

**Kansas Migrant Education Program (MEP)
Student Selection and Priority for Services Form
for
2009 – 2010 School Year**

Kansas State Department of Education

DIRECTIONS

Every Kansas Migrant Education Program (MEP) is required to maintain a list of eligible migrant students as well as a listing of the students actually receiving migrant services. The eligibility list should indicate whether or not a student is determined to be a Priority for Services student. The Student Selection and Priority for Services Form is intended to serve as documentation for audit purposes and to assist the MEP in determining which migrant students should receive services first.

Whether or not an eligible migrant student meets the Priority for Services criteria, it is important for every MEP to enter into the Kansas Migrant Student Network Database (KMSN) the at-risk information on every migrant student. Not only does this provide important information should the student move to another district or state, but it is also data that is used in determining a district's MEP allocation. The Priority for Services form is one method for collecting the information that is then entered into the KMSN database.

1. All Kansas Migrant Education Programs (MEP) are to have the following documentation:
 - List of eligible migrant students
 - List of students identified as priority for services students
 - List of services available
 - List of students receiving migrant services

2. Each district participating in the Migrant Education Program must complete the Student Selection and Priority for Services Form for each Priority for Services student. For all other migrant students, the form is optional. It is one method for collecting at-risk information. All this data for every migrant student is then entered into the Kansas Migrant Student Network Database. The completed forms are to be on file at the district and readily available when requested by appropriate entities (i.e. auditors, KSDE staff).

3. To be identified as a Priority for Services migrant student, there must be an interruption of services during the regular school year **and** the student must meet one (#5 thru #11) or 2 or more (#12 - #18) of the at-risk criteria.
 - **State assessment data must be considered first. If there are State assessment results for a migrant student, they must be used.**

 - **If State assessment data is not available, at least two of the at-risk criteria (items 12 thru 18) must be met to be considered as priority for services.**

- **If a student is proficient or above on the State assessments, the student is NOT considered a priority for services student even though he or she may meet the other at risk criteria.**
4. By completing this form for each appropriate migrant student, the MEP will have the information readily available to enter into the Kansas Migrant Student Network Database. The information from the Student Selection and Priority for Services Form should be entered into the Kansas Migrant Student Network Database in a timely manner (The recommendation is to enter the data within 30 days of completion of the form).
 5. The MEP director should work with staff—including recruiters—to determine the procedures and who is responsible for completing the form.

An example of one process for completing the form is to have the recruiters initiate the form when interviewing and completing a Certificate of Eligibility (COE) on a student. The recruiter completes the student's name, date, ID #, school year, USD # and Table A (Type of Interruption). School staff then completes the remaining information to determine whether or not the student is at risk of failing to meet State standards.

6. Following is additional information on the Priority for Services requirements:
 - Interruption during the Regular School Year—the interruption has to occur within the **preceding** 12 months. For **2009-2010**, an interruption during the regular school year would have occurred sometime after the beginning of the **2008-2009** regular school year. Moves occurring during the summer of **2009** do not constitute an interruption of services. (Reference Purple Draft Non-Regulatory Guidance, Oct. 2003, pg 61, B4)
 - The **interruption has to relate to the migrant lifestyle**. Students going to Mexico for a two-week vacation do not qualify as having an interruption.
 - The **at-risk criteria** have to occur during the current school year or within the **previous two school years**.
 - State assessment results from other States must be verified through school records or through data entered into that State's migrant student record database system.
 - Norm-referenced tests (NRTs) refer to the nationally normed assessments such as the Iowa Test of Basic Skills (ITBS), California Achievement Test (CAT) or Comprehensive Test of Basic Skills (CTBS). Use the reading and/or mathematics norm-referenced assessment results rather than science or social studies results.
 - K-3 reading screening or diagnostic assessments could include assessments such as the following: Phonological Awareness Literacy Screening (PALS), Early Reading Diagnostic Assessments (ERDA), Developmental Reading Assessment (DRA), Dynamic Indicators of Basic

Early Learning Skills (DIBELS) and the Peabody Picture Vocabulary Test III (PPVT).

The Language Assessment Scales (LAS), the Idea Proficiency Test (IPT), and the Language Proficiency Test Series (LPTS) refer to commercial English language proficiency tests. The Kansas English Language Proficiency Assessment (KELPA) was initially administered in the spring of 2005.

- A student is considered to be in a class that is not age appropriate when the student is older than the typical student at that grade. For example, a 12-year old being placed in a 3rd grade class in which students are usually 8 or 9 years old would be in a class that is not age appropriate.
 - Grades below average performance refer to grades at the end of a grading period or at the time of withdrawal from a school. These do not refer to the daily grades given in class.
7. If a student is identified as a PFS student during the current '09-'10 regular school year and moves into/from another school district during the same '09-'10 regular school year, the student should still be considered as PFS and continue receiving extra educational services *as appropriate and available*.
8. A student once identified as PFS for the current '09-'10 school year, could also possibly be identified as PFS for the following '10-'11 regular school year if the interruption in service happened in the past 12 months (of the '10-'11 yr.) and the At-Risk of Failing criteria is also met. Thus, a student could be served for 2 regular school years ('09-'10 & '10-'11) in a row.

Scenarios:

#7 Scenarios:

- Student A comes from another district to mine in Dec. 2009. The student was identified as PFS in the other district for the 2009 – 2010 regular school year. Thus, when the student arrives in my district, he/she will continue his/her PFS eligibility for PFS services until the end of the '09-'10 regular school year.

8 Scenario:

- Above, Student A could possibly be identified as PFS again in the regular school year 2009-2010 by using the Dec. 2009 QAD date ** to meet the first criteria (Table A) and then would need to meet the part II (Table B) criteria also to be identified again as PFS for the '10-'11 regular school year.

*** where the interruption of service would be during the 12 months prior to the start of the '09 -'10 regular school year (also refer to Direction item #6, first bullet)*

2009 - 2010

**Kansas Migrant Education Program (MEP)
Student Selection and Priority for Services Form
(Using Data from 2008 – 2009 Regular School Year)**

The Student Selection and Priority for Services Form is intended to assist the MEP in determining which migrant students meet the Priority for Services criteria and should receive migrant services first. It also serves as a collection form for the Kansas Migrant Student Network Database since at-risk information should be entered into the system whether or not a student is identified as a Priority for Services student.

Student's Name _____ Today's Date _____

Kansas Migrant Student Network (Database) ID# _____ Most current QAD _____

District Student ID _____

Student State Identification # _____

School _____

School Yr _____

Current Grade Enrolled _____

*Priority for Services student _____ Yes _____ No

Receiving MEP services _____ Yes _____ No

***Any migrant student who has the appropriate number of boxes checked in both Table A and B is a Priority for Services student.**

Table A. Interruption during the Regular School Year

Check the one that is most recent:	Interruptions Related to Migrant Issues—During Regular School Year	School Year in Which Interruption Occurred
	1. QAD of 9/1/08 (or start of regular school year) until end of regular school year in 2009.	
	2. Moved from one district to another due to migrant lifestyle	
	3. Absent for two or more weeks and then returns due to migrant lifestyle	
	4. Officially withdrawn and gone for at least two weeks and then re-enrolled due to migrant lifestyle	

****Table B. At Risk of Failing to Meet State Standards Criteria**

Check all that apply	Criteria (Reference boxes to the left)	Year in Which Criteria Occurred
	5. Scored unsatisfactory or basic on Kansas Reading Assessment	
	6. Scored unsatisfactory or basic on Kansas Mathematics Assessment	
	7. Scored unsatisfactory or basic on Kansas Writing Assessment	
	8. Scored unsatisfactory or basic on Kansas Science Assessment	
	9. Scored unsatisfactory or basic on Kansas Social Studies Assessment	
	10. Scored below proficient on State assessments from other States	
	11. Scored below 50%tile on norm-referenced test (reading and/or math)	
	12. <i>Is below grade level on any K-3 reading diagnostic assessment</i>	
	13. <i>Classified as non-English or limited English proficient on LAS, IPT, LPTS or Kansas English Proficiency Assessment (KELPA)</i>	
	14. <i>Is behind in accruing credits toward graduation requirements</i>	
	15. <i>Placed in a class that is not age appropriate</i>	
	16. <i>Has grades indicating below average performance in math and/or language arts at the elementary level</i>	
	17. <i>Has grades indicating below average performance in math, language arts, sciences or social studies at the middle or high school levels</i>	
	18. <i>Repeated a grade level or course</i>	

1 – 4
1 item
MUST
have a
check

5-11
ONLY
1
CHECK

N
E
E
D
E
D

OR

12 -18
NEEDS
At least
2
CHECK
marks if
none in
#5-11

To be identified as a Priority for Services migrant student, there must be an interruption of services during the regular school year and the student must meet one or more of the at-risk criteria. **State assessment data must be considered first. If there are results for a migrant student, they must be used. If State assessment data is not available, at least two of the at-risk criteria (#12 – 18) must be met to be considered as priority for services. If a student is proficient on the State assessments, the student is NOT considered a priority for services student even though he or she may meet the other at risk criteria.

The following table on Types of Services Received by the Student is **optional**. By completing it, however, MEP will have appropriate documentation to show that the Priority for Services student is receiving migrant services.

Student name _____ **School** _____ **Date** _____

Table C. Description of Services Received by Student (optional)

Description of Services Received	School Year	Comment