

McAllen I.S.D.

Migrant Education Program

Migrant Student Transfer Records Procedures and Forms

2020-21

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The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law establishing an array of confidentiality rights for students and families. This law is required to be sustained by all school staff. Confidentiality needs to be assured for families and students; all migrant records are kept in the sole possession of the institution.

There are important limits to FERPA that permit the following:

- Disclosure to school officials who have been determined to have legitimate educational interests as specified under the rules of FERPA.
- The information is designated as directory information by the school
- Disclosure is pursuant to a lawfully issued court order or subpoena
- The student is enrolling in another school and information needs to be shared
- Disclosure to local or state educational authorities auditing or enforcing federal or state programs
- Disclosure to the parents of a student who is a dependent and not of emancipated age
- Limits would also exist where life threatening or criminal activities are divulged, such as; suicide threats, drug and alcohol use on campus, and abuse.

Procedures to follow When Out of State/ Out of District Require Migrant Student Records

1. When Request is made by phone, a Form Request must be followed by Fax or E-mail before issuing the data to interested party.
2. Request must be logged, dated and kept in a "Request for Records Log" binder.
3. Verify on **Skyward** and **NGS** if student was enrolled as an active Migrant Student at McAllen ISD during the year being requested.
4. Migrant Director's Approval is required before releasing any data out.
5. Prepare Documentation Requested within 3 working days.
6. Sign and Date Requested Data Documentation.
7. Follow up with Confirmation, by "Fax Validation" or E-mail.
8. Keep copies of Requested Documentation in the student's COE folder.

Procedures followed by McAllen ISD Migrant Program when requiring Students' Records from Out of State School Districts

1. Authorized Migrant Staff / Recruiters will provide a written Record Data Request to Out of State Districts.
2. Request may be made through:
 - Mail
 - Fax
 - E-mail
3. Request **Must** be logged and dated on the "Request for Records Log".
4. Migrant Clerks / Recruiters may utilize the phone, e-mail, or fax to contact with Out of State Districts to ensure receipt and expectancy of records.
5. Follow up if time expectancy has surpassed.
6. Once Requested Data is received, document date on the "Request for Records Log".
7. Keep Requested Records in student's COE folder.

Procedures followed by McAllen ISD Migrant Program to obtain Students' Records from Within the School District Records

Request is made by means of phone, e-mail, fax, campus mail, district's data system or through PEIMS, for example:

1. Test Assessments
2. Semester Grades
3. Retention
4. Entry / Withdrawals
5. LEP status information
6. Graduation Plans
7. Medical Alerts and Immunization Data
8. Special Needs
9. Supplemental Program Services
10. Priority for Services Reports
11. Summer / Intersession Enrollments or Withdrawals

New Generation System Required Procedures for Entering Data

1. Upon received Data, enter information of the active migrant student to his/hers NGS portfolio within 5 working days or by the submission dates required on the NGS – ESC Activities Chart which are posted on the “Texas Manual NGS Data Management Requirements”.
2. Other school district migrant student data must be reviewed.



III. Required School District/ESC Activities

REQUIRED SCHOOL DISTRICT/ESC ACTIVITIES CHART

The charts below are designed to be used as a quick reference to assist the LEA/ESC in establishing and maintaining a process to collect and enter student data in an effective and timely manner. It is not intended to be the complete guidance on these activities. The charts are organized by activities that occur throughout the school year, during specific month(s), during the summer, and on an ongoing basis.

Year—Round

REQUIRED ACTIVITIES		AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
⊙	A. NGS/MSIX Training	All personnel sharing NGS/MSIX responsibilities		By October 1, or as determined by TEA
	B. Enrollments	Enrollees and non-enrollees	<u>For Existing COEs:</u> By October 1 <u>For New COEs:</u> Within 7 working days after the interviewee/recruiter signature date	<u>For Existing COEs:</u> Within 5 working days after receipt <u>For New COEs:</u> Within 5 working days after reviewer signature date
	C. Residency Verification	Enrollees and non-enrollees	<u>For Existing COEs:</u> By November 1 <u>For New COEs:</u> Within 5 working days after the interviewee/recruiter signature date	Within 5 working days after receipt
	D. Withdrawals	Enrollees in grades P3-12	<u>For Early Withdrawals:</u> Within 2 working days after early withdrawal <u>For End-of-Year Withdrawals:</u> Within 5 working days after end of school year	<u>For Early Withdrawals:</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals:</u> Within 5 working days after receipt
🌿	E. Consolidated Student Record	Enrollees and non-enrollees	Request and print the report as needed (i.e., early withdrawal)	Deliver report to MEP Coordinator, as needed, for appropriate dissemination
🌿	F. Move Notifications	Enrollees and non-enrollees		Respond to NGS/MSIX Help Desk within 10 working days after receipt of notification
🌿	G. Data Requests	Enrollees and non-enrollees		Respond to NGS/MSIX Help Desk within 2 working days after receipt of data request
	H. At-Risk of Non Promotion	Enrollees in grades K-12	<u>For Early Withdrawals</u> Within 2 working days after early withdrawal <u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals</u> Within 5 working days after receipt
	I. Termination Reasons	Migrant children of any age	Within 10 working days after notification	Within 5 working days after receipt
	J. OSY Dropout	Migrant children of any age	Within 10 working days after notification	Within 5 working days after receipt
⊙	K. PFS Report	Students on report	Request and print PFS Report on a monthly basis, including summer months	Deliver report to MEP Coordinator, on a monthly basis, for dissemination to appropriate personnel
	L. Continuation of Services	Students on report	Request and print report before end-of-school year	Deliver report to MEP Coordinator for review

REQUIRED SCHOOL DISTRICT/ESC NGS ACTIVITIES

October

REQUIRED ACTIVITIES		AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
M.	LEP/EL	Enrollees in grades K-12	By the last working day of October or 5 working days after initial enrollment	Within 5 working days after receipt of LEP/EL information
N.	Graduation Plans	Enrollees in grades 9-12	By October 1, or 10 working days after initial enrollment	Within 5 working days after receipt of graduation plan

January–February

REQUIRED ACTIVITIES		AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
O.	Secondary Credit – Fall Semester Grades	Enrollees in grades 9-12	<u>For Early Withdrawals</u> Within 2 working days <u>For End of Fall Semester</u> Within 5 working days	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End of Fall Semester</u> By the last working day of February
P.	Missing Credits and Withdrawal Grades Consolidation	Enrollees in grades 9-12	Within 5 working days after enrollment, receipt of updated records, or completed partial work Request and print the Partial Credit Report no later than January 15	Within 5 working days after receipt Deliver report to counselor for updating and process all the updates by January 31
S.	Alternate Student ID	Enrollees in grades K-12	Request Alternate Student ID Number Report by February 1	By the last working day of February

March

REQUIRED ACTIVITIES		AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
T.	Facility Updates and Contact Information	NGS Data Specialists	Between March 1 and June 1	Within 5 working days after receipt
U.	Immunizations and Medical Alerts	Enrollees in grades P3-12	Within 2 working days for early withdrawal, or by March 1	Within 1 working day receipt, or by April 15

REQUIRED SCHOOL DISTRICT/ESC NGS ACTIVITIES

May–August

REQUIRED ACTIVITIES		AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
O.	Secondary Credit – Spring Semester	Enrollees in grades 9-12	<u>For Early Withdrawals</u> Within 2 working days <u>For End of Spring Semester</u> Within 5 working days	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End of Spring Semester</u> Within 10 working days after receipt
Q.	Recommended Courses for Fall Schedule	Enrollees in grades 8-11	<u>For Spring Early Withdrawals</u> Within 2 working days <u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year	<u>For Spring Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals</u> Within 5 working days after receipt
R.	Not On Time for Graduation	Enrollees in grades 9-12	<u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals</u> Within 5 working days after receipt
V.	State Assessments	Enrollees in grades 3-12	Request state assessment results by June 2; For ESCs with SSA districts: Request state assessment results by July 15	For all districts within 10 working days after receipt of state assessment results
W.	Regular Term Coursework for Grades 6-8	Enrollees in grades 6-8	<u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals</u> Within 10 working days after receipt
X.	Supplemental Program Data	Enrollees and non-enrollees	For regular and year-round terms by June 30 or as soon as supplemental services are provided	For regular and year-round terms by July 25 or as soon as supplemental data is provided
Y.	Special Needs	All migrant children with a special need	Within 2 working days after early withdrawal, or by May 1	Within 1 working day receipt of early withdrawals or within 5 working days after receipt of Special Needs data

March

REQUIRED SCHOOL DISTRICT/ESC NGS ACTIVITIES

Summer/Intersession Program Data

REQUIRED ACTIVITIES	AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
Summer/Intersession Enrollments	Enrollees and non-enrollees	<u>For Existing COE</u> Within 2 working days after initial summer/intersession enrollment <u>For New COE</u> Within 7 working days of parent's signature date	<u>For Existing COE</u> Within 2 working days after receipt <u>For New COE</u> Within 2 working days after receipt
Summer/Intersession Withdrawals	Enrollees and non-enrollees	<u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Summer Withdrawals</u> Within 5 working days after the end of summer program	<u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Summer Withdrawals</u> Within 5 working days after receipt
Z. Summer/Intersession Program Assessments (Project SMART)	Enrollees and non-enrollees	<u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Summer Term</u> Within 5 working days after the end of summer program	<u>For Early Withdrawals</u> Within 1 working day <u>For End-of-Summer Term</u> Within 5 working days after receipt
Summer/Intersession Supplemental Program Data	Enrollees and non-enrollees	Within 5 working days after end of summer/intersession services	Within 2 working days after receipt of supplemental program data
Summer/Intersession Academic and Health Data	Enrollees and non-enrollees	<u>For Early Withdrawals</u> Within 2 working days for secondary students taking credit courses <u>For End-of-Summer Term</u> Within 5 working days after the end of summer program	Within 2 working days after receipt of academic and health data

Ongoing

REQUIRED ACTIVITIES	AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
AA. Non-Project Districts	ESCs		
BB. Documentation	ESCs and LEAs		
CC. NGS Quality Control	All personnel sharing NGS/MSIX responsibilities		By the last working day in May
DD. Resources	All personnel sharing NGS/MSIX responsibilities		

Forms To Request Information from Campuses or other School Districts

- Form to Request for COE
- McAllen ISD Migrant Student Records Request Log
- Transferring School Migrant Student Records Request Log
- Graduation Plans
- Secondary Credit Reports
- Grades 6th – 8th Reporting Form
- Missing Credits Form
- Medical Alert and Immunization Reporting Form
- Special Needs Forms
- Non Promotion / Not on Time for Graduation

McAllen I.S.D.
Migrant Education Program
Dr. Cynthia Bebon, Migrant Program Director
2112 N. Main St. / McAllen, TX 78501

Certificate of Eligibility Request Form

Date: _____ **Fax:** _____

Name of Person Requesting: _____

District: _____

Request copy of most recent COE & Supplemental Documentations for the following Family:

Mother's Full Name: _____

Father's Full Name: _____

Qualified Date of Arrival (Q.A.D.) _____

Name of Student	Date of Birth	NGS Number

Please Fax this Information to:
Dr. Cynthia Bebon, Migrant Program Director
Telephone: (956) 928-8970
Fax: (956) 928-8973

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NGS SECONDARY CREDIT REPORTING FORM

Student Name _____

District _____

DOB _____

School ID (SSID) _____

Grade Level _____

UPDATE

Campus _____

Migrant Unique ID _____

Withdrawal Date _____

Please Circle TERM: Fall Spring Summer Intersession					WITHDRAWAL GRADES		COMPLETED WORK		TIME	
SUBJECT	COURSE TITLE	COURSE Section	COURSE TYPE	GRADE TO DATE	HOURS TAKEN	FINAL GRADE	CREDIT GRANTED	TYPE OF TERM	YEAR	

STUDENT GRADUATION INFORMATION:

<small>SSID of Designated School of Graduation</small>	<small>Schedule</small>	<small>Graduation Plan</small>	<small>Projected Year of Graduation</small>	<small>State Achievement Test</small>
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Please Circle TERM: Fall Spring Summer Intersession					WITHDRAWAL GRADES		COMPLETED WORK		TIME	
SUBJECT	COURSE TITLE	COURSE SECTION	COURSE TYPE	GRADE TO DATE	HOURS TAKEN	FINAL GRADE	CREDIT GRANTED	TYPE OF TERM	YEAR	

Submitted by: _____ Phone #: _____ FAX #: _____

GRADES 6-8 REPORTING FORM

Student Name _____
 DOB _____
 Grade Level _____
 Migrant Unique Student ID _____

District _____
 School ID (SSID) _____
 Campus _____
 Withdrawal Date _____

UPDATE

Please Circle TERM: Fall Spring Summer Intersession				WITHDRAWAL GRADES		FINAL WORK	TYPE OF TERM	YEAR
SUBJECT	COURSE TITLE	COURSE TYPE	GRADE TO DATE	HOURS TAKEN	FINAL GRADE			

The section below must be completed for those classes that a student in grades 6-8 has taken for high school credit. Please complete using NGS Secondary Credit Guidelines.

Secondary Course Information Please Circle TERM: Fall Spring Summer Intersession				WITHDRAWAL GRADES		COMPLETED WORK		TYPE OF TERM	YEAR
SUBJECT	COURSE TITLE	COURSE SECTION	COURSE TYPE	GRADE TO DATE	HOURS TAKEN	FINAL GRADE	CREDIT GRANTED		

Submitted by: _____ Phone #: _____ Fax #: _____

NGS Missing Credits and **Withdrawal** Grades Form

The information, as indicated on the enclosed Partial Credit Report and/or NGS Student Transfer Document, is incomplete. Please provide the necessary information checked below. Return both the Partial Credit Report/NGS Student Transfer Document, along with this form, to the NGS Data Specialist with the requested information within 5 working days after receipt.

_____ **Withdrawal** Grades Needed (See Incomplete Courses section.)

_____ **Withdrawal** Grades/Incomplete Courses to be Converted into Final Grades

_____ Final Grades to be Updated

_____ Final Grades Needed [Missing credits from previous school year(s)]

Date Sent by NGS Data Specialist: _____

NGS Data Specialist: _____

To (Enter name of Counselor/Registrar): _____

Date Returned: _____

Signature of Counselor/Registrar: _____

NGS MEDICAL ALERT and IMMUNIZATION REPORTING FORM

Student Name: _____
 DOB: _____ Gr. Level: _____
 Migrant Unique I.D.: _____

District: _____ Withdrawal Date: ___/___/___
 School ID (SSID): _____ yy mm dd
 Campus: _____ Contact ID : _____ (Assigned by NGS)

HEALTH INFORMATION

Physical Exam Date: ___/___/___
 yy mm dd

Physical Exam Result: _____

Hearing Test Date: ___/___/___
 yy mm dd

Hearing Test Result: _____

Vision Test Date: ___/___/___
 yy mm dd

Vision Test Result: _____

TB Skin Test Date: ___/___/___
 yy mm dd

TB Skin Test Result: _____

Dental Exam Date: ___/___/___
 yy mm dd

Dental Exam Result: _____

Scoliosis Screening Date: ___/___/___
 yy mm dd

Scoliosis Screening Result: _____

MEDICAL ALERT INFORMATION

Medical Alert Date: ___/___/___
 yy mm dd

Alert Type (Circle one): **Condition, Allergy,
 Related Condition**

Alert Level (Circle one): **Chronic, Acute**

Alert Name: _____

MEDICATION INFORMATION

Name of Medication: _____

Date Medication Prescribed: ___/___/___
 yy mm dd

IMMUNIZATIONS

Bacillus of Calmette and Guerin (BCG) _____

Diphtheria, Tetanus, Pertussis (DTP) _____

Diphtheria, Tetanus and Pertussis (DTaP) _____

Diphtheria, Tetanus (DT) _____

Tetanus, Diphtheria (Td) _____

Tetanus, Diphtheria and Pertussis (Tdap) _____

Haemophilus Influenza B (HiB) _____

Hepatitis B (HBV) _____

Hepatitis A _____

Measles, Mumps, Rubella (MMR) _____

Measles _____

Mumps _____

Meningococcal (Meningitis) _____

Polio (IPV) _____

Polio (OPV) _____

Pertussis _____

Rubella _____

Pneumococcal Conjugate (Prenar) _____

Typhoid _____

Varicella (Chicken Pox) _____

DATES

