DATA NEWSLETTER

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COE Eligibility Documentation Comment Section:

- This form (also referred as Secondary Sheet) is used by recruiters to document eligibility of:
  - Temporary workers
  - Workers move to join/before
  - Worker did not obtained qualifying work at the time of the move
- As of 5/1/16, recruiters will be submitting a yellow copy of this form along with the Paper COE. Please **enter** the information written in the form on the COE side/Elig Comments tab and staple to the Paper COE
- This change only affects Paper COEs
- This process will insure that the Paper COE and ECOE have the same fields entered on MIS2000

Out of School Youth (OSY) Students:

- OS are students that have never attended schools in the US. On the Student Side/School History tab you would record the students as following:

  Grade=OS **Last Grade**=last grade attended in country **Still in School**=OS

- D+ are students that have dropped out in previous funding years. In this case you would choose:

  Grade=D+ **Last Grade**=last grade attended in US **Still in School**=D+

- Drop Out students (DO) are students that dropped out of school during the current academic period (09/01/1*-06/2*/1*). For these students, the grade stays the same as the grade in which they were registered at the beginning of school year. Here is how it would look on the system for a student that dropped this year and was attending 10th grade:

  Grade=10 **Last Grade**=09 **Still in School**=**DO**

Credit Accrual

- You can record the courses that students in 8th-12th grade have taken from the moment they became migrant eligible on the MIS2000/Course History Panel
- Students with course history need to have:
  * **Subject:** the name of the subject area (e.g. English) that corresponds to the course name
  * **Course Name:** the name of the course (e.g. Art I, Algebra)
  * **Course Type:** An indication of the general nature and difficulty of instruction provided throughout a course (e.g. regular, honors)
  * **Course Section:** Duration of course taken (e.g. Full year)
  * **Term Type:** The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or educational institution (e.g. Semester)
- Partial Credit: The following fields are only used for HS students that departed during the current school year from your region. You can use the last report card to collect this information
  * **Clock Hours (Courses not completed):** number of clock hours that the student completed prior to the departure
  * **Grade to Date (Courses not completed):** a score indicating performance for the grade-to-date that the student has completed before withdrawal
- For Completed Courses:
  * **Final Grade:** a final indicator of performance submitted by instructor
  * **Credits Granted**: credits granted to the student completing a course or section of a course (e.g. 1.0, 0.5)
- Also, pay attention that you are attaching the course to the correct enrollment line since courses and number of credits are data points examined by the Office of Migrant Education
- For more detailed instructions please refer to the Course History Cheat Sheet

Friendly Reminder:

  * Data Reconciliation Form is due to ID&R/MIS2000 Director by 4/15/16
  * Any missing student data present on the Level 2 Data Report (NYSSID, facility name, etc.) should be entered on MIS2000 by 4/29/16