

New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION  <b>POLICY &amp; PROCEDURE</b>	NO. EX-39
SUPERSEDES: N/A		Sheet 1 of 2
<b>SUBJECT:</b> MIGRANT EDUCATION PROGRAM RECORDS TRANSFER GUIDANCE		<b>FILING INSTRUCTIONS</b> (Policies & Procedures Manual) Section: External As item: EX-39

## I. PURPOSE

To provide uniformity, consistency and accuracy in the transferring of Migrant Education Program (MEP) student records in a timely manner in conjunction with FERPA.

## II. BACKGROUND INFORMATION:

The State of Arizona Migrant Education Program (MEP) contracts with local education agencies (LEAs) to operate Migrant Programs. Most requests for student records are received directly by the Local Education agencies. The MEP will support individual LEAs record transfer policies which are in compliance with NCLB Section 1304 (b) (3)

## III. GUIDELINES:

### **Electronic Records Transfer:**

- The Arizona Migrant Education Program uses COEstar as its record keeping system. The Data Centers synchronize with the LEAs a minimum of once every two weeks. Once the Data Center has synchronized with the LEAs, the two Data Centers synchronize with each other.
- When a child moves into an area, the Data Clerk searches their local system to see if the child exists within the system. If the child is already in the system, the Data Clerk can download the information immediately into their own system. In addition, the Data Clerk will contact the MEP Clerk at the last site where the child was served to verify if it is the same child and exchange information as appropriate.
- When the MSIX system is available, that system will be utilized to its fullest extent feasible for these tasks.

### **Manual Records Transfers (out-bound) (in-bound)**

- The Arizona Department of Education Migrant Education Program receives very few requests from other states for MEP records. LEA's receiving Migrant students request student information directly from the sending LEA. The ADE MEP does everything possible to assist LEAs in the transfer of documents. If a request for records is made to the ADE MEP, it is immediately referred to our Data Center that will provide support in contacting the appropriate LEA. The Data Center will put the requestor in touch with the LEA that has the records for the child. Records will be transferred by whichever means is feasible for both parties (fax/ email/ postal service).
- If a student transfers to Mexico, efforts are made to encourage the families and LEAs to participate in the BiNational Transfer Document Program. The ADE MEP will make every effort

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to assist a family or LEA in the process of receiving this document.