Title I, Part C Migrant Education Program (MEP)
Liaison Calendar

Background

Under the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA) Title I, Part C, § 1306, state education agencies (SEAs) and local educational agencies (LEAs) must develop plans and programs that:

- Provide migratory children with the opportunity to meet the same challenging State academic content standards and challenging State student academic achievement standards that all children are expected to meet.
- Specify measurable program goals and outcomes.
- Encompass the full range of services that are available for migratory children from appropriate local, State, and Federal educational programs.
- Give priority to migratory children who qualify for Priority for Service (PFS) status.

This document has been created to support both MEP-funded and unfunded LEAs in the completion of required forms and data-related tasks. The calendar below provides the annual timeline for specific forms and migrant data entries and should be referenced throughout the academic year.

Requirements for all LEAs

All LEAs, regardless of Title I, Part C funding, must:

- Provide the Occupational Survey (OS) annually to all students through the registration process. LEAs must submit completed OSs to TN Migrant (tn.msedd.com) as outlined in the OS protocol. Click here to view a video regarding the OS.
- Complete an Individual Needs Assessment (INA) for all K-12 migratory students. For more information on the INA, please review the TN MEP INA Instructions. Click here to access a PowerPoint regarding the INA completion process.
- Code migratory students properly in the LEA's student identification system (SIS) and verify proper uploads to the education information system (EIS) monthly as needed due to any migratory student data changes. For information on student coding, see the Federal Programs and Oversight Data Manual.

Requirements for MEP-funded LEAs

LEAs who receive Title I, Part C funding must:

- Complete the Title I, Part C section of the Consolidated Funding Application (CFA).
- Provide both academic and support services to migratory students based on students' needs as identified by the INA. All Priority for Service (PFS) students must be served.
- Enter and submit all data regarding services (i.e., service codes) provided in part or full with MEP funds to TN Migrant (tn.msedd.com). For more information on service codes, click here or contact data@tn-mep.net.

Best Practice for MEP-funded LEAs

On-going communication and collaboration between the MEP-funded LEAs and ARS staff is recommended because it is mutually beneficial and results in more comprehensive and efficient services to eligible migratory children. The following are examples of the positive impact of coordination between funded LEAs and ARS:

1. Timely action addressing humanitarian needs: Through the outreach and enrollment process, families often share their critical humanitarian needs with ARS staff. This information is shared by ARS with the LEAs to enable them to address the student/family needs, including issues such as food insecurity, lack of weather-appropriate clothing or uniforms, medical/dental needs, etc.
2. Timely and accurate school enrollment: ARS staff support school enrollment for new students which can include interpretation of enrollment paperwork, assistance with immunization appointments, and communication with families about LEA enrollment locations, appointments, and needed documents.
3. Timely coordination of other services: The LEAs and ARS stay in communication to coordinate services such as referrals for the McKinney-Vento program.
4. Comprehensive services to families with children served by both the LEA and ARS staff: ARS staff serve the preschool and Out of School Youth (OSY) siblings of the K-12 students served by the funded LEAs. On-going communication between LEAs and ARS is imperative to ensure coordinated student services.

Best Practice for Unfunded LEAs

Unfunded LEAs possess a wealth of information about migratory students that influence the services ARS staff provide to students. Communication and collaboration between ARS and the unfunded LEAs ensure that ARS staff have the most current and accurate information on which to base their services for each student. LEAs may be asked to participate in meetings with the ARS service staff to review key information including the students' INA, grades, report cards and/or transcripts, and Individualized Education Program (IEP). LEAs may also be asked to provide counselor and teacher contact information and other pertinent information that would inform tutoring and services.

Unfunded LEAs are responsible for completing the INAs for migratory students and for uploading high school student graduation plans into TNMigrant. Information in the INAs and graduation plans inform services provided by ARS to eligible students and comports with requirements outlined in the State Service Delivery Plan (SSDP).

Contact Rachel Jackson (Rachel.Jackson@tn-mep.net) for more information.

Additional Resources

- Title I, Part C Migrant Education Program Guide
- Title I, Part C MEP-Equitable Services to Non-Public Schools
- Federal Spending Handbook: Coordinated Spending Guide

- Resources for LEAs from tn-mep.net
- State Service Delivery Plan

Contacts

For questions or assistance regarding data collection and/or identification & recruitment, contact ARS:

- data@tn-mep.net
- IDR@tn-mep.net
- info@tn-mep.net

For questions or assistance regarding migrant programming, funding, and compliance, contact the Tennessee Department of Education:

- Terry Garrett, Terry.Garrett@tn.gov
- Hannah Gribble, Hannah.Gribble@tn.gov

Time Period	All LEAs	Funded LEAs	Activity
Annually	X		Review all MEP forms and data tasks and create a local plan for the collection and submission of required information.
		X	Review the current State Service Delivery Plan (SDP) and create a coordinating local plan to provide services to all K-12 migratory students, prioritizing those with Priority for Service (PFS) status.
	X		Notify Terry Garrett, Terry.Garrett@tn.gov, at the state and data@tn-mep.net, at Arroyo Research Services (ARS) if there is a personnel change or new district MEP Liaison. This process is required before a new TN-Migrant (tn.msedd.com) username and password can be issued for a new user.
December-February		X	Follow processes associated with Title I, Part C equitable services, including Intent to Participate forms and the annual Non-Public School Survey.
March-May		X	Review migrant data and prepare the CFA Title I, Part C application based on a local plan.
Ongoing / August-May		X	Plan and conduct the two required Parent Advisory Council (PAC) meetings and maintain copies of the agenda, sign-in sheets, and minutes for monitoring purposes.
Occupational Survey (OS)			
Ongoing / August-May	X		Administer the Occupational Survey (OS) to all students throughout the academic year, regardless of term or date of enrollment, either as a digital or hard copy.
	X		Maintain a copy of the current academic year's completed OS form for each student enrolled in the LEA for compliance purposes.
	X		Collect and review OS forms and submit forms to TNMigrant following the timeline within the OS protocol guidelines
Certificate Of Eligibility (COE)			
Ongoing / Upon receipt of a new COE	X		Review COEs for students who qualify for the migrant education program (new and returning), noting the students' names and related data.
	X		Maintain a copy of the Certificate of Eligibility (COE) in the student's cumulative folder or LEA files.
	X		Contact family and service providers/LEAs personnel to begin reviewing the instructional and support needs of the student (INA).

Time Period	All LEAs	Funded LEAs	Activity
	X		Complete an INA within two (2) weeks of receiving the new COE. See below.
Individual Needs Assessment (INA)			
Ongoing / August-May	X		Complete an Individual Needs Assessment (INA) and enter it into TNMigrant for all K-12 migratory students within two (2) weeks of receipt of a new COE or by the end of September of the current academic year for re-enrollment for returning migratory students. For more information, review the TN MEP INA Instructions or click here to access a PowerPoint on the INA completion process.
		X	Review the completed INA forms for the migratory students who qualify for PFS and develop a plan for instructional and support services for these migratory students. Note that at minimum, all PFS students must be served.
	X		Provide a list of currently eligible migratory students to the district's food services division as needed to ensure migratory students receive their categorical eligibility for free/reduced lunch.
	X		INAs must be updated for each migratory student at minimum one time annually at midterm and completed by mid-February.
Migrant Data Entry Tasks			
Ongoing /July-May	X		Review the monthly list of eligible migratory students emailed by the ARS data specialist
	X		Enter an "I" in SIS/EIS to classify all students listed as migrant in the monthly student list.
		X	Enter and submit all data regarding migratory services (i.e., service codes) provided by the LEA with MEP funds (in part or full) by the fifth day of the following month.
		X	Maintain documentation of the LEA's implementation of the State Service Delivery Plan (SSDP).
	X		Notify the ARS data team at data@tn-mep.net if any migratory student withdraws from the LEA.
Continuation of Services			
End of fall, spring, and summer		X	Review the monthly list of migratory students who will reach their End of Eligibility (EOE) within the current school term (fall, spring, or summer). Students who reach their EOE within a term may be served until the end of that term with no additional steps required by the LEA.

terms			For those migratory students who reach their EOE and are nearing completion of their final term as described above, if there are no services comparable to those provided by the MEP available to the student, an LEA may request to serve the student one additional academic year by completing the COS form.
		x	LEAs who wish to continue to provide services to migratory students who have reached their EOE and are in their final term must submit a COS request form to Hannah.Gribble@tn.gov at least 30 days prior to the end of the migratory student's last term.