

Migrant Due Dates for 2024-2025



Ongoing Liaison Activities: ID&R, Annual Residency Verifications, services & referrals, PAC meetings, monthly ID&R Plan updating, monthly Data Checklist review, MSIS data entry of services, verification dates, & immunizations, COS & PFS determinations logging activities in Liaison Record Keeping Log.

Ongoing Director Activities: Support and collaboration with family liaison, PAC meetings, monthly meeting with regional ID&R coordinator, program planning, liaison supervision, budget management.

When	What	Where	Generally done by
*September 13th	Re-interview Summary	MSIS Data Collection	Family Liaison
	MPO Evaluation	MSIS Data Collection	Director and Family Liaison
	Services & summer school attendance	MSIS	Family Liaison
	Residency Verification Dates	MSIS	Family Liaison
October 31st	Recommended – Initial PFS determinations done	MSIS Worksheet MSIS – Services tab	Family Liaison and Director
	Recommended – All Staff Training done	In district	Director with Family Liaison
November 29th	1 st Re-Interviews completed	MSIS Worksheet Home visits	With Liaison from another district
	<ul style="list-style-type: none"> • Quarterly Data Checklist • Bad Dates Report review • Discrepancy Report review 	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
February 28th	All PFS, services, and Residency Verification Dates entered in MSIS for data pull	MSIS	Family Liaison, Reviewed by Director and Regional MEP Coordinator
	<ul style="list-style-type: none"> • Quarterly Data Checklist • Bad Dates Report review • Discrepancy Report review 	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
*March 28th	Data pulled for funding for following year funding (be sure ISEE has been submitted by 3/17)	MSIS	State Department of Education
April 30th	2 nd Re-Interviews completed	Home visits	With Liaison from another district
	<ul style="list-style-type: none"> • Quarterly Data Checklist • Bad Dates Report review • Discrepancy Report review 	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
May 30th	Re-Interview Summary Report	MSIS Data Collection	Family Liaison
	MPO Evaluation if not providing summer services	MSIS Data Collection	Director and Family Liaison
June 30th	Consolidated Plan	CFSGA	Director with Liaison input

*Critical Dates: These 2 dates are critical as the MSIS roll-over and allocations make later corrections difficult or too late to change outcomes. Rollover will occur on September 23rd, but all data in MSIS **must** be complete by September 15th allowing time for Data Collection to be approved.