



Migrant Liaison Manual: *Policies, Guidelines, & Responsibilities*

You may contact the Achievement School District's Migrant Liaison, Teri Manning-Euell (teri.manningeuell@tn-asd.org; 901.422.1749), for additional information concerning Migrant Education.

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INTRODUCTION

The Migrant Education Program (MEP) was established by United State Department of Education in 1966. The program is part of Title I Part C of the Elementary and Secondary Education Act (ESEA) of 1965 and most recently reauthorized by the Every Student Succeeds Act (ESSA) of 2015.

In Tennessee, the department of education utilizes an outside contractor to manage the state Migrant Education Program. Conexión Américas, a non-profit agency based in Nashville, carries out the daily work of the MEP for the state Title I-C grant.

The ASD Migrant Manual outlines federal regulations under ESSA and District Policies. The manual is intended to serve in defining, understanding and communicating ASD policies and procedures, identifying responsibilities, and providing guidelines in the performance of specific tasks. Please ensure that your school practices align with ASD policies and procedures.

ELIGIBILITY, ENROLLMENT, CODING OF MIGRANT STUDENTS

Migrant status depends on a Certificate of Eligibility (COE) that is tied to a qualifying move and arrival date (QAD). Conexión Américas determines eligibility and issues the COE that certifies students as migrant. Migrant students are eligible for migrant services for the 36 months that follow the QAD.

Eligibility

A child is a “migratory child” and is eligible for services if all of the following conditions are met:

- The child is younger than age 22.
- The child made a qualifying move in the last 36 months, and
 - The qualifying move was with, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher, or
 - The qualifying move was on his or her own as a migratory agricultural worker or migratory fisher.
- The child is entitled to free public education.

Enrollment

Occupational Surveys should be administered during registration to screen for eligible migrant students. Please remove all barriers to immediate enrollment to prevent educational discontinuity. A migratory child changes schools frequently and may not have the documentation required to enroll in a new school. Therefore, enrollment must not be denied to migrant students because documents normally required for enrollment may have not been provided. **All schools should adhere to the following process to ensure compliance of identified Migrant Students:**

- 1) Occupational Surveys are administered to all new and returning students each school year.
- 2) All Occupational Surveys are reviewed, and the School Migrant Liaison is notified of potentially eligible Migrant Students (“yes” to questions 1 & 2).
- 3) All Occupational Surveys with affirmative responses (“yes” to questions 1 & 2) are emailed to the District Liaison.
- 4) The District Liaison submits Occupational Surveys to Conexión Américas via the TNMigrant website.
- 5) Conexión Américas verifies student eligibility and provides a response to the District Migrant Liaison.
- 6) If the student qualifies, the District Liaison receives a Certificate of Eligibility (COE) from Conexión Américas and notifies the School Liaison.
- 7) The School Migrant Liaison places the COE in the student’s cum files and ensures accurate coding in SIS/EIS.
- 8) The School Migrant Liaison collaborates with Conexión Américas to coordinate services for the migratory student and family.
- 9) The School Migrant Liaison completes the Individual Student Report (ISR) at the end of school year or within 14 days of the student’s withdrawal. All ISRs are submitted to the District Liaison.

SIS/EIS Coding

After receiving the Certificate of Eligibility, the School is responsible for ensuring that Migrant Students are accurately coded in SIS/EIS.

- 1) Access the “State Providence TN Page” in PowerSchool.
- 2) Click “Here to Create/Edit this Student’s Non-Lunch Related Classification.”
- 3) Select “I” for Migrant Classification.
- 4) Save classification information.
- 5) Enter the “Date First Enrolled in U.S. School” on the State Providence TN Page.
- 6) If the Migrant Student’s native language is Non-English, complete the “Student Enrollment Information” section.
- 7) Verify that your data is accurate in EIS.
- 8) **The migrant (I) student classification applies for the school year. Migrant liaisons should NOT remove the migrant (I) student classification from SIS/EIS when a migrant student’s eligibility ends three years from the QAD.**

MIGRANT EDUCATION PROGRAM (MEP): CONEXIÓN AMÉRICAS

In Tennessee, the department of education utilizes an outside contractor to manage the state Migrant Education Program. Conexión Américas, a non-profit agency based in Nashville, carries out the daily work of the MEP for the state Title I-C grant. Conexión Américas determines migrant eligibility and issues the COE for qualifying migrant students. Conexión Américas collaborates with Liaisons to ensure that eligible Migrant students and their families have access to a variety of services, educational programs, and referrals.

The MEP ensures...

- migratory children who move among the states are not penalized in any manner by disparities among states in curriculum, graduation requirements, or student academic achievement standards.
- all migrant students reach challenging academic standards and graduate with a high school diploma (or complete a GED) by providing a variety of educational programs and services.

TN Migrant Website

- Conexión Américas uses the TN Migrant website to exchange student data securely with school districts.
- **Only the District Migrant Liaison has access to the TNMigrant website.**

The Migrant Student Information Exchange (MSIX) Account

- MSIX facilitates the exchange of migrant student records to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.
- **Only the District Migrant Liaison has access to the MSIX Account.**

OCCUPATIONAL SURVEY

Each School is required through ESSA to identify and recruit migrant students and families. The Occupational Survey is the tool that TN uses to meet our state requirements under these laws. The Occupational Survey must be administered as part of the registration documents, including electronic form (printed and placed in cum files). Occupational Surveys are administered to all returning and new students each school year and maintained in the students' cumulative files. All Occupational Surveys must be reviewed and affirmative responses ("yes" to questions 1 & 2) submitted to the District Migrant Liaison. The District Migrant Liaison is responsible for uploading all Occupational Surveys to the TN Migrant website.



Tennessee Migrant Education Program – Occupational Survey

Your child may qualify to receive **free** educational services. Please answer the following questions to help us determine their eligibility. Once completed, return this form to the school.

STUDENT FIRST NAME:	STUDENT LAST NAME:	DATE:
SCHOOL:		GRADE:
PARENT/GUARDIAN NAME:		

- 1) In the past three years, has your family moved to another city, state, and/or county?
 Yes No
- 2) Do you or anyone in your immediate family currently work or have worked (in the past three years) in any of the following occupations?
 Yes No

a. If yes, please circle all that apply:



Processing & Packing
(fruit, vegetables, chicken, eggs, pork, beef, etc.)



Agriculture/Field Work
(planting, picking, and sorting crops; soil preparation; irrigation; fumigation; etc.)



Dairy/Cattle Raising
(feeding, milking, rounding up, etc.)



Nursery/Greenhouse
(planting, potting, pruning, watering, etc.)



Forestry
(soil preparation, planting, growing, cutting trees, etc.)



Fishing/Fish Processing
(catching, sorting, packing, transporting fish, etc.)

If you answered "yes" to the questions above, please continue. Otherwise, your form is complete.

- 3) How long have you been in this county in Tennessee?

WEEKS:	MONTHS:	YEARS:
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HOME ADDRESS:		
CITY:	STATE:	ZIP:
TELEPHONE (WITH AREA CODE):		

For school use only: If questions 1 and 2 are "yes," please send the survey to your district migrant liaison. If you have questions, call (931) 212-9539 to speak with the Tennessee Migrant Education Program.

School District:	Student State ID:	Enrollment Date:
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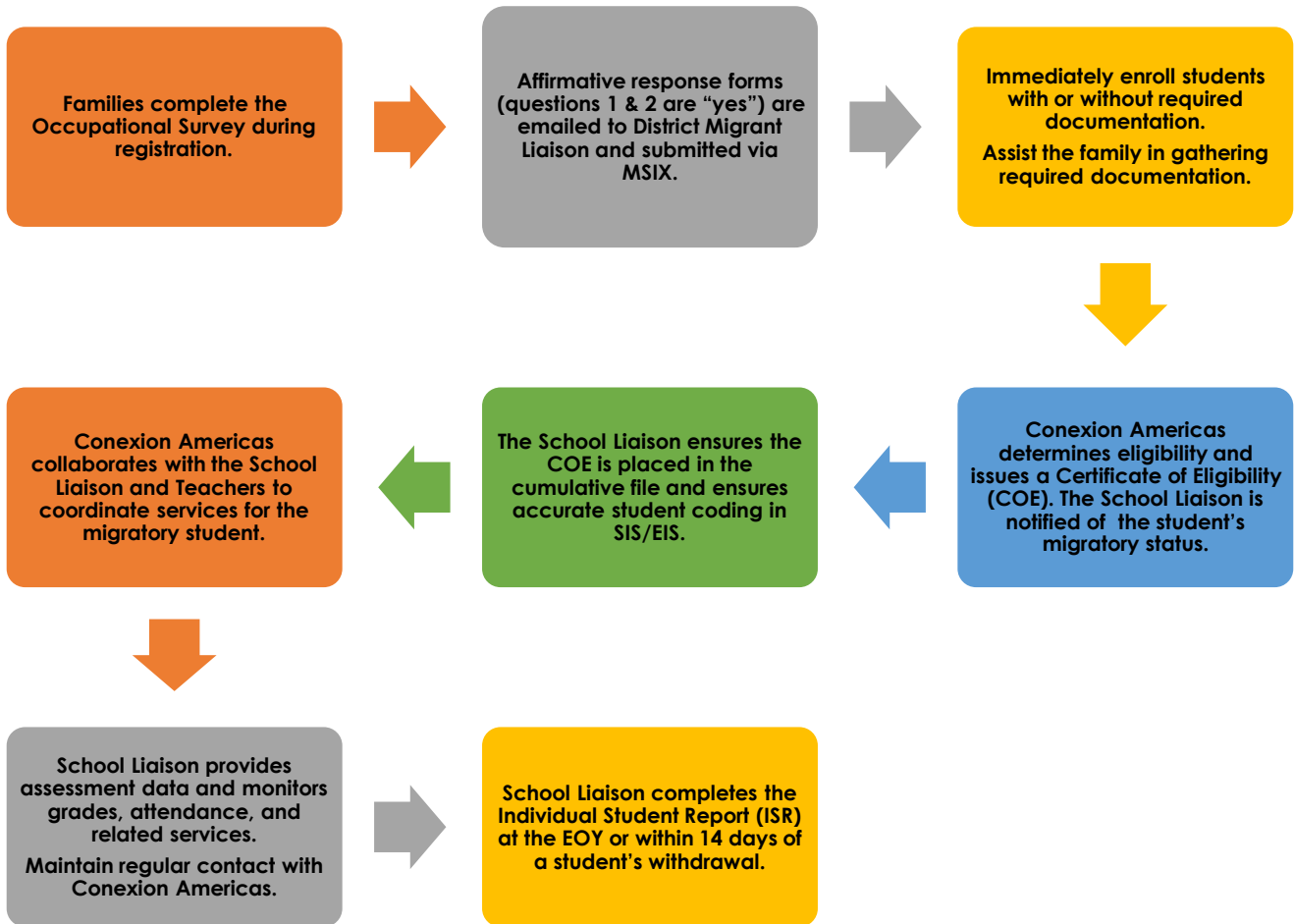
INDIVIDUAL STUDENT REPORT (ISR)

The Individual Student Report is an academic record used to ensure appropriate enrollment, placement, and accrual of credits. The School Migrant Liaison, in collaboration with Teachers, completes ISRs for all students certified as Migrant. ISRs are completed at the end of school year or within 14 days of the student’s withdrawal. All ISRs must be submitted to the District Migrant Liaison. The District Migrant Liaison is responsible for uploading all ISRs to the TN Migrant website.

Tennessee Migrant Education Program - Individual Student Record

Student Name	DOB	DOB Verified How?	Grade Level	Current School Year Enroll Date	Last Day Enrolled	School Year
Student State ID	School Name		District Name	District Number	Number of Days	Number of Days Present
Assesment Information						
Is the student on grade level in reading?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Assesment(s) used to determine proficiency			
Is the student on grade level in math?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Reading Proficiency Level/Score			
Ontrack with Graduation credits?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Math Proficiency Level/Score			
Current GPA?			Writing Proficiency Level/Score			
Does the student receive special education services?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Estimated Oral Fluency (ORF)*			
Classified as an English Learner (EL)	<input type="checkbox"/> Yes <input type="checkbox"/> No		Students with Disabilities (Ex: Specific Learning Disability, Other Health Impairment Speech/Language Impairment ,etc.)			
Has an Individual Education Plan (IEP)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Retained in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No	When?	Promoted to Next Grade Level?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Problems with:	<input type="checkbox"/> Vision <input type="checkbox"/> Hearing <input type="checkbox"/> Speech <input type="checkbox"/> Other		On target for Graduation	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Immunizations Current?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Number Credits Received This School Year?			
Med Alert ?	<input type="checkbox"/> Chronic <input type="checkbox"/> Acute <input type="checkbox"/> None		Anticipated Graduation Date			

MIGRANT SERVICES PROCESS



MIGRANT LIAISON ROLE & RESPONSIBILITES

<p>School Migrant Liaison</p>	<ul style="list-style-type: none"> ▪ Serves as the school’s point of contact and acts as an extension of the District Liaison. ▪ Informs school staff of policies and procedures as it relates to identification, enrollment, and certification of Migrant Students. ▪ Ensures that Occupational Surveys are administered to all new and returning students each school year and current school year Surveys are placed in the cumulative files. ▪ Ensures that all Occupational Surveys are reviewed and any affirmative responses (“yes” to questions 1 & 2) are submitted to the District Liaison. ▪ Ensures that COEs of eligible Migrant Students are placed in the cumulative files. ▪ Ensures accurate migrant student coding in SIS/EIS. ▪ Ensures that all identified Migrant Students receive services and supports to meet their needs. ▪ Collaborates and maintains regular contact with Conexión Américas concerning the students’ academics, attendance, behavior, etc. ▪ Completes ISRs for all qualified migrant students at the end of school year or within 14 days of the student’s withdrawal. ▪ Provides multiple opportunities to engage with families. ▪ Attends all District Migrant Trainings and submits documentation/reports as required.
<p>District Migrant Liaison...</p>	<ul style="list-style-type: none"> ▪ Serves as the LEA point of contact, and the liaison between Schools, Conexión Américas, and SEA. ▪ Ensures that School Migrant Liaisons are informed of policies and procedures related to serving Migrant Students. ▪ Uploads required documentation (Occupational Surveys & ISRs) to Conexión Américas via TNMigrant website. ▪ Manages the District’s TNMigrant and MSIX account. ▪ Collaborates with Conexión Américas to validate student’s eligibility. ▪ The District Liaison is Teri Manning-Euell.
<p>Conexión Américas...</p>	<ul style="list-style-type: none"> ▪ Manages the TN Migrant Education Program. ▪ Certifies the student’s migratory status and provides the Certificate of Eligibility (COE). ▪ Manages the State’s TNMigrant and MSIX account. ▪ Collaborates with Liaisons to ensure that students and their families have access to a variety of services, educational programs, and referrals.

MIGRANT SHAREPOINT RESOURCES

<p><u>Professional Development & Resources</u></p>	<ul style="list-style-type: none"> • Occupational Survey (English & Spanish) • TN Guidance for Occupational Survey • ASD Migrant Student Guide Training PowerPoint • MEP Migrant Training 04.12.2018 • TN Individual Student Report (excel doc) • MEP Brochure (English & Spanish) • <u>CONEXIÓN AMÉRICAS</u>
<p><u>TDOE COVID-19 Guidance</u></p>	<ul style="list-style-type: none"> • FAQ Regarding Migratory Students and COVID-19 Closure
<p>Point of Contacts</p>	<p>District Migrant Liaison:</p> <ul style="list-style-type: none"> • Teri Manning-Euell <ul style="list-style-type: none"> ○ 901.422.1749; teri.manningeuell@tn-asd.org <p>Conexión Américas:</p> <ul style="list-style-type: none"> • Elena Cruz (Data Analyst) <ul style="list-style-type: none"> ○ 931.212.9539; Elena@ConexionAmericas.org • Patricia Tarquino (MEP Associate Director) <ul style="list-style-type: none"> ○ 615.924.1497; Patricia@ConexionAmericas.org • Samuel Montoya (Recruiter Coordinator) <ul style="list-style-type: none"> ○ 615.406.3435; samuel@conexionamericas.org