**Migrant Priority for Service (PFS) District Responsibilities**

1. **August - September**

Migrant administrator must complete, sign and submit District PFS Action Plan to the ESC Director of Migrant Education for review, technical assistance and signature.

1. **Monthly**

Beginning September, run PFS District Report and submit as an e-text file to assigned ESC MEP Specialist by the end of each month. One district designee will forward the report. It is recommended that the PFS Report be run on the same day of each month and that all district personnel work from the same report.

1. **Quarterly**
2. Complete Progress Reviews for all PFS students (K-12 & OSY) once per quarter for a total of 3 progress reviews for the school year.
3. If students do not appear on the PFS Report, then district will not be required to complete the Progress Review. Therefore, each student will not have a total of 3 progress reviews.
4. The Current Grades section on the progress review may consist of 1 or more of the following: Most current six weeks grades, progress reports grades, computer lab grades (credit recovery). It is the district’s responsibility to designate what current grades documentation will be used per progress review to facilitate district consistency across the grade levels.
5. Districts must select a method of conducting Progress Reviews— Manual or Electronic.
6. Districts must submit their preferred method for conducting Progress Reviews to their assigned ESC Migrant Specialist.
7. Progress Reviews must be completed and submitted by the following timelines, whether manual or electronic.

**Quarter 1**= September, October and November.

PFS Individual Student Plan due to ESC by October 18, 2019.

Progress Review due to ESC by November 22, 2019.

**Quarter 2**= December, January and February.

Progress Review due by February 21, 2020.

**Quarter 3**= March, April and May

Progress Review due by May 22, 2020.

**Planning Calendar Sample:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quarter** | **Current Grade Documentation** |  | **Completed By:** | **Due to ESC** |
| 1 | PFS Individual Student Plan Progress Review 1: 6 weeks grades |  | October 4November 15 | October 18November 22 |
| 2 | Progress Review 2: 6 weeks grades |  | February 14 | February 21 |
| 3 | Progress Review 3: 6 weeks grades |  | May 1 | May 22 |

***Note:*** *This is only a sample of what districts may decide to implement. District considerations may include type of schedule (traditional, block, accelerated block) and grading periods.*

**ESC District Assignments**

For assistance, contact your assigned ESC MEP Specialist.

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| **ESC MEP Specialist** | **Districts** |
| Tana Armitage, 956-984-6248 tarmitage@esc1.net  | Mercedes, Monte Alto, Rio Grande City, Rio Hondo, San Benito, San Perlita |
| Diana Moros, 956-984-6186dmmoros@esc1.net  | Edinburg, Harlingen, La Villa, Santa Maria, Valley View, Webb |
| Manuel P. Salinas, 956-984-6251mansalinas@esc1.net  | Donna, Laredo, Lasara, McAllen, Mission, Raymondville, Point Isabel |
| Julissa Sandoval, 956-984-6255jsandoval@esc1.net  | Hidalgo, La Joya, Progresso, South Texas, Weslaco, Zapata |
| Maria Elena Cortez, 956-984-6252mecortez@esc1.net  | Brownsville, Lyford, PSJA, Sharyland, United, Jim Hogg |
| Denise Anaya, 956-984-6187danaya@esc1.net | Edcouch-Elsa, Edinburg, La Feria, Roma, Santa Rosa, San Isidro |