



Arizona Migrant Education Program - Data Quality Control Procedures

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PRIORITY FOR SERVICES

Section 1304(d) of the statute gives Priority for Services to migrant children: (1) who are failing, or most at risk of failing, to meet the State's challenging State academic content standards and challenging State student academic achievement standards, and (2) whose education has been interrupted during the regular school year.

Check all that apply. If numbers 1 and 2 apply, the child qualifies as Priority for Service. If numbers 1 and 3 (any 1-10) apply, the child qualifies as Priority for Service. Students who qualify as PFS will continue their status through the end of the current enrollment.

1. ____ Have made a qualifying move within the previous 1-year period

MIS will auto-calculate the QAD and Enroll Date to make the determination

AND

2. ____ Out of School Youth (OSY)

A migrant youth under the age of 22 who: (1) has not graduated high school, (2) not attending school, (3) is classified as having dropped out of school (**USA school only**) or (4) is here to work

OR

Number 3 on Next Page

PRIORITY FOR SERVICES (Continued)

3. ___ Are failing, or most at risk of failing, to meet the challenging State academic standards

- ___ **Disabled/IEP** – Student is identified as having a disability (i.e. IEP, 504 Plan)
- ___ **Poor Attendance** – The student has missed 10 or more days of school
- ___ **Retention** – Student has repeated a grade level
- ___ **Age/grade** – Student is more than one year over age for grade level
- ___ **Credit Deficient** – Student is not on track for graduation (based on local requirements)
- ___ **LEP/NEP** – Student is classified as either non-English proficient or limited English proficient according to local language assessment practice
- ___ **Low Performance** – Student scores below proficient on State or local reading, writing, or mathematics assessments
- ___ **Prekindergarten Children** – Migrant children ages 3-5 that are not served by any other program
- ___ **Suspension** – Student has had multiple suspensions (in-school and/or out-of-school)
- ___ **Expulsion** – Student has been expelled
- ___ **Worker** – Student is working to support themselves and/or family
- ___ **Trauma** – Student has experience mental or physical trauma
- ___ **Pre-K** – A Pre-K child “failing or most at risk of failing” a developmental milestone

Service Codes Guidance

FISCAL REQUIREMENTS

SEAs and LEAs 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.

PROVISION OF SERVICES *(Chapter V: Provision of Services; Non-Regulatory Guidance)*

For purposes of the MEP, “services” are a subset of all the activities that the MEP provides through its program and projects. Although SEAs and LEAs 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 more at risk of failing and whose education has been interrupted during the regular school year.

MEP Services vs. MEP Activities

MEP SERVICES	MEP ACTIVITIES
<p>“Services” are those educational or educationally related activities that:</p> <ul style="list-style-type: none"> (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the SEAs 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; (4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets. <p>SEAs and LEAs 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:</p> <ul style="list-style-type: none"> (1) it does not directly benefit migrant children; (2) it is not grounded in scientifically based research; (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.

Instructional Service Codes (Page 1)

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 (Appropriately Certified) Teacher or a MEP-funded paraprofessional, under the direct supervision of a teacher.

SERVICE CODE	DESCRIPTION
<i>101 - EL (English Learners)</i>	Instructional programs for English Learners designed to increase English proficiency and academic achievement in core subjects. LEAs may provide these services to migrant children who are limited English proficient if: (1) a needs assessment demonstrates that the service is necessary to address an unmet need; and (2) the funds are not used to enable the district to meet its Title III and Title VI responsibilities. In both cases, the MEP services must supplement those that the LEA offers in the regular program.
<i>103 - Language Arts</i>	Migrant-funded instruction provided <i>(by an Appropriately Certified Teacher)</i> in language arts for students on a regular or systematic basis, usually for a predetermined period.
<i>104 – Mathematics</i>	Migrant-funded instruction provided <i>(by an Appropriately Certified Teacher)</i> in mathematics for students on a regular or systematic basis, usually for a predetermined period.
<i>105 – Reading</i>	Migrant-funded instruction provided <i>(by an Appropriately Certified Teacher)</i> in reading for students on a regular or systematic basis, usually for a predetermined period.
<i>106 – Tutoring</i>	This may include one-on-one tutoring services provided <i>(by a MEP-funded Appropriately Certified Teacher or MEP-funded paraprofessional, under the direct supervision of a teacher)</i> at a time when a student would not otherwise receive instruction from a teacher.

Instructional Service Codes (Page 2)

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 (Appropriately Certified) Teacher or a MEP-funded paraprofessional, under the direct supervision of a teacher.

SERVICE CODE	DESCRIPTION
<i>108 – Vocational/Career</i>	Migrant-funded classes such as Robotics
<i>111 – HSE Completed</i>	Programs to students who have dropped out of high school. High School Equivalency.
<i>112 – H.S. Credit Accrual/PASS</i>	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.
<i>115 - Youth Leadership</i>	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.
<i>116 - In-Home Instruction</i>	Migrant-funded personnel provides academic support services to the child at home.
<i>117 – Extended Day</i>	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. Includes: before school and after school programs, evening programs, and Saturday school. Pullouts, in-class tutoring, summer term or intersession projects are not considered Extended Day services.

Support Service Codes

SERVICE CODE	DESCRIPTION
201 – Guidance/Counseling	Migrant-funded services to help a student to better identify and enhance educational, personal or occupational potential; relate to abilities, emotions and aptitudes to educational and career opportunities; achieve satisfying personal and social development.
202 – Advocacy	Advocating for students on a regular or systematic basis usually for a predetermined amount of time, to support the child's educational progress. Regular home visits to discuss the student's academic progress and support educational, personal and social development.
203 – Support Services (Migrant Funded)	Supplemental Services such as direct cost for eyeglasses, as well as assistance provided by Migrant paid staff, for instance if our migrant paid staff is helping with the screenings, or labs conducted at the school. Also includes, health, dental and vision.
204 – Referred Services (Non-Migrant Funded)	These services are NON-MEP funded. They do not include school or district-based services the child is already entitled to receive (e.g., Title I Part A, Title III services) Referred services are educational or educationally related services that migrant children would not have received without the efforts of MEP-funded personnel. The child must receive the service for it to be counted as a referral. An eligible migrant child must be the direct recipient of the referred service. Services include, but are not limited to: Parenting Classes (for eligible youth), Computer literacy classes, job training programs, health, dental, clothing, food.
206 – Transportation	Any times migrant funds are used to pay for drivers, vehicle or other costs to transport students for educational or health activities.
209 – Material Resources	Includes necessary educational supplies, educationally related books, and other materials (e.g., iPods, backpacks, OSY instructional packets, etc.)
212 – Tutoring / Fees	Costs for Tuition and/or Educational Fees for an outside program paid for using MEP funds.
999 – No Parent Signature	Students that are migrant but wish not to receive services

Enrollment Types

E	Enrolled	The student is enrolled in school and receives migrant services
R	Resident	The student has been identified, but is not enrolled and is not receiving services. Enrollment date is the Residency Date. (Use first day of school for subsequent years identifying student)
M	Participant	The student is not enrolled but does receive services. Enrollment Date is the Residency Date. (Use first day of school for subsequent years identifying student)
P	Preschool	The student is enrolled in preschool and receives services.
S	Summer School	The student attends summer school.
I	Intersession	Any break in the regular term of a year-round school where the student attends a migrant funded intersession.

Written procedures for validating and verifying all information on the COE

Any required action on COE needs to be completed by responsible party within 10 business days.

- Recruiters will fill out a COE in the MIS2000 Tablet App while making sure to complete all mandatory sections per Migrant Guidance.
- If questions arise during completion of COE, recruiter is required to contact State ID & R Coordinator for clarification and assistance.
- Recruiters will also check to see if students have history in MSIX, and note this on the general comments section of the COE.
- Once COE is completed, it should be immediately submitted to the LEA Reviewer for verification and approval.
- LEA Reviewer will follow the procedures outlined in the **State Data System Manual**, located in the Resources tab in the MIS2000 Web App, for completing the electronic student data information. The system has several built-in checks and balances to assist with assuring data accuracy and quality.
- Upon completion of the review, the LEA Reviewer will submit the COE to the state approver for final verification and approval.
- Upon completion of the state review, the state approver will final approve the COE, and it will be automatically uploaded from MIS2000 into MSIX by MS/EdD each night.
- State and LEAs will follow procedures outlined in MEP Validating / Verifying Information for checking integrity of data entered via enrollment updates and service codes.

Quarterly, the LEA MEP should randomly select five students using the Random Student Sample Report in the MIS2000 Web App, and complete an in-house Data Verification on those students using the **TEMPLATE - DATA VERIFICATION Excel File**, which can be found in the Resources tab of the MIS2000 Web App. This is an excellent quality control mechanism that will assist with catching trends and errors in the MEP Student Data Files. These electronic reports can be kept at the LEA (Not Required to be submitted to MEP State Data Specialist).

Written procedures for validating and verifying codes entered into MIS2000

The LEA Data Clerk will run a Current Enrollment Report, Supplemental Services List, EOE List, Three-Year-Old List, and Active Student Report monthly out of the MIS2000 Web App (By no later than the 10th day of the following month).

The process below outlines the responsibility of the LEA in validating and verifying information:

- The LEA will need to verify that student enrollment information is correct, and electronic codes entered into the MIS2000 system (from report) match codes showing in the electronic student files in the MIS2000 Web App.
- Supporting documentation needs to be uploaded to each electronic student file for any service code showing up in MIS2000. A list of required documentation for student files is outlined in the Electronic Documentation for MEP Student Records, which can be found in the Resources tab in the MIS2000 Web App in PDF format.
- If service codes are missing or incorrect, it is the LEA Approver's responsibility to enter/correct those codes electronically in the MIS2000 Web App. Instructions for how to enter and correct this information in MIS2000 are in the State Data System Manual, which can be found in the Resources tab of the MIS2000 Web App. (A hard copy of the manual will be provided to each LEA annually)
- The LEA MEP will need to review students nearing End of Eligibility (EOE) Status to see if new qualifying activities have occurred to extend Migrant Eligibility for the students. (Students nearing EOE status will have an * next to their EOE date on the Current Enrollment Report)
 - If such activity is found, a new COE will need to be completed.
 - If not, the student will need to have a MEP Termination of Services Date entered in MIS2000.
- The LEA will also need to review the Three-Year-Old List to identify any students who are coming up for eligibility for Migrant-Funded Preschool Services.
- The LEA Data Clerk will need to submit a Current Enrollment Report, Supplemental Services Report, and Active Student Report for the quarter to the State Data Specialist by no later than the 10th day of the month following the end of the quarter for a quarterly state data review (Quarter 1: July 1 - September 30th / Quarter 2: October 1 - December 31 / Quarter 3: January 1 - March 31 / Quarter 4: April 1 - June 30).

The process below outlines the responsibility of the State Data Specialist in validating and verifying information:

- Upon receiving the reports from the LEA Data Clerk, the MEP State Data Specialist will review the data for programmatic compliance, make data edits in MIS2000, then run new reports to check the data for additional discrepancies.
- If no discrepancies are found, the data and student information verification for that month will be complete.
- If problems are encountered while verifying codes and data during the quarter, it is the LEA's responsibility to contact the MEP State Data Specialist for assistance with resolving the discrepancies.
- The MEP State Data Specialist will notify the LEA if problems are found when the second round of reports are run, and will provide feedback on the corrections made to reconcile the data.

Key Data Points to Verify During Reconciliation Processes

LEA Data Clerks should use filters in reports to make sure no errors are present with enrollment types. Filtering by Type R (Resident) only, and Type M (Participant) only on two separate Supplemental Services Reports will make sure that no students are listed as a Resident who are receiving MEP-Funded Services, and that no students are listed as a Participant who are not receiving services.

A separate Supplemental Services Report for PFS and OSY should also be run to verify that PFS and OSY students are receiving the appropriate support services.

Data Deadline for Enrollment Lines & Service Codes

All enrollments and service codes must be entered by the end of each term. Once the new term starts, data clerks will not be able to retroactively enter any data for the previous term! The Federal Reporting Period for the Migrant Education Program runs from September 1 - August 31 annually. The CSPR Count is the number used by the Office of Migrant Education to determine our Federal Grant Award.

Written procedures for resolving data discrepancies

In your procedures, you will need to address the following MEP Data Elements:

Current Enrollment Report: *Complete list of students enrolled in LEA MEP program / status*

Supplemental Services List: *Services provided / service codes / supporting documents*

EOE List: *Students who have or will reach end of eligibility within the month*

Three-Year-Old List: *Students turning three years old within current month (Preschool Services)*

Active Student Report: *Count of students with an active QAD and enrollment line*

The MEP District Data Specialist will run a **Current Enrollment Report, Supplemental Services List, EOE List, Three-Year-Old List, and Active Student Report** at least monthly out of the MIS2000 Web App (By no later than the 10th of each month).

The process below outlines the responsibility of the LEA in validating and verifying information:

- The LEA will need to verify that student enrollment information is correct, and electronic codes entered into the MIS2000 system (from report) match codes showing in student records in the MIS2000 Web App.
- Supporting documentation needs to be present in electronic student records for any service code showing up electronically in MIS2000. A list of required documentation for student files is outlined in the **Electronic Documentation for MEP Student Records**, which can be found in the Resources tab in the MIS2000 Web App in PDF format.
- If service codes are missing or incorrect, it is the LEA Approver's responsibility to enter/correct those codes electronically in the MIS2000 Web App. Instructions for how to enter and correct this information in MIS2000 are in the document **State Data System Manual**, which can be found in the Resources tab of the MIS2000 Web App.
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DATA VERIFICATION TEMPLATE 2018-2019													
SCHOOL DISTRICT					NUMBER OF STUDENT FILES VERIFIED	0	NUMBER OF FILES CORRECTED	0	NUMBER OF FILES OUT OF COMPLIANCE	0			
DATE					TOTAL FILES REVIEWED	0							
MIGRANT CLERK					CONSORTIUM: (Y,N)								
RECRUITER					DISTRICTS:								
DATA VERIFIER													
NOTE: Service Codes with Required Documentation are Color Coded Below!!													
Student Name													
MIS2000 Student ID #													
Student School													
Supplemental Services	0	0	0	0	0	0	0	0	0	0			
COMPLETED COE (ELECTRONIC)													
PRIORITY FOR SERVICES													
PFS COMPLETE IN MIS2000													
LEP													
AZELLA TEST													
SPED													
SPED SERVICE DOCS													
CONTINUATION OF SERVICES													
STATE DIRECTOR APPROVAL - CONTINUATION OF SERVICES													
CODE 103: LANGUAGE ARTS INST													
CODE 104: MATH INST													
CODE 105: READING INST													
CODE 106: INST SERVICES													
TEACHER ROSTER / SIG (103 - 106)													
CODE 203: SUPPORT SERVICES													
CODE 209: MATERIAL RESOURCES													
CODE 212: TUTORING/FEES													
STATEMENT OF NEED													
RECEIPTS / PURCHASE ORDERS													
CODE 108: VOCATIONAL/CAREER													
CODE 111: HSE COMPLETED													
CODE 112: HIGH SCHOOL CREDIT ACCRUAL (INCLUDING PASS)													
CODE 115: YOUTH LEADERSHIP													
CODE 116: IN-HOME INSTRUCTION													
CODE 117: EXTENDED DAY													
CODE 201: COUNSELING													
CODE 202: ADVOCACY													
CODE 204: REFERRED SERVICES													
CODE 206: TRANSPORTATION													
CODE 999: NO PARENT SIG													
Use These Marks to Complete X = complete I = incomplete M = Missing NA = not applicable	COMMENTS:												



Electronic Documentation for Migrant Education Program Student Records

*Data Support & Quality Control
November 2018*



DOCUMENTATION – MEP STUDENT RECORDS

Documentation must be kept to support service codes by LEA in the event of an audit!!

- **Electronic COE** *(Automatically kept in MIS2000)*
- **Complete PFS Checklist** *(Needs tab in student area of MIS2000 Web App)*
- **MEP Service Codes** *(Services tab in student area of MIS2000 Web App)*
- **Statement of Need**, *if applicable (required when MEP paid for fees of any kind due to financial hardship. Signature can either be captured electronically via MIS2000 Tablet App, or filled out on paper using Statement of Need Template and uploaded to services area of MIS2000 Web App)*
- **AZELLA Test** *(Must be uploaded to services area of MIS2000 Web App for all students identified as LEP)*
- **SPED services documentation** *(Documentation only - Must be uploaded to services area of MIS2000 Web App for all students identified as SPED)*
- **Purchase Orders / Receipts** *(Must be uploaded for any migrant-funded support service received by student)*
- **Class Rosters** *(Must be kept at LEA in binder or files. Required for any Instructional Service or Tutoring paid for by migrant funds for a student. LEA should also have internal system to track instructional services provided to migrant students through other funding sources (such as Title I, Title III, 21st Century, etc).)*



DOCUMENTATION –MEP STUDENT RECORDS



This is information that is required to be kept in the Migrant Education Program Student Records in MIS2000. We understand that each LEA may have additional forms kept in their respective MEP student records as required by their own district policies and procedures. As a reminder all Migrant Education Program Student Records should adhere to FERPA confidentiality, protection of Personal Identification Information and stringent confidentiality protocols.



DOCUMENTATION-MEP STUDENT RECORDS

- Please keep any prior paper migrant student records at LEA for at least seven years.
- Electronic records must be completed for each enrollment period for every student. *(Example: 2018-2019 Regular School Year and 2019 Summer Session will each have their own data and codes)*
- All enrollments, PFS information, service codes, and documentation must be completed for an enrollment period prior to the start of the next enrollment period. *(Example: 2018-2019 Regular School Year records must be complete in MIS2000 before 2019 summer enrollments can be entered)* **LEA Data Specialists cannot enter data retroactively for prior terms**
- The required data and documents should be handled in the order given in this presentation to insure completeness of data.
- Students who hit End of Eligibility status should have a withdraw date entered on their enrollment line, and an end date entered on their service codes that match their EOE date. Continuation of services must be requested using the Continuation of Services Request form, and is only granted upon receiving signed form from the State Migrant Education Program Coordinator.



CERTIFICATE OF ELIGIBILITY

- A paper copy of the Certificate Of Eligibility is required only if the student was initially qualified prior to July 1, 2017. All COEs after July 1, 2017 are kept in MIS2000 electronically.
- The Arizona Attachment should also be kept in the folder if the student was initially qualified prior to July 1, 2017. This is included in the electronic COE for any COEs after July 1, 2017.



PRIORITY FOR SERVICES - PFS



- Every student should have their PFS checklist filled out in the needs page of the MIS2000 Web App.
- Criterion 1 & 2 are automatically calculated by the system. The data clerk must complete the check boxes for criterion 3.
- If the student qualifies as a PFS, the box at the bottom of the PFS checklist will automatically check, and the PFS indicator in the student data rows will change from a N to a Y.
- **NOTE: By law, PFS students must receive services first!!**



STATEMENT OF NEED FORM

- This form should be completed and signed by a parent if MEP paid (full or partial) for a support service due to the parent's financial hardship.
- The parent's signature can either be captured electronically via the MIS2000 Tablet App, or the Statement of Need template (found on the next page) can be signed, scanned, and uploaded to the services area of the MIS2000 Web App. *(This template is also available in the resources library in MIS2000)*

School Year: _____



STATEMENT OF NEED

Due to financial hardship I am requesting assistance from the Migrant Education Program to purchase the items/services listed below for my child.

Student Name: _____

Parent's Signature: _____ Date: _____

Date of Purchase	Item/Service Purchased



DECLARACIÓN DE NECESIDAD

Yo estoy solicitando asistencia del programa Educacional para estudiantes Migrantes para comprar los servicios/materiales escolares para mi hijo/a _____ porque no puedo económicamente en estos momentos.

Firma del padre de familia o guardián: _____ Fecha: _____

Fecha de Compra	Servicios/Materiales Escolares



AZELLA TEST

- The results page is the only page required in the student record.
- It is not necessary to upload the entire test.
- Every LEP student should have the results page in their record.



DOCUMENTATION OF SPED SERVICES

- A typed statement that states “Student has IEP on file” will suffice. *(Must be uploaded to student area of MIS2000 Web App)*
- A screenshot from the LEAs database *(e.g. Infinite Campus)* can be uploaded in lieu of the typed statement.



PROOF OF SUPPORT SERVICES DOCUMENTATION

Liberty School District

19871 W Fremont Road
Buckeye, AZ 85326
623-474-6600

PURCHASE ORDER

The following number must appear on all related
correspondence, shipping papers, and invoices:
P.O. NUMBER: 961

TO:
Target Optical
12347 Litchfield Rd
Goodyear, AZ 85338
623-555-7878

SHIP TO:
Juan Garcia
Liberty School District
19871 Fremont Rd
Buckeye, AZ 85326
623-474-6600

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
8/1/2017	Elvira Fuentes			Net 30 days

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	Pair	Eyeglasses	99.00	99.00

SUBTOTAL	99.00
SALES TAX	8.66
SHIPPING & HANDLING	
OTHER	
TOTAL	107.66

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
[Name]
[Street Address]
[City, ST ZIP Code]
Phone [phone] Fax [fax]

Authorized by

Date

- A purchase order or receipt must be uploaded to the services area of the MIS2000 Web App for students receiving a support service paid for by MEP funds.
- Be sure it references the student's name.

MIS2000 & MSIX Access

MIS2000 User accounts are set up and maintained by the State Data Specialist.

All users must have a User Application for MSIX Access on file with the State. In addition, users must read and agree to the MSIX Rules of Behavior in order to be granted access to the system.

For questions about MSIX access, use, or to reset your password, please contact the State Migrant Education Program Coordinator Laura Alvarez at (602) 542-7463 or Laura.Alvarez@azed.gov

User Application for MSIX Access

Applicant Information			
First Name:		Last Name:	
Title / Role:			
Work Address:	Street Address	City	State Zip
Email:		Work Telephone:	XXX-XXX-XXXX Ext.
MSIX Account Information			
Region (if applicable):		School District:	
MSIX Role(s):	<input type="checkbox"/> MSIX Primary User <input checked="" type="checkbox"/> MSIX Secondary User <input type="checkbox"/> State User Administrator <input type="checkbox"/> Regional User Administrator <input type="checkbox"/> State Data Administrator <input type="checkbox"/> Regional Data Administrator <input type="checkbox"/> District Data Administrator <input type="checkbox"/> State Region Administrator		
Disclaimer and Signature			
I certify that this information is accurate and complete to the best of my knowledge. I will only use MSIX in accordance with the MSIX Rules of Behavior.			
Signature:		Date:	

Local Authority Use Only

Local Authority Information			
First Name:		Last Name:	
Title:			
Email:		Work Telephone:	XXX-XXX-XXXX Ext.
Office Name:		Applicant Identity Verification Method:	<input type="checkbox"/> State Driver's License <input type="checkbox"/> State / District Id <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____
Account Effective Date (optional):		Account End Date (optional):	
Disclaimer and Signature			
I certify that I have verified the identity of the above applicant and that he or she is requesting the appropriate MSIX role.			
Signature:		Date:	

Data Systems - Rules of Conduct

- **MIS2000 & MSIX**

- Never share your password or login credentials with anyone!***

- If another user needs access to MIS2000 or MSIX, have them contact their supervisor and the State ID & R Coordinator or State Data Specialist to begin the process of granting them MIS2000 and/or MSIX access!

- Always make sure to protect private student information and data!***

- When referencing a student, please use their MSIX ID and/or their MIS2000 Student ID Only. This should be enough information for another vested party to find the student!

- **MSIX**

- It is mandatory for Recruiters to search MSIX for students/families at the time they are completing a COE. A note regarding the results of this search should be placed in the general comment section of the COE!

- User accounts are now being monitored by both the State of Arizona, and the Federal Government for routine use. Long periods of inactivity are considered a security risk, and may result in the loss of MSIX privileges.

- Users must reset their password at least every 90 days in order to maintain security compliance.

Contact Information

If you have any questions please feel free to contact the Arizona Migrant Education Program.

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