

2019-2020 NGS and MSIX Training

Texas Data Management Requirements Manual

DIVISION OF INSTRUCTIONAL SUPPORT | OFFICE OF SCHOOL IMPROVEMENT,
ACCOUNTABILITY AND COMPLIANCE | MIGRANT EDUCATION PROGRAM



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Agenda

- Welcome & Introductions
- Role of ESC & ESC NGS Data Specialists
- NGS & MSIX Manual
- NGS and MSIX Data Requirements



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Purpose

To provide guidance and training to migrant supervisors, designated Full Access NGS Data Clerks and Reviewers on the NGS and MSIX Texas Data Management Requirements for School Year 2019-2020.



Role of ESC MEP

- Region One ESC will provide training on NGS for Region One districts.
- The Region One Education Service Center Migrant Help Desk is available to LEA staff to answer questions regarding the inputting of NGS data and the NGS Data Entry Requirements. (via Phone, on-Site or e-mail)
- Region One Helpdesk is available Monday thru Friday 8:00 AM – 4:30 PM at (956) 984-6107.



NGS/MSIX Manual Overview

- TEA MEP, p. iv
- State NGS/MSIX Review Team, p. iv
- Table of Contents, p. v
- Required School District Activities Chart. 3-6
- Required Data Entry Activities pp. 7-87
- NGS Responsibilities and Documentation, pp. 88-92
- NGS Quality Control Checklist, 93-99
- Resources, pp. 101-122



Icons Used in the Manual



Compliance Standard



Required MSIX Activities



Items reported on the Consolidated State Performance Report (CSPR)



Documents Retention, p. 91

- It is recommended that all data entry documentation related to the COE, including residency verification, be kept on file with the fiscal agent for two years (current and previous)
- All other documentation (forms, reports, etc.) used for encoding data on NGS must be kept on file until the end of the current school year.
- LEAs **should also follow** their local records retention policy when determining the retention and disposition of NGS records.
- All discarded documentation should always be shredded because of confidentiality.



State NGS/MSIX Helpdesk, p. iv

- LEAs must exhaust all Region I resources (via phone and email) prior to contacting the NGS State Help Desk in Austin.
- State Helpdesk will redirect concerns back to Region I.
- Directors will be notified if Region I Helpdesk and Specialists have been passed over by district personnel.



ESC NGS Trainings

- State Training
 - 2019-2020 NGS Annual Training
- Local NGS Trainings
 - NGS Hands On Training –new employees 1-2 days
 - NGS Overview Training –1st semester activities
 - NGS Follow-Up Training – 2nd semester activities
 - NGS End of Year Training— Close the year activities
 - NGS Summer Training—Project SMART
 - NGS Customized Training— Hands-on training on certain data entry requirements, i.e., grades only or immunizations only



Year-Round Required Activities



◎ A. NGS/MSIX Training, pp. 7-9

| Required Activities | Affected Migrant Students/Staff | Data Entry/ Time Requirements |
|----------------------|--|---|
| A. NGS/MSIX Training | All personnel (e.g., ID&R Reviewers) sharing NGS/MSIX responsibilities | By October 1 , or as determined by TEA |

Note:

Please ensure registration and completion of evaluation in order to receive ESC certificates. ESC must submit staff development to TEA MEP upon request.



◎ NGS/MSIX Training, pp. 7-9

NGS

- All individuals with Full Access
- Sharing of NGS usernames and passwords is not permitted
- **Inactivity for 9 consecutive months** will automatically be deactivated.

MSIX

- All individuals with an MSIX Account
- Sharing of MSIX usernames and passwords is not permitted
- Maintain applications for 3 years.





B. Enrollments, pp. 11-16

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---|---|---|---|
| (1) Enrollment for Children with Existing COEs | All continuing enrollees and non-enrollees who do <u>not</u> have a new QAD | By October 1 | Within 5 working days after receipt of enrollment data |
| (2) Enrollment for Children with New COEs | All enrollees and non-enrollees who have a new QAD | Within 7 working days of parent signature date for new COEs | Within 5 working days after reviewer signature date of new COEs |

Note:

- Data Entry extensions require TEA Approval (**NEW**)
- Recruiters will use COEs and SDFs with a revision date of March 2019.
- **A student must have at least one day of eligibility** when school begins in order for the NGS Data Specialist to encode a regular or residency only enrollment on NGS.

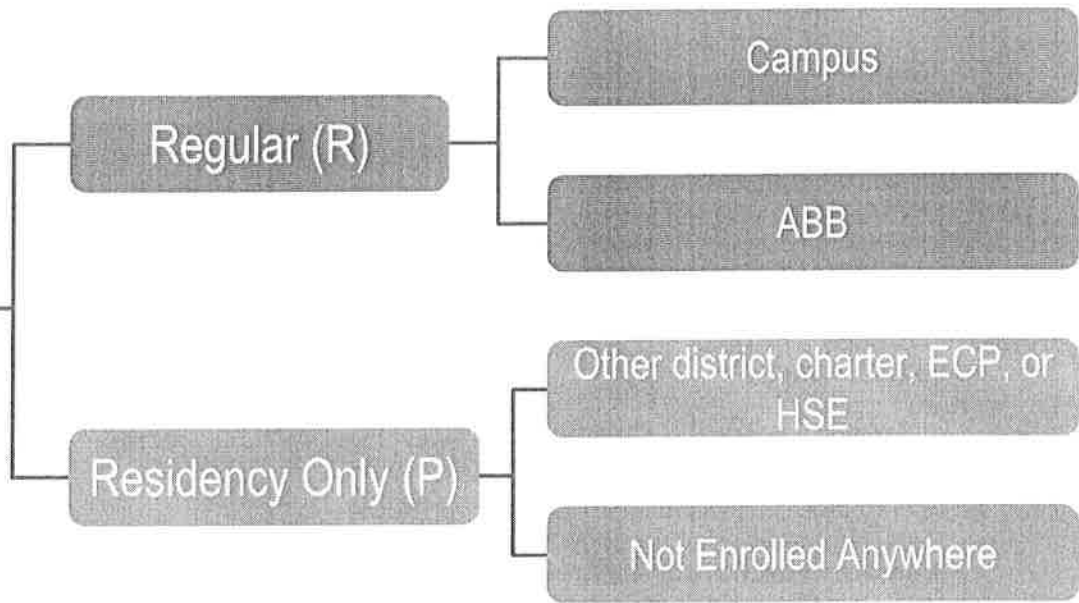


Enrollment Types

| | | |
|----------------|---|---|
| Regular | R | Regular school term or year round school. |
| Summer | S | MEP-funded summer school program. |
| Intersession | I | MEP funded intersession program at a year-round school. |
| Residency Only | P | Non-enrolled migrant children |



Enrollment Types



Enrollment Reminders

- The reporting window is September 1st - August 31st
- Enrollments must follow students from campus to campus.
- For youth solely “**Here to Work**,” the NGS Data Clerk must mark the “Here to Work” box on the Enrollment Screen of NGS if it is documented on the comments section of the SDF.
- 6 PM nightly uploads from NGS to MSIX.

NGS and MSIX Merging Procedures

| | | |
|----|-------------------------|--|
| 01 | District | <ul style="list-style-type: none">• Duplicate NGS or MSIX Numbers• Send both to ESC |
| 02 | ESC | <ul style="list-style-type: none">• Review and send to State NGS/MSIX Helpdesk |
| 03 | State NGS/MSIX Helpdesk | <ul style="list-style-type: none">• Review and Merge• Send to ESC |



Enrollments, pp. 11-16

Individual Enrollment

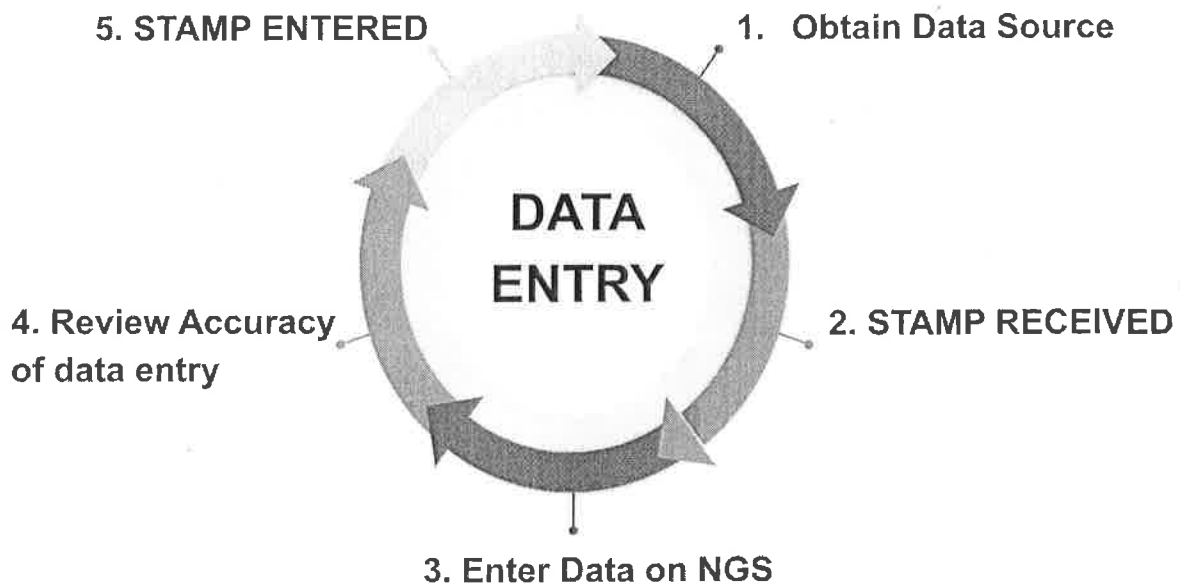


Family Enrollment



Multiple





C. Residency Verification, 17-18



| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/Time Requirements |
|---------------------------|--|---|--|
| C. Residency Verification | All identified migrant enrollees and non-enrollees | By November 1 for <u>existing COEs</u> with Section H completed for the current reporting period; For <u>new COEs</u> completed during the current school year, within 5 working days of parent signature date | Within 5 working days after receipt |

Note:

For COEs that are completed during the school year, the NGS Clerk is to use the parent signature date as the residency verification date.

Residency Verification Documentation

| Data Source | Activity |
|-------------------------|--|
| New COE | Enter parent signature date from Section F in the residency verification field |
| Continued Residency COE | Enter date from Section H in the residency verification field |
| SDF | Enter the date from the SDF Section "Residency Verification for P2s Turning P3" |

F. INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the children/youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

The rules for migrant eligibility, services, student record transfer, and the Family Educational Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize this school district, the Texas Education Agency, the New Generation System (NGS) and the Migrant Student Information Exchange (MSIX) to release, transfer, and/or receive my child's educational and health records, including immunization records and standardized test results, to/from other schools and educational agencies. To satisfy quality for more educational, health, or social services, I further consent that student/family information including student/parent name, address, phone number, student state of birth, and student district, campus enrollment, otherwise confidential under the provisions of FERPA.

Signature

Relationship to child(ren)

Date (MM/DD/YY)

H. CONTINUED RESIDENCY VERIFICATION (September 1-August 31)

| Reporting Period | R/V Date | Method Used | Person Interviewed | Signature of Person Interviewed | District ESC Representative Signature / Date |
|------------------|----------|-------------|--------------------|---------------------------------|--|
| | | | | | |

Residency Verification for P2s Turning P3 (Complete when applicable.)

| Person Interviewed | Date | Place of Interview |
|--------------------|------|--------------------|
| | | |



Residency Verification Reminders

1. OSY must have a residency verification date to appear on the Out of School Youth Report.
2. Ensure that residency verification for the reporting period is on the correct history line.
3. Ensure that residency verification dates for all students in the district have been entered.





D. Withdrawals, pp. 19-21

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|----------------------------|---|--|---|
| 1) Early Withdrawals | For withdrawals: Migrant students enrolled in grades P3-12 | Within 2 working days after <u>early withdrawal</u> | Within 1 working day after receipt of early withdrawal data <u>and</u> if available, the At Risk of Non-Promotion data; or |
| 2) End of Year Withdrawals | | Within 5 working days after end of year | Within 5 working days after receipt |



Early Withdrawal Guidance

| Required Activity | GL | Submission Timeline | Data Source | Data Fields Needed |
|---|-------|---|-----------------------------------|--|
| Early Withdrawal Data In district – w/d date only Out of district – all data | PK- 5 | Within 2 working days of early withdrawal | District Withdrawal Transfer Form | <ul style="list-style-type: none"> ▪ Withdrawal Date ▪ Special Needs ▪ Immunizations ▪ Supplemental Services ▪ State Assessments ▪ At Risk of Non-Promotion |
| Early Withdrawal Data In district – w/d date only Out of district – all data | 6-8 | Within 2 days of early withdrawal | District Withdrawal Transfer Form | <ul style="list-style-type: none"> ▪ Withdrawal Date ▪ Special Needs ▪ Immunizations ▪ Supplemental Services ▪ State Assessments ▪ At Risk of Non-Promotion ▪ Recommended Courses |

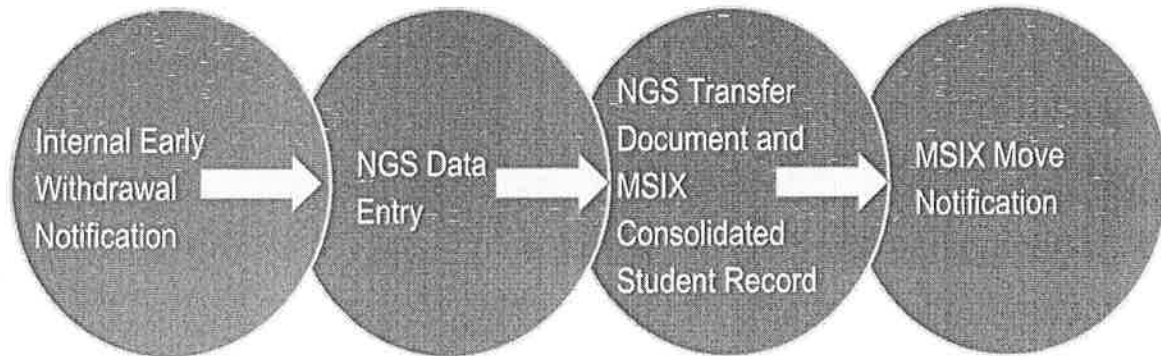


Early Withdrawal Guidance

| Required Activity | GL | Submission Timeline | Data Source | Data Fields Needed |
|---|------|-----------------------------------|--------------------------|--|
| Early Withdrawal Data In district – w/d date only Out of district – all data | 9-12 | Within 2 days of early withdrawal | Withdrawal Transfer Form | <ul style="list-style-type: none"> • Withdrawal Date • Special Needs • Immunizations • Supplemental Services • State Assessments • At Risk of Non-Promotion • Not On Time for Graduation • Recommended Courses • Withdrawal Grades • Clock Hours |



Early Withdrawal At A Glance



Uses for Records Transfer, p. 23

LEAs are required to use the MSIX Consolidated Student Record for the following purposes:

| | |
|-------------------|--|
| Enrollments | <ul style="list-style-type: none">• Obtain demographic information and complete enrollment documents• Review Immunization Records, Medical Alerts, and PFS Status |
| Placement | <ul style="list-style-type: none">• Review completed coursework• Determine EL/LEP Status and Special Needs |
| Credit Accrual | <ul style="list-style-type: none">• Determine credit recovery/accrual needs and options• Ensure on-time graduation |
| Recruitment | <ul style="list-style-type: none">• Review migration history• Identify missed enrollments |



MSIX Move Notifications pp. 24-25

Definition: An electronic communication sent via the MSIX to alert and provide current contact information of a migrant family to migrant personnel.

Sending Alert Notifications:

1. Child is leaving your district
2. Child has arrived in your district

Responding to Alert Notifications:

1. 10 Day Timeline (Family must be contacted within 2 days)
2. Email outcome to ESC

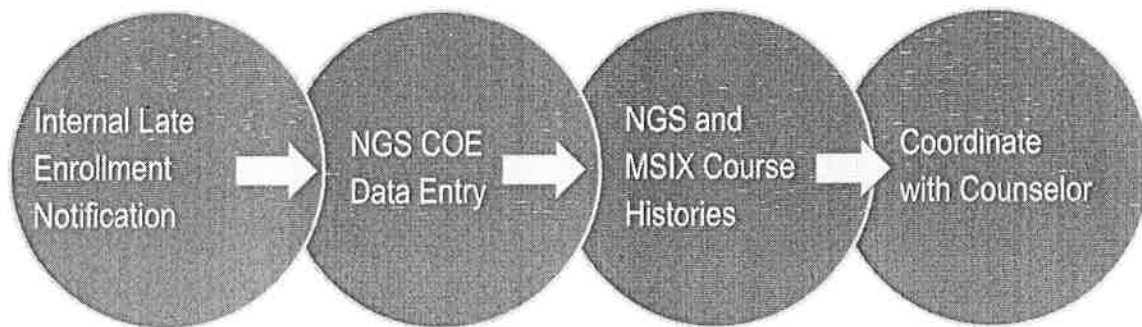


MSIX Move Notification/ Email

The screenshot displays the MSIX Move Notification interface. On the left is a form titled "Move Notice" with a "SUBMIT" button. The form includes a dropdown menu for "Please select the school from the area to your area", a "Comments" field, and a section for "MSIX #s, Phone #s, Addresses". Below this is a "Recipient" section with a "State" dropdown and a "Cancel" link. On the right is an email preview for "noreply@msix.ed.gov" with the subject "MSIX Move Notice: A student is coming to your area". The email body contains the text: "This student is moving from our area to your area. Your student has recently moved to our area." Below the email preview are three dropdown menus for "State" (Texas), "District" (BROWNVILLE ISD), and "School" (CHAMPION EL). To the right of these dropdowns are fields for "First 3 letters of Last Name", "MSIX ID", "Move Notice Worksheet ID: J53175", and "Comments". Below these fields are two sections: "This notice was sent to:" (State: Texas, District: BROWNVILLE ISD) and "This notice was sent by:" (Ogla Gutierrez, Phone Number, Email Address).



Late Enrollment At A Glance



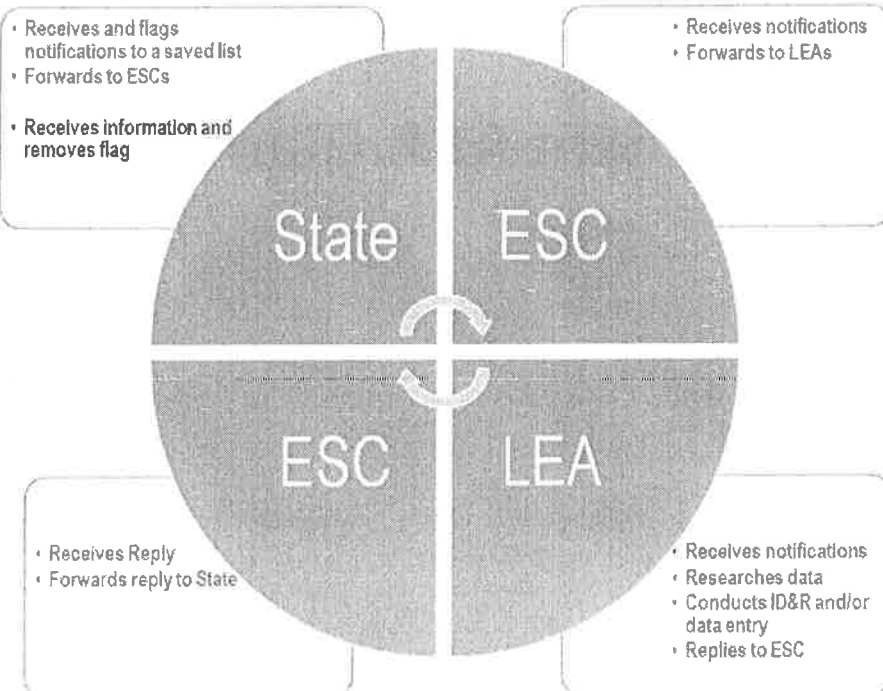
Out of State Transcript Box - New

| | | | | | |
|--|----------------------|----------------------|---------------|---|----------------|
| Enrollment Date | <input type="text"/> | Grade Level | Out of School | Enrollment Type | Residency Only |
| <input type="checkbox"/> Home Schooled | | Withdrawal Date | | <input checked="" type="checkbox"/> Out of State Transcript | |
| | | <input type="text"/> | | | |

Coordinate with counselor to flag students who brought out of State grades and/or credits.



MSIX Notification/Data Process



MSIX Data Requests pp. 26-27

An electronic communication sent via the MSIX to request academic or health information.

- Complete Grades and/or withdrawal Grades
- Immunizations
- Recommended Courses
- Special Needs
- Graduation Plans
- State Assessments

**5-7 Day Timeline to conduct data entry.
Email completion outcome to ESC.**



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MSIX Data Request/ Email

The image shows a screenshot of the MSIX Data Request form on the left and the resulting email notification on the right, connected by a downward-pointing arrow.

Data Request Form:

Data Request

To initiate a data request, please supply comments and assign a recipient.

Comments: [Text Area]

Recipient: [Dropdown Menu]

Recipient

Recipient: [Dropdown Menu]

State: [Dropdown Menu]

SUBMIT

Email Notification:

MSIX Data Request

This is an MSIX data request for student information. Please log in to MSIX and navigate to your worklist in order to review this request.

THIS IS A REQUEST FOR INFORMATION

MSIX ID: 14732332686

Data Request ID: 153176

Comments: KJA is now proctored in Austin ISD and monitored the took 2 credit by exam Algebra 1 over the summer. Please advise the final grade(s) for this student in MSIX.

This notice was sent to:

State: Texas

District: [Redacted]

School: [Redacted]

This notice is sent by:

Mail Center

Phone Number: 817-525-2526

Email Address: [Redacted]

State: Texas

Role: State User Administrator State Data Administrator



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Texas

Respond to parent within 30 calendar days;

Update records within 3 working days



Another State

Notify within 4 working days;

Respond within 10 working days



Office of Migrant Education (OME)

Respond within 10 working days

MSIX Data Corrections

A parent request to update academic or health information on their child's Consolidated Student Record.



H. At-Risk of Non Promotion, p. 28



| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|-----------------------------|---------------------------------|--|---|
| H. At-Risk of Non Promotion | Enrollees in grades K-12 | <u>For Early Withdrawals</u> Within 2 working days after early withdrawal <u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year | <u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Year Withdrawals</u> Within 5 working days after receipt |





I. Terminations Reasons, pp. 29-31

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|------------------------|---------------------------------|---|-------------------------------------|
| I. Termination Reasons | Migrant children of any age | Within 10 working days after notification | Within 5 working days after receipt |

Note:

- Request and print Student Termination Report (HSE, Graduated, Deceased, Parent Request)
- Data source must include signature, title and date.
- Graduating seniors need to be terminated and withdrawn.



J. Out of School Youth (OSY), pp. 33-35

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|------------------------|---|---|--------------------------------------|
| J. Out of School Youth | High school-aged youth (14-21) not enrolled in school | Within 10 working days after notification | Within 5 working days after receipt. |

Notes:

- An OSY Profile must be completed for each child.
- Data entry of the OSY Profile must be conducted on NGS and MOSYS (apps.esc1.net/mosys)
- OSY will continue to appear on both the NGS OSY Report and the MOSYS Student List even though:
 - OSY QAD has expired
 - OSY has enrolled in HS
 - OSY has exited the program



Out of School Youth (OSY)

An OSY is:

- High school age (ages 14-21)
- Not currently enrolled in a K-12 institution (i.e. district, charter, private, homeschooled)
- May be working on High School Equivalency (HSE) diploma
- May solely be “*Here to Work*”



| 1 | <input type="checkbox"/> OSY Declined Services (include comment) | | 2 | | <input type="checkbox"/> Could not Locate/Contact (include comment) | | <input checked="" type="checkbox"/> Currently Enrolled in School (Credit Recovery) Date: 9/10/19 Institution: IDEA | | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|--|---|---|----------------------|---|---|--|---|----|---|----|---------|--|--|--|--|--|--|--|-----------|--|--|--|--|--|--|--|---------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | <input checked="" type="checkbox"/> Currently Enrolled in GED- Date: 9/10/19 Institution: IDEA | | OSY STUDENT PROFILE | | | | | | <input checked="" type="checkbox"/> Currently Enrolled in School (State Assessment) Date: 9/10/19 Institution: IDEA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date: | | | Region: | | | District: | | | NGS#: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name: | | | Gender: | | | DOB: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address: | | | Phone: | | | Last grade attended: | | | QAD: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| How long is youth planning on being in the area? | | | If moving, where? | | | When: | | | Where: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Has access to transportation: | | | English oral language proficiency: | | | Home language: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Health Needs: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental <input type="checkbox"/> Urgent <input type="checkbox"/> Other: | | | Advocacy Needs: <input type="checkbox"/> Legal <input type="checkbox"/> Childcare <input type="checkbox"/> Translation/Interpretation <input type="checkbox"/> Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Educational Needs: <input type="checkbox"/> Adult Basic Education (ABE) <input type="checkbox"/> GED <input type="checkbox"/> CAMP <input type="checkbox"/> Pre-GED <input type="checkbox"/> HEP <input type="checkbox"/> High School Diploma <input type="checkbox"/> ESL | | | Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Needed to work <input type="checkbox"/> Missed/Failed State Assessments <input type="checkbox"/> Multiple years in same grade level <input type="checkbox"/> Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job-Related Needs: <input type="checkbox"/> Career Exploration <input type="checkbox"/> Job Training <input type="checkbox"/> Life Skills | | | Availability: <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Su</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>Sa</th> </tr> </thead> <tbody> <tr> <td>Morning</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Afternoon</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Evening</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> | | | | Su | M | T | W | Th | F | Sa | Morning | | | | | | | | Afternoon | | | | | | | | Evening | | | | | | | | | | | | | |
| | Su | M | T | W | Th | F | Sa | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Morning | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Afternoon | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Evening | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Expressed Interests in: <input type="checkbox"/> Learning English <input checked="" type="checkbox"/> Job Training <input type="checkbox"/> GED <input type="checkbox"/> Earning a diploma <input type="checkbox"/> Returning to school <input type="checkbox"/> Not Interested in returning to charter <input type="checkbox"/> Not interested in returning to district <input type="checkbox"/> Not interested in returning to online <input type="checkbox"/> Not interested in returning to school <input type="checkbox"/> Other: | | | Youth is a candidate for (for office use): <input type="checkbox"/> HS diploma <input type="checkbox"/> Pre GED/GED <input type="checkbox"/> HEP <input type="checkbox"/> Adult Basic Education <input type="checkbox"/> Health education <input type="checkbox"/> Job training <input type="checkbox"/> ESL/Literacy <input type="checkbox"/> Life skills <input type="checkbox"/> CAMP <input type="checkbox"/> Distance Learning <input type="checkbox"/> Other: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| At interview, youth received: <input type="checkbox"/> Educational materials <input type="checkbox"/> Support services <input type="checkbox"/> Referral(s) (lists in comments) <input type="checkbox"/> Other: | | | Comments: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Student Signature: | | | Provider Signature: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |



OSY Designations

OSY Profile →

1

Expressed interests in:

- Learning English
- GED
- Returning to school
- Not interested in returning to district
- Not interested in returning to school
- Other
- Job Training
- Earning a diploma
- Not interested in returning to charter
- Not interested in returning to online

Enter on NGS under Supplemental Programs/ Designations →

Request and Print the Student Designation Worksheet.

Designation(s)

Out of School Youth:

- Learning English
- Job Training
- HSE
- Earning a diploma
- Not interested in returning to charter
- Not interested in returning to district
- Not interested in returning to online
- Not interested in returning to school
- Other

OSY Enrollment into HSE/HEP-Special Needs

OSY Profile →

2

Currently Enrolled in GED-

Date: 9/10/19

Institution: IDEA

Enter on NGS under Special Needs →

Request and Print the Special Needs Report-HSE/HEP

Need ID

63747

Need Type

HEP (High School Equivalency Program) ▼

Need Name

TSTC HEP

Need Start Date

09/10/2019

Need End Date

Contact ID (search)

45510

Comments

IEP On File

OSY Enrollment into High School-Enrollment Line

OSY Profile →

3

| |
|---|
| <input checked="" type="checkbox"/> Currently Enrolled in School (Credit Recovery) Date: 9/04/19 Institution: IDEA |
| <input checked="" type="checkbox"/> Currently Enrolled in School (State Assessment) Date: 9/04/19 Institution: IDEA |

Enter a new enrollment line →

Do not update the OS line →

| History ID ↓ | SSID | Family ID | Residency | Enrollment | Withdrawal | Enroll Type | Grade |
|--------------|--------|-------------|------------|------------|------------|-------------|---------------|
| 18641322 | TXKJKX | | 08/07/2018 | 09/04/2019 | | P | Grade 11 |
| 18633680 | TXKJKX | TX364263227 | 08/07/2018 | | | P | Out of School |

J. Dropout Indicator

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---------------------|---|---|--------------------------------------|
| J. Dropout | High school-aged youth (14-21) not enrolled in school | Within 10 working days after notification | Within 5 working days after receipt. |

Notes:

- A student's NGS record should be flagged as "Dropout" and a dropout date must be encoded only on the history line for the school year in which the student officially dropped out of school.
- For subsequent years, the student should not be reported as a dropout, instead they should continue to be encoded as Out-of-School only if identified in the MEP and the student has not returned to school.



Criteria for Priority for Service (PFS)

PRIORITY FOR SERVICES—In providing services with funds received under this part, each recipient of such funds shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who—

1. are failing, or most at risk of failing, to meet the challenging State academic standards; or
2. have dropped out of school.



⊙ K. Priority for Service (PFS), pp. 37-39

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|-------------------------------|---|--|---|
| K. Priority for Service (PFS) | Migrant students who appear on the Priority for Service Report. | Request and print Priority for Service Report on a monthly basis, including summer months | Deliver report to MEP Coordinator, on a monthly basis , for dissemination to appropriate personnel |

Note:

- NGS Clerk must request PFS Report for all facilities by “All Types.”
- To ensure that PFS Reports are being requested, also request the PFS Tracking Report.





L. Continuation of Services, p. 41

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|-----------------------------|--|---|---|
| L. Continuation of Services | Migrant students who appear on the Continuation of Services Report | Request and print Continuation of Services Report before end of school year | Deliver report to MEP Coordinator for review to ensure that only those students who are eligible under the provision are listed and file with appropriate documentation |

Note:

As a best practice, print the Continuation of Services Report in the fall after all enrollments have been conducted (late October or early November) in order to review the accuracy of data entry for eligible migrant students.



L. Continuation of Services

If students appear on the Continuation of Services Report, NGS Clerks must go to the History ID and select a reason.

Continuation of Services Reason:

- 1 Providing services for the duration of the term
- 2 Providing services for an additional year - comparable not available
- 3 Serving secondary students through credit accrual

Drop Out Drop Out Date:

NEW:

- As students are expiring, NGS Clerks are responsible for running the Unique Count and flagging students monthly.
- 2 and 3 require TEA Approval (**New**)



October Activities



M. Limited English Proficient (LEP), p.42



| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|-------------------------------------|--|---|--|
| M. Limited English Proficient (LEP) | Migrant students enrolled in grades K-12 | By the last working day of October or 5 working days after initial enrollment | Within 5 working days after receipt of LEP information |

Note:

- Limited English Proficient (LEP) student designation must be collected and entered at their school of enrollment.
- LEP is a designation not a supplemental service and is not used for funding purposes.
- LEP is used on PFS report for **grades K-3**.
- This indicator should also be added to those migrant students who enroll throughout the school year (late enrollments), if applicable.



January-February Required Activities



O. Secondary Credit Fall Semester Grades, pp. 47-49



| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---------------------|---------------------------------|--|--|
| Secondary Credit | Enrollees in grades 9-12 | <u>For Early Withdrawals</u> Within 2 working days <u>For End of Fall Semester</u> Within 5 working days | <u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End of Fall Semester</u> By the last working day of February |

Note:
 Use Transcripts.
 Consolidate as needed.
 GPRA - Algebra I
 All coursework for GL 9-12 must be updated including newly identified students.
 To the Administrator Addressed (TAA)



◎ N. Graduation Plans, pp. 43-45




| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---------------------|--|--|--|
| N. Graduation Plans | Migrant students enrolled in grades 9-12 | By October 1 or 10 working days after initial enrollment | Within 5 working days after receipt of graduation plan information |

Note:

- All GL 9-12 must have updated graduation plans including newly identified students.
- More than one (1) endorsement may be selected.



P. Missing Credits and Withdrawal Grades, pp. 51-53

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---|--|---|---|
| P. Missing Credits and Withdrawal Grades Consolidation  | Migrant students enrolled in grades 9-12 | Within 5 working days after enrollment, receipt of updated records or completed partial work Request Partial Credit Report by January 15 | Within 5 working days after receipt. Deliver report to counselor for updating and process all the updates by January 31 |

Note:

- Upon enrollment of secondary migrant students, the NGS Data Specialist should print out the student's Transfer Document and MSIX Consolidated Student Record, if partial grades appear on the student's course history. A request for updated information should be sent to the child's counselor
 - NGS Clerk must review course history prior to data entry of grades in order to not duplicate courses.
 - NGS Clerk must consolidate courses when applicable.



◎ S. Alternate Student ID Number, pp. 57-58

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---|--|--|-------------------------------------|
| S. Alternate Student ID Number*** (p. 57) | Migrant students enrolled in grades K-12 | Request Alternate Student ID Number Report by February 1 | By the last working day of February |

Note:

- NGS Clerks will enter the Texas Student Data System (TSDS)/Student Unique ID (UID).
- **Do not change or alter PEIMS numbers.**
- Both the PEIMS # and the UID# appear on the student record screen.
- It is recommended that districts enter both PEIMS and UID#s on NGS.



March Required Activities



T. Facility Updates and Contact Information, pp. 59-60

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|--|---------------------------------|---|-------------------------------------|
| T. Facility Updates and Contact Information | NGS Data Specialists | Between March 1 and June 1 "Migrant" and "Summer Migrant" contact information between March 1 and June 1 | Within 5 working days after receipt |

Note:

Facilities cannot be updated by district NGS Clerks. All updates must be sent to the ESC Assigned Specialist.



U. Medical Alerts and Immunizations, pp. 61-64

| Required Activities | Affected Staff/Students | Submission Requirements | Data Entry/ Time Requirements |
|--|---|--|---|
| Medical Alert Immunization Data | Migrant students enrolled in grades P3-12 | Within 2 working days after early withdrawal or by March 1 | Within 1 working day after receipt of early withdrawal data; or by April 15 |



May - August Activities

O. Secondary Credit Spring Semester Grades, pp.47-49

| Required Activities | Affected Staff/Students | Submission Requirements | Data Entry/ - Time Requirements O. |
|---------------------------------------|--------------------------|--|--|
| O. Secondary Credit – Spring Semester | Enrollees in grades 9-12 | <p><u>For Early Withdrawals</u> Within 2 working days</p> <p><u>For End of Spring Semester</u> Within 5 working days</p> | <p><u>For Early Withdrawals</u> Within 1 working day after receipt</p> <p><u>For End of Spring Semester</u> Within 10 working days after receipt</p> |

Note:
 Use Transcripts.
 Consolidate as needed.
 Do not enter grades for Graduating Seniors.

Q. Recommended Courses for Fall Schedule, p. 55

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|--|---|---|--|
| Q. Recommended Courses for Fall Schedule | Migrant students enrolled in grades 8-11 | <p><u>For Spring Early Withdrawals</u> Within 2 working days</p> <p><u>For End of Spring Semester</u> within 5 working days</p> | <p><u>For Spring Early Withdrawal</u> Within 1 working day after receipt</p> <p><u>For End-of-Year Withdrawals</u> Within 5 working days after receipt</p> |

State
 Graduation ID (search)
 SSIID (search)
 Type of Term
 Recommended Grade Level
 Term
 School Year

| Course Title | Course Type | Course Section | Subject |
|--------------|-------------|----------------|---------|
| | | | |
| | | | |

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R. Not On-Time for Graduation Indicator, p. 56

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---|--|--|--|
| R. Not On Time for Graduation Indicator | Migrant students enrolled in grades 9-12 | <p><u>For Early Withdrawals</u> Within 2 working days</p> <p><u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year</p> | <p><u>For Early Withdrawals</u> Within 1 working day after receipt</p> <p><u>For End-of-Year Withdrawals</u> Within 5 working days after receipt</p> |

Notes:

- Definition: Students in grades 9-12 who do not have the necessary credits to be promoted to the next grade level, regardless of summer school participation.
- It is not necessary to check the Not On-Time for Graduation checkbox for a student who has graduated.
- For high school students only, this data source can also be used for At Risk of Non-Promotion.

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V. State Assessments, p. 65-69

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|----------------------|--|---|---|
| V. State Assessments | Migrant students enrolled in grades 3-12 | Request state assessment results by June 1; | For all districts: within 10 working days after receipt of state assessment results |

Note:

- NGS Clerks will need the **District Specific Testing Calendar** for testing dates.
- If the calendar is not available, district notification letters with specific dates are acceptable documentation.



W. Regular Term Coursework for Grades 6-8, pp. 71-73

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---|--|--|---|
| W. Regular Term Coursework for Grades 6-8 | Migrant students enrolled in grades 6-8 | <p><u>For Early Withdrawals</u> Within 2 working days</p> <p><u>For End-of-Year Withdrawals</u> Within 5 working days after end of school year</p> | <p><u>For Early Withdrawals</u> Within 1 working day after receipt</p> <p><u>For End-of-Year Withdrawals</u> Within 10 working days after receipt</p> |

Notes:

- Only end of year grades are entered. Ensure that "n/a" is selected for credit granted unless the course(s) are high school credit bearing.
- DO NOT select 0, .5 or 1 for credit granted- even though report card may reflect this information.



X. Supplemental Program Data, pp.75-80

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|----------------------------------|---|--|---|
| X. Supplemental Program Data and | All migrant children, P3-12 and non-enrollees for Supplemental Program Data | For regular and year-round terms by June 30 or as soon as supplemental services are provided | For regular and year-round terms by July 31 or as soon as supplemental data is provided |

Notes:

- Request a list of supplemental services from administrator or counselor based on the Master List of Services provided by your administrator.
- Data source must be labeled with a type of service from the NGS system.
- Only migrant funded supplemental services must be encoded on NGS with the exception of Credit Accrual-Non MEP funded and Texas Gateway.
- Additions: Instructional - Other Reading and Other Math



Y. Special Needs, pp. 81-83

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---------------------|--|---|--|
| Y. Special Needs | All migrant children who have a special need | Within 2 working days after early withdrawal; or by May 1 | Within 1 working day after receipt for early withdrawals or within 5 working days after receipt of Special Needs |

Note:

- There are 4 Special Needs Categories on NGS: Gifted and Talented (G/T), Special Education, HSE and HEP.
- Special Needs are only entered once for each child per district.
- For all migrant students (including early withdrawals), NGS Data Specialists should mark the "IEP on File" checkbox on NGS only for a student who is served through the Special Education program. The MEP office does not need to have a copy of the IEP plan.
- Need a Contact ID and a start date.



Summer Activities



⊙ Z. Summer Program Data, pp. 85-88

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/ Time Requirements |
|---------------------------------|--|---|--|
| Summer/Intersession Enrollments | Enrollees and non-enrollees grades P3-12 | <u>For Existing COE</u> Within 2 working days after initial summer/intersession enrollment <u>For New COE</u> Within 5 working days of parent's signature date | <u>For Existing COE</u> Within 2 working days after receipt <u>For New COE</u> Within 2 working days after receipt |
| Summer/Intersession Withdrawals | Enrollees and non-enrollees | <u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Summer Withdrawals</u> Within 5 working days after the end of summer program | <u>For Early Withdrawals</u> Within 1 working day after receipt <u>For End-of-Summer Withdrawals</u> Within 5 working days after receipt |



Z. Summer Program Data

| Required Activities | Affected Migrant Students/Staff | Submission Requirements | Data Entry/Time Requirements |
|--|---------------------------------|--|--|
| Summer/Intersession Program Assessments (Project SMART) | Enrollees and non-enrollees | <u>For Early Withdrawals</u> Within 2 working days <u>For End-of-Summer Term</u> Within 5 working days after the end of summer program | <u>For Early Withdrawals</u> Within 1 working day <u>For End-of-Summer Term</u> Within 5 working days after receipt |
| Summer/Intersession Supplemental Program Data | Enrollees and non-enrollees | Within 5 working days after end of summer/intersession services | Within 2 working days after receipt of supplemental program data |
| Summer/Intersession Academic and Health Data | Enrollees and non-enrollees | <u>For Early Withdrawals</u> Within 2 working days for secondary students taking credit courses <u>For End-of-Summer Term</u> Within 5 working days after the end of summer program | Within 2 working days after receipt of academic and health data |



CC. NGS Quality Control Checklist Timeline, p. 94

| Required Activity | Affected Migrant Students/Staff | Submission Requirements | Data Entry/Time Requirements |
|-------------------------------|---|--|--------------------------------|
| NGS Quality Control Checklist | ESC Migrant Contact/ESC and District NGS Data Specialist(s) | District personnel should have NGS Reports and supporting documents ready when scheduled by ESC MEP Specialist for review. | By the last working day of May |

Note:

- Documentation does not need to be kept in binder. Filing systems may vary.
- It is the responsibility of the Migrant Supervisor to review the NGS Quality Control Checklist and make adjustments to internal district processes to ensure that documentation is being received and entered on NGS.



ESC MEP Contacts

| Migrant Contact | Area of Focus | Phone | Email |
|----------------------------|-------------------------------|--------------|--|
| Martha Hinojosa, MBA | Director of Migrant Education | 956-984-6240 | mhinojosa@esc1.net |
| Denise Anaya, M. A. | Migrant Education Specialist | 956-984-6187 | danaya@esc1.net |
| Tana Armitage, M. Ed. | Migrant Education Specialist | 956-984-6248 | tarmitage@esc1.net |
| Maria Elena Cortez, M. Ed. | Migrant Education Specialist | 956-984-6252 | mecortez@esc1.net |
| Diana Moros, M. Ed. | Migrant Education Specialist | 956-984-6186 | dmmoros@esc1.net |
| Manuel Salinas, M. Ed. | Migrant Education Specialist | 956-984-6251 | mansalinas@esc1.net |
| Julissa Sandoval, M. Ed. | Migrant Education Specialist | 956-984-6255 | jsandoval@esc1.net |
| Gracie Avila, M. Ed. | Parental/Early Childhood | 956-984-6194 | gavila@esc1.net |
| Dalia Barbosa | Program Assistant | 956-984-6166 | dbarbosa@esc1.net |
| Raquel Padilla | Program Assistant | 956-984-6218 | rpadilla@esc1.net |
| Brenda Mejia | NGS Helpdesk/Clerk | 956-984-6107 | bmejia@esc1.net |

ESC MEP District Assignments

| | |
|---------------------------|---|
| Denise Anaya | <i>Edcouch-Elsa, Edinburg, La Feria, Roma, Santa Rosa, STET, San Isidro</i> |
| Tana Armitage | <i>Mercedes, Monte Alto, Rio Grande City, Rio Hondo, San Benito</i> |
| Maria Elena Cortez | <i>Brownsville, Lyford, PSJA, Sharyland, United, IDEA, Vanguard, Jim Hogg</i> |
| Diana Moros | <i>Edinburg, Harlingen, La Villa, Santa Maria, Valley View, Mid-Valley, Webb</i> |
| Manuel Salinas | <i>Donna, Laredo, Lasara, McAllen, Mission, Raymondville, Gateway, Point Isabel</i> |
| Julissa Sandoval | <i>Hidalgo, La Joya, Progreso, South Texas, Weslaco, Zapata, Excellence</i> |