

# Calendar of Events

I/R Forum - Kansas City, MO - October 17-19, 2007

FPD/RC Data Utilization Regional Trainings - Pasco, October 18 -- Yakima, October 19 -- Olympia, October 24 -- Burlington, October 25,

Wenatchee, November 2 (Correct Date is November 2<sup>nd</sup> not October 12<sup>th</sup>)

MSIS Academies - March 2008 Yakima, Pasco, Wenatchee, Olympia and Anacortes

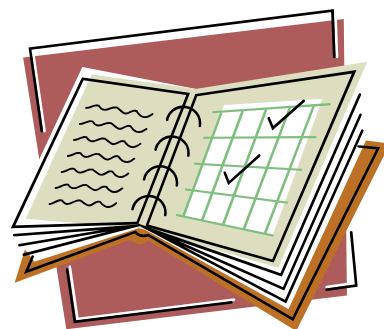
I/R Academies - March 2008 Yakima, Pasco, Wenatchee, Olympia and Anacortes

National Migrant Education Conference - Orlando, FL - April 20-23, 2008

Statewide MSDR Conference - Yakima, WA -- August 14-15, 2008

## State Advisory Committee Activities:

DATE	EVENT
September 21-22, 2007, Yakima	SAC Meeting
October, 19-20, 2007, Yakima	SAC Member's Training
January 17-19, 2008, Tacoma	SAC Meeting/LEAP Conference Tacoma, Washington
March 14-15, 2008, Yakima	SAC Member's Training
May 16-17, 2008, Wenatchee	SAC Meeting



Newsline: A periodic communication to staff working in the specific areas of I/R and MSIS. Comments or suggestions are welcomed. Please address them to the MSDR office via e-mail: [msdr@msdr.org](mailto:msdr@msdr.org) or mail comments to: 810-B East Custer Ave. Sunnyside. WA 98944

# MSDR Newsline

October 2007

## New National Initiatives

During the 2007-2008 school year, the USDE Office of Migrant Education is expected to roll-out the new National Migrant Student Information Exchange (MSIX) and the Migrant Education Resource Center (MERC).

As MSIX becomes operational, the MSDR office will exchange information with the national database on shared students. Our programming efforts will hopefully lead to a seamless transfer of data for students who migrate from other states from the MSIX database to your computer screens. We will keep you posted on our developments as we progress.

MERC is intended to provide migrant recruiters and home visitors a website with valuable resources such as a document library and related web links. Still in its infancy, the website can be accessed at <http://www.mercweb.org>.

As the MERC site becomes fine tuned we will notify home visitors of the contents of the site and resources available to them.

## New Faces and Changes at MSDR

**Steven Yager** has joined the MSDR team as a Systems Analyst/Programmer. Steve formerly worked for the SEMY office for 2 years. Welcome aboard Steve!

**Julie Hernandez** has been promoted to a Systems Analyst/Programmer.

**Amanda Hurst** has been promoted to the Technical Assistant position.

**Sara Thomas** has been hired as MSDR Secretary and will join us November 1. Her friendly voice will greet you when you call the office.

**Yolanda Moya** is now a Data Management Specialist/Trainer and no longer a Recruiter.

## Migrant Student Accident Insurance Discontinued

Due to ever-climbing premiums, the unfortunate decision to discontinue the Migrant Student Accident Insurance Program was made over the summer. Fortunately, Washington State increased the coverage and quality of health care offered to all children. At the August Statewide MSDR Conference, Rocio Loera, Region 2 DSHS Community Relations Coordinator, reviewed the eligibility criteria and types of coverage available to all children (documented and undocumented). In addition, MSDR has distributed flyers in Spanish and English explaining the different programs. These flyers are enclosed in the Newsline and can be reproduced and shared with all families. For questions relating to these programs, or to speak with Ms. Loera regarding parent presentations, she can be reached at (509) 839.7215.



## From the Desk of: Lionel G. Campos, MS DR Director

And so it begins; the start of another great school year. There will undoubtedly be some new challenges as well as some old, but I'm certain that by working together we can get through them all.

Last year we placed an emphasis on the timely completion of COEs. By using the COE Timelapse Report as a guide, we were able to really increase the timeliness of our completion rate.

This year I'm asking staff at MS DR and home visitors to focus on the annual completions of the certificates of eligibility for those families who do make annual qualifying moves.

In order for a student to be considered a Priority of Service student, the student must have had an interruption in his/her education with in the past year. Therefore, it is essential that all families be contacted on a yearly basis to ascertain whether they've made a qualifying move in the past year.

There are instances where since a student's eligibility is valid for three years, families are not being contacted until their eligibility expires. However, this mentality prevents a student from being considered for Priority of Service in his second or third year of migrant eligibility and potentially prevents the students from receiving much needed educational service. Therefore, it is necessary to make contact with the families, which does not necessarily mean making a home visit, on a yearly basis to ascertain whether a new migrant qualifying move has been made. After contacting the family and determining a new move has been made, it is important that a home visit is made in order to complete a new COE. This will ensure students are listed on the Possible Priority of Services Report.

In the area of data entry, I'm asking MS DR and records clerks to focus on the enrollments of all family members listed on COEs. Last year we ran a report from the MSIS and discovered that 2,500 students had not been

enrolled as in previous years and yet their siblings who were on the same COE had been enrolled. This prompted data management specialists to work with records clerks to enroll these students who had been overlooked. Many of the students who were overlooked were students who were not enrolled in school (dropouts or pre-school age) or who had switched buildings. To assist records clerks in the effort again this year, the Missing Sibling Report will be made available starting in November.

I'm sure there will be other issues that we will tackle this year, but I'm positive that by working together we will overcome even the most serious of challenges.

Have a great 2007-2008 school year!



# Congratulations!!!

*Jeanette Bowers—2006/2007 Federal Projects Director of the Year,  
Cashmere School District*

## New MSIS Reports Available

### Migrant Free Lunch Memos from USDA and MSIS Reports Available to Assist LEA Staff

For your reference and information, enclosed in the Newline are two memos that may be of assistance to you in providing information to your Food Services Directors in reference to migrant student eligibility for free lunch. Please note the highlighted areas in the memos.

Also available this school year on the MSIS are two new reports:

**Migrant Free Lunch Student List** – This report is a listing of students currently enrolled in the LEA who are eligible for free lunch according to the Richard B. Russell National School Lunch Act dated August 16, 2004, see USDA memo under FPD resources on the MS DR website. This serves as documentation for migrant students to substantiate free meal eligibility and has a place for a signature and date of the LEA official. **(Note: This report can be run using date parameters)**

**Migrant End of Eligibility Free Lunch Student List** – This report is a listing of all students whose eligibility ended the previous year but are entitled to be served free lunch for 30 days into the next year according to the Richard B. Russell National School Lunch Act dated August 16, 2004, see the USDA memo under FPD resources on the MS DR website. This serves as documentation for migrant students to substantiate free meal eligibility and has a place for a signature and date of the LEA official. **(Note: This report can be run using SY parameters)**

If you have any questions, please call Lee Campos or Lisa Schlenker at 800.274.6084.

## MSIS Reports Booklets Available

**MSIS Reports Booklet**—The newly developed MSIS Reports Booklets were disseminated to those staff present at the Statewide MS DR Conference. This is a quick reference guide of all of the reports available via the MSIS. If you would like a copy of the booklet, please call the MS DR office.

## MS DR Facilitator of the Week

To assist LEA staff in answering questions, our Data Management Specialist/Trainer staff serve as the Facilitator of the Week on a rotating basis. When calling into the MS DR office, please ask for the **Facilitator of the Week**, they will be able to assist you! You will be speaking to the friendly and helpful voices of Bengie Aguilar, Margaret Lopez, Yolanda Moya and Alvina Ocegueda.

## MSIS Reporting Reminders

Records Clerks—this is a reminder to report the following data in the MSIS:

### 2007-2008 School Year

- Process all **Enrollments**
- Begin to report **Quarter I Attendance Data**

### 2006-2007 School Year

- Enter "**Graduation**" Code for seniors who graduated
- Report any outstanding **Withdrawals and Attendance Data**
- Enter "**Spring**" Secondary Data

If you have any questions on the reporting of data, please contact a Data Management Specialist at 800.274.6084.

## 2007-2008 School Year COEs

As we begin the new school year, please remember to indicate **2007-2008** as the school year when completing the COEs.

# New Changes to the Migrant Health Screen

Health



Screenings / Labs Medical Alerts Exemptions Immunizations Health Contact Dental

Reporting District	Exam Date	Exam Status	
MONTANA STATE SCHOOL DISTRICT			
ICD Code	Description	Result	Col
V72.2	Dental		Migrant Funded
V82.8	Head Circumference		Non-Migrant Funded
V72.1	Hearing		Refused by Student
V72.80	Height		Refused by Parent
			Parent Reported
			Provider Reported

When entering a New Screening/Lab you now have the option to report: **“Refused by Student or Parent”** if the exam was refused or also the ability to report **“Parent Reported or Provider Reported”** if it is known that the student previously did receive a physical exam and the month and year of the exam.

## MSDR Forms and Brochures Order Form Available Online

The MSDR Website now has a feature that will allow LEA staff to order various forms and brochures online, you can access the form at the following link: <http://www.msdr.org/formsReq/index.cfm>. Here is an example of the screen to be used to request forms and/or brochures:

Please enter the quantity of forms you would like to request.

District:	<input type="text"/>
Name:	<input type="text"/>
Position:	<input type="text"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>

Form	Quantity	Download PDF
Certificate of Eligibility (COE)	<input type="text"/>	
Door Knob Messages (Bilingual)	<input type="text"/>	
IR Handbook	<input type="text"/>	
MEP Brochure (English)	<input type="text"/>	
MEP Brochure (Spanish)	<input type="text"/>	
MSDR Planner	<input type="text"/>	
MSDR Tri-Fold Brochure (English)	<input type="text"/>	
MSIS Handbook	<input type="text"/>	
Transfer Packets	<input type="text"/>	
Vinyl Holders	<input type="text"/>	



## Do you have MISSING STUDENTS from 2006-2007 to 2007-2008?

As part of the data that is reported to the Office of Migrant Education, we are in need of the following data. If you have students who were enrolled in the 2006-2007 school year and have not returned during the 2007-2008 school year, we need your assistance in reporting this data in the MSIS.

A new entry screen has been developed so that records clerks can report secondary students who were enrolled in their district the previous school year and are not enrolled in the current year. Please indicate the reason the student did not return to school this current year.

1. Moved Cannot Locate
2. Dropped Out of School
3. Transferred to another District

The MSIS has the following Mass Entry Screen available for Records Clerks to report this data. This screen is located under MASS, SECONDARY, MISSING STUDENT (yellow tab). Please report this data into the MSIS by October 15, 2007.



Mass Secondary

Designated School Graduation Graduation Rec Missing Student

Student ID	Student Name	Enroll Date	Reason
		09/09/2006	
		09/05/2006	

Back

Moved Cannot Locate  
Dropped Out of School  
Transferred to Another District

## New MSIS Passwords for 2007-2008 School Year

For security purposes, all users of the MSIS are required to sign the non-disclosure form that has been mailed and e-mailed to you and return it to MSDR by October 5<sup>th</sup>. Until we receive this signed document, current MSIS users will not have access to the MSIS. Your username will remain the same but your password will be updated upon return of the non-disclosure form. We recognize this may be an inconvenience; however, the security of our student data is of utmost importance. In addition, the MSDR office is in the process of verifying passwords with the federal projects directors on an annual basis. If you have any problems or questions with your new password, please contact Amanda Hurst at 800.274.6084.

## New Migrant Staff—MSDR Training is Available

The MSDR office provides trainings to Federal Projects Directors, Records Clerks and Home Visitors that are new to the Migrant Education Program. Training is required for Records Clerks to process data in the MSIS, please contact Alvina Ocegueda to schedule training. Home Visitors new to the Migrant Education Program are also required to receive additional training on Identification and Recruitment activities as well as completing the Certificate of Eligibility, please contact Yolanda Moya to schedule a training for your LEA. To schedule a training for a new Federal Projects Director, please contact Lee Campos or Denise Trautman at the MSDR office, 800.274.6084.

MSDR staff are available throughout the school year to conduct trainings and/or provide any technical assistance needed by the LEA staff.

## MSIS Educational Staff Training Available

Do you know what a valuable tool the MSIS is for educational staff in your district? We have developed a training geared towards **Building Coordinators, Principals, Teachers, Counselors, Registrars, Nurses and Parapros**. Staff will walk away with a clear awareness of how the MSIS can assist them as they assess and place migrant students in their district. This training will also demonstrate how to access resources to assist them in their success. If you would like to schedule an MSIS Educational Staff training in your district, contact Lisa Schlenker at the MSDR office, 800.274.6084.

## Statewide MSDR Conference—A Success in 2007!

The MSDR office hosted its 5<sup>th</sup> Annual Statewide MSDR Conference in Yakima on August 16-17, 2007. Over 240 LEA staff from throughout the state attended as well as 28 exhibitors who offered resources to conference participants.

Over 30 sessions were held for Federal Projects Directors, Records Clerks and Home Visitors. Thanks to a terrific planning committee of MSDR staff that were able to host yet another successful conference:

Rachel Carrera  
Elizabeth Ramos Hernandez  
Chris Marshall  
Denise Trautman  
Lisa Schlenker

Also, a special thanks to all the presenters who provided top-notch presentations to attendees. Valuable information was shared and some of the session materials are available on the MSDR website under "Resources" then "MSDR Statewide Conference Grid" for those of you who were unable to attend.

The MSDR Planner and MSIS Reports Booklet were also distributed to records clerk staff in attendance. If you would like to request an MSDR Planner or MSIS Reports Booklet, please contact the MSDR office at 800.274.6084.

**Mark your calendar to attend the 6<sup>th</sup> Annual Statewide MSDR Conference to be held in Yakima on August 14-15, 2008.**