|  |  |  |
| --- | --- | --- |
| METS: |  | NYS Migrant Education Program |
| Migrant Educator: |  | **Summer** |
| School Year: |  | Intake / SummaryStudent Record |

**METS:** Fills from MIS 2000 with region name of the Migrant Education Tutorial and Support Services (METS) that provided the service(s) listed.

**Migrant Educator:** Fills from MIS 2000 with the name of the Migrant Educator assigned to this student. 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 # | Qualifying Arrival Date |
| First Name | Middle Name | Home Language | Residency Date |
| Address | Telephone # | Eligibility Expiration Date |
| Extended Service: ❑ 4th Year Continuation ❑ Credit Accrual (9-12)  | ❑ Home Schooled |
| Medical Alert: ❑ Acute ❑ Chronic ❑None | Y N Immunizations Available |
| DOB | Grade | MEP Enrollment Date | MEP Withdrawal Date  |

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

* **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.

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

**COE #:** MIS 2000 fills this in based on the most recent COE # on the system.

 **Qualifying Arrival Date:** MIS 2000 fills this in based on the most recent COE # on the system. Use this date to calculate if student has made a move within previous 1-year period.

**Home Language:** MIS 2000 fills in the student’s language from the COE. If MIS 2000 uses the word, “Other,” for the language, you can write in the actual language spoken in the home. The Data Specialist can request to have this language updated on MIS 2000.

.

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

**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 is 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 to the number they prefer to be called on.

**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.]

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

**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, and Dropout).

**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 July 17, 2015, would be written 07-17-15.

**Grade:** Need to use the student’s grade from the school year that just ended in May/June, so the student has one grade for the funding year, September 1 – August 31.

* **EXCEPTION:** The one exception are (P2) preschoolers who turn 3 years old between May 15 and August 31, and will now be eligible for funding. Change the Grade to P3 for the summer.
* 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.
* 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 past school-year, but did not.
	+ P4 = Old enough to enter Kindergarten for the first time in the September.
	+ P3 = Entering Kindergarten in 2 school years; plus students who are still here for their 3rd birthday, making them eligible for funding.
* **Data Entry NOTE** – check all P2 students to see if any turned 3 years old between September 1 and May 14, before they moved. Change their School Year Grade to P3 and use P3 for the Summer Grade.

**MEP Enrollment Date:**

* Use the Summer Enrollment Date set by the ID&R Office.
	+ May 15 – Summer Program starts for OSY Students (OS, DO, D+) and Preschool Students (P0-P5)
	+ June 23 - Summer Program for In-School Students (K-12 and UG)
* If the student moves into the school district after the Summer Enrollment Date set by the ID&R Office, 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 the first day of the MEP summer program, the student is ***not*** ***eligible*** for the summer.
		- ***However,*** when the student’s “term date” for the end of eligibility falls on the second day of summer, then the student is eligible and present for one day.

**MEP Withdrawal Date:**

* In general, the last day of the Summer Program - August 31, 2018 – is the MEP Withdrawal Date for the summer. **Exceptions include:**
	+ If the student moves out of the district before August 31, the MEP Withdrawal Date is the day that the student moves.
	+ If a student graduates from high school in the summer, use the date of graduation for the MEP Withdrawal Date.
		- **\*\*Data Entry Note:** A copy of the student’s final transcript is needed to confirm a summer graduation date.
	+ If a student passes the High School Equivalency exam, use the date you find out that the student passed, for the student’s MEP Withdrawal Date.
	+ If a student turns 22 before the last day of the summer program, the MEP Withdrawal Date is the student’s “term date.”

**II. NY School District Information**

|  |  |  |
| --- | --- | --- |
| District | **Y N** District Summer  School | **Y N** District/BOCES  Special Education |
| Building | **Y N** Other: (specify) |  |

**District:** 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:** If the student is in the same school district they resided in for June, keep the same building name from the school year that just finished. 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.

**District Summer School -** Circle “Y” for “Yes” if the student is attending a summer program run by the school district.

**District/BOCES Special Education** - Circle “Y” for “Yes” if the student is attending a special education program for the summer, whether it is run by the school district or by BOCES.

**Other** – Circle “Y” for “Yes” and then write in if the specifics if there is another program operated by the school district.

**III. For Preschool Only IV. For Out-of-School Youth Only**

|  |  |
| --- | --- |
| **Y N District or Community Preschool Program** | **Community Services** |
| **❑**  District Preschool Program | **❑** Preschool Special Education |  **❑**  ENL/ESL |
| **❑** Early Intervention | **❑** Other Pre-Kindergarten |  **❑** High School Equivalency (HSE) |
| **❑** Head Start | **❑** Other Preschool Program |  **❑** Adult Basic Education (ABE) |
| **❑** Migrant Head Start | **❑**  Home Visitor Program | High School Equivalency(HSE) - Date Completed: |

**Community or District Preschool Programs** – In the first box, circle “Y” for Yes, if the student is participating in a preschool program with a community agency or the school district during the summer.

* Then check the box of the program that best identifies the program:
	+ **District Preschool Program** – 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. Also known as “ABCD.”
	+ **Preschool Special Education** – Use for any Special Education preschool program whether it is operate by BOCES or another agency.
	+ **Other Pre-Kindergarten** – A center-based program for 4-year olds, that is not run by 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 one of the agencies listed above.
	+ **Home Visitor Program** – A home-based program that is not run by one of the agencies listed above.

**Current Community Services for Out-of-School Youth(OSY): Grades OS/DO/D+** – If an OSY student is participating in a community education program during the summer, 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. (including HEP students)
* **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.

**High School Equivalency (HSE) Date Completed:** Enter the date that the Migrant Educator found out that the student passed the exam and earned their High School Equivalency degree.

* **Note:** On MIS 2000, use the letter code “H” for the reason why the student’s eligibility is being terminated, when students earn the High School Equivalency degree.

**V. Needs Assessment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Y N** **Qualifying Move within previous 1-year period, plus 1:** | **Y N** Dropped out of school this school year | **Y N** Failed State Test(s) | **Y N** Below Modal Grade | **=** | **Y N** Priority for Services |
| **Y N** Retention | **Y N** Low Grades |
| **Y N** Credit Deficiency | **Y N** English Learner |

***For all Risk Factors and Needs:***

* Add any new Risk Factors and/or Needs that have been identified as of the beginning of the summer period.

**Academic Risk Factors** – Circle “Y” for “YES” if….

* **Qualifying Move within the previous 1-year period** – The term ‘qualifying move’ means a move due to economic necessity with or to join/precede the worker— (A) from one residence to another residence; and (B) from one school district to another school district
	+ **Data entry note**: Please use QAD within 1 year period to calculate a Qualifying Move.
* **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. The student moving from Kindergarten to Pre-First is not counted as having a retention yet.
* **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.
* **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.
* **Drop Out of School –** Any migrant child that drop out in the current year. **NOTE:** Drop out students (DO) will be PFS through the performance year in which they drop out of school if they had a Qualifying Move in previous 1 year period. As of Sept 1 of the following performance year, the student would become D+ and no longer PFS. This does not preclude services.
* **English Language Learner (Limited English Proficiency)**
* **For Grades K-12 and UG** – This is determined by the school district testing results with the NYSITELL and NYSESLAT. ***Please note:*** The term, ”English Language Learner (ELL)” describes the student, but the term, “Limited English Proficiency (LEP)” describes the actual risk factor.
	+ **For Preschool and Out-of-School Youth** - This can be determined by METS staff.
* **Priority for Services (PFS)** – Circle “Y” for PFS if student had a Qualifying Move in previous 1 year period is circled “Y” and at least one other Academic Risk Factor is also circled “Y”.

**VI. Other Needs**

|  |  |  |
| --- | --- | --- |
| **Other Risk Factors** |  | **Other Needs** |
| **Y N** Health and/or Nutrition | **Y N** Poor School Attendance | **Y N** Life Skills |
| **Y N** Homelessness | **Y N** Missing Required  Immunizations | **Y N** Needs Referral for: |
| **Y N** Lacks Parent Involvement | **Y N** High School Equivalency | **Y N** Transportation |
| **Y N** Mobility | **Y N** English Learner | **Y N** Other:  |

**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.
* **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.)
* **English Language Learner (Limited English Proficiency)**
	+ **For Preschool and Out-of-School Youth** - This can be determined by METS staff.

**Other Needs:** Circle “Y” for Yes if…

* **Life Skills** – Youth lacks some of the necessary skills/knowledge to meet the challenges of daily living.
* **Other:** If you circle the “Y” then you need to list the additional need(s).
* **Needs Referral for:** If you circle “Y” then you need to 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 the “Y” then you need to list the additional need(s).

**VII. Proposed Service Delivery Model**

|  |  |  |
| --- | --- | --- |
| **Summer Service Level Date:** | **❑ Service Level 0 / No Services** | **\*Summer Level 1:** Minimum of 1 face-to-face session to provide instructional materials, literacy materials, advocacy/other support. |
|  |  ❑ Identified after Enrollment Period |
| ❑ **Summer Service Level 3** - Focus Area: ❑ ELA ❑ Math ❑ Secondary  |  ❑ Incarcerated/Institutionalized ❑ In Other Programs ❑ Refusal |
| ❑ **Summer Service Level 2** |  ❑ Unable to Locate/Left District |
| ❑ **Summer Service Level 1** |  |

* **Summer Service Level** – Check the student’s new Service Level (3-0).
	+ **Note:** MIS 2000 can only track one change for the Summer Service Level Period.
* **Summer 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. (***Reminder:*** 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 Level 3 students in Grades (9-12),** check the Secondary box for the student’s instructional Focus Area.
* **Summer 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. (***Reminder:*** Any student scheduled for Instructional Services, also receives Support Services.)
* **Summer 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** – Confirm with the METS Director that no face-to-face contact was made , and that there isn’t another chance to attempt contact, before selecting this Level.

* **Summer Note:** NYS now receives extra funding for the students (age 3 and older) who ***do*** receive services during the summer. The minimum Support Service is one face-to-face contact documented during the summer program dates.

**Initial Service Level Date** - For students **who are new to the school district** and do not have an Initial Service Level Date, use Initial Service Level section to complete the Date and Service Level information.

**VIII. Service Delivery Plan Information**

|  |  |
| --- | --- |
| **Initial Needs Assessment Date:**  | **Y N** Pass Algebra 1 or Higher  Math Course |

|  |  |
| --- | --- |
| **For NEW Out-of-School Youth** (arrive in school district just before or during the summer)  | **For New OSY (arrive in school district just before or during the summer) or for OSY who changed from Service Level 1 to Service Level 2 or 3 for the summer** |
| OSY Profile – Date: | Personal Learning Plan – Date Short Term Goal Started: |

**Initial Needs Assessment Date:** MIS 2000 fills in for students who had this Date completed for the current Funding Year.

* **For *all New* Students (arrive in school district just before or during the summer) -**Needs Assessment Date-
* Collect as much Needs Assessment data as is available.
* Use the “Initial Needs Assessment Date” box to enter the date the Needs Assessment process is done.
	+ **Note:** This date will be after the first day of the Summer Program.
	+ **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 later in the year, 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 at the beginning of the summer, 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.

**Grade 11 Student: Missing Algebra 1 or higher math credit –** The student entered Grade 11, but did not have credit for Algebra 1 or a higher math course at the beginning of the year.

* If the student earns credit during Grade 11 (for example: retakes the Regents in January and earns the credit) – still circle “Y” for “Yes” because the student did not have the credit before entering Grade 11.

**For NEW Out-of-School Youth (arrive in school district just before or during the summer)**

* **OSY Profile Date -** If the student is new to the current school district during the summer, the student needs a new OSY Profile completed. Use the box to write in the date that the OSY Profile is completed.“OSY” includes students who are in grades OS, DO or D+.
	+ **Note:** Students who completed an OSY Profile ***for the current school district*** during the school year do not need another one.

**Personal Learning Plan (PLP) -** If the student is new to the current school district, ***or if the student changed from Level 1 to Level 2* or 3** ***for the summer,*** the Migrant Educator will need to complete a Personal Learning Plan with the student and record the date the “Short Term Goal” was started.

* Out-of-School Youth, who are identified as Service Level 2 or 3, for Instructional Services, need a Personal Learning Plan initiated within 45 school days of Enrollment ***or the Service Level Change***. Please use the month/day/year format – mm / dd / yy.
	+ Record the date from the student’s Personal Learning Plan (PLP) for when the overall goal and steps were identified.
	+ **Note:** OSY students who already had a Personal Learning Plan for the current school district during the school year, can update their goals, but do not need to record a new date.

**IX. School Year MEP Supplemental Programs Provided**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Service Name** | **H** | **C** | **Service Name** | **H** | **C** | **Service Name** | **H** | **C** | **Service Name** | **H** | **C** |
| **045 Adolescent****Activities** |  |  | 016 Health &  Dental  Support |  |  | **013 Mathematics** |  |  | 028 RML  Personal  Information |  |  |
| **044 Advocacy** |  |  | 017 Health  Education |  |  | 015 PASS |  |  | 033 RML  Staying  Hydrated |  |  |
| **030 Counseling**  **Services** |  |  | 039 Health  Voucher |  |  | 004 Referred &  Received |  |  | 034 RML  Laws in USA |  |  |
| **006 Early**  **Childhood**  **Instruction** |  |  | 019 HSE Prep. |  |  | **032 Science** |  |  | 035 RML  STD |  |  |
| **001 ENL** |  |  | 003 Home Visit |  |  | **040 Social**  **Studies** |  |  | 036 RML  Home clean  and safe |  |  |
| **024 English** **Language Arts** |  |  | 009 Interpretation |  |  | 027 Transportation |  |  |  |  |  |
| 037 Field Trip |  |  | 048 Life Skills |  |  |  |  |  |  |  |  |

* **Definitions** - Use the most recent *Supplemental Service Codes* reference sheet for the definition of each Supplemental Program.
	+ **New Codes for Summer 2018**: **Codes 028 – 036** indicate when a Recruiter initiated a lesson with a ***new*** OSY (OS/DO/D+) student.
* **Hours and/or Contacts:** Use the most recent *Supplemental Service Codes* reference sheet for the most recent information on which Supplemental Programs require the collection of both Hours and the number of Contacts vs. which ones just need the number of Contacts documented.
* Record Hours of service by the ¼ hour increments.
* Record Contacts of service by the number of times that service was provided.

**Comments:**

|  |  |
| --- | --- |
| **Migrant Educator Signature:** | **Date:** |