

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

Background

According to 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 Occupational Surveys 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 watch a video 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) on a monthly basis as needed due to any migratory student data changes. For information on student coding, see the [Federal Programs and Oversight Data Manual](#).
- Participate in the Migrant Student Information Exchange (MSIX)/Data Security training through the state MEP contractor, Arroyo Research Services (ARS). For information on how to use and access MSIX, contact data@tn-mep.net.

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 services to migratory students based on students' needs as identified by the INA.
- 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

Collaborating with the ARS team can be mutually beneficial for LEAs and ARS. The ARS team can also serve as liaison to families which enhances services that the LEAs can provide to their students. In addition, through collaboration, ARS may identify pre-K children or Out of School Youth (OSY) in the families and arrange services for them. Schedule a meeting with the ARS recruiter assigned to your area by contacting the Identification and Recruitment (ID&R) team at idr@tn-mep.net to provide referrals for possible migratory students and discuss trends, demographics, and develop a plan to identify migratory students.

Best Practice for unfunded LEAs

Participate in an initial meeting with the ARS service staff to review key information including the students' INA, grades, report cards and/or transcripts, Individualized Education Program (IEP), counselors' and teachers' contact information and other pertinent information that would inform tutoring and services.

Quarterly meetings are recommended after the initial meeting to ensure that ARS has current information on students' needs and academic performance that will inform instruction.

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

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, or Hannah Gribble, Hannah.Gribble@tn.gov
- Brinn Obermiller, Brinn.Obermiller@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.
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 upon 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).
	X		Complete an INA within two (2) weeks of receiving the new COE. See below.

Time Period	All LEAs	Funded LEAs	Activity
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 watch a video regarding the INA completion process.
		X	Review the completed INA forms for the migratory students who qualify for Priority for Service (PFS) and develop a plan for instructional and support services to your 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		Review and update INAs for all K-12 migratory students as needed.
Migrant Data Entry Tasks			
Ongoing /July-May	X		Review the monthly list of eligible migratory students emailed from the Tennessee Department of Education.
	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.
	X		Notify the ARS data team at data@tn-mep.net if any migratory student withdraws from the LEA.