

LEA:	Review Date:	Review Period:
LEA Contact:	LEA Contact Number:	
LDOE Team Leader:	Contact Number:	Reviewer(s):

Title I, Part C - Migrant Education Program (MEP) - if applicable

1. Identification and Recruitment (ID&R) of Eligible Migrant Students	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence of Identification and Recruitment (ID&R) plan for the local education agency (LEA) Sec. 1309(2) and 34 CFR 200.82)	<ul style="list-style-type: none"> List of ID&R staff, copies of work schedules for each, including percentage of time spent on ID&R if blended position, and primary recruiting activities employed by each Copy of ID&R Plan, including deployment calendar and plan, maps and procedures used to determine peak family arrival times, and improvement plan 	○	○	○	
b. Evidence of processes to evaluate effectiveness of ID&R plan in identifying and recruiting all eligible migrant children in the region Sec. 1309(2) and 34 CFR 200.82	<ul style="list-style-type: none"> Copy of sample of ID&R planning form used by ID&R staff Copy of representative sample of completed recruiter logs from previous 6 months (maximum of one month per recruiter) 	○	○	○	
c. Evidence of quality control procedures to ensure eligibility determinations. Sec. 1309(2)	<ul style="list-style-type: none"> Copy of quality control procedures including local re-interview protocols, procedures for resolving eligibility questions, and ID&R staff training protocols 	○	○	○	
d. Evidence of electronic or printed Certificate of Eligibility (COE) for each migrant family served. Sec. 1309(2) and 34 CFR 200.82	<ul style="list-style-type: none"> Copies of monthly total counts of COEs by recruiter for previous 12 months (MERIL2 Report) 	○	○	○	
e. Evidence of processes to measure effectiveness of the MEP in achieving Measurable Program Outcomes outlined in the State's Service Delivery Plan. Sec. 1306(a)(1)(D) and CFR 200.84)	<ul style="list-style-type: none"> Time line for evaluation process Description of how data is gathered and used to evaluate the effectiveness of the program and how evaluation results are used and disseminated 	○	○	○	
f. Evidence the program uses evaluation data to improve the MEP. Sec. 1306(a)(1)(D) and CFR 200.84	<ul style="list-style-type: none"> List of all data, including MERIL2 reports, that is collected to evaluate program effectiveness 	○	○	○	

2. Data Management	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence family data in MERIL2 system is accurate and up-to-date. Sec. 1308(b)(2) and CFR 200.82	<ul style="list-style-type: none"> Data quality control procedures used to ensure accurate family data in MERIL2 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of an educational history on each school-aged eligible migrant child served. Sec. 1308(b)(2)(ii) and CFR 200.82	<ul style="list-style-type: none"> Outline of procedures used to maintain accurate educational history of eligible migrant students, including completing and updating Student Needs Assessment and Supplemental Service forms and mass enrollment procedures Data calendar showing due dates and run dates for applicable MERIL2 reports used for program evaluation and management Duplicate student MERIL2 record management Procedures 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. Provision of Services	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence all services and activities align with State’s Service Delivery Plan to achieve the State’s measurable outcomes and performance targets. Sec. 1304	<ul style="list-style-type: none"> Describe strategies used to meet Measurable Performance Outcomes, including those used to ensure strategies align with the State’s Service Delivery Plan (SDP). 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
b. Evidence of how identifying the unique educational and support needs of eligible migratory children are assessed. Sec. 1306 and CFR 200.83	Copy of procedures used: <ul style="list-style-type: none"> To monitor progress towards Measurable Performance Outcomes To evaluate the needs of eligible migrant students and to allocate resources to meet those needs 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
c. Evidence in provision of services, how priority is given to migratory students who are failing or most at risk of failing to meet the state content and performance standards. Sec. 1304(d); 20 USC 6394(d)	<ul style="list-style-type: none"> To evaluate effectiveness of services To evaluate needs of high priority migrant students and to ensure resources are first allocated to meet these students’ needs Used to ensure migrant students have equal access to all extended day programs and supplemental programs provided during the school day, including Title I, Part A and Title III 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
d. Evidence of ensuring equal access to eligible migratory students for public preschool programs, extended school programs, Title I, Title III, and other supplemental programs provided during the school day. Sec. 1306(b)(2)	<ul style="list-style-type: none"> Copies (2-3) of documentation that confirms consultation with preschool programs (such as Head Start) regarding enrollment of eligible migrant students 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
e. Evidence of procedures, including use of the Migrant Student Records Exchange (MSIX), to promote continuity in instruction and related services for migrant children as they move across the districts and states. Sec. 1304(b)(3) and CFR 200.82	<ul style="list-style-type: none"> Copies of records (2-3) and transfer procedures Copy of MSIX policies and procedures, including staff training 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4. Parental Involvement	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence of programs of 1 or more years of duration ensure parents within LEA participate in regional parent advisory councils Sec. 1304(c)(3)	<ul style="list-style-type: none"> List of Parental Advisory (PAC) members, including officers PAC yearly meeting calendar 	○	○	○	
b. Evidence parental involvement activities are conducted in a manner that provides for the same parental involvement as is required for programs and projects under ESEA Section 1118, unless extraordinary circumstances make such provisions impossible. Sec. 1304(c)(3)(A)	<ul style="list-style-type: none"> Agendas, sign-in sheets, and minutes from last two (2) PAC meetings Sample of resources provided to parents Agendas (2-3) evidencing collaboration with schools and Title I to ensure migrant parents have all necessary information 	○	○	○	
5. Professional Development	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence of provided professional development for teachers and program staff on the unique needs of migratory children. Sec. 1304(c)(6)(B)	<ul style="list-style-type: none"> Copies (2-3) of staff professional development/ training activities and documentation (i.e., agendas, sign-in sheets, attendees) Copies (2-3) of trainings provided to school and district level staff regarding the unique needs of migratory students, including agendas. 	○	○	○	
6. Private Schools	Supporting Documentation	Yes	No	N/A	Comments
a. Evidence any LEA receiving MEP funds shall give students and staff of non-public schools an opportunity for equitable participation in activities and/or services provided by MEP funds. Sec. 9501	<ul style="list-style-type: none"> Copies (2-3) of agendas and sign-in sheets from consultation meetings with private schools 	○	○	○	