

FLORIDA DEPARTMENT OF EDUCATION



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Commissioner

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BUREAU OF EQUITY, SAFETY,
AND SCHOOL SUPPORT

MEMORANDUM

To: District Migrant Coordinators
District MIS Directors

From: Stephen Best, Program Specialist
Title I/Migrant Programs

Date: May 28, 2002

Subject: *New 'Migrant Status Term' Data Element*

In order to both simplify and clarify the reporting of Migrant information, we have instituted a new Data Element: Migrant Status Term. This element replaces the previous Migrant Status element which requested information on Qualifying Move Type. As the U.S. Department of Education (USDE) no longer requires information on move type and, for funding purposes, is primarily interested in the unduplicated count of Migrants in the state, we have designed the new element to address the simple number of migrants in each term (Regular and Summer). This paper is to clarify the new coding system and indicate the other data elements that must coincide with it.

Elements to be discussed:

Element Name	State Reporting Format
Migrant Status Term	Demographics
Qualifying Arrival Date (QAD) for Migrant Program Eligibility	Demographics
Birth Date	Demographics
Federal/State Project, Area and Model	Federal/State Compensatory Project Evaluation
Federal/State Project, Support Services	Federal/State Compensatory Project Evaluation
Term	Federal/State Compensatory Project Evaluation

Copies of these elements are attached.

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Important Definition:

Regular Term – For enrollment/service purposes, the Regular 180-Day School Year. For identification purposes, the calendar year.

Migrant Status Term – CODE DEFINITIONS

3 – Served ONLY in Regular 180 Day School Year

Use this code if the migrant student was enrolled/served only during the regular school year.

S – Served ONLY in Summer Term

Use this code if the migrant student was enrolled/served only during the summer term/intercession.

Students must be served in a Federally Funded (partially or fully) program designed (in whole or in part) especially for Migrant Students in order to be counted. Students enrolled in a conventional summer school must, additionally or concurrently, be provided services that are fully or partially Federally Funded and designed especially for Migrant students in order to be counted. (There must be a Migrant service component for Migrant students enrolled in conventional summer school in order for them to be counted.)

B – Served in Both Regular 180 Day School Year and Summer Term

Use this code if the migrant student was identified/enrolled/served in Both the regular term and the summer term sessions. *Note: If a student is identified but not served in the regular 180 day school year (X), but served in Summer, enter “B”.*

X – Identified in Regular Term, NOT Served.

Use this code if the student has been identified, but not enrolled/served. This code is for emancipated youth and children three years of age or over that are not enrolled in Pre-Kindergarten. Note that for identification purposes the “Regular Term” is the calendar year.

Z – Not Applicable

Use this code if the student does not meet any of the criteria above, a Non-Migrant.

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The Regular Term count submitted to the USDE will consist of $3 + B + X$.

The Summer Term count will consist of $S + B$.

Other Elements Required

(There is a chart of Required Elements attached)

Qualifying Arrival Date – Demographics

Please ensure that the Qualifying Arrival Date (QAD) is up to date and accurate, (i.e., reflects the most recent qualifying move). This data comes directly from the Certificate of Eligibility. Note: Even after the eligibility period has lapsed, please retain the Qualifying Arrival Date. If this is done consistently by all districts, it will allow us to track the progress of former Migrants. It is also important that the QAD be updated continuously throughout the year as this, combined with Birth Date, is the only way that we can determine if a student is a Migrant in Surveys other than Survey 5.

Birth Date – Demographics

Please ensure that the Birth Date is accurate.

As the federal definition of Migrant is a person between the ages of 3 and 22, with a qualifying move within three years, this element in combination with the QAD will be used to verify eligibility.

Federal/State Project, Area and Model – Federal/State Compensatory Project Evaluation

Please ensure that this multi-purpose element is correctly entered. For the Purposes of verifying the Summer count, only those students with a Project Type (first digit) code of '2' – Title I Migrant, '5' – Title I/Title I Migrant, or '6' – Title I Migrant/State Migrant, and a Term of 'S' (Summer, see below), plus a valid code in the Subject Area and/or Support Services elements, will be included.

The second digit, Subject Area, provides us with essential information about the instructional services received by a Migrant student. If there were no instructional services please enter 0 (zero) for 'Other'. This data will become important for funding considerations. Note: If you enter '0' (zero), there must be a corresponding valid (Not

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'Z') code in the Federal/State Project, Support Services - Federal/State Compensatory Project Evaluation element. There is currently an Exception Report (Federal/State Compensatory Project Evaluation #48 - Attached). Should you get an exception code verify that the Migrant received a valid (not 'Z') Support Service in the Support Services code, and if so let it stand.

Model, the third and fourth digits, indicates the setting in which the activity took place – Please ensure the accuracy of this information. This coding may play a future role in the allocation of funds.

The fifth digit is, of course, Not Applicable. If all five digits are '0' (zero), we will take it as an indication of inapplicability.

Federal/State Project, Support Services - Federal/State Compensatory Project Evaluation

This four-digit element provides information on the type of non-instructional services received by the Migrant. There is space here to indicate up to four services received, with 'Z' (Not applicable) being the default. An example is found on the data element sheet attached.

Term - Federal/State Compensatory Project Evaluation

For the purposes of the Federal/State Compensatory Project Evaluation format, the applicable codes are 'S' – Combined Summer Session and '3' – Annual (Regular Term). Please ensure that the code selected, either 'S' or 'B' concurs with the others.

In order to verify the Migrant Status Term codes of 'S' and 'B' we will look at the number of students having a 2, 5 or 6 in the first digit (Project Type) of the Federal/State Project, Area and Model element, a Term of 'S' and a corresponding service noted in the second digit (Subject) of the Federal/State Project, Area and Model and/or an acceptable (i.e., other than 'Z') Federal/State Project, Support Services code.

As this is a new method of reporting for the 2001/02 count, we will use the following procedure to verify the accuracy of the new element: We will capture the Survey 5 data as early as possible in September (c. the 15th), and calculate the count using the new element, and the previous methods. The Survey 5 due date for 2002 is August 9th, and state processing will take place from August 5th and September 13th. As in the past we

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(will also require that the Superintendent sign the Florida Migrant Child Reporting Matrix sample attached) to be due September 15th. We will then take the three numbers thus obtained, combine them into one report, and return this information to the districts in Memo - All District Migrant Coordinators

early October for reconciliation. We will then have time to update/correct the data before November 15th, and recapture it in time for the submission of the count to the USDE on December 1st. Information on Survey Dates is attached.

Please use the paper Certificates of Eligibility (COE) to obtain the figures reported on the Superintendent-signed Florida Migrant Child Reporting Matrix. Remember that the entire system rests on the information on those COE's, and should be reconcilable at every level.

We realize that this is a major change in the reporting of Migrant data. Our hope is that this will bring clarity and a greater degree of simplicity to the retrieval and reporting of the Statewide Migrant Count. If you have any questions regarding these procedures, please contact Stephen Best, (850) 921-3798, or by electronic mail bests@mail.doe.state.fl.us or Retha Nero at (850) 921.8681, or by electronic mail neror@mail.doe.state.fl.us.

BS/cm

Attachments

Required Elements

NOTE: This chart is solely for the Migrant Education Program, and is not applicable to other programs. It is to be used solely for the purposes of calculating the Annual Migrant Count submitted to the USDE and the allocation of funds based thereon.

Pertains to the Regular Term Count Pertains to the Summer Term Count	Format							
	Demographics			Federal/State Compensatory Project Evaluation				
	Elements			Elements				
	Migrant Status Term	QAD	Birth Date	Federal/State Project Area and Model			Federal/State Project, Support Services	Term
Project Type				Subject Area	Model			
Migrant Status Term Code								
3 - Served ONLY in Regular 180 Day School Year	Required	Required	Required	NA*	NA*	NA*	NA*	NA*
S - Served ONLY in Summer Term	Required	Required	Required	Required - 2, 5, or 6	Required - Note 1	Required - Any	Required - Note 2	Required - 'S'
B - Served in Both Regular 180 Day School Year and Summer Term	Required	Required	Required	Required - 2, 5, or 6	Required - Note 1	Required - Any	Required - Note 2	Required - 'S'
X - Identified in Regular Term, Not Served	Required	Required	Required	NA	NA	NA	NA	NA
Z - Not Applicable	Required - "Z"	NA	NA	NA	NA	NA	NA	NA
<p>* These codes are required for other purposes (e.g. Federal Reporting) Note 1 - If 'O' is entered there must be a valid code in the Support Services Element (Not 'Z') Note 2 - If 'Z' is entered there must be a valid code in Subject Area (Not 'O')</p>								