

## District Procedures for Identification & Recruitment of Eligible Migrant Children

1. Parent/Guardian completes Home Language and Mobility Survey (copy is included).
2. School Registrar/Secretary places the survey in the Family Liaison's mailbox when question #10 indicates a Yes (or blank) (copy is included).
3. Family Liaison follows up with a telephone call and conducts a pre-screening interview with the parent/guardian.
4. Family Liaison schedules a formal face-to-face interview at the convenience of the parent/guardian.
5. Family Liaison determines eligibility for the Migrant Program.
6. Family Liaison completes the Migrant Certificate of Eligibility (COE) Form with the help of the parent/guardian.
7. Family Liaison brings the completed COE to the weekly migrant meeting team for review.
8. Regional Coordinator reviews COE questions/concerns with the Family Liaison and corrections are made accordingly when needed applying Step 15.
9. Regional Coordinator reviews completed COE for accuracy and completeness.
10. Regional Coordinator signs the bottom-left corner of the completed COE to confirm verification process.
11. Regional Coordinator makes a copy of COE and files it in the Vallivue School District folder.
12. Regional Coordinator removes the yellow carbonated copy from the COE and files it in the COE Binder.
13. Regional Coordinator mails original COE copy to the State Department of Education Migrant Education Program's Office.
14. If a COE is returned for additional corrections, the Regional Coordinator logs the information in the Regional Error Record Sheet and contacts Family Liaison (copy is included).
15. Regional Coordinator reviews COE questions/concerns with the Family Liaison and trains using MEP Guidelines.
16. Family Liaison reschedules a visit with the parent/guardian and makes corrections using a new COE form.
17. Family Liaison brings the new and completed COE to the weekly migrant meeting team for review and Regional Coordinator continues with Steps 8-10.
18. Regional Coordinator makes a copy of the new COE, staples it to the prior COE and files it in the Vallivue School District folder as reference.
19. Regional Coordinator removes the yellow carbon copy from the new COE and files it in the COE Binder (prior COE is removed and shredded).
20. Regional Coordinator includes MEP office's correction sheet with the new COE original copy and mails to the State Department of Education Migrant Education Program's Office.
21. Regional Coordinator trains Family Liaison on the COE sections corrected on during next bi-weekly meetings.