

# Kansas State Department of Education

## Migrant Education Program

### On-Site Review

2007-2008

<b>USD Number:</b>	<b>USD Name:</b>	
<b>Migrant Contact:</b>		<b>Date of On-Site Review</b>
<b>Participating USD Staff:</b>		
<b>Participating KSDE Staff:</b>		

USD: Unified School District  
KSDE: Kansas State Department of Education  
MEP: Migrant Education Program

Area of Compliance	Supporting Data Presented	Compliance Status		Comments
		YES	NO	
<b>General Issues</b>				
1. Documentation of signed time and effort logs for employees who are split-funded exists.	<ul style="list-style-type: none"> <li>Signed time and effort logs</li> </ul>			
2. Documentation of semi-annual certification for employees exists	<ul style="list-style-type: none"> <li>Signed semi-annual certificate</li> </ul>			
3. Documentation of inventories for equipment purchased with migrant funds and appropriate labeling exists.	<ul style="list-style-type: none"> <li>Equipment inventory and appropriate labeling</li> </ul>			
4. Documentation for separate accounting of funds for migrant funds exists.	<ul style="list-style-type: none"> <li>Bookkeeping and journal entries</li> </ul>			
5. Documentation exists that migrant funds were expended to support only migrant activities.	<ul style="list-style-type: none"> <li>Bookkeeping and journal entries</li> </ul>			
6. Documentation exists that the needs of migrant students are first met using schoolwide funds before accessing migrant funds.	<ul style="list-style-type: none"> <li>Bookkeeping and journal entries</li> </ul>			
7. Documentation exists that migrant parents are actively involved in an annual evaluation of the Title I-A program.	<ul style="list-style-type: none"> <li>Meeting agenda</li> <li>Meeting minutes</li> <li>List of participants</li> </ul>			
8. Documentation exists that para-professionals funded by migrant education are under the direct supervision of a licensed teacher.	<ul style="list-style-type: none"> <li>Name of teachers who provides supervision</li> <li>Class schedule</li> </ul>			
9. Documentation exists that professional development activities funded by migrant education meet the definition of the No Child Left Behind Act (NCLB) as defined in Title IX Section 9101 (34)	<ul style="list-style-type: none"> <li>Description of activities</li> <li>List of professional development offered to teachers focused on working with migrant students.</li> </ul>			

10. Documentation exists that Parent Advisory Council (PAC) is consulted regarding the planning, design, and implementation of the migrant education program.	<ul style="list-style-type: none"> <li>• Meeting agenda</li> <li>• Minutes of meeting</li> <li>• List of PAC officers</li> </ul>			
11. Documentation exists that Migrant services are supplementary and do not supplant state and local support.	<ul style="list-style-type: none"> <li>• Building schedule demonstrating basic education time and the time period migrant students are accessing migrant funded supplemental services.</li> </ul>			
<b>Private School Involvement</b>				
1. Documentation exists that private school officials were consulted regarding the planning, design, implementation and participation in the migrant program.	<ul style="list-style-type: none"> <li>• Copies of correspondence between the district and private school officials.</li> <li>• Meeting minutes</li> </ul>			
2. Documentation exists that equitable services are provided to private school migrant children.	<ul style="list-style-type: none"> <li>• Itemized budget expenditures</li> <li>• Class schedules</li> <li>• Staffing</li> </ul>			
3. Documentation exists that federal funds are used for secular, neutral, and non-ideological instruction.	<ul style="list-style-type: none"> <li>• Review of materials</li> <li>• Supplies</li> </ul>			
<b>Recruitment</b>				
1. Documentation exists that a comprehensive recruitment system is in place.	<ul style="list-style-type: none"> <li>• Identification and recruitment plan for the district</li> <li>• List of recruiters</li> <li>• Job description of recruiters</li> <li>• Number of students recruited</li> <li>• Recruiters log</li> </ul>			
2. Documentation exists that recruiters have participated in professional development activities related to identification and recruitment.	<ul style="list-style-type: none"> <li>• List professional development activities that recruiters have participated in</li> </ul>			
3. Documentation is provided that an approved Certificate of Eligibility (COE) exists for each participating migrant student.	<ul style="list-style-type: none"> <li>• State monitoring team will obtain information from data input center and district must provide a copy of the approved COE..</li> </ul>			

<b>Needs Assessment</b>				
1. Documentation exists that the district has a process to identify the special educational or support needs of migrant children.	<ul style="list-style-type: none"> <li>Local Needs Assessment Document</li> </ul>			
2. Documentation exists that the district uses needs assessment data to determine student services and program design.	<ul style="list-style-type: none"> <li>Needs Assessment results</li> <li>Program Services Plan with embedded local Needs Assessment data</li> </ul>			
3. Documentation exists that the district is ensuring that migrant children who (1) are failing, or at risk of failing to meet the State's standards AND (2) have an educational interruption during the regular school year, are given priority for MEP service	<ul style="list-style-type: none"> <li>List of participating students</li> <li>List of priority for services students</li> <li>Priority for Services forms are completed for each child identified as Priority for Services</li> </ul>			
<b>Continuity of Instruction</b>				
1. Documentation exists that the continuity of instruction and related support services for migrant children particularly through the transfer of records is occurring.	<ul style="list-style-type: none"> <li>Methods used for transfer of records</li> <li>Methods provided for continuity of instruction</li> <li>Coordination with other programs</li> <li>Communication with other districts on previous services provided</li> </ul>			

**Certification of Information**

As the duly authorized representative of the district, I hereby certify that the documentation provided during the On-Site Visit is correct and accurate.

Number and Name of USD:	Date:
Authorized USD Signature:	Name and Title of Authorized USD Signature: