

Tennessee Migrant Education Program (MEP) Graduation Plan Protocol

Background

The Migrant Education Program (MEP) aims to mitigate the educational disruptions students experience as a result of their frequent moves to ultimately obtain a high school diploma or equivalent. In accordance with federal guidelines and the [Tennessee \(TN\) State Service Delivery Plan \(SDP\)](#), specific TN MEP activities and strategies have been identified for secondary students to ensure they have the opportunity and needed support to earn a high school diploma or equivalent in accordance with their graduation and postsecondary goals. This document addresses secondary students' graduation plans and provides instructions for local educational agencies (LEAs) to document graduation plan activities in the state MEP data system, TNMigrant.

Quick Reference Guide

The table below outlines the three necessary steps and MEP staff responsibilities for graduation planning for each secondary migratory student in the state of Tennessee.

Step	Responsibility	Task
1	All LEAs	Create a graduation plan for each secondary migratory student annually.
2	All LEAs	Upload that graduation plan into the MEP data system, TNMigrant. Each time the graduation plan is updated, upload the revised document into TNMigrant.
3	Title I, Part C-funded LEAs	The Title I, Part C-funded LEAs share, review, and discuss the graduation plan with the students (and their family members, if possible) and document this in TNMigrant.
	Arroyo Research Services (ARS)	In LEAs that do not receive Title I, Part C funding, ARS staff will share, review, and discuss the graduation plans with the students and their families and subsequently document this in TNMigrant.

Graduation Plans

The graduation plan is not a specific, templated document. Rather, it is a locally generated document created by the LEA that outlines the LEA graduation requirements, credits the student has already earned, credits the student must still earn to graduate from the LEA, and a timeline for earning those remaining credits. This plan must be shared with students and their families to ensure they are aware of the requirements and timeline.

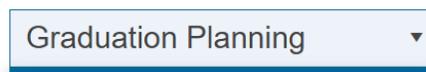
- The TN MEP recommends that the graduation plan be completed annually for each migratory student enrolled in the state of Tennessee in the first semester of the school year.
- For newly identified students throughout the school year, the TN MEP recommends that the

- o graduation plan be completed within one month of the student’s arrival.
- o Prioritize graduation planning for seniors, juniors, and PFS migratory students to ensure they are on track to graduate.
- Step 1: Upload the graduation plan into the MEP data system, TNMigrant. Each time the graduation plan is updated, upload the revised document into TNMigrant.
 - o Each student’s individual graduation plan is uploaded to that student’s record in TNMigrant. Upload the plan using the “Select” button next to “Documents.” This allows you to upload a Word or PDF document from your computer.



- Step 2: Share, review, and discuss the graduation plan with the student (and their family members, if possible), and then complete the graduation plan form TNMigrant. Sharing graduation plans with students and families should take place in a manner that allows the LEA to explain graduation requirements to the student/family and entertain questions from them. Simply providing students with a written copy of their graduation plan does not satisfy the required graduation planning strategy in the TN SDP.
 - o In LEAs that do not receive Title I, Part C funding, ARS staff will share, review, and discuss the graduation plans with the students and their families and subsequently document this in TNMigrant. ARS staff may contact the LEA after reviewing the uploaded graduation plan for a student to clarify any questions before presenting the graduation plan to the student/family.

To document that you shared a student’s graduation plan with them, open the student’s record in TNMigrant. In each student’s record in TNMigrant, in the upper left corner, there is a dropdown menu. Open that and select “Graduation Planning.”



Once “Graduation Planning” is selected, a new section will appear (pictured below). Select “Add Record” to complete this section. Once the data is entered, select “Insert” once complete to save the entry.

- **Date Shared:** Indicate the date that the graduation plan was shared with the student/family
- **Shared By:** Name the person in the LEA who shared the graduation plan with the student/family (MEP Liaison, school counselor, MEP tutor, other MEP staff member, etc.)
- **Shared With:** List the names of the family member(s) the plan was shared with (Michele Sloan-student, Judy Sloan-mother, etc.)

Graduation Planning						
Record Key	Date Shared	Shared By	Shared With	Comments	Edit	Delete
No records to display.						
						+ Add Record