

August 2019

Nebraska Migrant Education Program MIS2000 User's Manual

As Stated in Sections 1303 and 1304 of the Title I, Part C Non-Regulatory Guidance, States are required to report certain information on the Migrant Education Program (MEP) through a Consolidated State Performance information about the numbers and characteristics of participating children the types of services provided, the number of participants by grade level, and other pertinent data elements.

The Nebraska MEP utilized the MIS2000 database system to collect, store, process, and electronically transfer student educational information to meet the reporting requirement of the program. Section 1306(b)(2) requires SEAs to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records when children move from one school to another, whether or not the move occurs during the regular school year. The timely transfer of student records can be effective means of reducing the effects of educational disruption on migrant students.

SEAs and LOAs must comply with two fiscal requirements regarding the expenditure of State and local funds to ensure that MEP funds are used to provide services that are supplemental to the regular services ,migrant children receive. The statue requires SEAs and LOAs to: (1) use MEP funds to “supplement, not supplant” Federal and non-Federal funds; and (2) provide services to migratory children with State and local funds that are at least comparable to services provided to non-migratory children.

TABLE OF CONTENTS

CHAPTER 1: NAVIGATING THE TOOLBAR

1.1	Record Menu	pg. 5
1.2	Procedures Menu	pg. 6
1.3	Reports Menu	pg. 7
1.4	Preferences Menu	pg. 8
1.5	COE Menu	pg. 9
1.6	Go Menu	pg. 10
1.7	View Menu	pg. 11
1.8	Help Menu	pg. 11

CHAPTER 2: STUDENT VIEW

2.1	Student Data Top Panel	pg. 12
2.1.1	Student Search: Key Data	pg. 13
2.1.2	Student Search: District/Facility	pg. 14
2.1.3	Student Search: Student List	pg. 15
2.2	School History Panel	pg. 16-18
2.3	Credit Accrual Panel	pg. 19
2.4	Tests Panel	pg. 20
2.5	Health Panel	pg. 21
2.6	Supplemental Programs Panel	pg. 22-23
2.7	Family Panel	pg. 24
2.8	Needs Assessment Panel	pg. 25
2.9	OSY Profile Panel	pg. 26-27

CHAPTER 3: SNAP! REPORTS

3.1	Running a SNAP! Report	pg. 28
-----	------------------------	--------

CHAPTER 4: COE VIEW (CLASSIC MIS VERSION)

4.1	COE Data Top Panel	pg. 29-30
4.1.1	COE Search: By Current Family	pg. 31
4.1.2	COE Search: By Student	pg. 31
4.1.3	COE Search: Recently Approved	pg. 32
4.1.4	COE Search: Incomplete COEs	pg. 32
4.2	COE Family Panel	pg. 33
4.3	COE Eligibility Panel	pg. 34
4.4	COE Child(ren) Panel	pg. 35-46
4.5	COE Signature Panel	pg. 37

TABLE OF CONTENTS

CHAPTER 5: COE VIEW (MIS TABLET APP)

5.1	COE Tab Top Panel	pg. 38-39
5.2	Family Data Panel	pg. 40
5.3	Child Data Panel	pg. 41
5.4	COE Eligibility Panel	pg. 42
5.5	COE Signature Panel	pg. 43

CHAPTER 6: STUDENT VIEW

6.1	OSY Profile Panel	pg. 44
-----	-------------------	--------

APPENDIX

		pg. 45-66
	Verification Date Guide	pg. 45
	Grade/Age Conversion Chart	pg. 46
	Continuation of Services Guide	pg. 45-48
	Nebraska Service Reporting Codes	pg. 49-53
	Student Health Form	pg. 54
	Priority For Services Form	pg. 55
	OSY Student Profile	pg. 56
	MIS2000 SNAP! Reports	pg. 57
	Electronic COE Checklist	pg. 58-65
	Technical Assistance Request Form	pg. 66

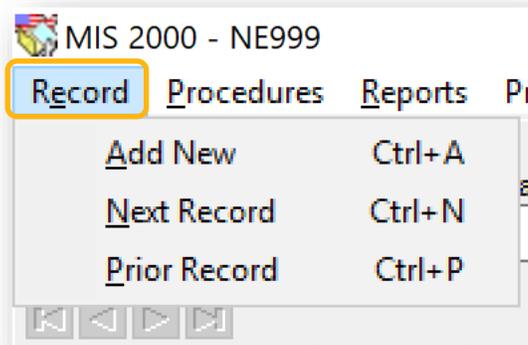
CHAPTER 1:

Navigating the Toolbar

This chapter will teach you some of the basic functions of the MIS2000 Toolbar:

- ⇒ How to use the various functions of the toolbar
- ⇒ How to toggle between **Student Data View** and **COE View**

1.1 Record Menu



The **Record** menu includes options to add new information to MIS2000 and to navigate from one student record to another.

Add New—add new student information to the panel that you are currently viewing.

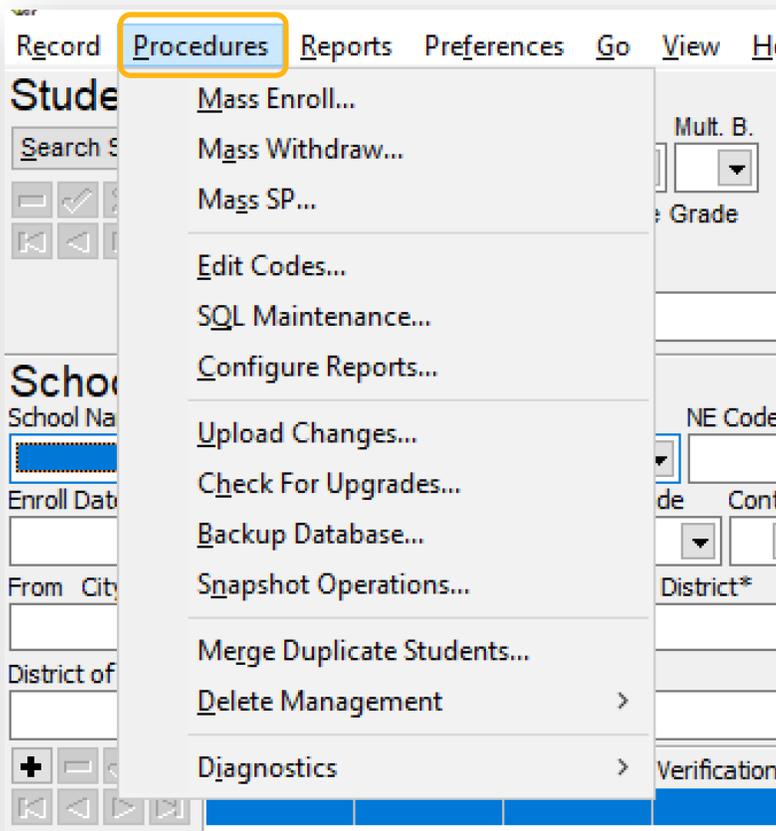
Next Record—Toggles to the next student record or COE in the database.

Prior Record—Toggles to the previous student record or COE in the database.

NOTE: *Navigator buttons can also be used to toggle through records on your database.*



1.2 Procedures Menu



The **Procedures** menu includes options to upload, upgrade, and backup your database, as well as manage current records and functions within MIS2000.

Mass Enroll—Allows the enrollment of many students at the same time without having to visit each record individually

Mass Withdraw—Allows the withdrawal many students at the same time without having to visit each record individually.

Mass SP—Allows the entry of Supplemental Program codes on a by-facility basis. *This function is currently disabled.*

Edit Codes—Edit the contents of database menu options and code tables. *Available to MIS admin only.*

SQL Maintenance—*Admin function*

Configure reports—*Admin function*

Upload Changes— Sends a copy of your most recent database to the server and uploads the most recent MIS2000 data to your database. ***NOTE: Use this function daily to keep your data current!***

Check for upgrades—Connects to the state server to check for any available upgrades to MIS2000, such as a newly added function or new report.

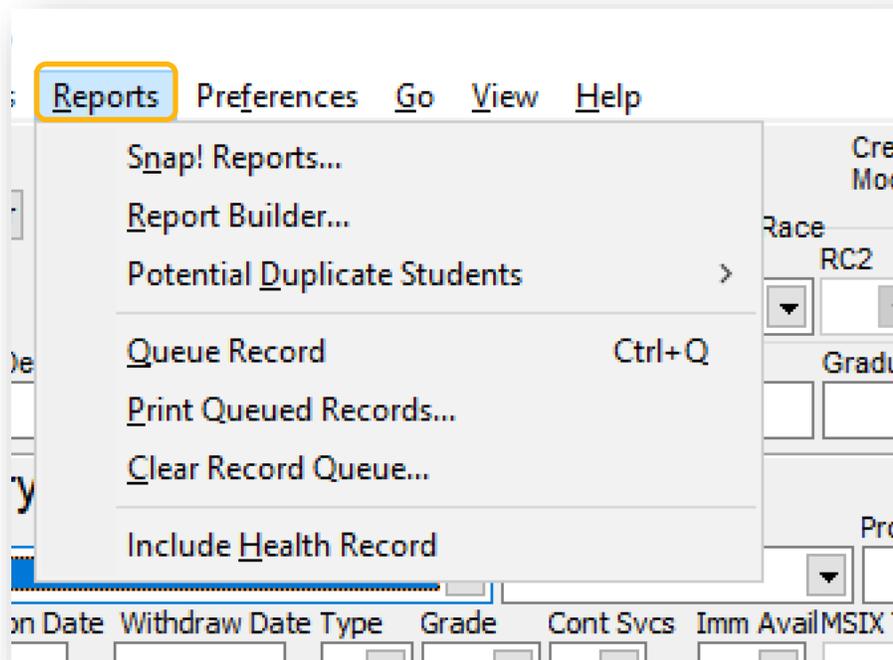
Backup Database—Creates a backup of your database on your computer

Snapshot Operations—Allows you to create a snapshot of your database that can be saved and viewed at a later date.

Merge Duplicate Students—Merges duplicate student records. Available to MIS admin only.

Diagnostics—Provides information about your database that may help to identify program errors

1.3 Reports Menu



The **Reports** menu includes all functions needed to access, run and build reports from your database in MIS2000

Snap! Reports—The Snap Reports window allows you to choose a report from your Snap Reports list, select appropriate filters, and run a report from a list of pre-built reports in the Snap! Reports drop down menu.

Report Builder—A tool for creating reports in MIS2000

Potential Duplicate Students—This function checks the database for students who may have two or more records in the system.

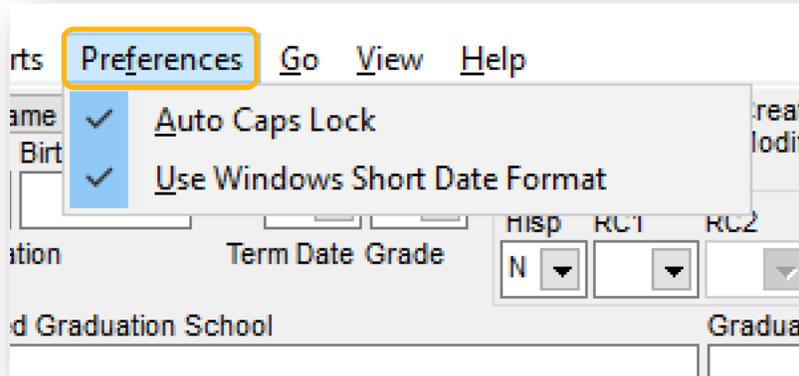
Queue Record—Puts the current student's record into the print queue

Print Queued Records—Creates a screen preview of all records in queue. You can then choose to print the records, save them, or clear them from the record queue.

Clear Record Queue—Removes all records from the print queue.

Include Health Record—A checkable item to choose whether or not the health record should be included in the printed student record. To add or remove the check mark, simply click on it.

1.4 Preferences Menu



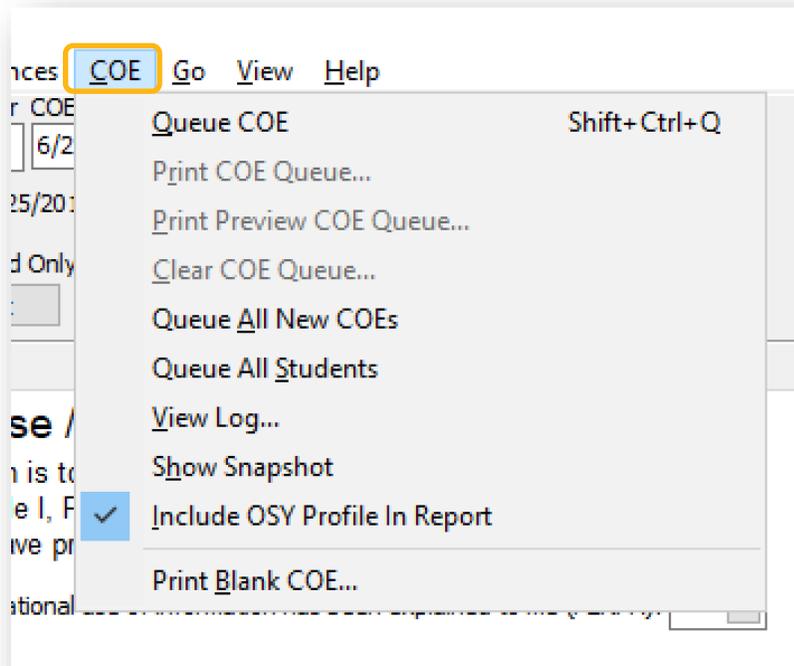
The **Preferences** menu includes checkable items to set up your MIS2000 auto-settings

Auto Caps Lock—When checked, it will turn your Caps Lock on for you automatically. Everything entered into MIS2000 must be in ALL CAPS

Use Windows Short Date Format—Controls whether MIS2000 will use your default Windows setting for displaying the year. If you want to see only a two-digit year, (which is best for reporting), leave this item unchecked.



1.5 COE Menu



The **COE** menu allows you to print COEs, access the COE Log, and print an OSY Profile. *This menu option only appears in COE View.*

Queue COE—Places the COE you are currently viewing into the printing queue.

Print COE Queue—Allows you to print the COEs in queue, save them, or clear them from the record queue.

Print Preview COE Queue—Creates a screen preview of all records in the COE queue. You then choose to print the records, save them, or clear them from the record queue.

Clear COE Queue—Removes all COEs from the printing queue.

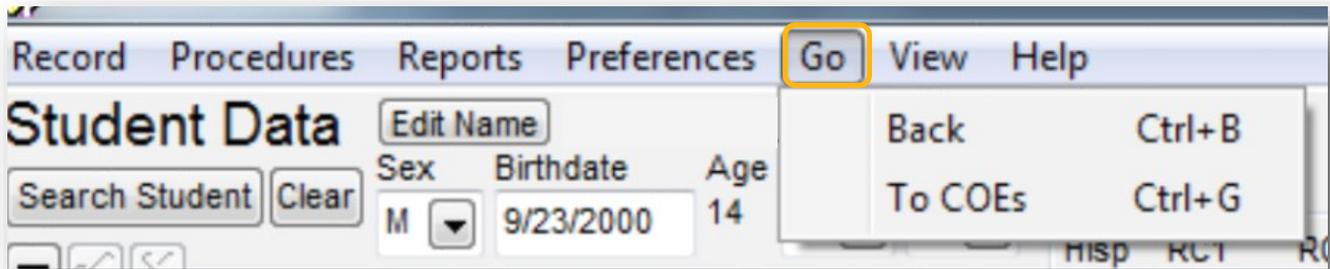
Queue All Students—This is a checkable menu item. If you leave it checked, it will add all new students to the student record queue.

View Log—Opens the COE Log for the COE you are currently viewing. This log includes time stamps and dialog from the recruiter and the COE approval team.

Include OSY Profile in Report—This is a checkable menu item. This will give you the option to print an OSY Profile when you print a COE.

Print Blank COE—This option will allow you to print a blank COE

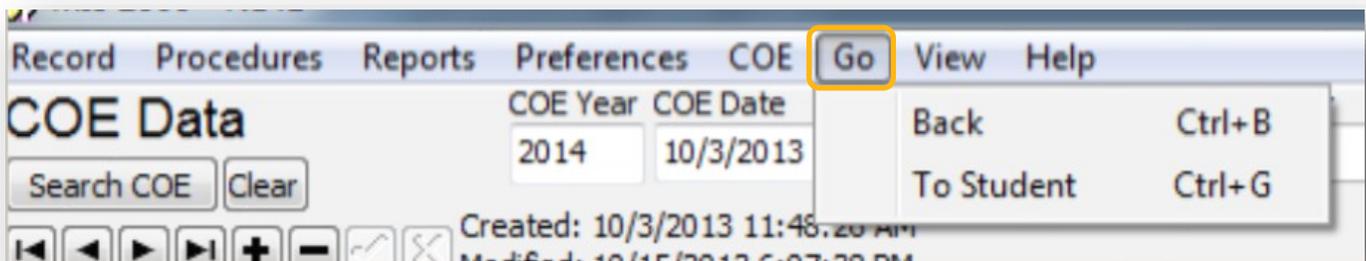
1.6 Go Menu



The **Go** menu provides a quick way to get other information related to the student or COE you are currently viewing.

If you are working on the data of a student and you want to see his COE, click the **Go** pull-down menu, and select **To COEs**. MIS2000 will then direct you to that student's most recent COE.

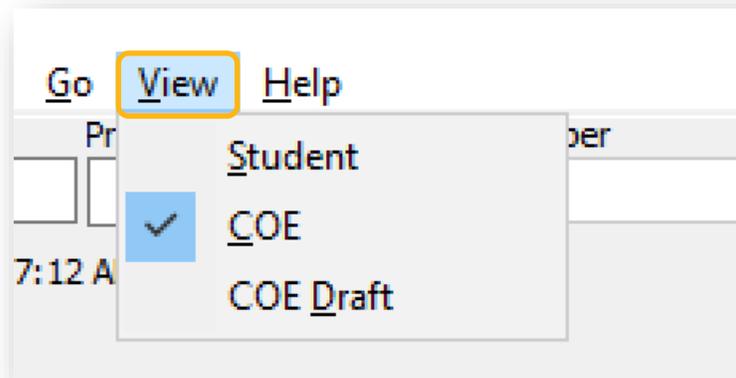
Once you are on the COE Data view, you can select **Go** and in the pull-down menu select **To Student** to go the Student Data view of the highlighted child in the Child(ren) section of the COE.



By selecting **Back** in the **Go** pull-down menu in the Student Data view, you will be navigated back to the last COE you were viewing in COE Data view.

By selecting **Back** in the **Go** pull-down menu in the COE Data view, you will be navigated back to the last student you were viewing in the Student Data view.

1.7 View Menu



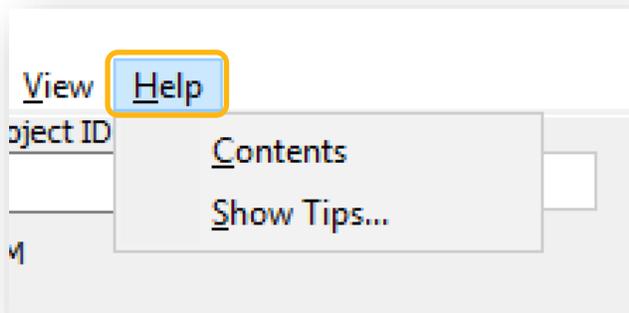
The **View** menu allows you to switch between the COE Data and Student Data views.

Student Data—Contains panels for *School History, Credit Accrual, Tests, Health, Supplemental Programs, Family information, Needs, and OSY Profile.*

COE Data—Contains panels for *COE Family, Eligibility, Child(ren), and Signatures* which include all of the data collected on the COE.

NOTE: *Changing the View does not always take you to the COE/Student Data of the student you are currently working on. If you wish to see the COE/Student Data of your currently selected Student, use the Go menu option.*

1.8 Help Menu



The **Help** menu provides helpful tips about MIS2000.

Contents—This function does not currently have any information.

Show Tips—Lets you look through helpful MIS2000 tips. This box can be shown at the Welcome Screen if the option is selected. You can also choose to only see this box at your Welcome Screen if there are new tips available.

CHAPTER 2:

Student View

This chapter will teach you how to enter Student Data into MIS2000:

- ⇒ How to update Student History Lines
- ⇒ How to ensure data correctly corresponds within the proper timelines

2.1 Student Data Top Panel

The screenshot shows the 'Student Data' top panel. It features a search bar with a 'Search Student' button (highlighted in orange) and a 'Clear' button. Below the search bar are several input fields: 'Sex', 'Birthdate', 'Age Ver' (with a '0' in a box), 'Mut. B.', 'Ethnicity / Race' (with sub-fields for 'Hisp', 'RC1', 'RC2', 'RC3', 'RC4', 'RC5'), 'Termination', 'Term Date', and 'Grade'. There are also 'Created:' and 'Modified:' labels. At the bottom, there are fields for 'Designated Graduation School' and 'Graduation/HSE Date/Indicator' (with a dropdown menu). On the right side, there is a 'Student IDs' section with a dropdown menu and input fields for 'School ID' and 'NE State ID'.

The **Student Data** top panel contains information collected from the COE as well as buttons for student search, Designated Graduation School, and Student IDs.

The **Search Student** button can be used to search for a student within your database. Search by using student information such as Student Name, Birth Date, Student ID, facility, and more.

NE State ID—Can be entered by typing the number in the box without using hyphens.

Student IDs—Use the arrow button below this field to toggle between the student's MIS2000 ID, NE State ID, and School ID.

- **MIS2000 ID**—MIS2000-generated number, unique to each student, generated when the student is created in the database.

School ID— Can be entered to record a student's current School ID.

Designated Graduation School—Use this box to record the school that the student plans to graduate from (if known). Be sure to include the school location information)

Graduation/HSE Date Indicator—enter the date that the student plans to graduate or complete a High School Equivalency program, then select **Graduation** or **HSE** from the drop-down menu.

2.1.1 Student Search: Key Data

Student Search

Last Name Last Name2 First Name Middle Student ID (Exclusive)

Birthdate Birth City Project ID (Exclusive) COE ID (Exclusive)

Male Parent
 Last Name First Name

Female Parent
 Last Name First Name

LASTNAME	LASTNAME2	FIRSTNAME	Middle	DOB	STUDENTID	GRADE	FACILITYID	F

Key Data Tab—The most commonly-used method for student searches. Search using as much data as you prefer to find a student in your database.

Click **Do Search for Child** when you have entered your search information. Students who match the information you entered will appear in the grid below.

Click on child whose record you would like to visit and click **Select Child**.

To create a list of students to visit later, select the child and click the **Add to List** button.

Use **Search Remote** to find a student who is not in your database but may be on the state server. If you find a student using this option, click **Download Student** to add this student to your database.

Click **Close** to Exit the Student Search.

2.1.2 Student Search: District/Facility

The screenshot shows the 'Student Search' window with the 'District/Facility' tab selected. The interface is divided into several sections:

- Search Methods:** 'District/Facility' is highlighted in the top navigation bar. Other options include 'SQL', 'Student List', 'Batch Search', and 'Snap'.
- Students by District:** A section with a 'District' drop-down menu and a 'District Search' button.
- Students by Facility:** A section with 'NE Code' and 'Facility Name' drop-down menus and a 'Facility Search' button.
- Enroll Date:** A section with 'From' and 'To' date pickers.
- Action Buttons:** A group of buttons including 'Select Child', 'Add To List', 'All', and 'Close'.
- Table:** A table with columns: Enr Date, Wdr Date, GRADE, TYPE_, L, F, R, M, D, STUDENTID.

District/Facility Tab—Search for Students by school district or facility.

To search for **Students by District**, use the **District** drop-down menu to choose the preferred district and click the **District Search** button. The students who have enrollments in that district will appear in the grid below.

To search for **Students by Facility**, choose either the **NE Code** or **Facility Name** from the drop-down menu and click the **Facility Search** button. The students who have enrollments in that district will appear in the grid below.

To narrow down your search to a specific timeframe, use the **Enroll Date From** and **To** Filters.

For Example: If I wanted to search for students enrolled in the 18/19 year, I might use the following dates:

*Enroll Date
From: 9/1/18*

Click on child whose record you would like to visit and click **Select Child**.

To create a list of students to visit later, select the child and click the **Add to List** button.

Click the **All** button to add all students to your student list to visit later.

2.1.3 Student Search: Student List

The screenshot shows the 'Student Search' window with the 'Student List' tab selected. The interface includes a search input field for 'Student ID', a checkbox for 'Show Family Info', and a grid of student records. A floating menu on the right contains buttons for 'Add To List', 'Use List', 'Queue All', 'Clear List', 'Remove Selected', and 'Close'.

Student ID	La	La	Fi	Mi	DOB	Birth City	Ssn	Father Last	Father First	Mother Last

Student List Tab—Create a list of students to visit later or to work on in a specific order.

Search for students by **Student ID** and add them to your student list by clicking the **Add to List** button. Your list of students will appear in the grid below.

Click the check box next to **Show Family** Info to see family info in the student list grid below.

NOTE: Showing family info can make your student list run very slow.

Click the **Use List** button to start visiting student records. You can revisit this list or use the arrow buttons to toggle between students on your list.

Queue All—Add all students to your student records queue.

Click the **Clear List** button to remove all students from the list. This cannot be undone.

To remove a student from the list, highlight the student in the grid and click the **Remove Selected** button.

Click the **Close** button to exit the **Student Search** window.

2.2 School History Panel

School History * denotes read only COE data

School Name NE Code Project ID School Year Alg 1 Ind. OSS Trans OSY Recovery

Enroll Date Verification Date Withdraw Date Type Grade Cont Svcs Imm Avail MSIX Term Date Termination Type / Date OSY Drop Out

From City* State* Country* To School District* State* QADate* Res. Date Res Ver Date MEP Proj Type

District of Residence Comment

QA Date	Res Date	Enroll Date	Verification Date	Withdraw Date	Grade	Type	Projectid	Ne Code	Facility Name	Funding

Funding Date

Created:

School History | Credit Accrual | Tests | Health | Supplemental | Family | Needs | OSY Profile

The **School History** panel holds information about student school enrollments. The School History panel grid connects to other data panels such as the Credit Accrual, Tests, Supplemental, Needs, and OSY Profile panels.

The **School Name** and **NE code** will update to correspond as either field is changed. Use these fields to indicate the school that the child is attending or where the child would be attending school if the child was attending school.

Project ID—This field indicates which project the family is currently residing. Note: This field is not aligned with the COE project ID.

School Year—Refers to the school year of the enrollment. This field automatically updates to correspond with the enroll date entered.

Alg 1 Ind— Choose **Y** (Yes) or **N** (No) in the drop-down to indicate whether or not the child has completed Algebra 1 or it's equivalent.

OSS Trans—Out of State Transcript Indicator: indicates that a state has student transcripts from a state or country that is not their own

OSY Recovery— An OSY is considered to be in recovery when actively working on any of the following drop-down menu options: *Alt Ed, GED, HEP, Re-enroll, Secondary Credit Accrual*.

Enroll Date—Reflects the date that the child enrolled in the Nebraska Migrant Education Program for the Regular or Summer Term.

Withdraw date—Reflects the last date that the child was enrolled in the Nebraska Migrant Education Program for the Regular or Summer Term

Type—Reflects the type of enrollment and is entered with each new student history line. Use the drop-down box to enter these options:

- I Intersession
- R Regular
- S Summer

Grade—The grade the student is actually attending in school for the year. During the summer, this should be the grade that the student was given during the regular school year. If a student is not attending school. Use the correct age-appropriate grade.

- P0-P5** = Age 0-5 at time of enroll date (Not enrolled in school)
- K-12** = Grade of school enrollment
- PS** = Preschool
- UG** = Ungraded
- 00** = Out of School Youth (OSY)

Cont Svcs (Continuation of Services) - Refers to students whose services are continued after their eligibility has ended. You may choose from the following options.

- 01** Providing services for duration of a term
- 02** Providing services for additional year
- 03** Serving secondary students through credit accrual progs (programs)

Imm Avail (Immunization Records Available) - Choose **Y** or **N** to indicate whether or not the child has immunization records on file.

MSIX Term Date—Automatically calculated to indicate when the child's eligibility will end due to age or an expired QAD.

Termination Type/Date—If any of the following refer to the child, select a Term Type option and add the date in which the Term Type occurred in the Term Date field.

- D** Deceased
- G** Graduated
- M** Moved
- O** Obtained GED

Drop Out—This checkbox should be selected on the Student History line that corresponds with the time period in which the student dropped out of school.

From City, State Country, To School District, State, QAD—These fields are viewable fields from the most recent COE and cannot be changed.

Res Verification Date—This date can be updated when a child moves but is not eligible for a new QAD.

MEP Project Type - dropdown menu options:

- 01** School-based MEP Project
- 02** Non-School-based MEP Project

➤ **Adding a New School History Line**

1. Click the  button beside the School History grid. The white fields above the grid will become blank, so that you can enter new data.
2. When you have entered the new data, click the  button to post the new data to the School History grid.

➤ **Updating a School History Line**

1. Select the School History line you wish to change. You will see that line's data auto-fill in the white fields above the grid.
2. Make your changes in the fields, and then click the  button to post your changes. The changes will be made in the School History grid.

➤ **Deleting a School History Line**

1. Select the School History line you wish to delete.
2. Click the  button.
3. A confirmation box will pop up asking if you're sure you would like to delete the line. Click OK.
4. Another confirmation box will pop up asking if you would like to delete all information connected to the enrollment. Click Yes.

NOTE: Once information is deleted in MIS2000, it cannot be undone. Use caution when deleting data.

To cancel any unsaved action, click the  button.

2.3 Credit Accrual Panel

The **Credit Accrual** panel holds information about student course history and accrued credits. The information in this panel is aligned in the grid with student data created in the School History Panel.

➤ **Entering Course History Data**

1. Select the enrollment from the School History grid in the column to the right that aligns with the time in which the course was taken.
2. Click the  button to add a new course.
3. Select the course subject area from the **Subject** drop-down box.
4. Select the name of the course from the **Course Name** drop-down box.
5. Select the **Course Type** from the drop-down box.
6. Select the term in which the course was taken in the **Course Section** drop-down box.
7. Select the **Term Type** from the drop-down box.
8. For **Partial Credit**, enter: **Clock Hours** and **Grade to Date**.
9. For **Completed Courses Only**, enter **Credits Granted** and **Final Grade**.
10. Click the  button to post your changes. The new **Course History** information will appear in the column to the left.

To delete a **Course History** line, select the course you wish to delete, and click the  button.

To cancel any unsaved action, click the  button.

2.4 Tests Panel

Test Data

Name Code Score Date (MMYYYY) Interpretation

Test Name	Content	Score Result	Enroll Date	Withdraw Date	Type	Grade	Facility Name

[Change Enrollment Linkage](#)

Post edit

The **Tests** panel holds student assessment data. The information in this panel is aligned in the grid with student data created in the School History Panel.

➤ Entering Test Data

1. Select the enrollment from the School History grid in the column to the right that aligns with the time in which the test was taken.
2. Click the button to add a new test.
3. Select the name of the Test that was taken from the **Name** drop-down box.
4. The test **Code** will align automatically to the test **Name**.
5. Enter the test score in the **Score** box.
6. Enter the **Date** in which the test was taken.
7. Select the student results **Interpretation** in the drop-down box.
8. Click the button to post your changes. The new **Test** information will appear in the column to the left.

To delete a **Test Data** line, select the course you wish to delete, and click the button.

To cancel any unsaved action, click the button.

2.5 Health Panel

The **Health** panel holds student health and medical alert data.

The screenshot shows the 'Health Data' panel. It has a title bar with 'Tests' and 'Medical Alert' tabs. Below the title bar is a navigation bar with buttons for 'School History', 'Credit Accrual', 'Tests', 'Health' (highlighted with a yellow box), 'Supplemental', 'Family', 'Needs', and 'OSY Profile'. The main content area is titled 'Health Data' and contains a table with columns for 'Date' and 'Results'. The rows are: Vision, Hearing, Physical Exam, TB Skin Test, (DTP) Diphtheria, Tetanus, Pertussis, (OPV) or (IPV) Polio Vaccine, (MMR) Measles, Mumps, Rubella, and (HIB) Haemophilus influenzae b. Each row has a date input field and a results input field. The 'Health' button in the navigation bar is highlighted with a yellow box.

Entering Health Data

1. Click the Tests tab toward the bottom of the Health panel.
2. Enter the dates and results (if necessary) for each health test or vaccination that the child received

The screenshot shows the 'Medical Alert' panel. It has a title bar with 'Tests' and 'Medical Alert' tabs. Below the title bar is a navigation bar with buttons for 'School History', 'Credit Accrual', 'Tests', 'Health' (highlighted with a yellow box), 'Supplemental', 'Family', 'Needs', and 'OSY Profile'. The main content area is titled 'Medical Alert' and contains a 'Med Alert' dropdown menu, a 'Conditions' text box, an 'Allergies' text box, and a 'Medications' text box. The 'Health' button in the navigation bar is highlighted with a yellow box.

Entering Medical Alert Data

1. Click the Medical Alert tab toward the bottom of the Health panel
2. Select the type of Med Alert from the drop-down box.
3. List any Conditions, Allergies, and/or Medications in the text boxes provided.

All Health information will auto-save

To delete any unwanted data, simply delete the data from the box

2.6 Supplemental Programs Panel

Supplemental Programs

Program Code Program Comments

Start Date End Date Hours Migrant Funded

Add Group of SPs
 SP Group SP Group Description

Start Date End Date

SP Code	Start Date	End Date	Hours	Funded	SP Te	Enroll Date	Withdraw Date	Type	Grade	Facility Name

The **Supplemental Programs** panel holds information about any migrant funded services that a student has received. The information in this panel is aligned in the grid with student data created in the School History Panel.

➤ Adding Supplemental Program (SP) Data

1. Select the enrollment from the School History grid in the column to the right that aligns with the time in which the Supplemental service was given.
2. Click the button to add a new Supplemental service.
3. Select the service from the **Program** drop-down menu.
4. The **Program** will automatically align with the **Code**.
 - Add **Program Comments**, if necessary, in the text box provided. *This field is required if "Other (OTH)" is selected.*
5. The **Start Date** and **End Date** fields will automatically use the Enroll Date and Withdraw Date of the School History line that was selected. More specific dates can be added if necessary.
6. Enter the **Hours** for the service if necessary. *This field is not required.*
7. **Migrant Funded** should always be "Y".

NOTE: If the service is not a **Migrant Funded** service, it should not be entered into MIS2000.
8. Click the button to post your changes. The new **Supplemental Program** information will appear in the column to the left.

To delete a **Supplemental Program**, select the **SP Code** you wish to delete, and click the button.

To cancel any unsaved action, click the button.

SP Groups (Supplemental Groups) were designed to allow multiple Supplemental Program Code entries at once if they are associated with a single activity, student program, or summer program. When you need an SP Group added, contact the MIS2000 Admin to create one for you.

➤ **Adding Supplemental Program (SP) Group**

1. Select the enrollment from the School History grid in the column to the right that aligns with the time in which the Supplemental services were given.
2. Click the  button to add a new **SP Group**.
3. Select the **SP Group** from the **SP Group Description** drop-down menu.
4. The **SP Group** will automatically align with the **SP Group Description**.
 - Add **Program Comments**, if necessary, in the text box provided. *This field is required if "Other (OTH)" is selected.*
5. The **Start Date** and **End Date** fields will need to be manually entered. Use the Enroll Date and Withdraw Date of the School History line that was selected. More specific dates can be added if necessary.
6. Enter the **Hours** for the service if necessary. *This field is not required.*
7. **Migrant Funded** should always be "Y".
8. Click the **Add SP Group** button to post your changes. The new **Supplemental Program** information will appear in the column to the left.

Change Enrollment Linkage – Use this function to change the School History line to which the SP service is attached. *Available to state personnel only.*

Assessment Name	Pre-Score	Post-Score	% Diff	Post Test proficiency
<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="text" value="▼"/>

The option to add **pre and post assessment scores** has been added to the supplemental programs panel. Type the name of the assessment, enter the Pre-Score, Post-Score and Test Proficiency (Proficient or Not Proficient). This data can be added for any service entered. Data can be saved and updated at a later date.

2.7 Family Panel

Parent Information

Created:
Modified:

Parent / Guardian 1

Last Name* Last Name 2* Suffix* First* Middle Name*

Parent / Guardian 2

Last Name* Last Name 2* Suffix* First* Middle Name*

* denotes fields that can only be changed by MIS2000 Admins

Current Address City State Zip Phone 1 Phone 2

Email Homebase City Homebase State

School History Credit Accrual Tests Health Supplemental **Family** Needs OSY Profile

The **Family** panel allows the entry of current family data without altering the original COE information. Use this section if a family has moved to a new local address, are using a new phone number, email address, or has established a home-base location.

Update Current

- The **Family** button allows you to update the current guardian, address, phone number, email, and home base information for every child on the most recent COE.
- The **Student** button allows you to update the current guardian, address, phone number, email, and home base information for only the child whose Student Data you are currently viewing.

Homebase City/Homebase State - Refers to the city and state where the family considers home. If the family is itinerant (does not have a homebase) then the homebase would be the public school district associated with the last known address.

➤ Changing Current Contact Information

Under **Update Current**, click the **Family** or **Student**, then update the desired fields.

NOTE: Family name information should only be changed by state personnel.

2.8 Needs Assessment Panel

Needs Assessment

A1. Disabled / IEP: A6. LEP
 A2. Poor Attendance A7. Low Performance
 A3. Retention A8. OSY
 A4. Modal Grade A9. 3 - 5 Not In PK
 A5. Credit Deficient A10. Homeless

QAD within 1 year of enroll date
 QAD: Enroll Date:
 PFS (calculated)

Comments

Enroll Date	QA Date	Res Date	Type	Cur Int.	Prior Int.	Withdraw Date	Grade	Facility ID	Facility Name

School History Credit Accrual Tests Health Supplemental Family **Needs** OSY Profile

The **Needs Assessment** panel is used to identify At-Risk and Priority for Service (PFS) students. The information in this panel is aligned in the grid with student data created in the School History Panel. Update this section often.

Priority for Services is given to migratory children who **(1)** have made a qualifying move within the previous 1-year period and who **(2)** are failing, or most at risk of failing, to meet the challenging State academic standards; or have dropped out of school, (applies to USA schools only). If any of the factors (A1-A11) have been identified within the *Failing or Most at Risk of Failing, to Meet State Standards* and a *qualifying move* within the previous 1-year period are met, the child/youth is designated as PFS. Both sections (1) and (2) must be met in order for a migrant child/youth to be considered PFS.

➤ Adding/Removing Needs Data

1. Select the enrollment from the School History grid that that you would like to update.
2. Check or uncheck the appropriate **Needs Assessment** checkboxes.
3. Add a comment to the **Comments** text box if necessary.
4. Click the button to post your changes.
 - Use the navigator arrows to toggle between School History Lines.

To cancel any unsaved action, click the button.

2.9 OSY Profile Panel

Student Info

Categories

Date

MEP Project Region*

COE ID*

Address/Camp*

Phone*

* read only

GRAND ISLAND PUBLIC SCHOC | NE1015-39182 | 422 W KOENIG ST GRAND ISLAND, NE 68801 | 786-630-4057

Access to trans

Last grade attended

When(yr)

Where

How long is youth planning to be in area

| | | |

English Oral Lang Prof

Home Language

| English | Spanish | Other:

Health Needs

Medical | Vision | Dental | Urgent | Other:

Advocacy Needs

Legal | Childcare | Transl/Interp | Other:

Profile Date	Facility Name	Enroll Date	Withdraw Date	Type	Grade	Facility Name	Facility ID	LQMDAT
6/1/2019				S	04	STARR ELEMENTARY SCHOOL	NE0151	
3/25/2019		5/31/2019		R	04	WASMER ELEMENTARY SCHOOL	NE0160	
8/17/2017		1/3/2018		R	03	WASMER ELEMENTARY SCHOOL	NE0160	
6/1/2017		8/16/2017		S	02	WASMER ELEMENTARY SCHOOL	NE0160	
5/12/2017		5/31/2017		R	02	WASMER ELEMENTARY SCHOOL	NE0160	

School History

Credit Accrual

Tests

Health

Supplemental

Family

Needs

OSY Profile

The **OSY Profile** panel holds information about migrant Out of School Youth (OSY). This information can be entered by a recruiter at the time of recruitment, or by data entry staff after the COE is Accepted.

➤ **Entering Student Info Data**

1. Select the enrollment from the School History grid in the column to the right that aligns with date of the OSY interview.
2. Click the button to add a new **OSY Profile**.
3. Enter the Date of the OSY interview.
4. MEP Project Region, COE ID, Address/Camp, and Phone are pulled from the COE information.
5. Enter OSY information in spaces provided.
6. Click the button to post your changes. The new **OSY Profile** line will appear in the column to the left.
 - Use the navigator arrows to toggle between School History Lines.

To delete an **OSY Profile** line, select the line you wish to delete, and click the button

To cancel any unsaved action, click the button.

Student Info **Categories**

Youth Lives: <input type="checkbox"/> With a crew <input type="checkbox"/> With Friends outside of work <input type="checkbox"/> With his/her parents/family <input type="checkbox"/> With spouse & kids <input type="checkbox"/> With kids <input type="checkbox"/> Alone	Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Needed to work <input type="checkbox"/> Missed State test <input type="checkbox"/> Other: <input type="text"/>	Expressed interests in: <input type="checkbox"/> Learning English <input type="checkbox"/> Job training <input type="checkbox"/> GED <input type="checkbox"/> Earning a diploma <input type="checkbox"/> Not sure <input type="checkbox"/> No interests <input type="checkbox"/> Other: <input type="text"/>	Availability: <table border="1"> <thead> <tr> <th></th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Afternoon</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Evening</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		S	M	T	W	T	F	S	Morning	<input type="checkbox"/>	Afternoon	<input type="checkbox"/>	Evening	<input type="checkbox"/>																		
	S	M	T	W	T	F	S																												
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																												
At interview, youth received: <input type="checkbox"/> Educational materials <input type="checkbox"/> Support services <input type="checkbox"/> OSY welcome bag <input type="checkbox"/> Referral(s) (list in comments) <input type="checkbox"/> Other: <input type="text"/>	Youth is a candidate for: <input type="checkbox"/> HS diploma <input type="checkbox"/> Health Education <input type="checkbox"/> Life skills <input type="checkbox"/> Pre GED/GED <input type="checkbox"/> Job training <input type="checkbox"/> PASS <input type="checkbox"/> HEP <input type="checkbox"/> Career exploration <input type="checkbox"/> MP3 Player <input type="checkbox"/> Adult Basic Ed <input type="checkbox"/> ESL <input type="checkbox"/> CAMP <input type="checkbox"/> Other: <input type="text"/>			Comments <input type="text"/>																															

School History Credit Accrual Tests Health Supplemental Family Needs **OSY Profile**

➤ Entering Categories Data

1. A new **OSY Profile** must have been added in the **Student Info** data tab first.
2. Using the checkboxes provided, check the appropriate OSY information
3. Mark the OSY contact **Availability** in the checkboxes provided.
4. Add a comment to the **Comments** text box if necessary.
5. All information entered in the **Categories** tab will auto save.

CHAPTER 3: SNAP! REPORTS

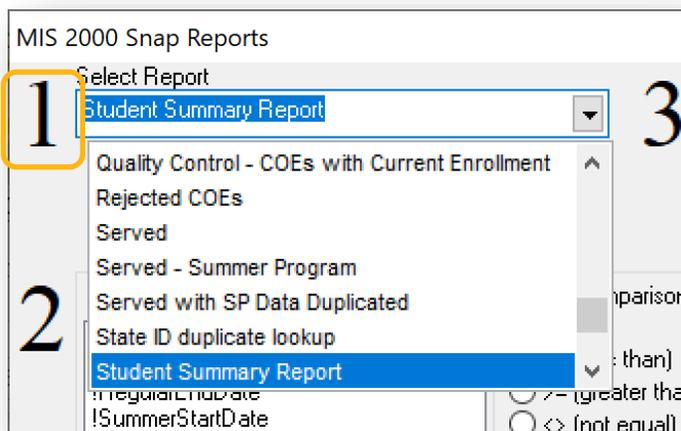
This chapter will teach you how to use Snap! Reports in MIS2000

- ⇒ How to manage Report Filters
- ⇒ How to run a Snap! Report

3.1 Running a Snap! Report

➤ How to Run a Snap! Report

1. Click **Reports** on the toolbar.
2. Select **Snap! Reports** from the Reports menu.
3. The **Snap Reports** box will appear.



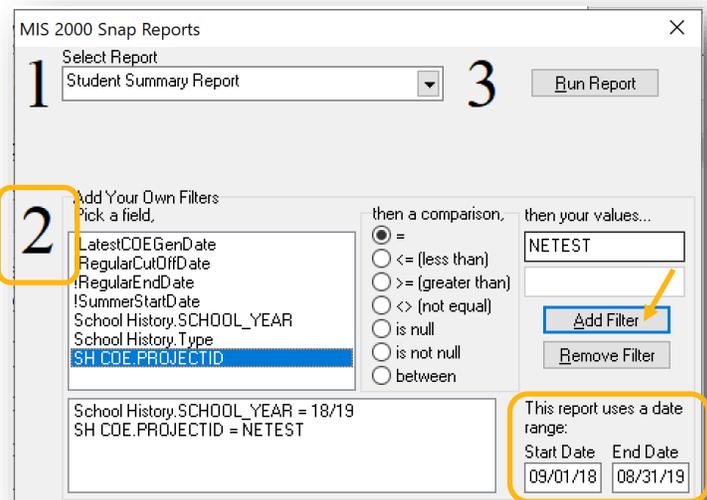
STEP 1

Select the report you would like to run from the **Select Report** drop-down menu.



STEP 3

Click **Run Report**.



STEP 2

Add **Filter(s)** if needed

- a) Highlight the desired Field.
- b) Select a **Comparison**.
- c) Enter the **Value**.
- d) Click **Add Filter**. Your filter will appear in the box below.
- e) Repeat to add multiple filters.

Enter a **Date Range** if necessary.

*To delete a **Filter**, select the filter listed below and click the **Remove Filter** button.*

CHAPTER 4:

COE VIEW (Classic MIS Version)

This chapter will show you the classic COE view on MIS2000

- ⇒ How to identify the status of a COE
- ⇒ How to complete a COE

4.1 COE Data Top Panel

The screenshot shows the 'COE Data' top panel. It contains the following elements:

- COE Year:** 2018
- COE Date:** 6/25/2018
- Project ID:** A dropdown menu.
- COE Number:** An empty text field.
- Search COE:** A button with a magnifying glass icon.
- Clear:** A button.
- Pending:** A dropdown menu.
- COE IDs:** A text field containing 'NE999-44071' with navigation arrows.
- Navigation:** A set of buttons for navigating between records (back, forward, search, etc.).
- Created:** 6/25/2018 10:57:12 AM
- Modified:** An empty field.
- Show Incomplete Only:** An unchecked checkbox.
- Show Approved Only:** An unchecked checkbox.
- Incomplete:** A blue text label.
- Submit:** A button.
- View Log:** A button.

The **COE Data** top panel contains COE information such as the ID number, status, and interview date.

The **Search COE** button allows you to search for a COE within your database. You can search by using student or parent information as well as COE and Student ID numbers.

COE Date—Refers to the date that the COE is entered into MIS2000

Project ID—The designated code for each project area

COE Year and COE Number are no longer used but kept as reference for older COEs.

Pending—This field is to be used by MIS admin only

COE ID—MIS2000-generated number unique to each COE created in the database. Use the navigator buttons below this field to toggle between COEs written for a family.

View Log—Each time a COE is submitted or reviewed, the action is time-stamped and recorded in the COE Log. The creator and reviewers are then able to leave comments if needed. This log can be accessed by clicking the View Log button.

COE Status—The Status of each COE in your database is located in the COE Data top panel. Recruiters will see all COE Status types in their database in COE view. Data entry staff will only see COEs that are not Accepted in COE Draft View.

COE Status Types

Incomplete—The COE has been created but not yet submitted.

New—The COE has been submitted by the recruiter.

Reviewed—The COE has been reviewed by Reviewer 1.

Verified—The COE has been reviewed by Reviewer 2.

Rejected—Changes need to be made by the recruiter and the COE needs to be resubmitted.

Accepted—The COE has been approved by the SEA Reviewer

Submit—Clicking this button will send your completed COE to the Reviewer 1, changing the COE Status from Incomplete to New. If there are any fields missing, MIS2000 will not allow you to submit until the required fields are filled.

NOTE: Once a COE is submitted, you are not able to make any further changes until the COE is rejected.

To create a new COE, click the  button. All fields will become blank, so that you can enter new COE Data. It is important to start with the **Family** panel and complete each section in order.

To cancel any unsaved action, click the  button.

4.1.1 COE Search: By Current Family

Find COE

By Current Family | By Student | SQL | Recently Approved | Incomplete COEs

Male Guardian
Last Name: First Name:

Female Guardian
Last Name: First Name:

City: State: COE Date:

COE ID (Exclusive): Student ID (Exclusive):

Project ID: COE Number: COE Year:

Do Search
Select COE
Close

COEID	QADATE	RESDATE	COE Date	Male Last	Male First	Female Last	Female First

By Current Family—Allows you to search for COEs using Student Family information.

Click **Do Search** when you have entered your search information. COEs that match the information you entered will appear in the grid below. **NOTE:** The most common field used in this tab is the **COE ID (Exclusive)**.

Click on the record you would like to visit and click **Select COE**

4.1.2 COE Search: By Student

By Student—Allows you to search for COEs using Student name, birthdate, and birth city information

Find COE

By Current Family | By Student | SQL | Recently Approved | Incomplete COEs

Last Name: Last Name2: First Name: Middle:

Birthdate: Birth City:

Do Search
Select COE
Close

COE Date	COEID	Last	Last2	First	Middle	STUDENTID

Click **Do Search** when you have entered your search information. COEs that match the information you entered will appear in the grid below.

Click on the record you would like to visit and click **Select COE**

Click **Close** to Exit the COE Search.

4.1.3 COE Search: Recently Approved

Find COE

By Current Family By Student SQL **Recently Approved** Incomplete COEs

Search for COEs that have been approved on or after

Approved Da	Approved By	Approved By	COEID	QADATE	RESDATE	COE Date	Male Last	Male First	F

Recently Approved—
Find newly approved COEs based by using a date filter.

Search for COEs that have been approved on or after *[Enter a date]*

Click **Do Search** when you have entered your search information. A list of COEs with an SEA approval signature on or after the date you entered above will appear in the grid below.

Click on the record you would like to visit and click **Select COE**

4.1.4 COE Search: Incomplete COEs

Incomplete COEs—This search produces a list of all incomplete and rejected COEs which are owned by their originator and must be submitted in order to begin the review process.

Find COE

By Current Family By Student SQL Recently Approved **Incomplete COEs**

This search produces a list of all Incomplete and Rejected COEs which are owned by their originator and must be submitted in order to begin the review process.

COEID	Created	Status Last	RECRUITER	CURRENT_OWNER	Current Ownr	Status

Click **Do Search**. A list of all Incomplete of Rejected COEs in your database will appear in the grid below.

Click on the record you would like to visit and click **Select COE**

Click **Close** to Exit the COE Search.

4.2 COE Family Panel

COE Family

Parent / Guardian 1
 Last Name 1 Last Name 2 Suffix First Name Middle Name

Parent / Guardian 2
 Last Name 1 Last Name 2 Suffix First Name Middle Name

Current Address Address 2

City State Zip

Phone 1 Phone 2 Email Language

Legal Parent/Guardian Data

The **Family Panel** holds parent, guardian, and contact information for families

The **Parent/Guardian** fields should include the names of the child(ren)'s parent/guardians, most importantly the worker who will be listed on the COE and the person who is being interviewed.

NOTE: The child should not be listed on the COE. If the worker is the child and there is nobody to list in this section, enter a single dash (-) in the Parent/Guardian 1 Last Name Field and First Name Fields ONLY.

The **Search** Button will allow you to search for a Parent/Guardian name already used within your own database.

Current Address, City, State, Zip, Phone Numbers, Email—These fields should be filled out according to the information for the family at the time of the interview. The email field may be used for a third phone number if needed.

Language—Choose the Language spoken by the family. Keep in mind that this field is used for those who will be contacting the family after the initial interview with verbal or written information.

Legal Parent/Guardian Data—Use this comment box to add any information about the child(ren)'s legal parent/guardians if needed. This is not a required field.

4.3 COE Eligibility Panel

The **COE Eligibility** panel holds information regarding the family’s most recent **Qualifying Move & Work**. This panel consists of three tabs: **Items 1-3**, **Items 4-5**, and **Item 6**.

Item 1: Record the location from where the child(ren) on the COE moved from and where they moved to. The **School District** field is not required but may be necessary in certain instances to use to determine if the move is eligible.

Item 2: Record worker information and the worker’s relationship to the child(ren). Enter “to join or precede” information if necessary

Item 3: Enter Qualifying Arrival Date.

Item 4: Record information regarding the reason for the move due to economic necessity. Enter comments where necessary.

Item 5: Record information describing the **Qualifying work** along with **Employer** information. Enter comments where necessary.

Item 6: This tab is only completed if **Temporary** work was selected in item 5. Select from the drop-down menu, how the work was determined to be temporary employment. Enter comments corresponding with the appropriate selection.

4.4 COE Child(ren) Panel

Child(ren) Information

Last Name Last Name2 Suffix First Name Middle Sex Birthdate Age

MB Code Res. Date Birth City State/Terr Country B.C. Ethnicity / Race
 Hisp RC1 RC2 RC3 RC4 RC5

NE Code Facility Name District of Residence OSY
 Resident Only

Comment

Last Name	First Name	Enroll Date	Facility Name	Grade

Student IDs
 NE999-65660

Family Eligibility **Child(ren)** Signatures

The **Child(ren)** panel holds information about each child in the family as well as school enrollment information. This information is tied to **School History** panel in the **Student Data** side of MIS20000.

Last Name, Last Name2, Suffix, First Name, Middle—Enter the child’s legal name.

Gen (Gender) - Choose whenter the child is Male (M) or Female (F).

Birth Date—Enter the child’s day of birth. The age field will calculate accordingly.

MB - Choose whether or not the child was part of a multiple birth (twins, etc).

Code—the source of documentation or proof of birth date and location

Res Date (Residency Date) - The date the child moved to the city of the qualifying work.

Birth City, State, and Country—Enter the City and Country the child was born in. *State is only required if the child was born in the United States or Mexico.*

B.C. (Bi-National) - Mark “Y” if the child moved between the United States and Mexico within the past three years.

Ethnicity/Race—Select the correct drop-down options that represent the child’s ethnicity/race

NE Code—the 9 digit school code for the school the child is attending or would be attending if he was enrolled in school. This field auto-fills when the **Facility Name** is selected.

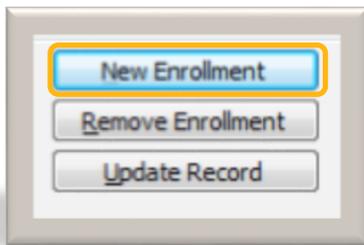
Facility Name—The name of the facility the child is attending or would be attending if he was enrolled in school. This field auto-fills when the **NE Code** is selected.

District of Residence—The school district that the child resides in.

OSY—Use this checkbox to indicate if the child is an Out of School Youth. You will then be prompted to fill out an OSY Profile. **NOTE:** It is required that an OSY Profile is completed prior to submitting a COE for an Out of School Youth

Resident Only—Use this checkbox for communication purposes with your data specialist that the child is not attending school.

Comment—This comment box can be used for communication purposes with your data specialist (known grade, school info, etc)



➤ **Add a Child to the COE**

1. Click the New Enrollment.
2. Enter the child's information.
3. Click **Update Record**.
4. The new entry will appear in the grid below.

➤ **Remove a Child from the COE**

1. Select the child that you would like to remove.
2. Click **Remove Enrollment**.

*Click **Update Record** after making any changes to child information.*



4.5 COE Signature Panel

The Signature panel is where the interviewer and the interviewee can electronically sign the COE. This panel includes both a Parent tab and a Staff tab.

The Parent tab includes a place for the interviewee to sign the COE. The parent must agree to the FERPA statement listed above before signing. This field should always be marked “Y”.

Sign Date - The date the interview was completed

Signed by Name - Choose the name of the person you are interviewing. This person must always be listed either in the Family section as the Parent/Guardian, Spouse, or Child.

Relationship to Children—Select whether the interviewee is the Parent/Guardian, Spouse, or Child.

Click the **Sign** button. A signature box will appear for the interviewee to sign the COE.

The **Staff** tab includes spaces for interviewer and COE Approval signatures.

Interviewer Name—The first and last name of the interviewer (recruiter)

Sign date - The date the interview was completed. The Interviewer Sign Date should match the Interviewee Sign Date.

Click the **Sign** button. A signature box will appear for the interviewer to sign the COE. **NOTE:** once the COE is completed and signed by the interviewer, the interviewer can click the Submit button after proofing the COE information, a comment box will appear with a time-stamp and a place to include comments in the COE Log.

Approval 1 Signature/Name/Sign Date—State MEP first COE reviewer

Approval 2 Signature/Name/Sign Date—State MEP second COE reviewer

SEA Reviewer Signature/Name/Sign Date—Final COE reviewer. The SEA Reviewer can Accept or Reject the COE.

CHAPTER 5:

COE VIEW (MIS Tablet App)

This chapter will show you the Electronic COE on the MIS Tablet App.

- ⇒ How to identify the status of a COE
- ⇒ How to complete a COE

5.1 COE Tab Top Panel

The **COE Tab** top panel contains COE information such as the ID number, status, and interview date.

The screenshot shows the top panel of the MIS Tablet App. It features a toolbar with buttons for navigation and actions, and a search area with filters. Callouts provide detailed explanations for each element.

COE Tab (highlighted in a blue box)

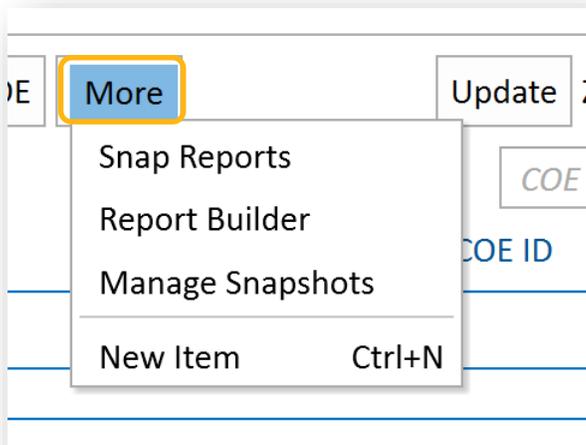
Buttons: New COE, Submit COE For Review, View Log, Print, Save My Work, Cancel Changes, Delete COE, More, Update, Zoom (100%)

Search Area: Find COEs, COE ID quick search, Incomplete COE ID NE41-43105

Filters: Student, COE Year (2017), COE Date (07/06/17), Project ID (NEDUND), Pending

Callouts:

- Use Navigator Buttons** to toggle from one COE to another
- New COE** - Opens a blank COE
- Submit COE For Review** - When a COE is complete. Click **Submit COE For Review** to send it to the first reviewer
- View Log**—Each time a COE is submitted or reviewed, the action is time-stamped and recorded in the COE Log. The creator and reviewers are then able to leave comments if needed. This log can be accessed by clicking the View Log button.
- Print** - Find COE printing options in the **Print** drop-down menu.
- Save My Work** - Click **Save My Work** to save and re-open later. **Cancel Changes** will erase your most recently entered data.
- Delete COE** will delete the COE you are currently viewing. You can only delete Incomplete and Rejected COEs
- Update** sends a copy of your most recent database to the server and uploads the most recent MIS2000 data to your database. **NOTE: Use this function daily to keep your data current!**
- Choose your preferred **Zoom** percentage to change the size of the text on your screen
- COE Year**—The year in which the COEs were written. This is auto-filled based on performance period.
- COE Date**—Refers to the date that the COE is entered into MIS2000
- Project ID**—The designated code for each project area
- Pending**—This field is to be used by MIS
- COE Status**— This indicator will tell you where your COE is in the COE approval process.
 - Incomplete**—The COE has been created but not yet submitted.
 - New**—The COE has been submitted by the recruiter.
 - Reviewed**—The COE has been reviewed by Reviewer 1.
 - Verified**—The COE has been reviewed by Reviewer 2.
 - Rejected**—Changes need to be made by the recruiter and the COE needs to be resubmitted.
 - Accepted**—The COE has been approved by the SEA Reviewer
- COE ID**— MIS2000-generated number unique to each COE created in the database. Type a COE ID in the **COE ID quick search** to find a specific COE in your database.



Click **More** to access more menu items:

Snap! Reports—The Snap Reports window allows you to choose a report from your Snap Reports list, select appropriate filters, and run a report from a list of pre-built reports in the Snap! Reports drop down menu.

Report Builder—A tool for creating reports in MIS2000

Snapshot Operations—Allows you to create a snapshot of your database that can be saved and viewed at a later date.

COE ID	GUARDIAN 1	GUARDIAN 2	PARENT 1	PARENT 2	QAD	COE DATE	RECRUITER
NE41-43105	-, -					7/6/17	Danielle Waite
NE41-43479	TEST, MOM	TEST, AUNT			8/24/17	8/24/17	Danielle Waite
NE41-43803						10/26/17	Danielle Waite

Use the **Find COEs** menu to locate COEs.

Enter key words such as a student name, ID, Parent/guardian name in the **Search for COEs** search bar and click the **Search Button**. A list of students that fit the search criteria will show up in the grid below.

Search for COEs by COE status by using the following **COEs with Status** drop-down menu options:

All, Approved, Requires Attention, In Process. A list of students that fit the search criteria will show up in the grid below.

5.2 COE Family Data Panel

I. FAMILY DATA													
1a Parent/Guardian 1:	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	2a Current Address	Address 2	2b City	2c State	2d Zip	3 Phone 1	Phone 2	Email
	-			-				▼	NE	▼			
1b Parent/Guardian 2:	Last Name 1	Last Name 2	Suffix	First Name	Middle Name								
Legal Parent/Guardian Data	Language												
	▼												
II. CHILD DATA													
III. QUALIFYING MOVES & WORK													
V. INTERVIEWEE SIGNATURE													
VI. ELIGIBILITY DATA CERTIFICATION													

The **Family Panel** holds parent, guardian, and contact information for families

The **Parent/Guardian** fields should include the names of the child(ren)'s parent/guardians, most importantly the worker who will be listed on the COE and the person who is being interviewed.

NOTE: The child should not be listed on the COE. If the worker is the child and there is nobody to list in this section, enter a single dash (-) in the Parent/Guardian 1 Last Name Field and First Name Fields ONLY.

The **Search** Button will allow you to search for a Parent/Guardian name already used within your own database.

Current Address, City, State, Zip, Phone Numbers, Email—These fields should be filled out according to the information for the family at the time of the interview. The email field may be used for a third phone number if needed.

Language—Choose the Language spoken by the family. Keep in mind that this field is used for those who will be contacting the family after the initial interview with verbal or written information.

Legal Parent/Guardian Data—Use this comment box to add any information about the child(ren)'s legal parent/guardians if needed. This is not a required field.

5.3 COE Child Data Panel

I. FAMILY DATA

II. CHILD DATA Add student to COE

4a Last Name 4b Last Name 2 5 Suffix 6 First Name 7 Middle Name 8 Sex 9 Birth Date Age 10 MB 11 Code 12 Residency Date

OSY

13a Birth City 13b Birth State 13c Birth Country 14 BC 15 Ethnicity/Race Facility City Filter NE Building Code Facility Name District of Residence

Comment Student IDs

NE41-68678

III. QUALIFYING MOVES & WORK

V. INTERVIEWEE SIGNATURE

VI. ELIGIBILITY DATA CERTIFICATION

The **Child Data** panel holds information about each child in the family as well as school enrollment information. This information is tied to **School History** panel in the **Student Data** side of MIS20000.

OSY—Use this checkbox to indicate if the child is an Out of School Youth. You will then be prompted to fill out an OSY Profile. **NOTE:** It is required that an OSY Profile is completed prior to submitting a COE for an Out of School Youth

Last Name, Last Name2, Suffix, First Name, Middle—Enter the child’s legal name.

Sex - Choose whether the child is Male (M) or Female (F).

Birth Date—Enter the child’s day of birth. The age field will calculate accordingly.

MB - Choose whether or not the child was part of a multiple birth (twins, etc).

Code—the source of documentation or proof of birth date and location

Residency Date - The date the child moved to the city of the qualifying work.

Birth City, State, and Country—Enter the City and Country the child was born in. **State** is only required if the child was born in the United States or Mexico.

B.C. (Bi-National) - Mark “Y” if the child moved between the United States and Mexico within the past three years.

Ethnicity/Race—Select the correct drop-down options that represent the child’s ethnicity/race

NE Code—the 9 digit school code for the school the child is attending or would be attending if he was enrolled in school. This field auto-fills when the **Facility Name** is selected.

Facility Name—The name of the facility the child is attending or would be attending if he was enrolled in school. This field auto-fills when the **NE Code** is selected.

District of Residence—The school district that the child resides in.

5.4 COE Eligibility Panel

The **COE Eligibility** panel holds information regarding the family's most recent **Qualifying Move & Work**. This panel consists of three tabs: **Items 1-3**, **Items 4-5**, and **Item 6**.

Item 1: Record the location from where the child(ren) on the COE moved from and where they moved to. The **School District** field is not required but may be necessary in certain instances to use to determine if the move is eligible.

Item 2: Record worker information and the worker's relationship to the child(ren). Enter "to join or precede" information if necessary

Item 4: Record information regarding the reason for the move due to economic necessity. Enter comments where necessary.

Item 5: Record information describing the **Qualifying work** along with **Employer** information. Enter comments where necessary.

Item 6: This tab is only completed if **Temporary** work was selected in item 5. Select from the drop-down menu, how the work was determined to be temporary employment. Enter comments corresponding with the appropriate selection.

5.5 COE Signature Panel

The Signature panel is where the interviewer and the interviewee can electronically sign the COE. This panel includes both a Parent tab and a Staff tab.



The Parent tab includes a place for the interviewee to sign the COE. The parent must agree to the FERPA statement listed above before signing. This field should always be marked “Y”.

Sign Date - The date the interview was completed

Signed by Name - Choose the name of the person you are interviewing. This person must always be listed either in the Family section as the Parent/Guardian, Spouse, or Child.

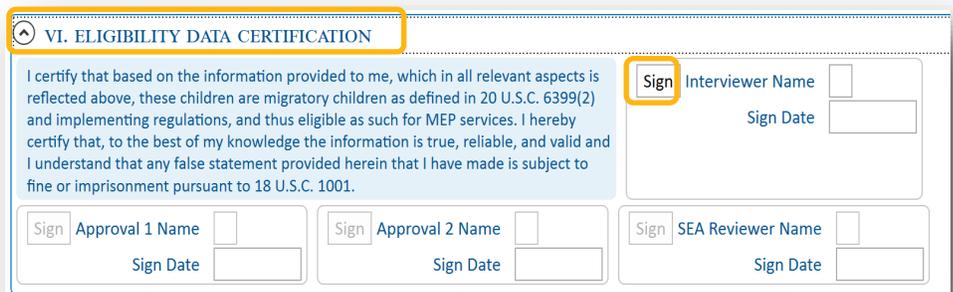
Relationship to Children—Select whether the interviewee is the Parent/Guardian, Spouse, or Child.

Click the **Sign** button. A signature box will appear for the interviewee to sign the COE.

The **Staff** tab includes spaces for interviewer and COE Approval signatures.

Interviewer Name—The first and last name of the interviewer (recruiter)

Sign date - The date the interview was completed. The Interviewer Sign Date should match the Interviewee Sign Date.



Click the **Sign** button. A signature box will appear for the interviewer to sign the COE. **NOTE:** once the COE is completed and signed by the interviewer, the interviewer can click the Submit button after proofing the COE information, a comment box will appear with a time-stamp and a place to include comments in the COE Log.

Approval 1 Signature/Name/Sign Date—State MEP first COE reviewer

Approval 2 Signature/Name/Sign Date—State MEP second COE reviewer

SEA Reviewer Signature/Name/Sign Date—Final COE reviewer. The SEA Reviewer can Accept or Reject the COE.

CHAPTER 6:

Student View (MIS Tablet App)

This chapter will show you the OSY Profile on the MIS Tablet App.

⇒ How enter OSY Profile information on on the MIS2000 Tablet app

6.1 OSY Profile Panel

COE

Find Students

F 01/01/01 18 N 07 Hisp Y Races White

Update Zoom 90%

Student ID quick search

Student IDs

NE41-66741

Enrollment Filtering

Showing data for 1 enrollment

OSY PROFILES

New OSY Profile

Connected to enrollment

Grade: , Enroll Date: MC COOK ELEMENTARY SCHOOL Remove this OSY Profile

Date Access to trans

Home Language

Health Needs

Advocacy Needs

Youth Lives

Reason for leaving school

Last grade attended When(yr) Where

How long is youth planning to be in area

English Oral Lang Prof

Expressed interests in

At interview, youth received

Youth is a candidate for

Availability

Comments

Learning English
 Job training
 GED
 Earning a diploma
 Not sure
 No interests
 Other:

Educational materials
 Support services
 OSY welcome bag
 Referral(s) (list in comments)
 Nothing
 Other:

HS diploma
 Pre GED/GED
 HEP
 Adult Basic Ed
 Other:

Health Education
 Job training
 Career exploration
 ESL

Life skills
 PASS
 MP3 Player
 CAMP

With a crew
 With Friends outside of work
 With his/her parents/family
 With spouse and kids
 With kids
 Alone

Lacking credits
 Needed to work
 Missed State test
 Other:

S M T W T F S
 Morning
 Afternoon
 Evening

The **OSY Profile** panel holds information about migrant Out of School Youth (OSY). This information can be entered by a recruiter at the time of recruitment, or by data entry staff after the COE is Accepted.



NEBRASKA MIGRANT EDUCATION PROGRAM



Verification Date Guide

Verification Date – This field is used to validate that a migrant child/youth has been verified by the project to have resided for at least 1 day between September 1st and August 31st of the year in question.

School History * denotes read only COE data

School Name: HASTINGS SENIOR HIGH SCHOOL NE Code: 01-0018-001 Project ID: NEBNOX School Year: 15/16

Enroll Date: 02/03/16 Verification Date: 02/03/16 Withdraw Date: [] Type: R Grade: 11 Cont Svcs: [] Imm Avail: [] MSIX Term Date: [] Termination Type / Date: []

From City: [] State: [] Country: [] To School District: [] State: NE QADate: 02/03/16 Res. Date: 02/03/16 MEP Proj Type: 01

District of Residence: HASTINGS PUBLIC SCHOOLS Comment: []

QA Date	Res Date	Enroll Date	Verification Date	Withdraw Date	Grade	Projectid	Ne Code	Facility Name
02/03/16	02/03/16	02/03/16	02/03/16		11	NEBNOX	01-0018-001	HASTINGS SENIOR HIGH S

Funding Date: 02/03/16

Created: 02/04/16 9:47:55 AM

Drop Out
 Pending
 OSY
 Resident Only

- This field is located in MIS2000 on the School History panel between the Enroll Date and Withdraw Date fields.
- The Verification Date will auto-fill for each history line as the enroll date.
- This field can be overridden to update each time you verify that a migrant child/youth still resides in your project area. This field can be updated as many times as needed.
- **Data Entry requirement:** By September 30th of each year, every eligible migrant child must have a Verification Date of September 1st or later.

Report Available in Snap Reports!

Verification Date – This report will provide a list of eligible migrant students who have an enrollment between the dates specified. This report will display the most recent enroll and withdraw dates along with the most recent Verification Date recorded.



NEBRASKA MIGRANT EDUCATION PROGRAM



Grade/Age Conversion Chart

Grade	Age
P0	Under age 1
P1	Age 1
P2	Age 2
P3	Age 3
P4	Age 4
P5	Age 5
PS	Any age attending preschool
Kindergarten	5 or 6
1 st grade	6 or 7
2 nd grade	7 or 8
3 rd grade	8 or 9
4 th grade	9 or 10
5 th grade	10 or 11
6 th grade	11 or 12
7 th grade	12 or 13
8 th grade	13 or 14
9 th grade	14 or 15
10 th grade	15 or 16
11 th grade	16 or 17
12 th grade	17 or 18+
UG	Ungraded (any age)
00	16-18+

Continuation of Services Guide

Continuation of Services – The “continuation of services” provision found in section 1304(e) of the statute provides that: (1) a child who ceases to be a migratory child during a school term shall be eligible for services until the end of such term; (2) a child who is no longer a migratory child may continue to receive services for one additional school year, but only if comparable services in are not available through other programs; and (3) secondary school students who were eligible for services in secondary school may continue to be served through credit accrual programs until graduation. **NOTE:** Continuation of Service students should not be counted as eligible in Category 1 or Category 2; these students participate in the MEP but do not generate funds.

The screenshot shows the 'School History' form with the following fields and values:

Name	NE Code	Project ID	School Year				
AL HIGH SCHOOL	28-0001-007	NEOPSI	14/15				
State	Withdraw Date	Type	Grade	Cont Svc	Imm Avail	MSIX Term Date	Termination Type / Date
014	2/20/2015	R	11	01		6/19/2017	M 2/20/2015

Below the table, there are dropdown menus for 'State*' (DISTRICT), 'Country' (NEP), and 'Cont Svc' (01, 02, 03). A yellow arrow points to the 'Cont Svc' dropdown. The 'MEP Pro' dropdown is set to 01. A note at the bottom right says '* denotes read or'.

Cont Svcs (Continuation of Services) – Refers to students who still receive services after their eligibility has ended. You may choose from the following options:

- 01** Providing services for duration of term (semester)
- 02** Providing services for additional year (longer than the remaining term up to a year)
- 03** Serving secondary students through credit accrual progs (programs)

Report Available in Snap Reports!

Continuation of Services – This report will provide a list of anyone who has a history line with a Continuation of Services code during the time period specified.

Continuation of Services Examples

Jane Doe's eligibility ends on 10/1/18. She is currently receiving tutoring funded by the MEP. She will continue to receive this service until the end of the semester in December.

Procedure

Step 1: Select Cont Svcs code 01

Step 2: Enter Withdraw Date of last day of semester

Continue to code all services given in the appropriate timeline

John Doe's eligibility ends on 10/1/18. He is currently receiving transportation to school funded by the MEP. This service is not available through any other program. He will continue to receive this service until the end of the year in May.

Procedure

Step 1: Select Cont Svcs code 01

Step 2: Enter Withdraw Date of last day of semester (December).

Step 3: Create a new history line

Step 4: Give an Enroll Date of the day after previous withdraw date

Step 5: Select Cont Svcs code 02

Step 6: Give a withdraw date of last day of school at the end of the school year

Continue to code all services given in the appropriate timeline

Jane Doe's eligibility ends on 10/1/15. She is in 11th grade. She is currently participating in a Credit Accrual program funded by the MEP. She will continue to receive these services until she graduates.

Procedure

Step 1: Select Cont Svcs code 01

Step 2: Enter Withdraw Date of last day of semester (December).

Step 3: Create a new history line

Step 4: Give an Enroll Date of the day after previous withdraw date

Step 5: Select Cont Svcs code 03

Step 6: Enroll and withdraw her from each Regular and Summer term as usual until she graduates, coding Cont Svcs code 03 on each additional enrollment.

Continue to code all services given in the appropriate timeline



NEBRASKA MIGRANT EDUCATION PROGRAM



NEBRASKA SERVICE REPORTING CODES

TRANSFER OF STUDENT RECORDS SUMMARY

As stated in Sections 1303 and 1304 of the Title I, Part C Non-Regulatory Guidance, States are required to report certain information on the Migrant Education Program (MEP) through a Consolidated State Performance Report. Each year, in terms of the MEP, State education agencies (SEAs) are generally required to submit information about the numbers and characteristics of participating children, the types of services provided, the number of participants by grade level, and other pertinent data elements.

The Nebraska MEP utilizes the MIS2000 database system to collect, store, process, and electronically transfer student educational information to meet the reporting requirement of the program. Section 1306(b)(2) requires SEAs to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records when children move from one school to another, whether or not the move occurs during the regular school year. The timely transfer of student records can be an effective means of reducing the effects of educational disruption on migrant students. It enables school

SEAs and LOAs must comply with two fiscal requirements regarding the expenditure of State and local funds to ensure that MEP funds are used to provide services that are supplemental to the regular services migrant children receive. The statute requires SEAs and LOAs to: (1) use MEP funds to "supplement, not supplant" Federal and non-Federal funds; and (2) provide services to migratory children with State and local funds that are at least comparable to services provided to non-migratory children.

officials to make appropriate decisions regarding a student's enrollment in school, grade placement, and academic plan.

FISCAL REQUIREMENTS

Section 1306(b)(2) requires SEAs and LOAs to provide services to migrant students from other Federal programs *before* they use MEP funds to provide services. Therefore, other Federal programs must select and provide services to eligible migrant students on the same basis as other eligible children. After the other Federal program selects students for services, an SEA or LOA may use MEP funds to increase the number of migrant students who participate in the project and/or enhance the services that participating migrant students otherwise receive.

PROVISION OF SERVICES

For purposes of the Migrant Education Program (MEP), "services" are a subset of all allowable activities that the MEP can provide through its programs and projects. Although SEAs and local operating agencies (LOAs) may spend MEP funds on many types of allowable activities, some of these activities do not constitute a "service" (e.g., identification and recruitment or parental involvement activities). "Services" are distinct in that they are the educational or educationally related activities provided to migrant children to enable them to succeed in school. Because student success is the overarching goal of the MEP, services are a vital aspect of the program. In providing services, SEAs must give priority to migrant children who are failing or are most at risk of failing and whose education has been interrupted during the regular school year.

MEP SERVICES	MEP ACTIVITIES
<p>“Services” are those educational or educationally related activities that: (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the SEA’s comprehensive needs assessment and service delivery plan; (3) are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and (4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets.</p> <p>SEAs and local operating agencies may use MEP funds to provide instructional services (e.g., educational activities for preschool-age children and instruction in elementary and secondary schools, such as tutoring before and after school); and support services (e.g., educationally related activities, such as advocacy for migrant children; health, nutrition, and social services for migrant families; necessary educational supplies; transportation).</p>	<p>Activities related to identification and recruitment activities, parental involvement, program evaluation, professional development, or administration of the program, are examples of allowable activities that are <u>not</u> considered services. Other examples of an allowable activity that would <u>not</u> be considered a service would be the one-time act of providing instructional packets to a child or family and handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children.</p> <p>Although these are allowable activities, they are not services because they do not meet all of the following criteria: (1) it does not directly benefit migrant children; (2) it is not grounded in scientifically based research; and (3) in and of itself, the activity will not increase children’s reading skills and thereby increase their ability to meet the State’s performance targets.</p>

For additional information:

[Allowable Title I Expenses](#)

[Non-Regulatory Guidance- Title I, Part C Migrant Education Program Elementary & Secondary Education Act](#)

Revised 2019

NEBRASKA SERVICE CODES

INSTRUCTIONAL SERVICE CODES

Instructional Service Codes represent instruction in a subject area provided for students on a regular or systematic basis, usually for a predetermined period of time. It can include instruction provided by a MEP-funded teacher or MEP-funded paraprofessional (under the direct supervision of a teacher). It may include correspondence or online courses taken by a student under the supervision of a teacher. Note: The one-time act of providing instructional packets to a child or family does not constitute an instructional service.

**In Nebraska it is required that instructional services follow a set curriculum and produce student outcomes (i.e. pre- and post-assessment data).*

- CRE** High School Credit Accrual: Instructional courses that accrue credits needed for high school graduation provided by a teacher for students on a regular or systematic basis, usually for a predetermined period of time.
- ESL** English as a Second Language: Instructional programs for English Language Learners designed to increase English proficiency and academic achievement in core subjects.
- EXT** Extended Day/Week Program: Any method of MEP-funded instructional delivery that extends the total hours of a school day or week beyond that which would otherwise be available for learning in the regular school year. This category would include early-morning and after-school programs, evening programs and other programs that alter the school schedule to accommodate migrant student schedules, Saturday programs, and other programs that extend the time for learning outside of the traditional "9:00-3:00" school day or 5-day school week. Methods that substitute one type of learning time for another within the traditional school day, such as pullouts or in-class tutoring, are not considered extended-time instructional approaches for purposes of this report. Extended day/week projects do not include summer term or intersession projects.
Note: When coding EXT, please also code the subject area(s).
- GED** General Education Development (GED): Students are enrolled in GED program and/or instruction is provided to prepare students for the GED test.
- MAT** Math: Instruction in math provided for students on a regular or systematic basis, usually for a predetermined period of time.
- PED** Prevention Education/Health: Instruction provided in health education for students on a regular basis, usually for a predetermined period of time.
- PGE** Pre-GED: Education in preparation to enroll in a GED program (may include adult basic education).
- PRE** Preschool: Children enrolled in an early childhood educational program, funded through MEP. Instruction provided supports development of school readiness skills through a preschool or home-based program.

For additional information:

[Allowable Title I Expenses](#)

[Non-Regulatory Guidance- Title I, Part C Migrant Education Program](#)

[Elementary & Secondary Education Act](#)

Revised 2019

- RLA** Reading Language Arts: Instruction provided in reading language arts for students on a regular or systematic basis, usually for a predetermined period of time.
- SCI** Science: Instruction in science provided for students on a regular or systematic basis, usually for a predetermined period of time.
- SST** Social Studies: Instruction in social studies provided for students on a regular or systematic basis, usually for a predetermined period of time.

SUPPORT SERVICE CODES

Support Service Codes represent MEP-funded services that include, but are not limited to, health, nutrition, counseling, and social services for migrant families, necessary educational supplies, and transportation. The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.

- CLO** Clothing: Clothing provided.
- GUI** Guidance: Services to help a student to better identify and enhance his or her educational, personal, or occupational potential; relate his or her abilities, emotions, and aptitudes to educational and career opportunities; utilize his or her abilities in formulating realistic plans; and achieve satisfying personal and social development.
- FLT** Family Literacy Program: Provided to parents/family on a voluntary basis and are of sufficient duration to make sustainable changes in a family. Programs integrate the following activities: interactive literacy activities between parents and their children; training for parents regarding how to be the primary teacher for their children and full partners in the education of their children; parent literacy training that leads to economic self-sufficiency; and an age-appropriate education to prepare children for success in school and life experiences.
- HEA** Health Services: Includes but is not limited to hearing screenings, vision exams, eyeglasses, dental checkups, physical exams, vaccinations and health products.
- INT** Interpretation/Translation: Interpreting (oral) or translating (written) services provided for the student.
Note: This would not include communication with the parents regarding child's educational progress or school activities as part of the regular communication with ALL parents. This would not include any interpretation/translation for parental involvement activities as Section 1118 requires activities to be conducted in a format and language understandable to parents.
- LIF** Life Skills: A service that enable individuals to deal effectively with the demands and challenges of everyday life. In primary or secondary education, life skills may refer to a skill set that accommodates more specific needs of modern life; examples include money management, food preparation, hygiene training, basic literacy, the ability to reason with numbers and other mathematical concepts (numeracy), and organizational skills.

For additional information:

[Allowable Title I Expenses](#)

[Non-Regulatory Guidance- Title I, Part C Migrant Education Program](#)

[Elementary & Secondary Education Act](#)

Revised 2019

- MTR** Material Resources: Includes necessary educational supplies, educationally related books, and other materials (e.g., iPods, backpacks, etc.)
- NUT** Nutrition (not School Meals Program): Nutritional provisions, snacks, etc., provided before, during or after-school programs.
- OTH** Other: No other resources available.
Note: Include a comment to indicate the service provided.
- REF** Referral: Educational or educationally related (supportive) services provided from non-MEP programs or organizations that migrant children would not have received without the efforts of MEP-funded personnel. The child must actually receive the service in order for it to be counted as a referral. An eligible migrant child must be the direct recipient of the referred service.
- TRA** Transportation: MEP-funded transportation.
- TUT** Tutoring: This may include one-on-one tutoring services provided at a time when a student would not otherwise receive instruction from a teacher.
- YLS** Youth Leadership: Programs/workshops geared towards nurturing the leadership skills within students to achieve personal growth resulting in a desire to create positive change in their lives and community. Programs are designed to increase academic excellence through student engagement; provide students with the purpose, tools, and direction necessary to achieve personal and academic success; produce active student leaders who will serve their families, schools and communities with distinction and encourage other students to do the same; institute leadership, pride and education as important keys to success.

SUMMER SERVICE CODES

- ASP** Academic Summer Program: Total number of students who attended at least 15 days (over 5 hours, but less than 8 hours per day).
- HSP** ½ Day Summer Program: Total number of students who attended 15 days (over 2 hours, but less than 5 hours per day)

For additional information:

[Allowable Title I Expenses](#):

[Non-Regulatory Guidance- Title I, Part C Migrant Education Program Elementary & Secondary Education Act](#)

Revised 2019



NEBRASKA MIGRANT EDUCATION PROGRAM



Student Health Information Form

Student Name: _____ Student MIS2000 ID: _____

Exam	Date of most recent exam	Results
Vision		
Hearing		
Physical Exam		
TB Skin Test		

Immunization Records Available? (circle one) Y N

Vaccination	Date	Date	Date	Date	Date
(DTP) Diphtheria, Tetanus, Pertussis					
(OPV) or (IPV) Polio Vaccine					
(MMR) Measles, Mumps, Rubella					
(HIB) Haemophilus influenza b					

Medical/Health Alert Indicator (circle one) Acute Chronic None

Conditions	Description:
Allergies	Description:
Medications	Description:

I authorize the release of information on this document for the use of the Migrant Education Program.

Parent/Guardian Signature _____

Updated 2019

Priority for Services Students

As part of the Every Student Succeeds Act (ESSA) requirements for Title I, Part C, every State must set its priorities for services; likewise, every MEP in every State is required to maintain a list of eligible migrant students, migrant students served, and migrant students designated as having Priority for Services (PFS). Determining which migrant students are PFS is put into place through the Service Delivery Plan as part of the State activity in which Nebraska sets its performance goals, targets, and benchmarks to ensure the appropriate delivery of migrant student services.

Priority for services is given to migratory children who **(1)** have made a qualifying move within the previous 1-year period and who **(2)** are failing, or most at risk of failing, to meet the challenging State academic standards; or have dropped out of school, (applies to USA schools only). If any of the factors (A1-A11) have been identified within the *Failing or Most at Risk of Failing, to Meet State Standards* and a *qualifying move* within the previous 1-year period are met, the child/youth is designated as PFS. Both sections (1) and (2) must be met in order for a migrant child/youth to be considered PFS.

Failing, or Most At-Risk of Failing, to Meet State Standards Factors

- A1 Disabled/IEP – Student is identified as having a disability (i.e. IEP, 504 Plan)
- A2 Poor Attendance – Student is not attending school regularly (according to district policy)
- A3 Retention – Student has repeated a grade level or a course
- A4 Modal Grade – Student is placed in a class that is not age appropriate (i.e. 1st grade placement, 8 years old)
- A5 Credit Deficient – Student is behind in accruing credits toward graduation requirements (based on local requirements)
- A6 LEP – Student is classified as either non-English proficient or limited English proficient according to local language assessment practice
- A7 Low Performance – Student scores below proficient on State or local reading, writing, or mathematics assessments
- A8 OSY – A migrant youth under the age of 22 who: 1)has not graduation; 2) is not attending school; 3) is classified as having dropped out and/or is here to work
- A9 Prekindergarten Children – Migrant children ages 3-5 that are not served by any other program
- A10 Homeless – Migrant children that meet the definition of the McKinney-Vento Homeless Program

Every local migrant project in Nebraska is required to enter At-Risk information on every migrant child/youth into MIS2000. This provides information to determine which migrant children/youth should receive services first, provides other districts/States information should the child/youth move, and assists the State MEP in determining allocations.

Nebraska Department of Education
Migrant Education
PO Box 94987, 301 Centennial Mall South
Lincoln, NE 68509-4987

Solutions for Out-of-School Youth (SOSY)
OSY STUDENT PROFILE



Form # 07-007
Due Date: Required on all OSY determinations

Date:	MEP Project Region:	COE# or MEP ID:	
Name:		<input type="checkbox"/> Male	<input type="checkbox"/> Female
		Age:	
Address/Camp:	Phone:	Optional: How long is youth planning on being in the area?	
Last grade attended:	Where:	Year:	
English oral language proficiency: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> None		Home language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:	
Health needs: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental <input type="checkbox"/> Urgent <input type="checkbox"/> Other:			
Based on the information collected above, the youth is: <input type="checkbox"/> Here-to-work <input type="checkbox"/> Recovery			

Check all that apply in the categories below.

Expressed interests in: <input type="checkbox"/> Learning English <input type="checkbox"/> Job training <input type="checkbox"/> GED <input type="checkbox"/> Earning a diploma <input type="checkbox"/> Not sure <input type="checkbox"/> No interests <input type="checkbox"/> Other:	Availability: <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends <input type="checkbox"/> Other:
Has access to transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Needed to work <input type="checkbox"/> Missed State test <input type="checkbox"/> Other:
Housing – Youth lives: <input type="checkbox"/> With a crew <input type="checkbox"/> With friends outside of work <input type="checkbox"/> With his/her parents/family <input type="checkbox"/> With spouse & kids <input type="checkbox"/> With kids <input type="checkbox"/> Alone	
Youth is a candidate for: <input type="checkbox"/> HS diploma <input type="checkbox"/> Pre GED/GED <input type="checkbox"/> HEP <input type="checkbox"/> Adult Basic Ed. <input type="checkbox"/> ESL <input type="checkbox"/> CAMP <input type="checkbox"/> Other:	At interview, youth received: <input type="checkbox"/> Educational materials <input type="checkbox"/> Support services <input type="checkbox"/> OSY welcome bag <input type="checkbox"/> Referral(s) (list in comments) <input type="checkbox"/> Other:
Comments:	

MIS2000 SNAP REPORTS LIST

0-21 Eligible Student List	This report includes the most recent history line for all youth who are eligible between Start Date and End Date.
0-21 Student List	This report includes the most recent history line for all youth who have an enrollment between Start Date and End Date
0-21 Student List by Facility	This report includes the most recent history line for all youth who have an enrollment between Start Date and End Date and is sorted by school facility
0-21 Student List Duplicated	This report includes each history line for all eligible migrant youth, ages 0-21, between Start Date and End Date. Use the BIRTHDATE or GRADE filters for a specific age or grade group list.
3-12 Child Count	This report includes the most recent history line for all youth, ages 3-21, who have at least one At Risk need (A1-A10) selected between the Start and End Date. PFS are not included in this report.
Accepted COEs	This report includes all of the COEs that have been accepted between the Start and End Date
At Risk	This report includes the most recent history line for all youth, ages 3-21, who have at least one At Risk need (A1-A10) selected between Start Date and End Date.PFS are not included in this report.
COE Family Information	This report includes COE family and contact information for all COEs with a qualifying QAD between Start Date and End Date.
COE Status Report	This report includes all of the COEs entered into MIS 2000 between Start Date and End Date.Reports are separated by recruiter and then by current COE Status.
Continuation of Services	This report provides a list of any student in MIS who has a history line with a Continuation of Services code selected between Start Date and End Date.
Current Family Information	This report includes the most recent family and contact information for youth enrolled between Start Date and End Date.
Current Family Information with Student Summary	This report includes the most recent family and contact, needs, and services information for youth between Start Date and End Date..
Drop Out List	This report includes the most recent history line for all youth who have the Drop Out box checked in the School History section between Start Date and End Date.
End of Eligibility	This report includes the most recent history line for all youth who have an expired QAD, turned 22 years of age, or have graduated or obtained a GED between Start Date and End Date.
Graduated	This report includes the most recent history line for all youth who have the Term Type G (Graduated) selected in the School History section between Start Date and End Date.
Missed Enrollment Report	This report generates a list of students who are missing initial enrollment information (enroll date, grade, type, etc)
Not Served	This report includes the most recent history line for those that do not have a Supplemental Code attached to a history line between Start Date and End Date.
Out of School Youth	This report includes the most recent history line for all youth who have been given the grade "00" in the School History section between Start Date and End Date.
Priority For Services	This report includes the most recent history line for all youth, ages 3-21, who are marked PFS between Start Date and End Date
Rejected COEs	This report includes all of the COEs that are currently rejected. This report does not use a date range.
Served	This report includes the most recent history line for all youth, ages 0-21, who was coded with any type of service in the Supplemental Section between Start Date and End Date.
Student Summary Report	This report includes a list of youth, ages 0-21 who between Start Date and End Date. This report includes flags for PFS, PFS Served, At-Risk, At-Risk Served, OSY, and Supplemental Codes. Each child is given an Age/Grade group category.
Verification Date	This report provides a list of eligible migrant students who have an enrollment between Start Date and End Date.This report will display the most recent enroll and withdraw dates along with the most recent Verification date recorded.

ELECTRONIC COE CHECKLIST

MIS 2000 - NE999

COE Year: 2018 COE Date: 06/25/18 Project ID: Pending Incomplete COE ID

I. FAMILY DATA

II. CHILD DATA

Resident Only 4a Last Name 4b Last Name 2 5 Suffix 6 First Name 7 Middle Name 8 Sex 9 Birth Date Age 10 MB 11 Code

OSY

12 Residency Date 13a Birth City 13b Birth State 13c Birth Country 14 BC 15 Ethnicity/Race NE Building Code Facility Name

District of Residence Comment Student IDs

NE999-65660

I. Family Data

- Enter the **Project ID**
- Parent/Guardian 1 & 2** – Enter the full legal name of the child(ren)’s Parent/Guardian(s).
If the child is the worker and is not living with a parent or guardian, enter a dash (-) in the first and last name fields of Parent/Guardian 1 ONLY.
- Current Address** – Provide current physical address – if the physical address is different from the mailing address, provide the mailing address in Address 2 field of the COE
 - Current Address
 - Address 2
 - City
 - State
 - Zip Code
- Phone 1 & 2** – Provide telephone number with 3 digit area code. It has a ten-digit entry (e.g. 123-456-7890; if available)
If no phone number is available, enter 000-000-0000 into the Phone 1 field.
- Email** – Provide email address if available.
This field can also be used for a third phone number if available.
- Legal Parent/Guardian Data** – Optional – List Legal Parent/Guardian information in this field if available
- Language** – Select the spoken language of the family.
If specific language is not available, select “Other” and contact MEP Analyst to add a new language to MIS2000.

II. Child Data

- Resident Only** – Check this box if the child is not currently attending school.
- OSY** – If child is an Out-of-School-Youth (OSY), check the OSY checkbox and complete the OSY Profile under the “Student” Tab.

- Last Name & Last Name 2** – Child’s legal last name(s)
If child does not have a Last Name 2, leave COE field blank.
- Suffix** – When applicable, record the child’s generation in the family/suffix (e.g. JR, SR, III), otherwise leave blank
- First Name** – Enter child’s legal first name – NO NICKNAMES
- Middle Name** – Enter child’s legal middle name – NO NICKNAMES
- Sex** – Enter child’s gender: (M) Male or (F) Female
- Birth Date** – Enter the child’s date of birth
(Children listed on the COE must have a birthdate prior to the QAD)

MIS 2000 - NE999

COE Year: 2018 COE Date: 06/25/18 Project ID: Pending

I. FAMILY DATA

II. CHILD DATA Add student to COE

Resident Only OSY

4a Last Name 4b Last Name 2 5 Suffix 6 First Name 7 Middle Name 8 Sex 9 Birth Date Age 10 MB 11 Code

12 Residency Date 13a Birth City 13b Birth State 13c Birth Country 14 BC 15 Ethnicity/Race NE Building Code Facility Name

Hispanic Races

District of Residence Comment Student IDs

NE999-65660

II. Child Data (continued)

- Age** – Age is automatically calculated based on the child’s DOB
- Multiple Birth** – Is the child a twin, triplet, etc.? Select Y for Yes, N for No
- Code** – Birth Code – Record the last two numbers that correspond to the evidence used to confirm each child’s birth date.

A birth certificate is the best evidence of the child’s birth date, if available. If a birth certificate is not available, the interviewer may use another document to confirm the child’s birth date, including any of those listed below.

- 1003 – baptismal or church certificate;
- 1004 – birth certificate
- 1005 – entry in family bible
- 1006 – hospital certificate
- 1007 – parent’s affidavit (verbal only)
- 1008 – passport
- 1009 – physician’s certificate
- 1010 – previously verified school records
- 1011 – State-issued ID
- 1012 – driver’s license
- 1013 – immigration document
- 2382 – life insurance policy
- 9999 – other

If written evidence is not available, the interviewer may rely on a parent’s or emancipated youth’s verbal statement. In such cases the interviewer should record “07” – the number that corresponds to “parent’s affidavit”.

MIS 2000 - NE999

Student COE

Find COEs

COE Year 2018 COE Date 06/25/18 Project ID Pending

Incomplete COE ID

I. FAMILY DATA

II. CHILD DATA

Resident Only OSY

4a Last Name 4b Last Name 2 5 Suffix 6 First Name 7 Middle Name 8 Sex 9 Birth Date Age 10 MB 11 Code

12 Residency Date 13a Birth City 13b Birth State 13c Birth Country 14 BC 15 Ethnicity/Race NE Building Code Facility Name

District of Residence Comment Student IDs

NE999-65660

II. Child Data (continued)

- Residency Date** – Enter the date the child arrived at the city of residence.
The residency date and the QAD are the same if the most current move was made due to economic necessity, across school district lines, and with or as a qualified migrant worker. A subsequent move that does not meet these requirements would create a new residency date, but would not change the QAD.
- Birth City** – Indicate the child’s city of birth
- Birth State** – Indicate the child’s State of birth (if applicable)
At this time, USA and Mexico are the only countries that have state codes available in MIS2000
- Birth Country** – Select the appropriate three letter code for the child’s country of birth (e.g. USA)
- Binational Code (BC)** – Y for Yes, N for No
Federal Definition: A Binational student is an eligible student who has moved between Mexico and the U.S. with his/her parents or as an emancipated youth at least once in the last 36 months.
- Ethnicity** – Hispanic/Latino: Y for Yes, N for No
- Race** – Select appropriate race code.
*AM = Native America or Alaska Native
AS = Asian
BL = Black or African American
PI = Native Hawaiian or Other Pacific Islander
WH = White*

The screenshot shows a web application window titled 'MIS 2000 - NE999'. At the top, there are navigation buttons: 'New COE', 'Submit COE For Review', 'View Log', 'Print', 'Save My Work', 'Cancel Changes', and 'Delete COE'. There are also 'Update' and 'Zoom 100%' buttons. Below this is a search section for 'Find COEs' with 'COE Year' set to '2018', 'COE Date' set to '06/25/18', and 'Project ID' set to 'Pending'. A blue link 'Incomplete COE ID' is visible. The main content area is divided into two sections: 'I. FAMILY DATA' (collapsed) and 'II. CHILD DATA' (expanded). The 'II. CHILD DATA' section contains several input fields and checkboxes. A red box highlights the '15 Ethnicity/Race' field, which has 'Hisp' selected in the 'Races' dropdown. Other fields include 'Resident Only', 'OSY', '4a Last Name', '4b Last Name 2', '5 Suffix', '6 First Name', '7 Middle Name', '8 Sex', '9 Birth Date', 'Age', '10 MB', '11 Code', '12 Residency Date', '13a Birth City', '13b Birth State', '13c Birth Country', '14 BC', 'NE Building Code', 'Facility Name', 'District of Residence', 'Comment', and 'Student IDs' (containing 'NE999-65660'). An 'Add student to COE' button is located in the top right of the 'II. CHILD DATA' section.

II. Child Data (continued)

- NE Building Code/Facility Name** – For students attending an academic program in the regular school year, enter the facility information for the school the child is attending. For children who arrive during the summer or are Resident Only assign him/her to the facility the child would be attending if he/she were in school.
- District of Residence** – Enter the school district in which the child resides (even if the child has opted into another district)
- Comment (optional)** – Use this field to record any additional comments regarding child data. This field can be used to communicate information such as preschool, grade, enroll date, etc with your project data specialist.

III. QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity from a residence in
 district / city / state / country to a residence in district / city / NE .

2. The child(ren) moved (complete both a. and b.):
 a. reason . b. The worker, is the child or the child's parent/guardian spouse .
 i. (Complete if "to join or precede" is checked in 2a.) The child(ren) moved on date .
 The worker moved on date .

3. The Qualifying Arrival Date (QAD) was date .

IV. COMMENTS

Prior residence of parent/guardian if different from child(ren) was
 city / state / country .

Prior Residence Comments

Indicate why the residency date of parent/guardian differs from
 child(ren), if applicable.
 reason

III. Qualifying Moves & Work: Items 1-3

- Item 1** – Complete the information about where the child moved from and moved to due to economic necessity
 - Indicate Prior residence of parent/guardian if different from children – City, State Country
 - Provide comment in the Prior Residence Comments Field of COE if applicable

- Item 2** – Complete information about the child and worker move
 - 2a** – The children moved: (select one) **To join or precede the worker, As the Worker, With the worker**
 - 2b** – Enter full legal name of worker and select the relationship to the child: **the child, parent/guardian, spouse**
 - 2bi** – (Complete if “to join or precede” is checked in 2a.) Enter the date the worker moved and the date the children moved. Indicate why the residency date of parent/guardian differs from children.

- Item 3: Qualifying Arrival Date (QAD)** – refers to the date on which the qualifying move was completed. In general, the QAD is the date that both the child and worker completed the move.

<p>4. The worker moved due to economic necessity on <input type="text" value="date"/> , from a residence in <input type="text" value="district"/> / <input type="text" value="city"/> / <input type="text" value="state"/> / <input type="text" value="country"/> to a residence in <input type="text" value="district"/> / <input type="text" value="city"/> / <input type="text" value="state"/> , and <input type="text" value=""/> .</p> <p>5. The Qualifying work, * <input type="text" value="describe the agricultural or fishing work"/> . was (make a selection in both a. and b.): a. <input type="text" value="Temporary/Seasonal"/> b. <input type="text" value="Fishing/Agriculture"/> .</p> <p>6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on: <input type="text" value="nature of work"/> .</p>	<p>4a - Engaged in new qualifying work comments <input type="text"/></p> <p>4b - Actively sought new qualifying work comments <input type="text"/></p> <p>Employer <input type="text" value="Employer Name"/> <input type="text" value="City"/> <input type="text" value="State"/></p> <p>* If applicable, check: 5c. <input type="checkbox"/> Personal subsistence (provide comment) <input type="text"/></p> <p>6a - Worker's Statement - Indicate the length of time at qualifying activity <input type="text"/></p> <p>6b - Employer's Statement - Indicate the length of time at qualifying activity <input type="text"/></p> <p>6c - State documentation for: <input type="text" value="employer"/></p>
--	---

III. Qualifying Moves & Work: Items 4-5

- Item 4** – Complete the information about where the worker moved from and moved to due to economic necessity and provide the date of the move AND select one of the following:
 - 4a. – Engaged in new qualifying work soon after the move**
 - Provide a comment of the worker engaged more than 60 days after the move
 - 4b. – Actively sought new qualifying work AND has a history of recent moves for qualifying work**
 - Provide comment to include new qualifying work information and history of (at least two) recent moves for qualifying work (e.g. Applied to work at Smith's farm feeding cows, but job was unavailable. June 2017 – Farm hand, October 2016 feeding cows)
- Item 5: The Qualifying Work** – Select activity from drop down menu.
If the activity is not listed, select "Other" from the menu and record qualifying activity in the COE Log
 - 5a.** – Select either **seasonal or temporary**
 - 5b.** – Select either **agricultural or fishing work**
 - Qualifying Work** – Name of employer, City & State
 - Submit Agribusiness Form prior to submitting COE if business is not on the list of qualifying employers
 - 5c. Personal Subsistence** – Check if applicable and provide comment
- Item 6:** (Complete only if "temporary" is checked in item 5a)
 - 6a. Worker's Statement** – If selected, provide a comment detailing the length of time the worker indicated he/she would be at the qualifying activity (# of days, weeks, months)
 - 6b. Employer's Statement** – If selected, provide comment detailing length of time the employer indicated the worker would be at the qualifying activity (# of days, weeks, months)
 - 6c. State Documentation** – This section is not applicable

V. INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren)/ youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I have provided to the interviewer is true.

Sign	Educational use of information has been explained to me (FERPA).
Signed By Name	<input type="text"/>
Sign Date	<input type="text"/>
Relationship To Child(ren)	<input type="text"/>

IV. Interviewee Signature

- The family must be informed of a possible re-interview by the state*
- FERPA – Interviewer selects whether FERPA was explained to interviewee
- Interviewee Signature – Interviewee signs COE
- Signed By Name – The interviewer uses the same name in this field as what was documented in the Family Section of the COE by selecting the name in the drop down
If the interviewee signs with an "X" interviewer provides documentation
- Signature Date – Interviewer records the date that the interviewee signed the COE
- Relationship to Child(ren) – Interviewer indicates whether the Interviewee is the child's Parent/Guardian

VI. ELIGIBILITY DATA CERTIFICATION

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 thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Sign	Interviewer Name	<input type="text"/>	Sign	Approval 1 Name	<input type="text"/>
	Sign Date	<input type="text"/>		Sign Date	<input type="text"/>
Sign	Approval 2 Name	<input type="text"/>	Sign	SEA Reviewer Name	<input type="text"/>
	Sign Date	<input type="text"/>		Sign Date	<input type="text"/>

V. Eligibility Data Certification

- Interviewer signature – Interviewer signs and dates
Interviewer must sign on the same date as interviewee.
- Approval 1 Signature – Reviewer 1 signs and dates.
- Approval 2 Signature – Reviewer 2 signs and dates.
- SEA Reviewer Signatures – Reviewer 3 signs and dates if COE is approved. If COE is not approved, it is not signed and it is put in Rejected status.



NEBRASKA MIGRANT EDUCATION PROGRAM



Technical Assistance Request Form

REQUESTING INFORMATION

	Name	Email	Phone
Project:			
Date of Request:			
Project Coordinator:			
Request Submitted By:			

Requested Assistance for:

<input type="checkbox"/>	Training
<input type="checkbox"/>	Identification & Recruitment Assistance
<input type="checkbox"/>	Quality Control
<input type="checkbox"/>	Parent Advisory Council
<input type="checkbox"/>	Continuous Improvement Cycle (Needs Assessment, Service Delivery, Evaluation)
<input type="checkbox"/>	Service Provider
<input type="checkbox"/>	Data Collection
<input type="checkbox"/>	Other (Please state nature of activity) _____

Time frame for Requested Assistance: _____

Please provide a brief description of the proposed activity (including geographic location):

NEBRASKA MIS2000 SUPPORT CONTACT:

Danielle Waite
State Migrant Education Program Analyst
(402)270-0234
danielle.waite@esu9.us