

## MIGRANT EDUCATION QUALITY CONTROL PLAN

The purpose of this document is to establish a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level Migrant Education Program.

- The district will include a Migrant Education Survey form in the registration packet for new and returning students in order to collect information from parents and to determine if an interview with the family should occur. Migrant Recruiters will contact every family listed on the Fall Recruitment Report provided by the State Migrant Education Office. Recruiters will accurately document the information on the Certificate of Eligibility that is given by the parent during the interview. The information will be reviewed with the parent at the time that their signature is obtained. The Recruiter will sign the COE and submit it to the SEA Reviewer for final review before submittal to the MEO. If the SEA Reviewer questions the accuracy of the information on the COE, it will be returned to the Recruiter for clarification. The Recruiter will contact the family to attempt to get clarification. In the case that the Recruiter and/or SEA Reviewer are still not comfortable with the information provided by the parent, the Records Manager will contact the district representative with the MEO to get further guidance.
- After the Parent, Recruiter and the SEA Reviewer have signed the COE, it will be entered into MIS2000 as directed in the Records Manager Guide provided by the MEO.
- Although Migrant Recruiting will take place all year long, the bulk of recruitment will take place in the fall. The completed Fall Recruitment Report will be submitted to the MEO and all migrant students entered into MIS2000 no later than November 15.
- Accurate Migrant Student Data records will be maintained in paper format and in MIS2000 with all required data elements.
- If a Migrant Student moves, appropriate action will be taken to contact the receiving school to notify the new district of the student's migrant status. A note will be made on the Fall Recruitment Report notifying the state of the student's new district. If a migrant student moves into the district, although information may be obtained from the student's prior district, an interview will be conducted with the family and a "New Move" COE completed.
- All information reported to the MEO will be validated and verified by the Migrant Recruiter, Records Manager and SEA Reviewer.
- Requests and reports from the MEO will be met. Report submissions will be made in a timely fashion while maintaining accuracy of the information requested. These reports may include:
  - Fall Recruitment
  - Course History (twice annually)
  - Mass Withdrawal
  - Priority for Service
  - Other reports and requests as needed

Adopted: October 19, 2015

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