

Revised 11/20/08	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-32
SUPERSEDES N/A		Sheet 1 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM- LOCAL EDUCATION AGENCY MONITORING GUIDELINES		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-32

I. PURPOSE

To establish guidelines to be used by the Arizona Department of Education Migrant Education Program in the program monitoring of Local Education Agencies.

II. BACKGROUND INFORMATION

Monitoring for the Migrant Education Program is done in conjunction with the Title I monitoring. The Arizona Department of Education developed this six- year process to provide guidance to Local Education Agencies in the development and implementation of educational programs, the ability to access the integrity and quality of their programs, and to identify areas in which technical assistance may be needed. The monitoring process is divided into a six year cycle with different components of the Migrant Education Program reviewed each year. The cycles are divided as follows:

- Cycle One: Migrant Education Program Needs Assessment
- Cycle Two: Migrant Education Program Services for Preschool Children and Out of School Youth
- Cycle Three: Migrant Education Program Parental Involvement and Identification and Recruitment
- Cycle Four: Migrant Education Program On-Site Monitoring
- Cycle Five: Migrant Education Program Coordination with Other Federal Programs
- Cycle Six: Migrant Education Program Services to Eligible Children Attending Private Schools

III. PROCEDURE

Process:

Cycles one, two, three, five, and six are submitted as part of a desk top monitoring process. Cycle four requires an on-site monitoring.

Desk Top Monitoring:

- LEAs submit documents via a web based file cabinet.
- ADE Specialists review submitted documents for lines of evidence that the LEA has met the specified indicators of the State requirements and Federal regulations.
- Specific documents are assigned a rating of Incompliance, Partial Compliance, Out of Compliance, or Not Applicable based on the State requirements and Federal regulations.
- Any areas rated Partial Compliance or Out of Compliance are assigned Compliance Activities. A timeline for corrective action for Partial and Out of Compliance area is developed by the MEP Specialist and the LEA. The MEP Specialist provides technical assistance to the LEA during the corrective action process.

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On Site Monitoring:

- LEAs submit documents via a web based file cabinet.
- ADE Specialists review submitted documents for lines of evidence that the LEA has met the specified indicators of the State requirements and Federal regulations.
- Specific documents are assigned a rating of Incompliance, Partial Compliance, Out of Compliance, or Not Applicable based on the State requirements and Federal regulations.
- Any areas rated Partial Compliance or Out of Compliance are assigned Compliance Activities. A timeline for corrective action for Partial and Out of Compliance area is developed by the MEP Specialist and the LEA. The MEP Specialist provides technical assistance to the LEA during the corrective action process.
- ADE Specialists monitor the LEA to review the various working components of the program. Each component is rated as In Compliance, Partial Compliance, Out of Compliance, or Not Applicable.
- Any areas rated Partial Compliance or Out of Compliance are assigned Compliance Activities. A timeline for corrective action for Partial and Out of Compliance area is developed by the MEP Specialist and the LEA. The MEP Specialist provides technical assistance to the LEA during the corrective action process.

Corrective Action:

- Corrective action will be assigned with input from both the LEA and the ADE Specialist.
- Corrective action will be done in a timely manner according to a formal timeline.
- The LEA will submit, in writing, updates to their corrective action plans every 30 days until the completion of the action.