED** that you scan the paper recertification and email it to OSDE MEP.
 - ✦ Scan in color.
 - ✦ This ensures receipt of delivery **AND** you have the paper recertification in case of an audit.
 - ✦ It also protects everyone from items being “lost in the mail.”
 - If you choose to mail the paper certifications, please make copies of the documents before you send them.
 - If you choose to fax the paper certifications, please contact the OSDE MEP office and let them know that the fax is coming.
 - You can submit paper recertification all at one time or as you collect them.

Electronic Recertification



Electronic Recertification



- If you completed an electronic COE for the student and it was “Accepted” by OSDE MEP, then you will do an electronic Recertification on that student.
- MIS2000 will not allow QADs that exceed 36 months to be recertified.
- Electronic Recertifications should be completed and submitted to OSDE MEP by **October 1, 2015**.

Electronic Recertification

Step 1: In MIS2000, find the original COE

The screenshot displays the MIS 2000 (Tablet) - OK1025 interface. The main window shows the 'COE Data' section with the following details:

- COE Date: 4/30/2015
- School District: MIGRANT DIRECTOR
- District ID: OKSTAT
- School Year: 14/15
- Created: 4/30/2015 7:28:44 AM

The 'Family Information' section is partially visible, showing:

- Male Parent/Guardian Last: SIMPSON, First: HOMER, Relationship: FATHER
- Female Parent/Guardian Last: SIMPSON, First: MARGE, Relationship: MOTHER
- Current Address: 742 EVERGREEN TERRACE, City: SPRINGFIELD, State: OK, Zip: 73000
- Telephone: 405-555-0001

A red arrow points from the 'Accepted' status in the main view to a magnified inset of the same section. The inset shows the 'Accepted' status and the 'Family Information' section with the following details:

- Male Parent/Guardian Last: SIMPSON, First: HOMER

Electronic Recertification



- Step 2: Click “COE”, select “Recertify”

MIS 2000 (Tablet) - OK1025

Record Procedures Reports Preferences **COE** Go View Help

Queue COE Shift+Ctrl+Q
Print COE Queue...
Print Preview COE Queue...
Clear COE Queue...
Queue All New COEs
Queue All Students
View Log...
Print Blank COE...
Recertify COE Ctrl+R

District ID OKSTAT School Year 14/15
Created: 4/30/2015 7:28:44 AM

Submit

hip
hip

Current Address
742 EVERGREEN TERRACE Search

City State Zip
SPRINGFIELD OK 73000

Telephone
405-555-0001

Electronic Recertification

- “Accepted” will change to “Recertified Incomplete.”

MIS 2000 (Tablet) - OK1025

Record Procedures Reports Preferences

COE Data COE Date School District
5/26/2015 MIGRANT DIRE

Search

Recertified **Incomplete**

Show Incomplete Or
 Show Approved Only

Family Information

Male Parent/Guardian Last First
SIMPSON HOMER

Female Parent/Guardian Last First
SIMPSON MARGE

COE IDs
OK1025C-24566

View Log

COE IDs
OK1025C-24570

View Log

Name data is read only on recertified COEs.

- COE IDs will change.

Electronic Recertification

Step 3: Update tabs – Family Tab

MIS 2000 (Tablet) - OK1025

Record Procedures Reports Preferences COE Go View Help

COE Data COE Date 5/26/2015 School District MIGRANT DIRECTOR District ID OKSTAT School Year 14/15

Search

Created: 5/26/2015 2:06:21 PM

Recertified Show Incomplete Only Show Approved Only Submit

Family Information

Male Parent/Guardian Last First Relationship
SIMPSON HOMER FATHER

Female Parent/Guardian Last First Relationship
SIMPSON MARGE MOTHER

Current Address
742 EVERGREEN TERRACE Search

City State Zip
SPRINGFIELD OK 73000

Telephone
405-555-0001

- Only certain fields will be open for editing.
- **Mandatory:** Update School Year (Top Panel).
- **Optional:** Update address and phone number.

Electronic Recertification

Step 3: Update tabs – Eligibility Tab

MIS 2000 (Table) 11025

Record Procedure Reports Preferences COE Go View Help

COE Data
5/26/15 MIGRANT DIRECTOR District OKSTAT 14/15 School Year

Created: 5/26/2015 2:06:21 PM

COE IDs
OK1025C-24570

View Log

Eligibility data is read only on recertified COEs.

Qualifying Move & Work

From School District City State Country
GUYMON GUYMON OK MO

To School District City State Country
MIGRANT DIRECTO MIGRANT DIRECTO OK MO

Children Moved Worker Name
WITH THE WORKER HOMER SIMPSON

Qualifying Arrival Date Moved To Obtain
4/27/2015 QUALIFYING WORK - OBTAINED

QA Code Qualifying Activity Temp/Seas Agri/Fish
BP-05 Meat Cutter - Beef Processing T A Personal Subsistence

The work was temporary based on Employer
WORKER'S STATEMENT FARRIS MEATS

Comments
MR. SIMPSON STATED THAT HE PLANS TO WORK FOR 6 MONTHS AND MOVE NORTH TO WORK WITH HIS BROTHER.

Family **Eligibility** Child(ren) Signatures

2:08 PM 5/26/2015

Electronic Recertification

Step 3: Update tabs – Child(ren) Tab

MIS 2000 (Tablet) - OK1025

Record Procedures Reports Preferences COE Go View Help

COE Data COE Date School District District ID School Year
5/26/2015 MIGRANT DIRECTOR OKSTAT 14/15

Search

Created: 5/26/2015 2:06:21 PM

Recertified Incomplete Show Incomplete Only Show Approved Only Submit

Child(ren) Information

Last Name Last Name2 Suffix First Name Middle M/F Race
SIMPSON BART M WH

Birthdate Age Ver Grade Type School Name School ID
12/17/2003 11 1004

MB Birth City State Country Res. Date Enr. Date Funding Date LQM Date
N LOS ANGELES CA USA 4/27/2015 5/26/2015 4/27/2015

District of Residence Comments
MIGRANT DIRECTOR

Homebase City State Country

Last Name	First Name	Enroll Date	Facility Name	Grade
SIMPSON	BART			
SIMPSON	LISA			
SIMPSON	MAGGIE			

Student IDs

OK1025-29917

New Enrollment

Remove Enrollment

Update Record

- Grade
- School Name
- Enrollment Date
- Update Record
- Remove graduates
- No new enrollments
- Add Comments

Electronic Recertification



- Step 4: Parents/Guardian Sign and date

The screenshot displays the MIS 2000 (Tablet) - OK1025 application window. The interface includes a menu bar (Record, Procedures, Reports, Preferences, COE, Go, View, Help) and a main content area. The 'COE Data' section shows fields for COE Date (5/26/2015), School District (MIGRANT DIRECTOR), District ID (OKSTAT), and School Year (14/15). A 'Search' button and a 'Created' timestamp (5/26/2015 2:06:21 PM) are also visible. The 'Recertified Incomplete' status is shown with checkboxes for 'Show Incomplete Only' and 'Show Approved Only', along with a 'Submit' button. A 'View Log' button is located in the top right corner. The main content area features a 'Migrant | Staff | State' tabbed interface. The 'Migrant' tab is active, displaying a 'The Family Educational Rights and Privacy Act (FERPA) Statement' and a 'Parent / Guardian / Spouse / Worker Signature' section. The signature section includes a 'Sign' button, a large text input field, and fields for 'Sign Date', 'Relationship to child', and 'Signed By'. The bottom of the window shows a taskbar with various application icons and a system tray displaying the time (2:10 PM) and date (5/26/2015).

Electronic Recertification



- Step 5: Recruiter/Reviewer Sign and date

MIS 2000 (Tablet) - OK1025

Record Procedures Reports Preferences COE Go View Help

COE Data COE Date 5/26/2015 School District MIGRANT DIRECTOR District ID OKSTAT School Year 14/15

Search

Created: 5/26/2015 2:06:21 PM

Recertified **Incomplete**

Show Incomplete Only Show Approved Only Submit View Log

Migrant Staff State

Staff Signatures

I certify that based on the information provided to me, which in all relevant aspects is reflected above, these children are migratory children as defined in 20 U.S.C. 6399(2) and implementing regulations, and so are eligible as such for MEP services. I hereby certify that, to the best of my knowledge the information is true, reliable, valid, and understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Interviewer Signature Sign Sign Date Interviewer Name

Reviewer Signature Sign Sign Date Reviewer Name

Family Eligibility Child(ren) Signatures

2:10 PM 5/26/2015

After Recruiter signs and submits the eCOE, Reviewer will go to “View” > “COE Draft” to complete the process.

Electronic Recertification



- **Step 6: Upload to OSDE MEP**
 - Electronic COEs will upload along with any new COEs.
 - OSDE MEP staff will review and accept the Electronic Recertification.
 - Status will change to “Recertified Accepted.”



Questions?

Oklahoma State
Department of
Education

Migrant Education
Office

(405)522-3218

Fax (405)521-2361



<http://ok.gov/sde/title-i-part-c>