

TENNESSEE PUBLIC CHARTER SCHOOL COMMISSION

Migrant Education Program Procedures

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Commission LEA Policy 6504 – Migrant Students lays out the broad requirements and expectations for serving migrant students to ensure that these students have access to the services available through the Migrant Education Program. This document provides the standard operating procedures for compliance with the Migrant Education Program for Commission authorized charter schools. These procedures cover:

- [Migrant Education Coordinator](#)
- [Student Eligibility](#)
- [Identification of Migrant Students](#)
- [Grievance Procedures](#)
- [Occupational Surveys](#)

Migrant Education Coordinator

Each charter school shall name a migrant education coordinator who will be the main contact for the Commission’s migrant education liaison. By July 31st of every year, the charter school shall submit the name of the school’s migrant education coordinator using the form contained within these procedures via the Commission’s reporting calendar. The migrant education coordinator shall be familiar with the Migrant Education Program and is responsible for submitting any occupational surveys to the Commission’s migrant education liaison. The school’s migrant education coordinator shall also be responsible for completing the relevant sections of the school’s annual Sub-recipient Monitoring Self-Assessment. More information about the Sub-recipient Monitoring Self-Assessment can be found in the Commission’s Sub-recipient Monitoring Guidebook.

Student Eligibility

To qualify for the Migrant Education Program, a student must meet the following criteria:

- Is between the ages of three (3) and twenty-one (21) years old and has not graduated from high school; **and**
- Is a migratory agricultural worker or fisher, or has a parent, spouse, or guardian who is a migratory agricultural worker or fisher; **and**
- Has moved within the preceding thirty-six (36) months (from one school district to another) in order to obtain or accompany a parent, spouse or guardian who moved to obtain temporary or seasonal work in agriculture, poultry, dairy, food processing, or fishing.

Identification of Migrant Students

- Screening of students
 - All authorized charter schools shall screen all enrolled students annually using the Occupational Survey to identify any students that may qualify for services through the Tennessee Migrant Education Program.
 - At the beginning of each school year and if new students enroll during the school year, all new and previously enrolled students shall complete the occupational survey. Sample forms are included below. Occupational surveys translated into additional languages can be found at the [TN Migrant Educational Program website](#).

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- The completed questionnaire shall be a part of each student’s cumulative record, and the Commission will regularly audit for compliance.
- Submission of Occupational Surveys
 - If the first question on the occupational survey has a response of “yes”, a copy of the survey with the student’s information must be securely sent to the Commission’s Migrant Education Liaison.
 - The Commission Migrant Education Liaison will submit the completed form to the Tennessee Migrant Education Program for further review.
 - If a student is identified as qualifying for services through the Migrant Education Program, the Commission Migrant Education Liaison will be notified and receive a Certificate of Eligibility (“COE”) for the student through the TNMigrant online system. In turn, the Commission contact will notify the school’s migrant education coordinator that a student has qualified for services.
 - The Certificate of Eligibility shall be kept on file in a student’s cumulative file and with the Commission’s migrant education liaison.
 - Within seven (7) business days of notification that a student qualifies for services, the school must code the student with an “I” in the Commission’s student information system.
 - The Commission Migrant Education Liaison will verify the free-reduced price lunch status of any student with a COE with the department of school nutrition for the qualifying time period (36 months from the Qualifying Arrival Date (QAD) noted on the COE).
 - Monthly, the Commission Migrant Education Liaison will submit required documents to the secure Migrant Student website (e.g. monthly reports, needs assessment forms, and Individual Student Records).
- Individual Student Record
 - If a student is receiving services from the Migrant Education Program and withdraws from the school, the school leader or designee is responsible for completing the Individual Student Record (ISR) before withdrawing the student.
 - The completed ISR shall be sent to the Commission’s Migrant Education Liaison within fifteen (15) days of the end of school or 10 days after the student is withdrawn from the student information system.
 - The Commission’s Migrant Education Liaison will send the completed ISR to the Tennessee Migrant Education Program.

Individual Needs Assessment

Once a student has been identified by the MEP as migrant and a certificate of eligibility has been received, the school must collaborate with the LEA Migrant Liaison and the state Migrant Education Program complete parts I, II, and III of an Individual Needs Assessment (INA) within two (2) weeks of enrollment to:

- Determine the needs of migratory students and how those needs relate to the priorities established by the state;

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- Design local services; and
- Select students for the receipt of those services.

The purpose of the INA is to identify the needs of migratory students, which should then be used to inform services provided to the students. The INA also serves as documentation that the school has met requirements under Title I, Part C. The INA will help determine needs and services for each student, including:

- Priority for Service (PFS) status
- Academic needs
- Medical and humanitarian needs
- Immunizations

Schools must have a process in place to update and monitor INAs every 4.5 weeks. INAs may be combined with Individual Learning Plans (ILPs) for migratory English learners where appropriate. Schools must inform teachers that migratory children are in their class and provide them with the information included on the INA.

Grievance Procedures

Any issues should be brought to the attention of the Migrant Education Program (“MEP”) contractor: Arroyo Research Services at info@TN-MEP.net or to the attention of the Migrant Education Director, Tennessee Department of Education, Andrew Johnson Tower, Nashville, TN 37243.

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Forms and Appendices

The following forms and appendices are included to supplement these procedures:

- [Occupational Survey](#) (*external link*) – *required*
- [Individual Needs Assessment](#) (link to download Word document) – *required, if applicable*