



# CDE Federal Program Monitoring 2016–17 Migrant Education (ME) On-site

## I. Involvement

### ME 01: Parent Advisory Councils

1.0 District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish Migrant Education program goals, objectives, and priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized education plans.
- (c) Advise on the selection, development, and re-assignment of migrant education program staff.
- (d) Be actively involved in the planning and negotiation of program applications and service agreements. (20 U.S.C. § 6394 (c)(3)(A), (B); California Education Code (EC) Section 54444.4(a).)

1.1 Members of the PACs were elected by parents of migrant students at a general meeting to which all parents of pupils enrolled in the migrant program were invited. (EC § 54444.2.(a)(1).)

1.2 The composition of the PAC is determined by the parents of children enrolled in the migrant program. (EC § 54444.2(a)(1).); 5 C.C.R. § 12033, 12034

1.3 At least two-thirds of the PAC consist of parents of migrant children. (EC §54444.2(a)(1).); 5 C.C.R. § 12033, 12034

1.4 The Local Educational Agency (LEA) trains PACs to carry out their responsibilities. (EC §54444.2(a)(5), 54444.4(c)(4).)

1.5 The Regional Application and District Service Agreements are presented to parents in a format and language understandable to them. (20 U.S.C. § 6394 (c)(3)(B).)

### ME 02: Consultation with Private Schools

2.0 For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

- (a) Identification of students' needs (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)
- (c) Service delivery options, including services through a contract with a third-party provider (20 U.S.C. §§ 6320 (b)(1)(C)&(G), 7881 (c)(1)(C).)
- (d) Assessment and improvement of services (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services and the proportion of funds allocated (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(1)(G), 7881 (c)(1)(G).)
- (g) Reasons for not using a contractor preferred by private school officials (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)

## 2016–17 ME Program Instrument On-site (Continued)

(h) The method and sources of data to determine the number of low-income private school students from eligible attendance areas (20 U.S.C. § 6320 (b)(1)(F).)

(i) The right to complain to the California Department of Education concerning Title I, Part A, programs (20 U.S.C. § 6320 (b)(6)(A).)

(j) Services for students eligible to participate in the migrant education program (20 U.S.C. § 7881 (b)(1)(B).)

### II. Governance and Administration

#### ME 03: Migrant Region Services

3.0 The migrant region provides:

- (a) Technical assistance to LEAs according to the service agreement
- (b) Interagency coordination that improves services to migrant students
- (c) Direct services required by the service agreement (EC § 54444.4(c).)

#### ME 04: District Services

4.0 The district provides:

- (a) Services in compliance with state and federal law
- (b) Information to parents
- (c) Support to instructional staff (EC § 54444.4(b).)

#### ME 05: Implements and Monitors LEA Plan

5.0 An LEA operating ESEA programs implements and monitors the approved LEA plan. (20 U.S.C. § 6312(b)(1)(A)-(D).)

#### ME 06: Inventory

6.0 For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number

## 2016–17 ME Program Instrument On-site (Continued)

(d) Funding source

(e) Acquisition date

(f) Cost

(g) Location

(h) Current condition

(i) Transfer, replacement, or disposition of obsolete or unusable equipment (EC § 35168; 5 CCR § 3946; 2 CFR § 200.313(d)(1).)

6.1 The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (2 CFR § 200.313(d)(2).)

### III. Funding

#### ME 07: Use of Funds

7.0 The migrant region and LEA use migrant education funds only for allowable activities and equipment. (20 U.S.C. § 6394 (c)(1)(A).)

#### ME 08: Supplement Not Supplant

8.0 For the Migrant Education program, the LEA uses categorical funds only to supplement, and not supplant, state and local funds: Title I, Part C. (20 U.S.C. § 6321(b), 6394 (c)(2).)

#### ME 09: Salaries and Wages

9.0 The LEA must properly assess administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable and identified quantity and duties of the employee. (California School Accounting Manual [CSAM]; OMB Circular A-87; 20 U.S.C. § 6825 (b); 2 CFR § 200.430.)

9.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (CSAM; OMB Circular A-87; EC § 52853 (a)(7); 2 CFR § 200.430.)

### IV. Standards, Assessment, and Accountability

#### ME 10: Evaluation, Assessment, and Effectiveness

## 2016–17 ME Program Instrument On-site (Continued)

10.0 The migrant region and LEA measure migrant student progress against the desired outcomes of the migrant education program and state academic content standards. (20 U.S.C. § 6396(a).)

10.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment. (EC § 54443.1(a).)

10.2 The LEA identifies and addresses the needs of migrant children in coordination with other categorical programs. (20 U.S.C. § 6396(a)(1)(A).)

10.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes. (20 U.S.C. § 6394(a)(1)(D).)

10.4 The LEA and migrant region use academic assessment results and other pertinent migrant student data to improve the academic achievement of students. (20 U.S.C. § 6311(b)(2)(E)(ii).)

10.5 The LEA and migrant region evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging State content and performance standards. (20 U.S.C. § 6394(c)34 CFR § 200.83(a).)

### V. Staffing and Professional Development

#### ME 11: Staffing

11.0 The migrant region and LEA provide professional development programs and support for teachers and other program staff members. (20 U.S.C. § 6394(c)(7)(B)); EC § 54444.4(b)(3), (c)(5).)

11.1 Migrant Education summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children. (EC § 54444.3(a)(4).)

### VI. Opportunity and Equal Educational Access

#### ME 12: Equal Opportunity

12.0 The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards. (20 U.S.C. § 6396(a)(1)(C).)

12.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC § 54444.4(b)(1).)

12.2 The LEA provides to Migrant Education program schools general fund services comparable to those provided to other schools. (20 U.S.C. § 6321(c).)

12.3 The migrant region and LEA provide educational continuity for migrant students through the timely transfer of educational and health records. (20 U.S.C. § 6391; 34 CFR § 200.82(c).)

## 2016–17 ME Program Instrument On-site (Continued)

### ME 13: Private Schools

13.0 For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families. (20 U.S.C. §§ 6320(a)(1), 7881(a)(1).)

(a) Educational services are provided in a timely manner. (20 U.S.C. §§ 6320(a)(3), 7881(a)(3).)

(b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. §§ 6320(a)(4), 7881(a)(4).)

(c) Educational services provided by the LEA are secular, neutral, and nonideological. (20 U.S.C. §§ 6320(a)(2), 7881(a)(2).)

(d) Teachers of Title I and Title III students in private schools participate on an equitable basis in professional development activities. (20 U.S.C. §§ 6320(a)(1), 7881(a)(1).)

### VII. Teaching and Learning

#### ME 14: Educational and Other Services

14.0 The LEA provides migrant students with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. § 6394(b)(1)(A).)

14.1 The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement. (EC § 54443.1(c).)

14.2 The migrant region and LEA give priority for service to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year. (20 U.S.C. § 6394(d).)

14.3 The migrant region and LEA coordinate migrant education services with other state and federal programs. (20 U.S.C. § 6396(a)(1)(G).)

14.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or upon enrollment. (EC § 54443.1(d).)

14.5 The migrant region and LEA maintain migrant student records for kindergarten through grade twelve students, or copies, in the student cumulative record. (20 U.S.C. § 6394(b)(3).)

#### ME 15: Identification, Recruitment, and Quality Control

15.0 The LEA has established and implemented a system of quality controls for the proper identification and recruitment of eligible migratory children. (34 § CFR 200.89(d).)

## 2016–17 ME Program Instrument On-site (Continued)

15.1 The migrant region and LEA provide comprehensive training to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP. (34 CFR § 200.89(d)(1).)

15.2 The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the identification and recruitment practices of individual recruiters. (34 CFR § 200.89(d)(2).)

15.3 The migrant region and LEA have implemented a formal process for resolving eligibility questions raised by recruiters and their supervisors and for ensuring that this information is communicated to all local operating agencies. (34 CFR § 200.89(d)(3).)

15.4 The migrant region and LEA have implemented an examination process of each Certificate of Eligibility (COE), by qualified individuals, to verify that written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. (34 CFR § 200.89(d)(4).)

15.5 The migrant region and LEA have implemented a process to validate that the eligibility determinations were properly made, including conducting prospective re-interviews. (34 CFR § 200.89(d)(5).)

15.6 The migrant region and LEA have implemented a documentation process that supports the implementation of this quality control system and of a record of actions taken to improve the system where periodic reviews and evaluations indicate the need to do so. (34 CFR § 200.89(d)(6).)

15.7 The migrant region and LEA have a process for implementing corrective actions if the State Educational Agency (SEA) finds COEs that do not sufficiently document a child's eligibility for the MEP, or in response to internal audit findings, or monitoring. (34 CFR § 200.89(d)(7).)

## 2016–17 ME Program Instrument On-site (Continued)

### 2016–17 ME Evidence Requests

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#### Annual evaluation of Identification and Recruitment staff

AnIEvIIDRcrtmntStf

**Description:** Annual evaluations of staff to ensure Identification and Recruitment competency.

**Item Instructions:** ME 15: Provide evidence for each individual responsible for conducting identification and recruitment activities.

**Related Items:** ME 15

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#### Annual re-interview and verification records

AnIRIntrvwVrfctnRcds

**Description:** Annual re-interviews, verification records and Certificate of Eligibility numbers.

**Item Instructions:** ME 15: Provide evidence that shows the annual parent re-interviews were conducted to verify continuing eligibility and accuracy of Migrant Education records. Provide COE numbers for those re-interviewed.

**Related Items:** ME 15

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#### COEstar Documents

COEstarDocs

**Description:** COEstar service report for PFS students.

**Item Instructions:** ME 14: Provide COEstar service report for PFS students.

**Related Items:** ME 14

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## 2016–17 ME Program Instrument On-site (Continued)

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### COE verification records

COEVrctnsRclds

**Description:** Certification of Eligibility verification records.

**Item Instructions:** ME 15: Provide evidence of a sample that shows annual re-verification records. Redact personal information.

**Related Items:** ME 15

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### Corrective action records

CrctvActnRcrds

**Description:** Records of activities to improve student outcomes.

**Item Instructions:** ME 15: Provide logs or spreadsheets of corrective actions taken.

**Related Items:** ME 15

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### Coordination with other State and Federal Programs

CrdntnStFdPgrms

**Description:** Records of coordination with other state and federal programs.

**Item Instructions:** ME 03: Evidence may include agendas, sign-in sheets, and minutes of inter-agency collaborative work with Title I, Title III, etc.

**Related Items:** ME 03, ME 14

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## 2016–17 ME Program Instrument On-site (Continued)

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### Regular and Summer School Daily Schedules

DlySchdls

**Description:** Detailed daily schedules for migrant students showing a comprehensive program with supplemental services provided outside of the student day for both the regular school year and summer school.

**Item Instructions:** ME 08: Provide a sample schedule for a migrant student at each grade span; (K-2) (3-5), (6-8), (9-12). Explain how the ME resources are utilized to supplement the core program. Redact personal info.

**Related Items:** ME 08, ME 12

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### District Services Agreement

DSA

**Description:** Provide only most current year agreement. Previous years' agreements may be requested by the reviewer.

**Item Instructions:** ME 03: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 04: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 07: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 08: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 10: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 12: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

ME 15: Include page references for each item as a comment at the evidence request level (i.e., ME02 See page 45).

**Related Items:** ME 03, ME 04, ME 07, ME 08, ME 10, ME 12, ME 15

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## 2016–17 ME Program Instrument On-site (Continued)

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### Direct Service Attendance Records

DSAattrcds

**Description:** Attendance records for direct services.

**Item Instructions:** ME 03: Provide a sample of attendance reports for a minimum of five direct services.

**Related Items:** ME 03

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### District Letters and Notices to Parents

DstLtrNtcPrnt

**Description:** Provide a current sample of written communications regarding Migrant student activities sent by the district.

**Item Instructions:** ME 04: These must be in English and the families' home language.

**Related Items:** ME 04

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### Duty statements

DtyStmnt

**Description:** A written description of the specific employee's responsibilities and activities, as agreed to by employer and employee.

**Item Instructions:** ME 08: Provide duty statements or other evidence demonstrating that duties are appropriate to the funding source for regular year and summer school.

ME 09: Provide duty statements or other evidence demonstrating that duties are appropriate to the funding source for regular year and summer school.

**Related Items:** FM 01, FM 03, ME 08, ME 09, BASP 12, BASP 15

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## 2016–17 ME Program Instrument On-site (Continued)

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### Equipment Inventory

EqpmtInvty

**Description:** Historical inventory of all equipment \$500 or more in unit price and/or those items under \$500 that are easily pilferable.

**Item Instructions:** ME 06: Provide documents from the current and prior year.

**Related Items:** EES 06, AE 03, AE 09, ME 06, BASP 10, BASP 15

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### Evaluation reports

EvalRpt

**Description:** Link a copy of a current evaluation of student data, student services, and program goals in the LEA plan.

**Item Instructions:** ME 05: Submit data, narrative, and analytical findings related to the effectiveness of LEA programs and services for Migrant students. The evaluation must include an analysis of the information and recommendations for program modification based on the data a

**Related Items:** ME 05, BASP 16

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### General Ledger

GnLdgr

**Description:** Detailed General Ledger for the specific resource code(s) being reviewed. The General Ledger should include the date, description, vendor name, and total amount for each expenditure line item.

**Item Instructions:** ME 07: Direct funded LEAs or LEAs with District Service Agreements provide resource codes 3060 & 3061 with date, description, vendor name, & total for each expenditure for the full fiscal year under review.

**Related Items:** CE 12, CTE 05, FM 01, FM 02, FM 03, FM 04, FM 05, FM 06, AE 03, ME 07

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## 2016–17 ME Program Instrument On-site (Continued)

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### Individualized Learning Plan

IndLngPln

**Description:** Individualized Learning Plan and individual student records of migrant services received.

**Item Instructions:** ME 14: Provide a sample of individual student records (e.g., pre/post-tests) of migrant services provided as well students' Individual Learning Plan with date completed (redact students' information).

**Related Items:** ME 14

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### Individual Needs Assessment form

IndvdlNdsAsmntFm

**Description:** A completed individual needs assessment form with student identifying information redacted.

**Item Instructions:** ME 10: Provide at least three completed forms with no personal student data.

**Related Items:** ME 10

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### Local Quality Control Plan

LclQltyCntrlPln

**Description:** For districts conducting identification and recruitment activities, upload most recent plan.

**Item Instructions:**

**Related Items:** ME 15

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## 2016–17 ME Program Instrument On-site (Continued)

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### LEA Plan

LEAP

**Description:** Current LEA Plan.

**Item Instructions:** ME 14: Indicate the page numbers for each identified item requirement that demonstrate inclusion of ME in the LEAP. The page numbers should be posted in a comment at the appropriate item level.

**Related Items:** FR 01, FR 02, ME 14

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### LEA summer school records

LEASmrSchlRcds

**Description:** Student attendance records for all ME summer programs at all sites offered by the LEA.

**Item Instructions:**

**Related Items:** ME 08

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### Lesson Plans for Supplemental Services for Migrant Students

LsnPlns

**Description:** Teacher lesson plans for supplemental instructional service for Migratory students.

**Item Instructions:** ME 08: Provide a minimum of three lesson plans for each of the following: before school, after school, and summer school programs. Highlight what part of the core curriculum is supplemented with instruction.

**Related Items:** ME 08

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## 2016–17 ME Program Instrument On-site (Continued)

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### Migrant Student Cumulative Records

MSCumRcrds

**Description:** Reviewers will request a sample of cum records for Migrant Students. Do not upload this evidence to CMT.

**Item Instructions:** ME 12: Provide hard copies only of ME student cumulative records for the site visit.  
ME 14: Provide hard copies only of ME student cumulative records for the site visit.

**Related Items:** ME 12, ME 14

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### Migrant Student Enrollment

MSEnroll

**Description:** Reviewers will request a list of enrolled ME students (by school and grade level). Do not upload this evidence to CMT.

**Item Instructions:** ME 04: Provide a hard copy list of enrolled ME students (by school and grade level) for the site visit.  
ME 14: Provide a hard copy list of enrolled ME students (by school and grade level) for the site visit.

**Related Items:** ME 04, ME 14

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### MSIN Documents

MSINdocs

**Description:** MSIN Process Data File Reports (region only), MSIN Verification (COE) Age Report.

**Item Instructions:** ME 12: Provide five most current MSIN Process Data File Reports as well as the most current MSIN Verification (COE) Age Report.

**Related Items:** ME 12

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## 2016–17 ME Program Instrument On-site (Continued)

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### Migrant Student Learning Records

MSLrnRcrds

**Description:** Reviewers will request a sample of learning records for Migrant Students. Do not upload this evidence to CMT.

**Item Instructions:** ME 14: Provide hard copies only of ME student learning records (e.g., report cards, assessments) for the site visit.

**Related Items:** ME 14

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### Master School Schedule

MSsched

**Description:** The complete list of all courses offered at the school under review for the year for the year under review.

**Item Instructions:** ME 08: Provide only for schools that are comprised of departmentalized classrooms.

ME 12: Provide only for schools that are comprised of departmentalized classrooms.

**Related Items:** ME 08, ME 12

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### Parent Advisory Committee (PAC) Bylaws

PACByls

**Description:** The list of rules the PAC uses to direct the activities of its members.

**Item Instructions:** ME 01: Provide the most current version.

**Related Items:** ME 01

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## 2016–17 ME Program Instrument On-site (Continued)

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### PAC Meeting Minutes and Sign In Records

PACmntssgnins

**Description:** Detailed meeting minutes and sign-in sheets for PAC agendas.

**Item Instructions:** ME 01: Provide PAC meeting minutes and sign-in sheets for each meeting agenda submitted.

**Related Items:** ME 01

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### PAC Meeting Agendas

PACMtgAgnda

**Description:** PAC meeting agendas addressing training requirements, Regional Application negotiation, and review of needs assessment.

**Item Instructions:** ME 01: Provide most recent agendas detailing how the PAC addressing training requirements, Regional Application negotiation, and review of needs assessment.

**Related Items:** ME 01

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### PAC Meeting Calendar

PACMtgCIndr

**Description:** The annual calendar of meetings and topics for the PAC.

**Item Instructions:** ME 01: Provide most recent.

**Related Items:** ME 01

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## 2016–17 ME Program Instrument On-site (Continued)

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### PAC Notification of General Meeting

PACnotgenmtg

**Description:** Written communication sent to parents of students who qualify for ME services inviting them to participate in the PAC General Meeting for the PAC Election.

**Item Instructions:** ME 01: Provide current year information showing elected members and identification of migrant parents.

**Related Items:** ME 01

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### PAC Officer Election Roster and Certificate of Eligibility numbers

PACOffcrElectnCOE

**Description:** Complete roster of candidates and Certificate of Eligibility numbers.

**Item Instructions:** ME 01: Provide current year information showing elected members and identification of migrant parents.

**Related Items:** ME 01

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### Personnel Activity Reports (PARs)

PAR

**Description:** Personnel Activity Reports (PARs) for the agency and selected sites with positions funded with Categorical Program funds.

**Item Instructions:** ME 07: Provide most recent year records of Personnel Activity Reports (PARs) for selected sites for positions funded all or in part through Title I Part C.

ME 09: Provide most recent year records of Personnel Activity Reports (PARs) for selected sites for positions funded all or in part through Title I Part C.

**Related Items:** CE 12, CTE 05, CTE 06, FM 01, FM 03, HE 10, NorD 12, EL 12, ME 07, ME 09

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## 2016–17 ME Program Instrument On-site (Continued)

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### List of Priority for Services (PFS) students

PFSStdLst

**Description:** Provide a current list of PFS students at school site and district levels.

**Item Instructions:** ME 14: For onsite reviews, provide a COESTAR Report.

**Related Items:** ME 14

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### Pre & Post formative assessment per the DSA

PrePostFrmtvAsmntDSA

**Description:** Provide most recent assessment reports per the DSA for a minimum of three programs.

**Item Instructions:**

**Related Items:** ME 10

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### Professional Development Activities for Identification and Recruitment (I & R) Staff

PrfDvlpmntActvID

**Description:** Professional Development Activities for I & R staff.

**Item Instructions:** ME 15: Provide evidence that the staff development plan is being implemented (sample of notices, agendas, sign-in sheets, and presentation materials) addressing identification and recruitment activities.

**Related Items:** ME 15

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## 2016–17 ME Program Instrument On-site (Continued)

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### Professional Development Plan for Private School staff

PrfDvlpmntDcmntn

**Description:** A plan that describes professional development activities for teachers and other staff working with ME students on the unique needs of Migrant students and how to best serve them at private schools.

**Item Instructions:** ME 13: Applies only when private schools receive services. District must show that they have offered professional development opportunities to private school staff.

**Related Items:** ME 13

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### Professional Development Activities for Teachers and Staff Outlined in the DSA/RA

PrfDvlpmntDSA/RA

**Description:** Professional development records for teachers and other staff working with ME students on the unique needs of migrant students and how to best serve them.

**Item Instructions:** ME 03: Provide evidence of implemented staff development (agendas, sign-in sheets, and materials, including goals, objectives and outcomes to address needs of ME students and parents) outlined in the RA/DSA.

ME 11: Provide evidence of implemented staff development (agendas, sign-in sheets, and materials, including goals, objectives and outcomes to address needs of ME students and parents) outlined in the RA/DSA.

**Related Items:** ME 03, ME 11

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### Program Needs Assessment

PrgmNdsAsmnt

**Description:** Describe the way that program needs were determined for the current year.

**Item Instructions:** ME 10: Include page reference in the District Service Agreement where the program needs assessment is described using the a comment at the item level.

**Related Items:** ME 10

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## 2016–17 ME Program Instrument On-site (Continued)

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### Private School PAC meeting agendas, minutes, and sign-in sheets

PrvSchIPACMtgAgnds

**Description:** Detailed meeting minutes, agendas and sign-in sheets for Private School PACs.

**Item Instructions:** ME 13: Applies only when private schools elect to have their own PAC.

**Related Items:** ME 13

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### Dated notice of ESEA eligibility to private schools in LEA and adjacent LEAs

PrvtSchINtcESEAElgblty

**Description:** Dated communication to private schools regarding eligibility for Title I services.

**Item Instructions:** ME 02: Provide a copy of all notices sent to each private school(s) in the LEAs attendance area that includes a description of services for students eligible for the MEP.

ME 13: Provide a copy of all notices sent to each private school(s) in the LEAs attendance area that includes a description of services for students eligible for the MEP.

**Related Items:** CE 03, ME 02, ME 13

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### Private School PAC Announcements

PrvtSchIPACAncmnts

**Description:** Written communication sent to parents of students who qualify for ME services inviting them to participate in the PAC.

**Item Instructions:** ME 13: Provide Private School PAC announcements to parents in English and the families' home language.

**Related Items:** ME 13

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## 2016–17 ME Program Instrument On-site (Continued)

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### Private School PAC Bylaws

PrvtSchIPACBylw

**Description:** Regulations that guide how the private school PAC functions.

**Item Instructions:** ME 13: Provide copy of the current Private School Provide copy of the ME Private School PAC Bylaws.

**Related Items:** ME 13

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### Private School Affirmation

PvtSchIAfmrn

**Description:** Documents which demonstrates outreach efforts for private school consultation. Must be signed and dated by the Authorized representative.

**Item Instructions:** ME 02: Evidence should indicate that Migrant Education services were offered. Include the private school response. If services are requested, upload the Memorandum of Understanding.

**Related Items:** CE 03, ME 02, BASP 02

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### Private School PAC Roster

PvtSchIPACRstr

**Description:** Complete roster of candidates and Certificate of Eligibility numbers for the current year.

**Item Instructions:** ME 13: Applies only when private schools elect to have their own PAC.

**Related Items:** ME 13

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## 2016–17 ME Program Instrument On-site (Continued)

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### Time accounting records for private schools

PvtSchlStffFndRcd

**Description:** Reports for employees that work on multiple activities or cost objectives of which at least one is Title I Part C (ME funds)

**Item Instructions:** ME 13: Provide current year records of Personnel Activity Reports (PARs) for for positions funded in part through ME funds and Periodic Certifications for employees who are paid fully with Title I Part C.

**Related Items:** ME 13

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### Payroll records

PyrlRcrds

**Description:** Record for the fiscal year under review that identifies employee name, hours worked, gross pay, net pay, deductions and payroll date.

**Item Instructions:** ME 09: Provide payroll records for the current fiscal year.

**Related Items:** FM 01, FM 03, ME 09

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### Records of supervision of recruiters

RcrtrsSprvnRcrds

**Description:** Records that detail the support and supervision of staff assigned to identification and recruitment.

**Item Instructions:** ME 15: Provide evidence of annual evaluation report of Identification and Recruitment staff.

**Related Items:** ME 15

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## 2016–17 ME Program Instrument On-site (Continued)

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### Regional Application

RegnAplctn

**Description:** The Regional Application describes the services and projected costs for those services employed by a district or region to ensure that Migrant students and parents receive necessary services.

**Item Instructions:** ME 03: Provide a copy of ME Regional Application.  
ME 08: Provide a copy of ME Regional Application.  
ME 10: Provide a copy of ME Regional Application.  
ME 12: Provide a copy of ME Regional Application.

**Related Items:** ME 03, ME 08, ME 10, ME 12

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### Staff roster who provide MEP services; regular year and summer school

SfRstMEP

**Description:** A detailed roster of all staff who provide MEP services during the regular school year and/or during summer school.

**Item Instructions:** ME 11: Provide documentation of the ME staff, their assignments and the FTE percentage of their time charged to ME funding.

**Related Items:** ME 11

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### Sample transfer records from MSIX data system

SmplMSIXData

**Description:** ME sample transfer records from MSIX data system.

**Item Instructions:**

**Related Items:** ME 12

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## 2016–17 ME Program Instrument On-site (Continued)

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### Single Plan for Student Achievement (SPSA)

SPSA

- Description:** Current-year SPSA approved by both the SSC and the local governing board. Identify school name for each SPSA. Include page references for each instrument item and fund source using the description on the document upload screen.
- Item Instructions:** ME 04: Provide the page numbers of each SPSA where the plan addresses funding, staffing or activities related to ME as a comment at the appropriate item level.
- ME 05: Provide the page numbers of each SPSA where the plan addresses funding, staffing or activities related to ME as a comment at the appropriate item level.
- ME 14: Provide the page numbers of each SPSA where the plan addresses funding, staffing or activities related to ME as a comment at the appropriate item level.
- Related Items:** CE 06, CE 07, CE 08, CE 10, CE 12, CE 16, CE 19, FM 01, FM 02, FM 03, FM 05, NorD 05, NorD 06, FR 01, FR 02, ME 04, ME 05, ME 14
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### Staff credentials; regular year and summer school

StfCrdntls

- Description:** Record of staff credentials; including Pre-K permits for regular year and summer school for all staff working with Migrant students.
- Item Instructions:**
- Related Items:** ME 11
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## 2016–17 ME Program Instrument On-site (Continued)

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### LEA Expenditure Reports for Subgrantees

SubgntLEAExpRpts

**Description:** Provide most recent fiscal year records from grantee.

**Item Instructions:** ME 08: Sub grantees must obtain expenditure reports from the grantee and provide them here.

ME 09: Sub grantees must obtain expenditure reports from the grantee and provide them here.

**Related Items:** ME 08, ME 09

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### Technical Assistance Meetings Documentation

TAMtgdocs

**Description:** Provide correspondence, emails, agenda, minutes, etc. between ME staff and district staff including objectives and outcomes.

**Item Instructions:**

**Related Items:** ME 03

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### Time accounting records

TmeAccRcds

**Description:** Reports for employees that work on a singular activity or cost objective for Title I Part C (ME funds).

**Item Instructions:** ME 09: Provide current year records of time accounting records for for positions funded solely through ME funds.

**Related Items:** ME 09

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## 2016–17 ME Program Instrument On-site (Continued)

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### Third-party service provider contracts

TrdPrtySrvPrvdrCntrcts

**Description:** Current contracts, purchase orders, and invoices including any MOUs with private schools that provide services, materials, trainings or other activities as part of the MEP and paid using ME funds.

**Item Instructions:**

**Related Items:** ME 13

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