Title I, Part C Migrant Education Program Kickoff Meeting – Session 1
Title IC Overview and Program Data

Erin Clapper
Program Purpose
ESSA Section 1301. [20 U.S.C. 6391]

(1) To assist states in supporting high-quality and comprehensive educational programs and services during the school year and, as applicable, during summer or intersession periods, that address the unique educational needs of migratory children.

(2) To ensure that migratory children who move among the states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and challenging state academic standards.
(3) To ensure that migratory children receive full and appropriate opportunities to meet the same challenging state academic standards that all children are expected to meet.

(4) To help migratory children overcome educational disruption, cultural and language barriers, social isolation, various health-related problems, and other factors that inhibit the ability of such children to succeed in school.

(5) To help migratory children benefit from state and local systemic reforms.
Program Goal

The goal of this program is for all Migrant students graduate with a high school diploma (or complete a GED) that prepares them for responsible citizenship, further learning, and productive employment.
Components of the MEP

- Administration
  - Administration/Organization of Program
- Student Enrichment and Services
- Parent Engagement
- Advocacy
- ID&R
  - Identify
  - Recruit
Eligibility Requirements

• Ages 3 – 21
• No HS diploma, GED, or HS equivalency
• Parents have worked in a qualifying agriculture or fishing job
• Student has worked in a qualifying agriculture or fishing job
• Student/family has made a qualifying move
What Agricultural Jobs Qualify?

- Planting, cultivating, or harvesting seasonal crops
- Packing and processing food products
- Livestock or ranching
- Nursery or grain elevator work
- Initial Processing of trees

*Note: Landscaping and oilfield do not qualify.*
Allowable Expenditures

• MEP funds should be supplemental to all other local, state and federal funds. Migrant students should receive everything that is offered to the other students, and then the LEA shall analyze if the MEP funds can provide supplemental services to help the Migrant students academically, and help advocate for their welfare, health and well-being.

• Any service that is paid for with Migrant funds must not already be available through another state or federally funded program.
Parental Advisory Council (PAC)

• Federally required
• Each migrant LEA will organize a PAC and have at least two local PAC meetings during the school year
• Representatives of each LEA PAC will attend two State PAC Meetings per year. (Reimbursement of lost wages for PAC members attending the State PAC Meetings is allowable.)
  • State PAC Meetings maybe be conducted through an interactive webinar, so attending will not require travel
Identification & Recruitment (ID&R)

• **Identification** means actively looking for and finding migrant children and Out-of-School-Youth (OSY).

• **Recruitment** means making contact with the family or youth and obtaining the necessary information to document the student’s eligibility and enroll them into the Migrant Education Program.
  - **School recruitment** – when Migrant students actually enroll in school
  - **Community-based recruitment** – visiting community centers, libraries, community events
  - **Residence-based recruitment** – canvassing neighborhoods, or going door-to-door
  - **Employer-based recruitment** – asking employers about their temporary, seasonal workers
Migrant Family Survey
# Number of Migratory Children

<table>
<thead>
<tr>
<th>District Name</th>
<th>2020-2021 School Year Count (minus Birth-2)</th>
<th>Performance Period Count (Sept 1, 2020-Aug 31, 2021)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Altus</td>
<td>19-01=18</td>
<td>08-01=07</td>
</tr>
<tr>
<td>Commerce</td>
<td>14-01=13</td>
<td>13-01=12</td>
</tr>
<tr>
<td>Frederick</td>
<td>117-04=113</td>
<td>106-04=102</td>
</tr>
<tr>
<td>Guymon</td>
<td>63-03=60</td>
<td>63-03=60</td>
</tr>
<tr>
<td>Heavener</td>
<td>10-01=09</td>
<td>10-01=09</td>
</tr>
<tr>
<td>Statewide ID&amp;R</td>
<td>20-2=18</td>
<td>20-02=18</td>
</tr>
<tr>
<td>Tahlequah</td>
<td>14-00=14</td>
<td>14-00=14</td>
</tr>
<tr>
<td>Total</td>
<td>279-13=266</td>
<td>252-13=239</td>
</tr>
</tbody>
</table>
Migratory Population Demographics

From:
- Alaska
- Arkansas
- Colorado
- Kansas
- Minnesota
- Missouri
- Nebraska
- North Carolina
- New York
- Oregon
- Texas
- Washington

Children Moving To Oklahoma (2020 - 2021 Performance Period)
Migratory Population Demographics, cont.

To: North Carolina, South Dakota, California, New Mexico, Tennessee, Florida, Nebraska, Missouri, Arkansas, Iowa, Colorado, Kansas, and Texas

Children Moving From Oklahoma (2020 - 2021 Performance Period)
MIS2000/COE/Data Entry Overview

Jose Henriquez
• Have the recruiters initiate the PFS form when interviewing and completing a Certificate of Eligibility (COE) on a student. The recruiter completes the student’s name, date, ID #, school year, USD #, and Table A (Type of Interruption).
**MIS2000 - 2**

- **Verify and Backup**
- It is recommended that you run this procedure at the end of each working day.
- Choosing **yes** will scan the database for corruption, repair any corruption, and create a copy of your MIS2000 directory. This copy (a zip file) will be placed at the root of your hard drive.
- Choosing **no** will close MIS2000 without doing the verify and backup.
- Choosing **cancel** allows you to remain in MIS2000.
MIS2000 - 3

- Navigators
- Navigator bars are mouse-activated. You can use them to move through your database. They enable you to add, update, or delete records.
MIS2000 - 4

- Pull Down Menus
- **Procedures Menu**
- **Mass Enroll** allows you to enroll students on a by-facility basis.
- **Mass Withdraw** allows you to withdraw students on a by-facility basis.
- **Upload Changes** sends your latest data to the state server.
- **Check for Upgrades** allows you to connect to the state computer to see if there are any upgrades to your MIS2000 system, such as new version of MIS2000, an updated Online Manual, or a new report.
MIS2000 - 5

- **COE Menu** - this menu only appears in COE View.
- **Queue COE** places the COE you are currently viewing into the printing queue.
- **Print COE Queue** creates a screen preview of all records in the COE queue. You can then choose to print the records, save them, or clear them from the record queue.
- **Clear COE Queue** removes all COEs from the printing queue.
- **Queue all New COEs** is a checkable menu item. If you check it, it will add each new COE that you enter to the printing queue.
- **Queue all Students** is a checkable menu item. If you leave it checked, it will add all new students to the student record queue.
COE Completion

• Entering COEs

• While in COE view, press the "+" on the Navigator Bar to add a new COE to the database. You will be given a blank COE, which you will fill in with the required information (remember to type in all caps).

• Enter the data in the white fields. Use the tab key to move from field to field.

• When you have entered all your family data, then you are ready to enter the children’s data.

• You will add children to the COE one at a time. For each new child, press the New Enrollment button.
COE Completion - 2

• Fill in the blank fields. Use the tab key to move from field to field. If you have selected a child that was already in the database, you will still have some fields to fill in.

• Once you have entered the data, press the Update Record button (a few states don’t have this button). The child’s enrollment data will be added to the School History grid.

• If you have another child to enter, press the New Enrollment button again and follow steps 5-9 to add the child to the COE.

• Once you have entered the last child on the COE, press the + on the top Navigator bar to start a new COE. Or, if you are finished, you can close MIS2000. Your new COE will be saved automatically.
COE Completion - 3

• NOTE: When you add a new student to a COE, that student’s information such as name, birthdate, and enrollment data, is copied over into Student View as "Student Data."

• To look at that Student Data in Student View, highlight the child in the COE children grid. Open the Go menu and select To Student. You will then see the Student Data that was copied when you added the new child to the COE.
General instructions

• A COE must be completed every time a child makes a new qualifying move that would renew the child’s eligibility for the MEP.

• All attempts should be made to complete all data elements and sections of the COE.

• If the recruiter completes a COE for a family, the recruiter must fill out a separate COE for any child who has a different qualifying arrival date (QAD) or for any child who has different eligibility criteria than the rest of the children in the family, such as an out-of-school youth (OSY) who may have moved as the worker. The QAD is the date that both the child and worker completed moves to the same school district (listed in #1 of the Qualifying Moves and Work section). There are special cases that are described in the instructions for the section titled “Qualifying Moves and Work Section.” If more than one COE is necessary, the recruiter must complete all sections on each form.
COE Completion - 5

The recruiter must not include any child who:

• Was born after the qualifying move described on the COE in #1 of the Qualifying Moves and Work section;

• Is not eligible to receive a free public education through grade 12 under State law; or

• Did not make the qualifying move described on the COE in #1 of the Qualifying Moves and Work section.

• Graduated
COE Re-Certification

• Students are eligible for the Oklahoma Migrant Education Program (OMEP) for 36 months from their last Qualifying Arrival Date (QAD). There are some exceptions for continuation of services. The “clock” starts over with every QAD.

• DISTRICTS CANNOT RECERTIFY STUDENTS AFTER 36 MONTHS OR GRADUATED!

• MIS2000 will not allow QADs that exceed 36 months to be recertified.

• Re-certifications should be completed and submitted to OSDE MEP by October 1, 2021.
COE Re-Certification - 2

• Step 1: Find the original COE in MIS 2000
COE Re-Certification - 3

• Step 2: Click “COE”, select “Re-certificate”
COE Re-Certification - 4

- Accepted will change to “Re-certified Incomplete”
- New COE ID will be given.

“Accepted” will change to “Recertified Incomplete.”

- COE IDs will change.
COE Re-Certification - 5

Step 3: Update Tabs-Family Tab

- Only certain fields will be open for editing
- Mandatory: Update School Year (Top Panel)
- Optional: Update address and phone number
COE Re-Certification - 6

Step 4: Update Tabs-Eligibility Tab

• “NO EDITING ALLOWED”
Step 5: Update Tabs-Children Tab

- Grade
- School Name
- Enrollment Date
- Remove Graduates
- No New Enrollments
- Add comments
COE Re-Certification - 8

Step 6: Update Tabs-Parent/Guardian Signature

- Not Required but it is highly useful for residency verification and inquire about new qualifying moves.
- Write signature on file is unable to get it signed

Write signature on file if asked for parent’s signature
COE Re-Certification - 9

Step 7: Update Tabs-Recruiter/Reviewer Sign and Date

• After the recruiter submits the eCOE, the reviewer go to “View” “COE Draft” to complete the review process.

After Recruiter signs and submits the eCOE, Reviewer will go to “View” > “COE Draft” to complete the process.
COE Re-Certification - 10

Step 8: Update Tabs-Upload to OSDE-OMEP

- Re-certified COEs upload the same as the new COEs
- OMEP staff review and accept the COE
- COE status change to “Re-certified Accepted”
Data Entry

I. Fall Semester: Beginning of School Year Responsibilities

1.1 Heading or Personal Data

- Some fields in the Heading pre-populate with data from the Certificate of Eligibility (COE). If applicable, the following items require an entry:

- Data Element #45-Continuation of Services (Cont. Svcs): Reason why child, who ceases to be a migratory child, is being served under the continuation of services provision of the MEP (Section 1304(e) of ESSA).
  - 01 - Child receiving services for the duration of the term after eligibility expiration
  - 02 - Child receiving services for 1 additional school year – comparable services are not available through other programs
  - 03 - Student who was eligible for services in secondary school continues to be served in credit accrual programs until graduation (see question A9 page 56 of the Non-Regulatory Guidance (NRG)).

- Data Element #48-Designated Graduation School (FOR SENIORS ONLY). Use the School District name. The system will search for your High School (HS) and the National Center for Education Statistics (NCES) ID.
1.2 School History Panel

Enrollments pre-populate from the COE certifications or re-certifications (this enrollment represents the entire regular school year, except summer session);

- Priority For Services (PFS) Yes or No;
- English Learner (EL) Yes or No;
- Individual Education Plan (IEP) Yes or No;
- Medical Alerts (Med Alert) A, C, or N;
- Immunizations Record Available (Imm Avail) Yes or No;
- Data Element #73- Residency Verification Date (Res Ver Date); must be updated yearly and within the current school year.
- Algebra I Indicator (Alg I Ind.) Yes or No;
- Out of State Transcripts (OOS Trans), Yes or No;
- Home Schooled; Yes or No;
- If a student moves and is no longer residing in the school district, they should be withdrawn and all applicable data elements entered. Residency only (06) children should be withdrawn using the same date as their siblings as applicable.
1.5 Supplemental Programs/OMEP Services Panel

- Program Name (make selection from dropdown list);
- Program Code (after selecting program name, hit the tab key to get the code);
- Program Start Date;
- Program End Date (if the program is offered by semester);
- Program Hours Taken; Record the total number of clock hours the student spent in class. Use the Formula:
  - # Of Days in Class × Length of Class in Minutes ÷ 60 Minutes = Clock Hours Student Spent in Class (Round to the next whole hour). Example, 63 days in Class × 52 minutes of Class ÷ 60 minutes = 55 Clock Hours Student Spent in Class; and
- Program Funding Code (make selection from dropdown list).
1.6 Parents Panel

To update parents’ information:

- click on the Family tab to the right;
- do desired changes, and;
- click on the highlighted check mark on your left by the navigation keys to save your changes or simply move away from the tab (the system will save changes).
1.8 Documents Panel

The Documents Panel is a feature that allows you to scan/attach documents associated with a student. Examples of documents that may be scanned/attached:

- Out of State transcript for a high school student,
- IEPs
- Shot records, etc.,
Questions
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