Delaware



Migrant Education Program

Identification and Recruitment Plan

**2017-18**





**D E L A W A R E**

**M I G R A N T E D U C A T I O N P R O G R A M**

Delaware Department of Education (DDOE) Mission Statement and Focus on Migratory Students

In Delaware’s Every Student Succeeds Act (ESSA) Plan, the Department outlined the agency’s mission: “Every learner ready for success in college, career and life.”

Delaware’s migratory students are no exception to this mission. In fact, this population of learners is often the most difficult to locate and identify to ensure they receive the services they need to be ready for success in college, career and life.

The Department of Education is responsible for the proper and timely identification and recruitment of all eligible migrant children in our state, including securing pertinent information to document the basis of a learner’s eligibility. The Department’s Education Associate for English Learners and Migratory Students and the Migrant Recruiter are ultimately responsible for finding and recording eligibility data on a Certificate of Eligibility (COE). The recruiter obtains these data by interviewing parents and others who are responsible for the child, or the child him/herself, in cases where the child moves on his or her own. The Department of Education is responsible for implementing procedures to ensure the accuracy of eligibility information. This Identification and Recruitment Plan is a crucial part of the DOE’s overall Migrant Education Program Plan.



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**I N T R O D U C T I O N T O T H E D E L A W A R E**

**M I G R A N T E D U C A T I O N P R O G R A M**

Delaware’s Migrant Education Program (MEP) is authorized by Title I, Part C of the Elementary and Secondary Education Act (ESEA) of 1965, as amended. The MEP is administered by the Office of Migrant Education (OME) and its mission is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migrant children, youth, agricultural workers, fishers, and their families. The OME administers grant programs that provide academic and supportive services to the children of families who migrate to work in the agricultural and fishing industries.

The Office of Migrant Education (OME) has identified the need for special initiatives in three programmatic areas of the Migrant Education Program (MEP) to help attain the goal of assisting migrant children to achieve challenging academic standards and graduate from high school. One of these areas is the program function of targeting, which includes:

1. **The proper and timely identification and recruitment of eligible students** -especially those who are the most mobile.
2. The selection of students for services based on priority for service and need, and
3. The provision of services at a sufficient level of quality and intensity to give a reasonable promise of meeting the needs of the children being served.

This **Identification and Recruitment Plans** addresses the Delaware Department of Education’s strategies to refine and enhance its practices in the proper and timely identification and recruitment of eligible students—one of the three parts of the overall DOE Migrant Education Strategic Plan.

**I D E N T I F Y I N G A N D R E C R U I T I N G E L I G I B L E M I G R A T O R Y**

**C H I L D R E N A R E T H E C O R N E R S T O N E S O F T H E D E L A W A R E**

**M I G R A N T E D U C A T I O N P R O G R A M**

Identification and recruitment of migrant children are critical because the children who are most in need of program services are often those who are the most difficult to find. Many migrant children would not fully benefit from school, and in some cases, would not attend school at all, if the Department of Education failed to identify and recruit them into the Migrant Education Program. Children cannot receive Migrant Education Program services without a record of eligibility.

The DOE is responsible for the identification and recruitment of all eligible migrant children in the State. For this reason, it is important that the DOE develop and implement the right policies and procedures that efficiently and effectively meet their responsibility to correctly identify and recruit all eligible migrant children residing in Delaware.

* **Identification:** Is the act of determining the presence and location of migratory children within a State.
* **Recruitment:** Is the act of describing the benefits of the MEP to the child and his or her family and obtaining the necessary information to document the child's eligibility and enroll the child in the program.

**D E L A W A R E I D E N T I F I C A T I O N A N D**

**R E C R U I T M E N T ( I D & R ) P L A N**

Delaware’s Identification and Recruitment (ID&R) Plan outlines measurable goals that detail the procedures for the effective **identification and recruitment** of eligible migrant students, including **professional training**, **interstate and intrastate coordination**, and the **quality control** system.

**M I S S I O N**

Through the implementation of this plan, the Delaware Migrant Education Program strives to strengthen and enhance the identification and recruitment process and to fully comply with all federal laws and regulations pertaining to the identification and recruitment of migratory children in Delaware.

**G O A L S**

1. **P R O F E S S I O N A L T R A I N I N G**
Conduct **training** to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP.
2. **I D E N T I F I C A T I O N & R E C R U I T M E N T ( I D & R ) P R O C E D U R E S**
Organize and prioritize gaps in the existing recruitment practices and strengthen the practices for **identification and recruitment** efforts.
3. **Q U A L I T Y C O N T R O L**
Evaluate and revise current **quality control** proceduresto ensure eligibility compliance.
4. **I** **N T E R / I N T R A S T A T E C O O R D I N A T I O N**
Promote **interstate and intrastate coordination** through collaborative efforts.

**O B J E C T I V E S**

**P R O F E S S I O N A L T R A I N I N G**

* 1. The DDOE Migrant Education Program will provide one (1) ID&R training to at least 80% of all summer school migrant staff/ internal re-interviewers during the annual professional training opportunity for the 2017-18 year.
	2. The DDOE Migrant Education Program will provide up to two (2) trainings to all new seasonal migrant recruiters before they are deployed for recruitment during the school year 2017-2018.

**I D E N T I F I C A T I O N & R E C R U I T M E N T ( I D & R ) P R O C E D U R E S**

* 1. By November 30, 2017, the DDOE Migrant Education Program will develop a system that ensures the timely collection of Agricultural Surveys from at least 80% of Delaware’s school districts and Charters, for Identification and Recruitment (ID&R) purposes.
	2. The DDOE Migrant Education Program will conduct five (5) Identification and Recruitment (ID&R) efforts in urban areas by the end of 2017-18 school year.

**Q U A L I T Y C O N T R O L**

3.1 By August 15, 2018, the DDOE Migrant Education Program will enact a re-interview process as a

 quality control procedure to measure the accuracy of student identification with a 100% confidence

 level.

**I** **N T E R / I N T R A S T A T E C O O R D I N A T I O N**

4.1 During the 2017-18 year, Delaware Migrant Education Program will utilize the Migrant Student

 Information System (MSIX) to notify receiving states of a child’s pending arrival on a monthly basis.

4.2 During the 2017-18 year, Delaware Migrant Education Program will participate in two (2) Interstate

 collaborative efforts to promote and ensure accurate and systematic recruitment procedures.

**S T R A T E G I E S**

**Engage Stakeholders in Professional Training**

The Delaware Migrant Education Program will provide focused training opportunities for recruiters and summer school migratory staff to develop their skills in properly and reliably identifying and recruiting eligible migrant children. The trainings will focus on ethical decision making, knowledge of local agricultural and processing activities, knowledge of all Migrant Education Program eligibility definitions, and proficiency in accurately completing a Certificate of Eligibility (COE). Any subsequent training will reflect recruiters’ needs as evidenced by the results of the Identification and Recruitment (ID&R) assessment.

**Review and Revise Statewide Identification and Recruitment (ID&R) Procedures**

The Delaware Migrant Education Program will develop a statewide recruitment system that effectively carries out and monitors identification and recruitment efforts. Included in this work will also include a formal mapping of the system to identify where migrant families are likely to reside and work within the state, including underserved urban areas.

**Quality Control**

The Delaware Migrant Education Program will implement quality control policies and procedures to ensure that all documentation related to eligibility determinations is accurate and sound. Quality control procedures will also include an internal re-interview process for a random sample of COEs on an annual basis to validate the documentation on the COEs as accurate.

**Interstate/Intrastate Coordination**

The Delaware Migrant Education Program will increase its cooperation and coordination for the identification and recruitment of migrant children and youth including the utilization of a statewide database system and its connection with the Migrant Student Information Exchange (MSIX) during 2017-18 year. Continuing to utilize the support an resources provided by the IRRC Consortium to strengthen and enhance the identification and recruitment of all eligible migrant youth in accordance with all federal regulations and guidelines.

**D E L A W A R E M I G R A N T E D U C A T I O N I D E N T I F I C A T I O N A N D R E C R U I T M E N T P L A N**

**G O A L S , O B J E C T I V E S a n d S T R A T E G I E S**

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| **GOAL AREAS** | **GOALS** | **OBJECTIVES** | **STRATEGIES** |
| **PROFESSIONAL TRAINING** | 1.0 Conduct **training** to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP. | 1.1 The DDOE Migrant Education Program will provide one (1) ID&R training to at least 80% of summer school migrant staff/ internal re-interviewers during the annual professional training opportunity for the 2017-18 school year.1.2 The DDOE Migrant Education Program will provide up to two (2) trainings to all new seasonal migrant recruiters before they are deployed for recruitment during the school year 2017-2018.  | Provide focused training opportunities for recruiters and summer school migratory staff to develop their skills in properly and reliably identifying and recruiting eligible migrant children. The trainings will focus on ethical decision making, knowledge of local agricultural and processing activities, knowledge of all MEP eligibility definitions, and proficiency in accurately completing a COE. A second follow-up training will be provided for those participants who do not demonstrate ID&R proficiency after the first training.  |
| **ID&R PROCEDURES** | 2.0 Organize and prioritize gaps in the existing recruitment practices and strengthen the practices for **identification and recruitment** efforts. | 2.1 By November 30, 2017, the DDOE Migrant Education Program will develop a system that ensures the timely collection of Agricultural Surveys from at least 80% of Delaware’s school districts and Charters, for ID&R purposes. 2.2 The DDOE Migrant Education Program will conduct five (5) Identification and Recruitment (ID&R) efforts in urban areas by the end of 2017-18 school year. | Develop a statewide recruitment system that effectively carries out and monitors identification and recruitment efforts in urban areas of the state. Included in this work will include a formal mapping of the system to identify where migrant families are likely to reside and work within the state, including underserved urban areas. |
| **QUALITY CONTROL** | 3.0 Evaluate and revise current **quality control** procedures to ensure eligibility compliance. | 3.1 By August 15, 2018, the DDOE Migrant Education Program will enact a re-interview process as a quality control procedure to measure the accuracy of student identification with a 100% confidence level. | Implement and monitor quality control policies and procedures to ensure that all documentation related to eligibility determinations is accurate and sound. Quality control procedures will also include an internal re-interview process for a random sample of COEs on an annual basis to validate the documentation on the COEs as accurate. |
| **INTER/****INTRASTATE COORDINATION** | 4.0 Promote **interstate and intrastate coordination** through collaborative efforts. | 4.1 During the 2017-18 year, Delaware Migrant Education Program will utilize the Migrant Student Information System (MSIX) to notify receiving states of a child’s pending arrival on a monthly basis.4.2 During the 2017-18 year, Delaware Migrant Education Program will participate in two (2) Interstate collaborative efforts to promote and ensure accurate and systematic recruitment procedures.  | The Delaware MEP will increase its cooperation and coordination for the identification and recruitment of migrant children and youth including the utilization of a statewide database system and its connection with the Migrant Student Information Exchange (MSIX) during 2017-18 year. Continuing to utilize the support and resources provided by the IRRC Consortium to strengthen and enhance the identification and recruitment of all eligible migrant youth in accordance with all federal regulations and guidelines. |

# **PROFESSIONAL TRAINING**

**GOAL #1:** Conduct training to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP.

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| **OBJECTIVE 1.1** |
| The DDOE Migrant Education Program will provide one (1) ID&R training to at least 80% of all summer school migrant staff/internal re-interviewers during the annual professional training opportunity for the 2017-18 year. |

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| **OBJECTIVE 1.2** |
| The DDOE Migrant Education Program will provide up to two (2) trainings to all new seasonal migrant recruiters before they are deployed for recruitment during the school year 2017-2018.  |

# PROFESSIONAL TRAINING OPPORTUNITIES

The State provides two mandatory statewide trainings to all new seasonal migrant recruiters on a yearly basis with the main goal of improving identification and recruitment practices to ensure a valid and accurate ID&R process. Trainings are designed to meet the needs of individual recruiters while supporting the overall goals of the migrant program. Training topics include the following:

1. Knowledge of all Migrant Education Program eligibility definitions;
2. Understanding of the decision-making process that recruiters should use, consistent with Federal definitions and DDOE-adopted procedures, to determine each child's eligibility for the Migrant Education Program;
3. Knowledge of local agricultural and fishing production and processing activities;
4. Familiarity with local growers, processors, and fishing companies;
5. Skill in the use of studies of the State's agricultural and fishing industries, where available, as guides to determine whether particular employment activities are temporary;
6. Proficiency in accurately, completely, and clearly filling out all sections of the Certificate of Eligibility (COE); and
7. Knowledge of the types of situations that need additional narrative or documentation beyond what is normally recorded on the Certificate of Eligibility (COE) to demonstrate that the children are eligible for the MEP.

In addition, recruiter training also includes the utilization of a recruiter competency-based assessment designed to improve quality interviewing and making pre-eligibility determinations. During the 2017-18 year, at least 70% of those participating in the training will demonstrate proficiency on the competency-based ID& R assessment so that they may be hired as internal re-interviewers and new migrant recruiters. Those not demonstrating proficiency will be provided with individualized trainings in order to increase knowledge of identification and recruitment practices.

# RECRUITER MONITORING

The DDOE Education Associate for English Learners and Migratory Students continually monitors the identification and recruitment practices of the DDOE and seasonal recruiters in order to verify that currently enrolled children are eligible to receive MEP services. Monitoring is continually conducted through quality control as a Certificate of Eligibility (COE) is submitted and throughout the COE review process. The DDOE Education Associate for English Learners and Migratory Students reviews recruiter activity logs and individual ID&R action plans to help determine if efforts are being implemented properly.

# **IDENTIFICATION & RECRUITMENT (ID&R) PROCEDURES**

**GOAL #2:** Organize and prioritize gaps in the existing recruitment practices and strengthen the practices for **identification and recruitment** efforts.

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| **OBJECTIVE 2.1** |
| By November 30, 2017, the DDOE Migrant Education Program will develop a system that ensures the timely collection of Agricultural Surveys from at least 80% of Delaware’s school districts and Charters, for ID&R purposes.  |

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| **OBJECTIVE 2.2** |
| The DDOE Migrant Education Program will conduct five (5) ID&R activities with focus on “urban recruitment” by the end of 2017-18 school year. |

STATE RECRUITMENT

Delaware’s identification and recruitment plan takes into consideration the changing needs of federal non-regulatory guidance, shifting migrant populations, and changing service needs.

The State has a need to recruit in areas outside current projects and to address the needs of migrant children who may not currently be receiving migratory services such as those students in urban areas of the state. Developing a system that monitors districts and charters to ensure the completion of the Agricultural Survey for every student is a crucial first step. The DDOE Migrant Education Program will complete a formal mapping process of the system to identify where migrant families are likely to reside and work within the state. Strategic recruitment efforts will focus on New Castle County for students residing in the urban areas of Wilmington, Newark and New Castle.

Delaware’s districts and charter schools have the responsibility to submit Agricultural Surveys from newly enrolled students in a timely manner. The Department of Education will develop a monitoring process to ensure that surveys are returned to the DDOE within the specified timeframe. The DDOE will be able to leverage survey data to enhance other current data sources in the creation of a statewide migrant Identification and Recruitment hot map. The map will help identify target areas of where migrant students are living and their families are working.

Delaware’s Identification and Recruitment (ID&R) Coordinator is the Education Associate for English Learners and Migratory Students. Along with the Statewide Migrant Recruiter, these two positions are located at the Delaware Department of Education. Delaware’s ID&R Coordinator is responsible for the coordination of all recruitment efforts of the project and the state migrant recruiter.

# DELAWARE MIGRANT RECRUITER MAJOR RESPONSIBILITIES:

* Responsible for the identification and recruitment efforts in the State of Delaware
* Support the coordination of intrastate/interstate collaboration ID&R efforts
* Plan mass recruitment efforts as needed
* Develop and facilitate Statewide Identification & Recruitment (ID&R) efforts
* Identify training needs of seasonal recruiters
* Coordinate training opportunities for new and seasonal recruiters
* Revise/maintain lists of Migrant Education Program (MEP) approved qualifying activities
* Revise/maintain lists of qualifying employers in the State of Delaware

# DELAWARE MIGRANT RECRUITER QUALITIES

* Deep Understanding of the Migrant Education Program eligibility requirements
* Cultural sensitivity to the cultures and languages of each family
* Familiarity with the languages spoken by migrant workers and families
* Knowledge of the cycles of seasonal and temporary work as they relate to agriculture and fishing work
* Local agricultural and fishing production and processing activities
* Knowing the local school systems, the services available for migrant children and their families, and the most effective strategies for recruiting within each school
* Familiarity with local roads and the locations of housing where migrants most commonly reside
* MEP services offered by the local operating agency; and
* Partner with local agencies that may provide services to migrant workers and their families
* Familiar with community organizations and the different types of services they offer
* Obtaining information provided by parents, guardians, and others regarding the child’s eligibility for the MEP
* Making determinations of eligibility
* Accurately and clearly recording information that establishes that a child is eligible for the MEP on a Certificate of Eligibility (COE)
* Maintaining an ID&R Log to manage time and effort
* Facilitate the conduction of annual revalidation procedures
* Submitting Move Notification Forms
* Attending national and regional Identification & Recruitment (ID&R) trainings

In every case, the recruiter (not the individual interviewed) determines the child’s eligibility on the basis of the statute, regulations, and policies that the Delaware Department of Education implements through formal procedures. Because the Delaware Department of Education is responsible for all determinations of Migrant Education Program (MEP) eligibility, the information the recruiter records must be specific enough to be understood by a knowledgeable independent reviewer.

**QUALITY CONTROL**

**GOAL #3:** Implement **quality control** procedures to ensure eligibility compliance.

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| **OBJECTIVE 3.1** |
| By August 15, 2018, the DDOE Migrant Education Program will enact a re-interview process as a quality control procedure to measure the accuracy of student identification with a 100% confidence level. |

# QUALITY CONTROL PROCEDURES

The Delaware Migrant Education Program will uniformly implement quality control procedures to ensure that all documentation related to child eligibility contains true and accurate information. The quality control process begins with the completion of a Certificate of Eligibility (COE) and continues through the COE review process. The Migrant Recruiter, the Education Associate for English Learners and Migratory Students and the Migrant Data Specialist carry out quality control procedures to be sure that the eligibility determinations are sound and accurate. Delaware implements a re-interview process to ensure quality control measures every three years, but will develop an internal re-interview process that will be conducted annually.

# CERTIFICATE OF ELIGIBILITY APPROVAL PROCESS

Identification and recruitment of eligible migrant children are the cornerstones of the Delaware Migrant Education Program. Identification is the process of determining the location and presence of migrant children. Recruitment means making contact with migrant families, explaining the MEP, securing the necessary information to make a determination that the child is eligible for the program and recording the basis of the child’s eligibility on a Certificate of Eligibility (COE).

As part of the statewide Identification & Recruitment (ID&R) process, the Delaware Department of Education is responsible for implementing quality control procedures designed to ensure the reasonable accuracy of recruiters’ eligibility determinations and written documentation. The Delaware Migrant Education Program uses the national COE created by the U. S. Department of Education as the official record to document eligibility determinations for each individual child. The state’s Migrant Recruiter submits COE’s to the Education Associate for English Learners and Migratory Students for review, correction if necessary, and approval. The COE is signed and dated by the Education Associate for English Learners and Migratory Students after being reviewed. Then, the COE is forwarded to the Data Specialist who makes sure of the information provided on the COE is accurate before entering it in the Delaware’s migrant data system, New Generation System (NGS).

If there are no comments or questions, the approved COE is signed and dated by the Education Associate for English Learners and Migratory Students and uploaded into NGS/MSIX. After MSIX creates/provides an ID number for the student, a copy of the state approved COE, a welcome letter, and a MEP Hotline card is mailed to the students’ home or hand-delivered by the Migrant Recruiter within five (5) days.

If either the Education Associate for English Learners and Migratory Students or the Data Specialist has questions regarding the eligibility determination, or the information provided on the COE, the document is returned to the Migrant Recruiter with comments/questions. The Migrant Recruiter then determines the proper rectification procedures accordingly. When the recruiter has gathered the information needed, the recruiter resubmits the COE to be reviewed again by the Education Associate for English Learners and Migratory Students. If there are no further comments or questions, and the COE meets eligibility criteria, the approved COE is signed and dated by the Education Associate for English Learners and Migratory Students and uploaded into NGS/MSIX. After MSIX creates/provides an ID number for the student, a copy of the state approved COE, a welcome letter, and a MEP Hotline card is mailed to the students’ home or hand-delivered by the Migrant Recruiter within five (5) days.

If the COE is not approved, the COE is marked Non-Qualifying (NQ) and kept at the state migrant office for the record.

# REINTERVIEW PROCESS

A core responsibility of the Delaware Migrant Education Program is to identify all eligible migrant children/youth in the state.  As part of the system of quality controls, an SEA that receives MEP funds must, on an annual basis, validate current year child eligibility determinations through the re-interview of a randomly selected sample of children previously identified as migratory.

In conducting these re-interviews, at least once every three years the Delaware Department of Education uses independent re-interviewers.  These independent re-interviewers will be used to validate child eligibility determinations made in the previous program year.

The re-interview process is important in protecting the integrity of the program by discovering and correcting any eligibility problems and ensuring only eligible migrant children are served and counted for MEP funding. Re-interviewing allows Delaware to identify any Identification & Recruitment (ID&R) issues before child count is submitted to the US Office of Migrant Education. It also identifies any specific recruiters or projects who may require additional training and/or technical assistance.

# **INTER/INTRASTATE COORDINATION**

**GOAL #4:** Promote **interstate and intrastate coordination** through collaborative efforts.

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| **OBJECTIVE 4.1** |
| During the 2017-18 year, Delaware Migrant Education Program will utilize the Migrant Student Information System (MSIX) to notify receiving states of a child’s pending arrival on a monthly basis. |

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| **OBJECTIVE 4.2** |
| During the 2017-18 year, Delaware Migrant Education Program will participate in two (2) Interstate collaborative efforts to promote and ensure accurate and systematic recruitment procedures.  |

# INTERSTATE & INTRASTATE COORDINATION

Interstate and intrastate coordination between states ensure the continuity of services for children who migrate from one state or school district to another, including but not limited to, the transfer of student records. Interstate and intrastate coordination helps reduce the effects of educational disruption that migrant children suffer as a result of repeated moves.

Examples of inter/intrastate coordination includes some of the various activities listed as follows:

* Notifying "receiving" school districts about migrant families who have moved to those districts;
* Promoting the exchange of student educational records;
* Exchanging information on health screenings and health problems that interrupt a student's education;
* Meeting with other States to discuss issues related to the Migrant Education Program
* Establish recruitment efforts through intrastate coordination with community resources
* Collaborative efforts with IRRC-TR for the enhancement of ID&R practices in the state of Delaware.

Delaware is currently a member of the IRRC (Identification & Recruitment Rapid Response) Consortium in order to promote interstate coordination and positively impact identification and recruitment practices.



**IDENTIFICATION AND RECRUITMENT RAPID RESPONSE CONSORTIUM (IRRC)**

IRRC is a consortium of 14 states (AZ, CO, DE, GA, IA, IL, KS, ME, NE-lead state, NM, NY, OK, SC, and TN) with the priority focus of providing services designed to improve the proper and timely identification and recruitment of eligible migratory children whose education is interrupted and sharing those improvements with other state consortium members. <http://www.idr-consortium.net/Index.html>

# THE NEW GENERATION SYSTEM (NGS) MIGRANT STUDENT DATABASE

Section 1304(b)(3) requires SEAs to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year. The Delaware Migrant Education Program (MEP) uses NGS to record this information.

NGS is a solution for the information needs of states serving migrant children. NGS provides for the storage, retrieval and reporting of student information. Records are electronically transferred without a dependency on a national database. The installation process establishes a state database. States using NGS can easily transfer student information from state to state.

The NGS system is designed to capture educational and health data on migrant students. The system allows educators to record the movement of migrant students through the educational process by producing on-line records of a student's educational progress and health profile. Educators can generate a student transfer document to facilitate academic placement as the student transfers schools. NGS also allows educators to generate various student-level, management and Office of Migrant Education performance reports. NGS performs nightly electronic uploads of students’ data into the national MEP student record system, the Migrant Student Information Exchange (MSIX).

The NGS system:

* collects, stores, communicates, and transfers migrant student demographic, education, and health information;
* lays the foundation for sharing the academic and health information of migrant students today and in the future;
* considers educators, who are responsible for creating the optimum learning environment for students, as the primary clients;
* increases the ease of use and value of the system for education and health providers; and
* incorporates state-of-the-art technology on the basis of lower-costs and higher efficiency criteria.

The objective of the NGS system is to continue improving the design of the system using existing and future technologies that collect, store/maintain, communicate, and present education and health information for migratory children.

# TRANSFER OF STUDENT RECORDS

As stated in Sections 1303 and 1304 of the Title I, Part C Non-Regulatory Guidance, States are required to report certain information on the Migrant Education Program (MEP) through a Consolidated State Performance Report (CSPR). Each year, in terms of the MEP, State education agencies (SEAs) are required to submit information about the numbers and characteristics of participating children, the types of services provided, the number of participants by grade level, and other pertinent data elements.

The Delaware MEP utilizes the NGS database system to collect, store, process, and electronically transfer student educational information to meet the reporting requirement of the program. Section 1306(b)(2) requires SEAs to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records when children move from one school to another, whether or not the move occurs during the regular school year. The timely transfer of student records can be an effective means of reducing the effects of educational disruption on migrant students. It enables program staff and teachers to make appropriate decisions regarding a student’s enrollment in school, grade placement, and academic plan.

The NGS system is designed to capture educational and health data on migrant students. The system allows program staff to record the movement of migrant students through the educational process by producing on-line records of a student's educational progress and health profile. Educators can generate a student transfer document to facilitate academic placement as the student transfers schools. NGS also allows program staff to generate various student-level, and Office of Migrant Education performance reports.

# UTILIZING THE MIGRANT STUDENT INFORMATION EXCHANGE

The Migrant Student Information Exchange [MSIX] is an online database containing records of migrant student across states to facilitate the exchange of student records. MSIX creates a single consolidated record for each student that contains information collected by each state in which the student was enrolled. It contains the minimum data elements necessary for proper enrollment, grade placement, and accrual of credits for migrant children. MSIX is used by personnel at the national, state, and regional level. The minimum required student data elements in MSIX are as follows:

* Grade
* Enrollment type
* Insufficient English Proficiency
* Limited English Proficiency indicator
* Immunization flag
* Priority for Services
* MEP Project type
* Medical Alert

Delaware Migrant Program Staff utilizes the MSIX to:

* Send email move notifications through MSIX when students leave Delaware to ensure they are recruited in the receiving state.
* Receive notifications that a student is arriving to the state of Delaware.
* View a student’s enrollment history to determine if immunization records exist
* View a student’s assessment and course history to ensure appropriate course enrollment and grade placement.
* Communicate any special needs/circumstances that the receiving State should know.
* Use designated graduation school information to align student coursework in receiving States.
* Review PFS designations from other Migrant Education Programs (MEPs)
* Use grade and assessment information to plan MEP-specific services for students (e.g., summer school, before/after school programs, tutoring).
* Review secondary course history information to ensure students are on track to graduate.
* Review past move information to assist you in verifying previous qualifying, as well as non-qualifying moves when interviewing families.
* Review a student’s migrant history to assist in the needs assessment process.
* Search for immunization flags to determine where immunization records reside.
* Run MSIX Student Mobility and Multiple States reports to determine mobility patterns and plan recruitment efforts for the State.
* Recognize students’ special circumstances to address needs.

Students’ special circumstances that can be identified in MSIX are:

* Limited English Proficient (LEP) status
* Individualized Education Plan (IEP) status
* Medical alerts
* Priority for Services (PFS) status

# DELAWARE’S MOVE NOTIFICATION PROCEDURE

Through the use of MSIX, Delaware migrant staff sends and receives move notifications of migrant families. Any time the Migrant Recruiter finds out that a student leaves the state of Delaware, the recruiter completes a Delaware’s internal form, MSIX Exit Notification, to inform the Data Specialist of the student’s move. The Data Specialist then, enters the information needed to assist the receiving states in the proper and timely identification and recruitment of that student —with the exclusion of any sensitive student information.

INTRA/INTERSTATE COORDINATION RESOURCES

**MSIX USER GUIDE AND APPLICATION 2017**

<https://msix.ed.gov/msix/trainingCorner/UserAccessGuideApplication/MSIXUserAccessGuideandApplication.pdf>

**NEW GENERATION SYSTEM GUIDE**

<https://ngsmigrant.com/docs/NGSManual1516_1617.pdf?ts=50628.27>

**IRRC – IDENTIFICATION & RECRUIMETN RAPID RESPONSE CONSORTIUM**

<http://www.idr-consortium.net/>