

New York State MEP Guidance Document for the School Year Student Intake Form

NEW from MSIX for 2016-17:

All Enrollments: Collect and enter all applicable Minimum Data Elements (MDEs) into MIS 2000 within 30 school days of enrollment. If the student is enrolled on September 1, 2016, the deadline to enter this data in MIS 2000 is October 14, 2016. Your Director will give you a date to turn in your Student Intake Form to the METS Office, to meet this deadline. The following sections have MSIX MDEs:

- Section I – Student Information
- Section II – NY School District Information
- Section III – Needs Assessment
- Section V – District Services

Additional Enrollment MDEs needed for the 30-school-day deadline are collected from the student’s most recent Student Transcript and NYS ELA and Math Assessment scores. (Refer to the document titled, “General Minimum Data Elements by Grade,” for the most recent list of MDEs for MSIX.)

(For students identified after 9/1/16, calculate the 30-school-day due date as 30 after the COE Approval Date.)

METS:
Migrant Educator:
School Year:



NYS Migrant Education Program

School Year

Student Intake Form

METS: Fills from MIS 2000 with region name of the Migrant Education Tutorial and Support Services (METS) that provides service to this school district.

Migrant Educator: Fills from MIS 2000 with the name of the Migrant Educator assigned to this student on MIS 2000. Use the full first name, space, and full last name of the Migrant Educator working with this student. For example, if the Migrant Educator is Jane Doe, use Jane Doe, not J. Doe or J Doe or Doe, Jane.

School Year: Fills from MIS 2000 with the current school year.

I. Student Information

Last Name	Last Name (2)	COE #	Residency Date
First Name	Middle Name	Home Language	Eligibility Expiration Date
Address		Telephone #	
DOB	Grade	MEP Enrollment Date	

When MIS 2000 fills in the information, please check for accuracy with the school, parents and/or student. Write in any corrections or changes.

New York State MEP Guidance Document for the School Year Student Intake Form

- **Note:** Corrections that require a change to data on the COE must go through the current ID&R process and approval before changes can be made on MIS 2000.

Last Name and Last Name (2): MIS 2000 fills in the student's last name(s) from the COE. For Spanish-speaking families, in general, the 1st Last Name comes from the father's name and the 2nd Last Name comes from the mother's name.

First Name and Middle Name: MIS 2000 fills in the student's first and middle names from the COE.

COE #: Fills from MIS 2000 based on the most recent COE # on the system.

Residency Date: MIS 2000 fills this in with the date from the COE for when the family moved to the current school district.

Home Language: MIS 2000 fills in the student's language from the COE. If MIS 2000 uses the word, "Other," for the language, please write in the language spoken in the home. The Data Specialist can request to have this language updated on MIS 2000.

Eligibility Expiration Date: MIS 2000 fills in based on the COE information. Eligibility ends:

- Three years after the Qualifying Arrival Date (QAD) which is the date of the most recent move that qualifies the student to receive migrant education services.
- Date a student reaches his/her 22nd birthday, if this happens before the three years of eligibility ends.

Address: MIS 2000 fills in with the current physical address.

Telephone Number: MIS 2000 fills in with the family/student phone number from the COE or Next of Kin Number (NOK#) from the COE if the family has no phone.

- Update as numbers change.
- If the family/student has more than one phone, update the number to the one they prefer to be called on.

DOB: MIS 2000 fills this in with the student's Date of Birth from the COE. Please enter all dates in the form - mm/dd/yy for the month/day/year. For example, the date September 5, 2016, would be written 09/05/16.

Grade: MIS fills in with the student's current grade.

- School Grades K-12
- For Special Education students, please use the grade level assigned to the student. If the school does not identify a grade, then use "UG" for Ungraded.
- For Home-schooled students, use the grade of the curriculum they are using.

New York State MEP Guidance Document for the School Year Student Intake Form

- For students who are not in school:
 - OSY:
 - Students who drop out of a U.S. high school during the current funding year (September 1 – August 31), keep their school GRADE (9-12). (Note: Data Specialists enter “DO” in the “Still in School” field on MIS)
 - D+ = student who dropped out of U.S. high school before September 1 of the current school year.
 - OS = student attended/left school in another country.
 - Preschool: P0-P5, using the student’s age from the fall. For example:
 - P5 = Old enough to attend Kindergarten this school-year, but did not.
 - P4 = Old enough for UPK this school year, entering Kindergarten next school year.
 - P3 = Entering Kindergarten in 2 school years.

MEP Enrollment Date:

- Use September 1 of the current school year, if the student’s Residency Date in the district is on or before September 1.
- If the student moves into the school district after September 1, then use the student’s Residency Date for the MEP Enrollment Date. (Please write the date as mm / dd / yy)
 - **Data Entry Note:** When the student’s “term date” for the end of eligibility falls on September 1, the student is **not eligible** for the school year.
 - When the student’s “term date” for the end of eligibility falls on September 2, then the student is eligible and present for one day, and counts for funding.

II. NY School District Information

District	First Date of Attendance
Building	
<input type="checkbox"/> Home Schooled	

District: This is the current school district in which the student resides.

- Note: In the situation that a student attends a school outside of their current school district, still list the district where they reside. This is the school district that is responsible for this student.

Building: This is the current building. For example: Elm St Elem; Pine Grove Middle School; Southside HS.

- For preschool and OSY students, repeat the district name in the “Building” field.
- For students who attend a school outside of their current school district, repeat the school district name that the student resides in, for the “Building” field.

Home Schooled: Check this box if the student is being taught at home, by the family.

New York State MEP Guidance Document for the School Year Student Intake Form

First Date of Attendance: First day the student is enrolled in the current school district for the current school year.

III. Needs Assessment

Academic Risk Factors	Other Risk Factors	Other Needs
Y N Education Interrupted +	Y N Health and/or Nutrition	Y N High School Equivalency
Y N Failed State Test(s)	Y N Homelessness	Y N Life Skills
Y N Retention	Y N Lacks Parent Involvement	Y N Needs Referral for: <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 100px;"></div>
Y N Credit Deficiency	Y N Mobility	Y N Transportation
Y N Below Modal Grade	Y N Poor School Attendance	Y N Other: <div style="border: 1px solid black; width: 150px; height: 15px; margin-left: 10px;"></div>
Y N Low Grades	Y N Missing Required Immunizations	
Y N English Learner	Extended Service: <input type="checkbox"/> 4 th Year Continuation	Medical Alert: <input type="checkbox"/> Acute <input type="checkbox"/> Chronic <input type="checkbox"/> None
Y N Priority for Services	<input type="checkbox"/> Credit Accrual (9-12)	Y N Immunizations Available

Academic Risk Factors: Check all of your K-12 students for any of these risk factors. Circle “Y” for “YES” if:

- **Education Interruption:** A student in the preceding 12 months, changed schools or missed a “significant” amount of school time (e.g., ten days or more) during the regular school year (usually defined as September through June) due to the child’s or family’s migrant lifestyle.
- **Failed State Test(s):** a student has failed a state test. State tests include the NYS Math and ELA Assessments for Grades 3-8; NYS Regents; and state test results from other states. **Use the most recent state test that is available to you, up to two years old.**
- **Retention:** The student is repeating the same grade as last year. Please note: Students going from Pre-First to First Grade or from Developmental Kindergarten (DK) to Kindergarten are considered to be retained.
- **Credit Deficiency:** Student in Grade 9 – 12 who is lacking the sufficient **appropriate /required** credits or failed a required course needed to graduate should be considered Credit Deficient. As of May 2012 these are 4.25 credits at the end of 9th, 10.5 credits at the end of 10th, 16.75 credits at the end of 11th and 22.5 credits to graduate.
- **Below Modal Grade:** Exceeds **Appropriate Age/Grade Equivalent** when entering school in September. For example:
 - 1st Graders should be 6, or turning 6 in September – December 1.
 - 2nd Graders should be 7, or turning 7 in September – December 1.
 - And so on...
- **Low Grades for Grades (K-6):** Any migrant child scoring **less than** a “3” on a 4-point rubric, “C”, “S”, a happy face, 75 or equivalent in any marking period in any core subject will be considered to have low grades.

New York State MEP Guidance Document for the School Year Student Intake Form

- **Low Grades for Grades (7-12):** Any migrant child scoring below 75 in any marking period in any credit bearing class will be considered to have low grades.
- **English Learner (EL) (Formerly known as English Language Learner (ELL))**
 - **For Grades K-12 and UG:** This is determined by the school district testing results with the NYSITELL and NYSESLAT.
 - **For Preschool and Out-of-School Youth:** This can be determined by MEP staff.
- **Priority for Services (PFS):** Circle “Y” for PFS if Education Interruption is circled “Y” and at least one other Academic Risk Factor is also circled “Y”.

Other Risk Factors: Circle “Y” for Yes if...

- **Health and/or Nutrition:** Student has ongoing health/dental/nutritional needs.
- **Homelessness:** Using the Esperanza intake: the student has a night-time residence in one of the following: Shelter; Doubled-up, Unsheltered (e.g. cars, parks, campgrounds, etc.); Hotels/Motels; Sub-standard Housing; Transitional Housing. Others – check with Esperanza grant; refer to the McKinney-Vento Homeless Assistance Act.
- **Lacks Parental Involvement:** Parent(s) are not involved in student’s education by attending the school/MEP events or encouraging the child in his/her educational program. (Do NOT circle for OSY students.)
- **Mobility:** Any movement across school district lines in the preceding 12 months.
- **Poor School Attendance:** Student’s absences exceed his/her school’s policy for daily attendance or individual class attendance.
- **Missing Required Immunizations:** Student lacks immunizations or adequate immunization records.

Other Needs: Circle “Y” for Yes if...

- **High School Equivalency (HSE):** A youth currently not enrolled in school, who wants to work toward a high school degree. (**Note:** some school districts do have students in an alternative High School Equivalency program instead of a diploma program.)
- **Life Skills:** Youth lacks some of the necessary skills/knowledge to meet the challenges of daily living.
- **Needs Referral for:** If you circle “Y” then list what the student needs to be referred to/for.
- **Transportation:** A lack of transportation is preventing the youth/student’s family from addressing one or more needs.
- **Other:** If you circle “Y” then list the additional need(s).
- **Medical Alert:** This is an indicator for a medical/health condition. Check the appropriate box:
acute chronic none
- **Immunizations Available:** Circle “Y” for “Yes” if the student is in school (Grades K-12/UG), therefore a new school district could request a copy from the current school district. Circle “N” for “No” if the student is not in school (Preschooler, Out-of-School Youth, Dropout).

New York State MEP Guidance Document for the School Year Student Intake Form

Extended Service: The student is being served beyond the term that the student's Eligibility Expiration Date.

- **Reminder:** Check with the METS Director first, before extending services to any student.
 - **If the extended service is approved,** the student will go through the same Needs Assessment and Service Level process as the currently eligible migrant students.
- **Caution:** Do NOT check a box if a student's eligibility ends during this term, and the METS is providing services to finish the term (School Year or Summer). The student was still eligible for part of the term and the program is still receiving funding credit for this student for this term.
- If you are extending service beyond the term that eligibility expired, and the METS will no longer receive funding credit for the student, then check the situation that applies: (**Note:** service cannot be extended beyond the age of 22 for any reason.)
 - **4th Year Continuation:** A child's eligibility ends and the agency provides services for an additional school year because comparable services are not available through other programs (see section 1304(e) (2)) (NCLB).
 - **Credit Accrual (Grades 9-12):** Student continues to receive assistance in order to enable graduation from high school. A local operating agency continues to serve secondary school students who were eligible for services in secondary school through credit accrual programs until they graduate (see section 1304(e)(3)) (NCLB).
 - **Note:** The student's migrant eligibility must end during or after Grade 9 to be eligible for the Credit Accrual extended service.
- **[Note:** Before the agency provides services under these provisions, it should consider whether the child's unmet special educational needs are addressed by the general school program and whether migrant children who have a priority for services have already been served.]

IV. Proposed Service Delivery Model

Initial Service Level Date:	<input type="checkbox"/> Service Level 0 / No Services
<input type="checkbox"/> Initial Service Level 3 - Focus Area: <input type="checkbox"/> ELA <input type="checkbox"/> Math <input type="checkbox"/> Secondary	<input type="checkbox"/> Identified after Enrollment Period
<input type="checkbox"/> Initial Service Level 2	<input type="checkbox"/> Incarcerated/Institutionalized
<input type="checkbox"/> Initial Service Level 1	<input type="checkbox"/> In Other Programs
	<input type="checkbox"/> Refusal
	<input type="checkbox"/> Unable to Locate/Left District

Initial Service Level Date: Enter the date that the student's *Initial* Service Level is determined for the student. Use the month/day/year format – mm / dd / yy.

- **Note:** This date will be on or after September 1 of the current school year. The School Year has three periods to assign/change the Service Level for the student.

New York State MEP Guidance Document for the School Year Student Intake Form

- **Initial Service Level:** Use with the *Student Intake Form*, at the beginning of the School Year and whenever a student arrives in a new school district.
- **Winter Service Level Period: November 1 through January 31.** This change is documented on the *NYS MEP School Year: Mid-Year Updates and Summary Student Record*.
- **Spring Service Level Period: February 1 through April 30.** This change is documented on the *NYS MEP School Year: Mid-Year Updates and Summary Student Record*.

Initial Service Level: The *NYS MEP School Year: Student Intake Form* establishes the student's beginning Service Level for the current school district, in the current school year.

- **Note:** When a student moves during the school year, the Migrant Educator will complete a **new** *NYS MEP School Year: Student Intake Form* and establish a **new** Initial Service Level for the **new** school district.

Initial Service Level 3 with Focus Area: Check this box for Priority for Service (PFS) students who are scheduled to receive Instructional Services, as defined on the *NYS MEP Academic Service Intensity Rubric* and approved by the METS Director. **Note:** Any student scheduled for Instructional Services, also receives Support Services.

- **Instructional Focus Area**
 - **For Level 3 students in Grades (K-8),** check either the **ELA** box or the **Math** box for the student's Instructional Focus Area, for the school year.
 - **For Level 3 students in Grades (9-12),** check the "Secondary" box for the student's Instructional Focus Area.

Initial Service Level 2: Check this box for Non-PFS students who are scheduled to receive Instructional Services, as defined on the *NYS MEP Academic Service Intensity Rubric* and approved by the METS Director. **Note:** Any student scheduled for Instructional Services, also receives Support Services.

Initial Service Level 1: Check this box for students who are scheduled just for Support Services, as defined on the *NYS MEP Academic Service Intensity Rubric* and approved by the METS Director.

Level 0 / No Services: Check this box for students who end up as Level 0 students, with no contact during the School Year, as defined on the *NYS MEP Academic Service Intensity Rubric* and approved by the METS Director.

- Then check the box for the reason that best explains the reason:
 - **Identified after Enrollment Period:** The student was identified after a period of service had ended. For example, if the student moved to the district in May, but was not identified as eligible until July, the May enrollment would have this checked.
 - **Incarcerated/Institutionalized:** student is detained in a state institution.

New York State MEP Guidance Document for the School Year Student Intake Form

- **In Other Programs:** Supplemental services are not provided because services are being provided by non-migrant programs.
- **Refusal:** The student/parent decline any migrant services.
- **Unable to locate/ Left district (Please note:** if the student leaves before the Student Intake Form is completed, write in the Withdrawal Date along with any departure information, next to the MEP Enrollment Date.
- **Data Entry Note:** Selecting “R” in the “Type” field, reveals the Service Level 0 section and the choice of 5 reasons to explain why there wasn’t any contact; why the student did not receive any minimum Support Services.
- **Data Entry Note:** Clicking on the “A” for “Academic Year” in the “Type” field, will create three service level boxes for the Initial Service Level, the Winter Service Level and the Spring Service Level.

V. District Services

Y N Individualized Education Program (IEP)	Y N Response to Intervention (RtI) (Tier II or III)	
Y N 504 Accommodation Plan	Y N Title I/ Academic Intervention Services (AIS)	
Y N English as a New Language (ENL)	Y N ELA	Y N Science
Y N Bilingual Education	Y N Math	Y N Social Studies

District Services: Circle “Y” for “Yes” for any of the services that the student is receiving from the school district:

- **Individualized Education Program (IEP):** Formerly called “Special Education.” Circle “Y” for students who have an IEP.
- **504 Accommodation Plan:** Circle “Y” for students who just have a 504 Accommodation, without an IEP. (Students with an IEP will always have a 504 Accommodation Plan, but students can have a 504 Accommodation Plan without an IEP.)
- **English as a New Language (ENL):** This program was formerly known as English as a Second Language (ESL).
- **Response to Intervention (RtI):** Currently required in Grades K-4, but schools can choose to expand these services.
 - **Tier III** or Tertiary Intervention is for Individual students. This service tier includes supplemental intervention for students at high risk, high intensity and durable procedures.
 - **Tier II** or Secondary Intervention is for some students. This service tier includes supplemental intervention for students at some risk, high efficiency, and rapid response.
 - **Tier I** or Primary Intervention is for all students. This service tier includes universal instruction, foundational, found in all settings and is both preventive and proactive.
 - **Note:** We are not collecting data on Tier I students as this involves all K-4 students and happens as part of the classroom instruction.

New York State MEP Guidance Document for the School Year Student Intake Form

- **Academic Intervention Services (AIS):** Circle “Y” at the top if the student is receiving AIS, then circle which subject(s) the student is receiving AIS for.

VI. For Preschool Only

VII. For Out-of-School Youth Only

Y	N	District or Community Preschool Programs	Community Services
<input type="checkbox"/>		<input type="checkbox"/> District Preschool Program	<input type="checkbox"/> ENL/ESL
		<input type="checkbox"/> Early Intervention	<input type="checkbox"/> High School Equivalency (HSE)
		<input type="checkbox"/> Head Start	<input type="checkbox"/> Adult Basic Education (ABE)
		<input type="checkbox"/> Migrant Head Start	
		<input type="checkbox"/> Preschool Special Education	
		<input type="checkbox"/> Other Pre-Kindergarten	
		<input type="checkbox"/> Other Preschool Program	
		<input type="checkbox"/> Home Visitor Program	

District or Community Preschool Programs - Circle “Y” for “Yes” if the student is participating in a preschool program, with the school district or with a community agency.

- Then check the box of the program that best identifies the program:
 - **District Preschool Program:** This is run by the school district.
 - **Early Intervention:** County Health program for children under 3 years of age who have a qualifying medical diagnosis or who demonstrate developmental delay.
 - **Head Start:** Use Head Start for either the center-based or home visitor program if it is through Head Start. Use this for a student who is in Early Head Start, as well.
 - **Migrant Head Start:** Run by the Department of Agriculture, known as “ABCD.”
 - **Preschool Special Education:** Use for any Special Education preschool program whether it is operated by BOCES or another agency.
 - **Other Pre-Kindergarten:** A center-based program for 4-year olds, that is not run by the school district or one of the agencies listed above.
 - **Other Preschool Program:** A center-based program for children younger than 4-year olds that is not run by the school district or one of the agencies listed above.
 - **Home Visitor Program:** A teacher/advocate goes to the family’s home. The program is not run by the school district or one of the agencies listed above.

Community Services for Out-of-School Youth(OSY): (Grades OS/DO/D+): If an OSY student is currently participating in a community education program, check the box that best describes the program:

- **ENL (English as a New Language) / ESL (English as a Second Language):** Program for students who are learning English. “ESL” is the old term, but this is the term that many adult learners recognize.
- **High School Equivalency (HSE):** Program for students who did not graduate from High School and are working to get a High School Equivalency degree.
- **Adult Basic Education (ABE):** Program for students who did not graduate from High School and need to learn/improve basic skills before working toward the High School Equivalency degree.

New York State MEP Guidance Document for the School Year Student Intake Form

VIII. Dates Other Forms/Process Completed

All Students: Needs Assessment Date:

All Students: Needs Assessment Date:		
Grade K-8, Level 3 Students	Grade 9-12 Students	Out-of-School Youth (OS/DO/D+)
ELA MEP Pre-test Date:	Graduation Plan Part I – Date:	OSY Profile - Date:
		Service Level 2 (OSY): Personal Learning Plan – Date Short Term Goal Started:
Math MEP Pre-test Date:	Y N Passed Algebra 1 or a Higher Math Course	

All Students: Needs Assessment Date: Write the date that the Needs Assessment process is completed. The Needs Assessment process includes the information collected by the Migrant Educator to complete the *NYS MEP School Year: Student Intake Form*, along with any additional information supplied by the student, parents and District personnel. Use the month/day/year format – mm / dd / yy.

- **Note:** This date will be after September 1 of the current school year.
 - **Note:** This date needs to happen before 45 school days after the student’s enrollment in the current school district. If the student is not identified until a while after arriving in the school district, then the Needs Assessment is completed within 45 school days of the student’s COE date.
 - **Note:** If a student starts at one school district in September, then moves to a **new** school district, the Needs Assessment process starts again, with a **new** Needs Assessment Date for the student in the **new** school district, using the **new** enrollment line on MIS 2000.

Grades K-8, Level 3 Students: This section is for Students in Grades K-8, who are at Service Level 3. (Leave these test dates blank for other students.)

- **ELA MEP Pre-test Date:** Write the date you **administered** the ELA assessments during the FALL Benchmark. Use the month/day/year format – mm / dd / yy.
 - **Note:** You may need more than one session to complete the battery of ELA assessments, so use the date from the last ELA assessment completed.
 - **Note:** Use the date of September 1, if you administered the Fall Benchmark assessments in August.
- **Math MEP Pre-test Date:** Write the date you administered the Math assessments during the Fall Benchmark. Use the month/day/year format – mm / dd / yy.
 - **Please Note:** Use the date of September 1, if you administer the Fall Benchmark assessments in August.

New York State MEP Guidance Document for the School Year Student Intake Form

Grades 9-12 Students: This section is for all students in Grades 9 – 12, with Service Levels 3, 2 or 1. Write the date when the (2-page) *NYS MEP Graduation Plan: Part 1* is completed. Use the month/day/year format: mm / dd / yy.

- **For Service Level 3 students in Grades 9-12,** the *NYS MEP Graduation Plan: Part 1* needs to be completed within 45 days of the student’s enrollment in the MEP program for the school year.
- **For Service Level 2 and Service Level 1** students in Grades 9-12, the completion due date is different for different grade levels.
 - *Please refer to the NYS MEP Service Level Requirements Chart* for the most recent details.

Pass Algebra 1 or Higher Math Course: Circle “Y” for “Yes” if the student has received credit for the course in Algebra 1, or a higher math course.

Out-of-School Youth (Grades OS-DO-D+)

- **OSY Profile- Date** - All Out-of-School Youth (OSY) students need a fresh OSY Profile (Part A) completed at the beginning of the school year, and as they arrive in a new school district. “OSY” includes students who are in grades OS, DO or D+. Write in the same completion date that is on the OSY Profile (Part A). Use the month/day/year format – mm / dd / yy.
- **Service Level 2 (OSY): Personal Learning Plan – Date Short Term Goal Started** - Out-of-School Youth who are identified at Service Level 2 need a Personal Learning Plan (PLP) started within 45 working days of enrollment in the MEP program. Record the “Date Short Term Goal Started” from the student’s *NYS MEP OSY Personal Learning Plan (Part B)*. Please use the month/day/year format – (mm / dd / yy).

Comments:

Migrant Educator Signature:	Date: When the Student Intake Form is completed
------------------------------------	--