Title I, C Migrant Education

LEA Program Monitor Date

| Item | Description | Evidence  | Determination |
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| 3.1 | Identified Needs*The LEA has addressed the special educational needs of migratory children (including preschool and Priority for Service) as identified in the State Service Delivery Plan and local needs assessment. Sec 1304(b)(1) and (d).* | LEA Level:⧠ A. Provide a narrative description of the procedures used to identify the needs (academic and support) of migrant students (PK-12).Building Level:⧠ B. Documentation demonstrating the school building administrators, teachers, and paraeducator staff have been provided a listing of eligible migrant students, including PFS, and the services to be provided as noted in the approved grant application. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.2 | Attendance*The LEA has policies or procedures in place to address the attendance patterns of migrant students. RCW 28A.225.010(d).* | LEA Level:⧠ A. A current listing of migrant students with 20 or more days absent.⧠ B. Copy of MSIS End-of-Year Summary Report 2016-17.⧠ C. Copy of district policy or procedures regarding attendance and extended absence agreements ensuring the absence will not have an adverse impact on the student’s educational progress.⧠ D. Sample copy of a completed extended absence agreement (if applicable).⧠ E. Description of process the district implements for returning students to ensure the absence did not have an adverse impact on their education. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.3 | Professional Learning*All school personnel have been provided professional development to enhance their ability to understand and appropriately respond to the needs of migrant students. Sec 1304(c)(7)(B).* | LEA/Building Level:⧠ A. Provide a professional learning calendar that reflects the items the LEA indicated it would provide in the approved grant application.⧠ B Provide a copy of sign-in sheets (if professional development is provided within district). | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.4 | I/R Time and Flexibility*The Migrant Education Program district recruiter is allotted sufficient time and flexibility to conduct identification and recruitment activities throughout the district boundaries. 34 CFR 200.89(c).* | LEA Level:⧠ A. Copy of LEA developed migrant student identification and recruitment (I/R) plan that includes:* Mapping of recruitment boundaries.
* Process to ensure staff are fully trained in recruitment requirements and receive on-going training.
* Annual plan identifying peak recruitment periods, additional recruiters to conduct short-term recruitment, locations to be targeted, and process to complete program revalidations.
* Process to assess quality control to ensure consistency in identifying eligible migrant students.
* Process to evaluate achievement of plan and I/R efforts.

 ⧠ B. Copy of recruiter log demonstrating recruitment activities.⧠ C. Copy of Certificate of Eligibility (COE) Generation report.⧠ D. Copy of MSIS Data Reporting Activities noting the number of COEs revalidated. ⧠ E. Copy of letter sent by the Migrant Student Data, Recruitment, and Support office of its most recent COE Re-interview results.⧠ F. Confirmation from MSDRS that the recruiter(s) have participated in annual required training. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.5 | Records Clerk Time and Flexibility*The LEA’s program records clerk is provided sufficient time to report the services migrant students have received into the migrant student database system (MSIS). Sec 1308 (b)(2)(A).* | LEA Level:⧠ A. Copy of MSIS District Reporting Summary.⧠ B. Copy of records clerk schedule demonstrating timeline for collection of data and system reporting.⧠ C. Confirmation from MSDRS that the records clerk(s) have participated in annual required training. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.6 | MGS/MSA Activities*The LEA’s Migrant Education Program Graduation Specialist and/or Student Advocate ensure services are provided to meet the identified needs of migrant students in alignment with state developed job descriptions. Sec 1304(b)(1).* | *Graduation Specialist*LEA Level:⧠ A. Provide copy of activity sheet reflecting efforts to address the six activities noted in approved grant application. *Student Advocate*LEA Level:⧠ B. Documentation of selection process and log activity sheet demonstrating staff is meeting the identified needs of migrant students.  | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.7 | Parent Advisory Council*The LEA has a Parent Advisory Council (PAC) that is consulted in the planning and operation of the program. Sec 1304(c)(3).* | LEA Level:⧠ A. Listing of parent advisory council members. Meeting minutes noting dates members were selected.⧠ B. Copies of Certificate of Eligibility indicating the parent’s child(ren) are eligible for the program at the time of election/appointment to the council.⧠ C. Copy of minutes/notes of meeting where program planning took place. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |
| 3.8 | Academic Services*Activities charged are allowable. Uniform Guidance CFR 200.29* | LEA Level:⧠ A. Sample of staff schedule and listing of migrant students served noting content area. | ⧠ Compliant⧠ Action Plan Approved⧠ Evidence Needed⧠ Noncompliant⧠ N/A |