

New: 01/23/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-46
SUPERSEDES: N/A		Sheet 1 of 20
SUBJECT: Migrant Education Program- Reviewing, Validating, and Verifying Data as it Applies to the Consolidated State Performance Report		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-46

I. PURPOSE

To elaborate on specific roles and responsibilities in the reviewing, validating, and verifying of all Migrant Education Program data, including Certificate of Eligibility (COE) data and non COE data, as it specifically relates to the Consolidated State Performance Report (CSPR).

II. BACKGROUND INFORMATION

This process is in regards to the Arizona Department of Education (ADE) Migrant Education Program (MEP) guidelines on the review, validation, and verification as it applies to the data collected for the Consolidated State Performance Report (CSPR). The general process of how data collected for the CSPR is reviewed, validated, and verified is explained in detail in two of the ADE MEP's Guidelines for the program: Reviewing, Validating, and Verifying Certificate of Eligibility Data and Reviewing, Validating, and Verifying non Certificate of Eligibility Data. This document only references specific items as they directly apply to each piece of the CSPR. This document is to be used in conjunction with two of the ADE MEP's Guidelines for the program: Reviewing, Validating, and Verifying Certificate of Eligibility Data and Reviewing, Validating, and Verifying non Certificate of Eligibility Data.

III. PROCEDURE

Timeliness: Local Education Agencies (LEAs), Statewide Services, and the Arizona Department of Education (ADE) Migrant Education Program (MEP) are all responsible for completing various tasks relating to the review, validation, and verification of MEP data, COE and non COE data, on a continuous basis.

2.3.1.1 All Students-Unduplicated Count

Local Education Agencies (LEAs)

- Local Education Agencies (LEAs) are responsible for the review and verification of all names included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis.
- Statewide Services works with the LEAs to correct any discrepancies identified within the report. Statewide Services keeps a log of all changes that are made.

Arizona Department of Education (ADE) Migrant Education Program (MEP)

- The Arizona Department of Education (ADE) Migrant Education Program (MEP) has created and implemented guidelines relating directly to the validation of the unduplicated count.
- The ADE MEP monitors the frequency of the reports that are provided to the LEAs for review.

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2.3.1.2 Priority for Services

LEAs

- The ADE MEP monitors the Statewide Services logs to review changes that are being made to the data collection system via Statewide Services as well as for any patterns that may occur.
- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA determines Priority for Service. This narrative must include multiple academic indicators and an interrupted move within the school year (keeping in line with the State's Service Delivery Plan).
- LEAs are responsible for completing the Priority for Services (PFS) Worksheet on every student found eligible for the MEP. This worksheet, along with supporting documentation is to remain in the student's MEP file.
- LEAs are responsible for checking the "PFS" box within COEstar for those students that have been found to be Priority for Service.
- LEAs are responsible for creating a rank ordered list of students to be served based on priority for service.

Statewide Services

- Statewide Services reviews Priority for Services during the data verification visit. Statewide Services will use the file review worksheet to review files and verify that the student has been correctly identified based on the documentation in the student file.
- Statewide Services Identification and Recruitment (ID&R) staff provides continuous training regarding Priority for Services through various meetings and trainings.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of determination for priority for services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of the LEAs rank ordered list during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP completes a secondary data verification regarding Priority for Services during onsite monitoring. The ADE MEP reviews student files for PFS worksheets and supporting documentation regarding how the student was found to be Priority for Service.
- The ADE MEP reviews all Statewide Services policies regarding data verification during the onsite monitoring.
- The ADE MEP monitors documentation on all Statewide Services contracted services, including training and meetings, through the onsite monitoring process.

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2.3.1.3 Limited English Proficient

- LEAs
- LEAs are responsible for entering a code into COEstar for all MEP students identified as limited English proficient. Students in the state of Arizona are identified as limited English proficient based on their score on the AZELLA test. LEAs can only enter an LEP code once there is an AZELLA score indicating that the student is in fact LEP.
 - LEAs are responsible for ensuring that AZELLA scores are kept in MEP student files as backup documentation for students who are coded as LEP.

- Statewide Services
- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
 - Statewide Services reviews Limited English Proficient during the data verification visit. Statewide Services will review that a copy of test scores are in all files reviewed and verify that the student has been correctly identified based on the documentation in the file.

- ADE MEP
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
 - The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
 - The ADE MEP completes a secondary data verification regarding limited English proficient during onsite monitoring. The ADE MEP reviews student files for supporting documentation.
 - The ADE MEP reviews all Statewide services policies regarding data verification during the onsite monitoring.

2.3.1.4 MEP Students Receiving SPED Services

- LEAs
- LEAs are responsible for entering a code into COEstar for all MEP students identified as needing Special Education services. LEAs can only enter a Special Education code once there is a copy of documents in the student file indicating that the student is in fact eligible for Special Education services.
 - LEAs are responsible for ensuring that any eligibility documentation is in student files as backup documentation for students who are coded as Special Education.

- Statewide Services
- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
 - Statewide Services reviews Special Education during the data verification visit. Statewide Services will review that a copy of eligibility documents are in all files reviewed and verify that the student has

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been correctly identified based on the documentation in the file.

- ADE MEP
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
 - The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
 - The ADE MEP completes a secondary data verification regarding Special Education eligibility during onsite monitoring. The ADE MEP reviews student files for supporting documentation.
 - The ADE MEP reviews all Statewide Services policies regarding data verification during the onsite monitoring.

2.3.1.5 Mobility- Last Qualifying Move

- LEAs
- The LEA is responsible for keeping the most up to date original copy of the students COE in the MEP student file and a digital copy in COEstar. The COE contains the student's last qualifying move.

- Statewide Services
- Statewide Services reviews the actual COE during the data verification to ensure that the last qualifying move is in fact in the eligible range.
 - Within COEstar, during the extraction of the data, the last qualifying move is tested for being within the eligible range. Only those COEs that are within the eligible range are counted.
 - The Statewide Services ID&R staff provides continuous training regarding student eligibility through various meetings and trainings.

- ADE MEP
- The ADE MEP completes a secondary data verification regarding last qualifying move during the onsite monitoring.
 - The ADE MEP is responsible for validation of all Statewide Services data verifications.
 - The ADE MEP monitors documentation on all Statewide Services ID&R training and meetings through the onsite monitoring process.

2.3.1.6 Mobility- Qualifying Move during the School Year

- LEAs
- The LEA is responsible for keeping the most up to date original copy of the students COE in the MEP student file and a digital copy in COEstar. The COE contains the student's last qualifying move.

- Statewide Services
- Statewide Services reviews the actual COE during the data verification to ensure that the last qualifying move is in fact in the eligible range.

- ADE MEP
- Within COEstar, during the extraction of the data, the last qualifying move is tested for being within the eligible range. Only those COEs that are within the eligible range are counted.
 - The Statewide Services ID&R staff provides continuous training regarding student eligibility through various meetings and trainings.
 - The ADE MEP completes a secondary data verification regarding last qualifying move during the onsite monitoring.

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- The ADE MEP is responsible for follow up on all Statewide Services data verifications.
- The ADE MEP monitors documentation on all Statewide Services ID&R training and meetings through the onsite monitoring process.

2.3.2.1 MEP Student Dropout Rates

- LEAs
- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA tracks and serves students who are classified as dropouts. This narrative must be in line with the State's Service Delivery Plan.
 - LEAs are responsible for maintaining accurate records for all MEP students.
 - LEAs are responsible for creating, implementing, and updating as needed, the policies regarding tracking students who are classified as dropouts.
 - LEAs are responsible for serving students who are classified as dropouts and maintaining accurate records of services provided.

- Statewide Services
- Statewide Services reviews documentation regarding dropouts during the data verification visit. Statewide Services will review files and verify that the student has been correctly identified based on the documentation in the file.

- ADE MEP
- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of tracking and serving students classified as dropouts. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
 - The ADE MEP completes a secondary data verification regarding the tracking and serving of students classified as dropouts during the onsite monitoring.
 - The ADE MEP reviews all Statewide services policies regarding data verification during the onsite monitoring.

2.3.2.2 MEP Students who obtain a GED

- LEAs
- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA tracks students who may obtain a GED. This narrative must be in line with the State's Service Delivery Plan.
 - LEAs are responsible for maintaining accurate records for all MEP students. This includes annual contact with all students who are eligible to obtain a GED to find out if they have received a GED.
 - LEAs are responsible for creating, implementing, and updating as needed, the policies regarding tracking students who are classified as out of school youth.
 - LEAs are responsible for ensuring that students who have in fact

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obtained a GED are no longer served once they have received a GED. This includes updating COEstar.

- Statewide Services
- Statewide Services reviews documentation regarding students who are eligible to obtain a GED during the data verification visit. Statewide Services will review files and verify that the students have been contacted and updated appropriately based on the documentation in the file.

- ADE MEP
- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of tracking and serving students eligible to obtain a GED. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
 - The ADE MEP completes a secondary data verification regarding the tracking and serving of students eligible to obtain a GED during the onsite monitoring.
 - The ADE MEP reviews all Statewide services policies regarding data verification during the onsite monitoring.

2.3.2.3.1 Language Arts Test Participation

- LEAs
- LEAs are responsible for ensuring that MEP students are correctly coding the State Student Identification system. This ensures that data is disaggregated correctly.
 - LEAs are responsible for ensuring that AIMS scores are kept in MEP student files as backup documentation.

- Statewide Services
- Statewide Services will review that student test scores are in each student file, where applicable.

- ADE MEP
- The ADE is responsible for the review and validation of all Statewide Services data verifications.
 - The ADE MEP is responsible for the verification of disaggregated data as it relates to the MEP subpopulation.
 - The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
 - The ADE MEP reviews LEA procedures for testing highly mobile migrant students.
 - The ADE MEP completes a secondary data verification regarding during onsite monitoring. The ADE MEP reviews student files for supporting documentation.
 - The ADE MEP reviews all Statewide Services policies regarding data verification during the onsite monitoring.

2.3.2.3.2 Math Test Participation

- LEAs
- LEAs are responsible for ensuring that MEP students are correctly

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coding the State Student Identification system. This ensures that data is disaggregated correctly.

- LEAs are responsible for ensuring that AIMS scores are kept in MEP student files as backup documentation.

Statewide Services

- Statewide Services will review that student test scores are in each student file, where applicable.

ADE MEP

- The ADE is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the verification of disaggregated data as it relates to the MEP subpopulation.
- The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
- The ADE MEP reviews LEA procedures for testing highly mobile migrant students.
- The ADE MEP completes a secondary data verification regarding during onsite monitoring. The ADE MEP reviews student files for supporting documentation.
- The ADE MEP reviews all Statewide Services policies regarding data verification during the onsite monitoring.

**2.3.3.1.1 MEP Participation-
Regular School Year**

LEAs

- Local Education Agencies (LEAs) are responsible for the review and verification of all names included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis.
- Statewide Services works with the LEAs to correct any discrepancies identified within the report. Statewide Services keeps a log of all changes that are made.

ADE MEP

- The Arizona Department of Education (ADE) Migrant Education Program (MEP) has created and implemented procedures relating directly to the validation of the unduplicated count.
- The ADE MEP monitors the frequency of the reports that are provided to the LEAs for review.
- The ADE MEP monitors the Statewide Services logs to review changes that are being made to the data collection system via Statewide Services as well as for any patterns that may occur.

**2.3.3.1.2 MEP Participation-
Priority for Services**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA determines Priority for Services. This narrative must include multiple academic indicators and

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an interrupted move within the school year (keeping in line with the State's Service Delivery Plan).

- LEAs are responsible for completing the Priority for Services Worksheet on every student found eligible for the MEP. This worksheet, along with supporting documentation is to remain in the student's MEP file.
- LEAs are responsible for checking the "PFS" box within COEstar for those students that have been found to be Priority for Service.
- LEAs are responsible for creating a rank ordered list of students to be served based on priority for service.

Statewide Services

- Statewide Services reviews Priority for Services during the data verification visit. Statewide Services will use the file review worksheet to review files and verify that the student has been correctly identified based on the documentation in the student file.
- Statewide Services Identification and Recruitment (ID&R) staff provides continuous training regarding Priority for Services through various meetings and trainings.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of determination for priority for services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of the LEAs rank ordered list during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding data verification during the onsite monitoring.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP completes a secondary data verification regarding Priority for Services during onsite monitoring. The ADE MEP reviews student files for PFS worksheets and supporting documentation regarding how the student was found to be Priority for Services.
- The ADE MEP reviews all Statewide Services policies regarding data verification during the onsite monitoring.
- The ADE MEP monitors documentation on all Statewide Services ID&R training and meetings through the onsite monitoring process.

**2.3.3.1.3 MEP Participation-
Continuation of Services**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA conducts continuation of services in accordance with the State's Service Delivery Plan.
- LEAs are responsible for contacting each MEP family at the beginning of the school year. LEAs are responsible for updating any new information including, but not limited to, a new move.

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- LEAs are responsible for having a system in place that accurately tracks students who are receiving continuation of services.

Statewide Services

- Statewide Services is responsible for the review of students who are receiving continuation of services and the process the LEA uses to track these students and services.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of continuation of services. This determination is based on whether or not the LEA is in compliance with federal regulations and the State's Service Delivery Plan.
- The ADE MEP reviews all policies regarding continuation of services during the onsite monitoring.

**2.3.3.1.4.1 MEP Participation-
Instructional Services**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides migrant funded instructional services.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded instructional services is maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded instructional service.
- LEAs are responsible for the review and verification of all names and codes (including the MEP funded instructional service code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.
- LEA MEP Coordinator is responsible for keeping accurate financial records on MEP funded instructional services.
- LEAs are responsible for submitting to the ADE MEP a completion report no later than 60 days after the completion of program.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis.
- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
- Statewide Services reviews Instructional Services information during their onsite data verification review.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications.

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This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP funded instructional services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.

- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding MEP funded services, during the onsite monitoring.
- The ADE MEP is responsible for the review of all MEP financial documents during the onsite monitoring.
- The ADE MEP is responsible for the reviewing approved completion reports.
- The ADE MEP is responsible for the review and follow up on all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.2 MEP Participation-
Reading Instruction**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides migrant funded reading instruction.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded reading instruction maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded reading instruction.
- LEAs are responsible for the review and verification of all names and codes (including the MEP funded reading instruction code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.
- LEA MEP Coordinator is responsible for keeping accurate financial records on MEP funded reading instruction.
- LEAs are responsible for submitting to the ADE MEP a completion report no later than 60 days after the completion of program.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis.
- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.

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- Statewide Services reviews Reading Instruction information during their onsite data verification review.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP funded reading instruction. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding MEP funded services, during the onsite monitoring.
- The ADE MEP is responsible for the review of all MEP financial documents during the onsite monitoring.
- The ADE MEP is responsible for the reviewing approved completion reports.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.2 MEP Participation-
Math Instruction**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides migrant funded math instruction.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded math instruction maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded math instruction.
- LEAs are responsible for the review and verification of all names and codes (including the MEP funded math instruction code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.
- LEA MEP Coordinator is responsible for keeping accurate financial records on MEP funded reading instruction.
- LEAs are responsible for submitting to the ADE MEP a completion report no later than 60 days after the completion of program.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis.

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- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
- Statewide Services reviews Math Instruction information during their onsite data verification review.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP funded math instruction. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding MEP funded services, during the onsite monitoring.
- The ADE MEP is responsible for the review of all MEP financial documents during the onsite monitoring.
- The ADE MEP is responsible for the reviewing approved completion reports.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.2 MEP Participation-
High School Credit Accrual**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides high school credit accrual.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded high school credit accrual are maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded high school credit accrual.
- LEAs are responsible for the review and verification of all names and codes (including the MEP funded high school credit accrual) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed

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by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.

- Statewide Services reviews MEP funded high school credit accrual information during their onsite data verification review.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP high school credit accrual. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding MEP funded high school credit accrual, during the onsite monitoring.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.3- MEP
Participation- Support
Services**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides support services.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded support services maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded support services.
- LEAs are responsible for the review and verification of all names and codes (including the MEP support services code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
- Statewide Services reviews support service information during their onsite data verification review.

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- ADE MEP
- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP support services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
 - The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
 - The ADE MEP reviews all LEA policies regarding MEP support services, during the onsite monitoring.
 - The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
 - The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.3- MEP
Participation- Counseling
Services**

- LEAs
- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides non-instructional services, including but not limited to counseling.
 - LEAs are responsible for maintaining accurate records for all MEP students.
 - LEAs are responsible for ensuring that all backup documentation for students receiving MEP funded counseling services maintained in the student MEP file.
 - LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP funded counseling service.
 - LEAs are responsible for the review and verification of all names and codes (including the MEP funded counseling service code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

- Statewide Services
- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
 - Statewide Services reviews support service information during their onsite data verification review.

- ADE MEP
- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP support services. This

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determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.

- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.
- The ADE MEP reviews all LEA policies regarding MEP funded non-instructional services, including counseling, during the onsite monitoring.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.1.4.4 MEP Participation-
Referred Services**

LEAs

- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA provides non-instructional services, including but not limited to referred services.
- LEAs are responsible for maintaining accurate records for all MEP students.
- LEAs are responsible for ensuring that all backup documentation for students receiving MEP referred services maintained in the student MEP file.
- LEAs are responsible for entering a code into COEstar for all MEP students identified as receiving an MEP referred services.
- LEAs are responsible for the review and verification of all names and codes (including the MEP counseling service code) included on the verification lists sent to LEAs on a monthly basis. Any discrepancies that are found are reported to Statewide Services and corrections are made.

Statewide Services

- Statewide Services is responsible for producing reports to be reviewed by LEAs on a monthly basis. In addition to names of students found to be eligible, these reports include all supplemental codes entered at the LEA level.
- Statewide Services reviews support service information during their onsite data verification review.

ADE MEP

- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approves the LEAs description of MEP support services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
- The ADE MEP is responsible for a review of MEP eligible student folders during, including backup documentation, during the onsite monitoring.

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- The ADE MEP reviews all LEA policies regarding MEP non-instructional services, including referred services, during the onsite monitoring.
- The ADE MEP is responsible for the review and validation of all Statewide Services data verifications.
- The ADE MEP is responsible for the monitoring of Statewide Services, which includes, monitoring the frequency of the reports sent to LEAs reviewing the log where changes are made.

**2.3.3.2.1 MEP Participation-
Summer/ Intersession Term**

LEAs

- The process is the same as for the regular school year (reference 2.3.3.1.1); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services

- The process is the same as for the regular school year (reference 2.3.3.1.1).

ADE MEP

- The process is the same as for the regular school year (reference 2.3.3.1.1).

**2.3.3.2.2 MEP Participation-
Priority for Services Summer
Session**

LEAs

- The process is the same as for the regular school year (reference 2.3.3.1.2); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services

- The process is the same as for the regular school year (reference 2.3.3.1.2).

ADE MEP

- The process is the same as for the regular school year (reference 2.3.3.1.2).

**2.3.3.2.3 MEP Participation-
Continuation of Services
Summer School**

LEAs

- The process is the same as for the regular school year (reference 2.3.3.2.3); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services

- The process is the same as for the regular school year (reference 2.3.3.2.3).

ADE MEP

- The process is the same as for the regular school year (reference 2.3.3.2.3).

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**2.3.3.2.4.1 MEP Participation-
Instructional Services
Summer School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.1); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.1).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.1).

**2.3.3.2.4.2 MEP Participation-
Reading Instruction Summer
School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.2); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

**2.3.3.2.4.2 MEP Participation-
Math Instruction**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.2); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

**2.3.3.2.4.2 MEP Participation-
High School Credit Accrual
Summer School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.2); however, will only apply to those districts who receive MEP summer school funds.

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Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.2).

**2.3.3.2.4.3 MEP Participation-
Support Services Summer
School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.4); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.4).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.4).

**2.3.3.2.4.3 MEP Participation-
Counseling Services
Summer School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.3); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.3).

ADE MEP • The process is the same as for the regular school year (reference 2.3.3.1.4.3).

**2.3.3.2.4.4 MEP Participation-
Referred Services Summer
School**

LEAs • The process is the same as for the regular school year (reference 2.3.3.1.4.4); however, will only apply to those districts who receive MEP summer school funds.

Statewide Services • The process is the same as for the regular school year (reference 2.3.3.1.4.4).

ADE MEP • The process is the same as for the regular school year (reference

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2.3.3.1.4.4).

**2.3.3.3 MEP Participation- All
Program Year Unduplicated**

- LEAs • The process is the same as outlined in 2.3.1.1.
- Statewide Services • The process is the same as outlined in 2.3.1.1.
- ADE MEP • The process is the same as outlined in 2.3.1.1

**2.3.4.1 Number of Schools
Enrolling MEP Students and
Number of MEP Students**

- LEAs • The process is the same as outlined in 2.3.1.1.
- Statewide Services • The process is the same as outlined in 2.3.1.1.
- ADE MEP • The process is the same as outlined in 2.3.1.1.

**2.3.4.2 Number of Schools
Enrolling MEP Students
Combining Funds**

- ADE MEP • The ADE MEP does not allow for the combining of funds in a school wide program as defined in the guidelines for application approval.

**2.3.5.1 Number of Projects
and Students Enrolled by
Project Type**

- LEAs • The process is the same as outlined in 2.3.1.1.
- Statewide Services • The process is the same as outlined in 2.3.1.1.
- ADE MEP • The process is the same as outlined in 2.3.1.1.

2.3.6.1.1 Director FTE

- ADE MEP • The ADE MEP State Director completes a time sheet bi-weekly that is an attestation of the time and effort worked directly relating to the MEP.

**2.3.6.1.2 Migrant Project Staff
FTE's**

- LEAs • LEAs staff programs according to project need in conjunction with the guidelines created by the ADE MEP on staffing.
• LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA staffs their MEP.
• LEAs are required to have employees keep detailed time and effort logs to be reviewed by the ADE MEP.
- ADE MEP • The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not

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approvable unless the ADE MEP Specialists and State Director approve the LEAs description of determination for priority for services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.

- The ADE MEP is responsible for the review of LEA time and effort logs during the monitoring process.

**2.3.6.1.3 MEP Funded HQ
Paras**

- LEAs
- LEAs are responsible for completing a narrative within the grant application regarding how their respective LEA staffs their MEP.
 - LEAs are required to have employees keep detailed time and effort logs to be reviewed by the ADE MEP.
 - LEAs are responsible for documenting that all Paraprofessionals are Highly Qualified.

- ADE MEP
- The ADE MEP is responsible for the review of all grant applications. This includes a review of the narratives. The grant application is not approvable unless the ADE MEP Specialists and State Director approve the LEAs description of determination for priority for services. This determination is based on whether or not the LEA is in compliance with the State's Service Delivery Plan.
 - The ADE MEP is responsible for the review of LEA time and effort logs during the monitoring process.
 - The ADE MEP is responsible for reviewing documentation that all Paraprofessionals are Highly Qualified.