

Completing the COE under the Every Student Succeeds



Presented by:

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COE Draft

School District COE Date

DBID #

Self Generated

COE IDs



Procedures, Upload Changes

Show All Draft COEs

Who owns it?

Family Data

Male Parent/Guardian Last Name First Name Cell Phone

Female Parent/Guardian Last Name First Name Cell Phone

Current Address City State Zip

Phone Email

Please add phone number here to make sure it shows on the COE

Housing Description

Please do not Forget!

Click Here

Upload Status

Begin Upload

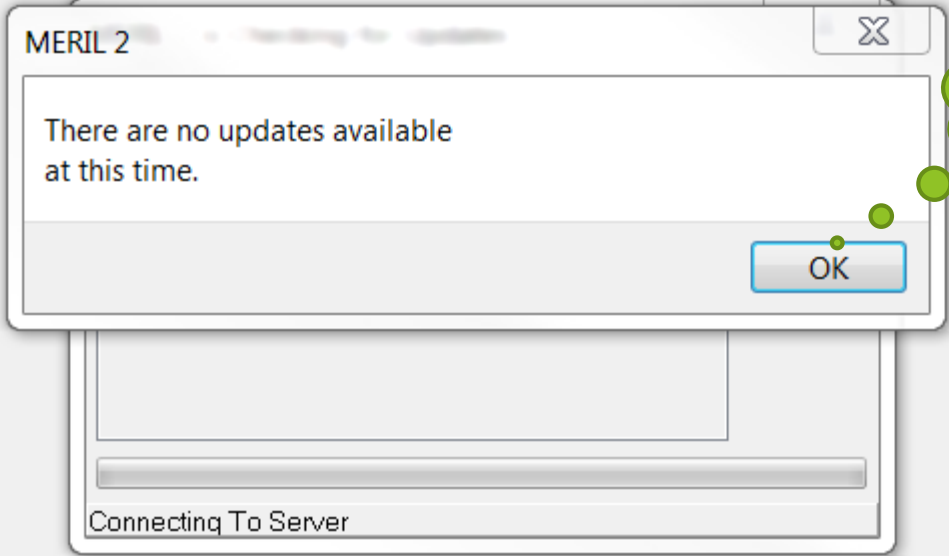
Close

Save Results

Print Results

Progress bar

Large empty text area with scrollbars



Click Here

Upload Status

Begin Upload

Close

Save Results

Print Results

Information



Your upload completed successfully.

OK

Click Here

Upload Complete

Click Here

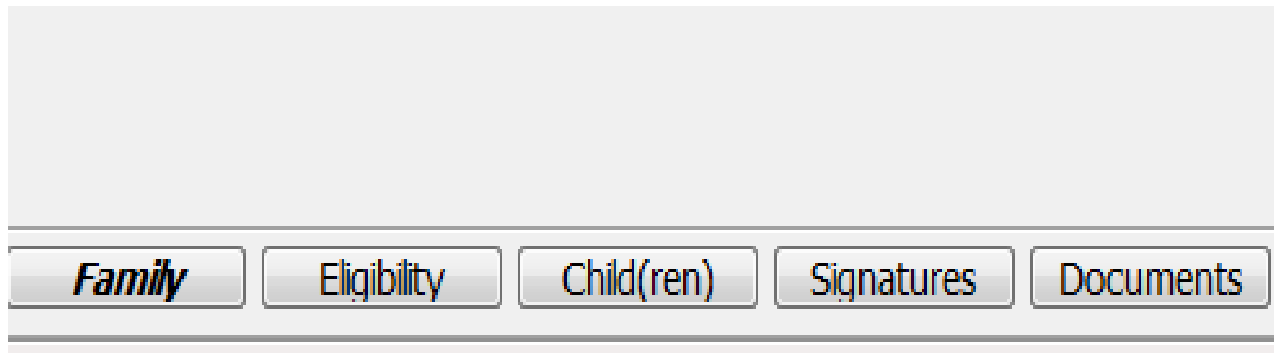
Upload Status

Begin Upload Close Save Results Print Results

04/06/18

Upload Complete

COE Tabs



Family Tab

Qualifying Moves & Work

Items 1 - 6

1. The child(ren) listed on this form moved due to economic necessity from a residence in
From School District City State Country
to a residence in
To School District City State
Document the child's most recent move.

2. The child(ren) moved (complete both a. and b.):
a.
b. The worker is the child or the child
i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved The worker moved
Who did the child move with?
OSY is the child's child
Only if "To join or precede"

3. The Qualifying Arrival Date(QAD) was Is this move 15 days or less?
The latest date

4. The worker moved due to economic necessity on
From School District City State Country
to a residence in
To School District City State
and
Initial Move

5. The Qualifying work was (make a selection in both a. and b.)
Temporary/Seasonal Fishing/Agriculture
* If applicable, check Personal Subsistence

6. (Complete if "temporary employment" is chosen in #5a) The work was determined to be temporary employment based on:
 Employer Name
Only if "temporary"
What is this?

Qualifying Moves & Work

Items 1 - 6 Comments

General Comments

When do we need a comment?

Children Tab

When selecting "Hispanic" you will be asked to select a "race" indicator as well.

Mark what you see.

P, R, S

Date started school. OSY/UA date you sign up.

Only in U.S. school

Date arrived here

Mark the truth

Last Name	Last Name2	First Name	Middle	Suffix	OOS Transcrip	
					▼	
Ethnicity and Race	Sex	Birthdate	Age	Mult. Birth	DOB Code	Advocate
▼	▼		0	▼	▼	▼
Birth City	Birth State	Birth Country	Relationship			
	▼	▼	▼	▼		
School Name	<input type="checkbox"/> Display all facilities	Enr. Date	Type	Grade	Dropout/Last Grade	Homeschool
		▼	▼	▼	▼	▼
Res. Date	District of Residence	Med Alert	Imm Avail	Medic		
		▼	▼	▼	<input type="checkbox"/>	
LA Comments						

Last Name	First Name	Enroll Date	Grade	Facility Name

DOB Codes

- Baptismal or Church Record
 - Birth Certificate
 - Entry in Family Bible
 - Hospital Certificate
 - Parents Affidavit
 - Passport
 - Physicians Certificate
- Previously Verified School Records
 - State Issued ID
 - Drivers License
- Immigration Documents
 - Life Insurance Policy
 - Other

Type Codes

P- Participant

OSY/UA/During Summer but not enrolled in MEP summer program.

R- Regular

School age child enrolled during school months.

S-Summer

This is to be used ONLY if child is enrolled in a MEP funded summer program.

N- None Participant

We NEVER use this.

Parent Signature Tab

Migrant | Staff | Recertify

Parent / Guardian / Spouse / Worker Signature

I understand the purpose of this form is to help the State determine if the children/youth listed above is/are eligible for the Migrant Education Program. To the best of my knowledge, all of the information I have provided to the State is true and correct.

Information provided is true to the best of the parents knowledge.

The rules for migrant eligibility, services, student record transfer, and the Family Educational Rights and Privacy Act (FERPA) 17:3914 have been explained to me. I hereby authorize this school district and the State Educational Agency to release, transfer and/or receive my child's education and health records, including immunization records and standardized test results, to/from other school districts, educational agencies, and other pertinent agencies. In order to potentially qualify for more educational, health, or social services, I further agree that student/family information, otherwise confidential under the provisions of FERPA and R.S. 17:3914, may be shared with organizations that provide services under the following: the projects of the State Migrant Education Program (MEP), the College Assistance Migrant Program (CAMP), the High School Equivalency Program (HEP), the Adult Education Even Start Program (AESP), child nutrition programs, and other programs that work in partnership with Louisiana's MEP.

Parent is giving us permission to use the child's information to qualify them for MEP and other programs.

Change per language

FERPA Language: English

Interviewee gives permission to release/transfer and/or receive child's records

Yes or no?

Interviewee MUST sign the COE

Sign

Click here and signature box pops up.

Sign Date

Relationship to child

Signed By

Staff Signature Tab

Migrant Staff Recertify

Staff Signatures

I certify that based on the information provided to me, which in all relevant aspects is reflected above, these children are migratory children as defined in 20 U.S.C. 6399(2) and implementing regulations, and so are eligible as such for MEP services. I hereby certify that, to the best of my knowledge the information is true, reliable, valid, and understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Interviewer Signature

Sign

Click here to sign your name.

Sign Date

Please choose YOUR name

Interviewer Name

Reviewer Signature

Sign

I sign this.

Sign Date

My name here.

Reviewer Name

Recertify Tab

Migrant | Staff | Recertify

Recertify Year 2 Signatures

Parent Signature

Interviewer Signature

After year one, if the family is still there and have not made a new qualifying move... they sign and you sign. If they have made a new qualifying move, you make a new COE.

Sign Sign Date

Sign Sign Date

Recertify Year 3 Signatures

Parent Signature

Interviewer Signature

Same thing after year two.

Sign Sign Date

Sign Sign Date

Incomplete COEs

Record Procedures Reports Preferences COE Go View Help

COE Data

School District COE Date 03/12/18

Search

⏪ ⏩ + - ↶ ↷

Incomplete

Show Incomplete Only
 Show Approved Only

Submit

Family Data

Male Parent/Guardian Last Name First Name Cell Phone

Female Parent/Guardian Last Name First Name Cell Phone

Current Address City State Zip

Phone Email

Housing Description

Hit “-” to
remove
the COE.

This appears
when the
COE is
incomplete.



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