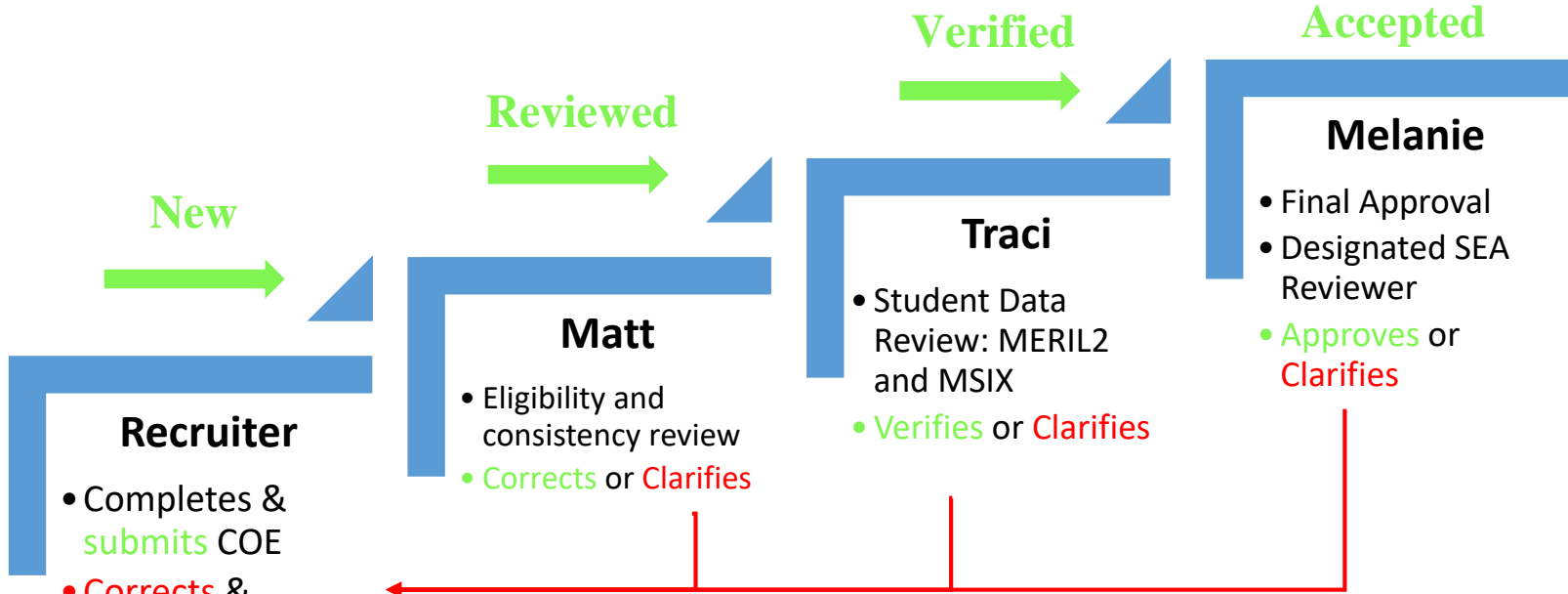




Louisiana Migrant Education Program  
ID&R Team  
COE Review Protocol



The following is a simple flow chart that illustrates the LMEP COE completion and review processes. The LMEP ID&R Team complete 4 levels of review for each COE. These levels are New, Reviewed, Verified, and Accepted.



- Each step of this flow chart is to be completed within one business day.
- A COE is not considered final until it is approved by Melanie. To view in which stage a COE resides at any time, view the COE Log in MERIL2.
- Once the COE is Accepted, services can be logged into the Student Data section of MERIL2.
- COEs are sent back to the recruiter for “Clarification” if they have eligibility, student data, or other concerns.