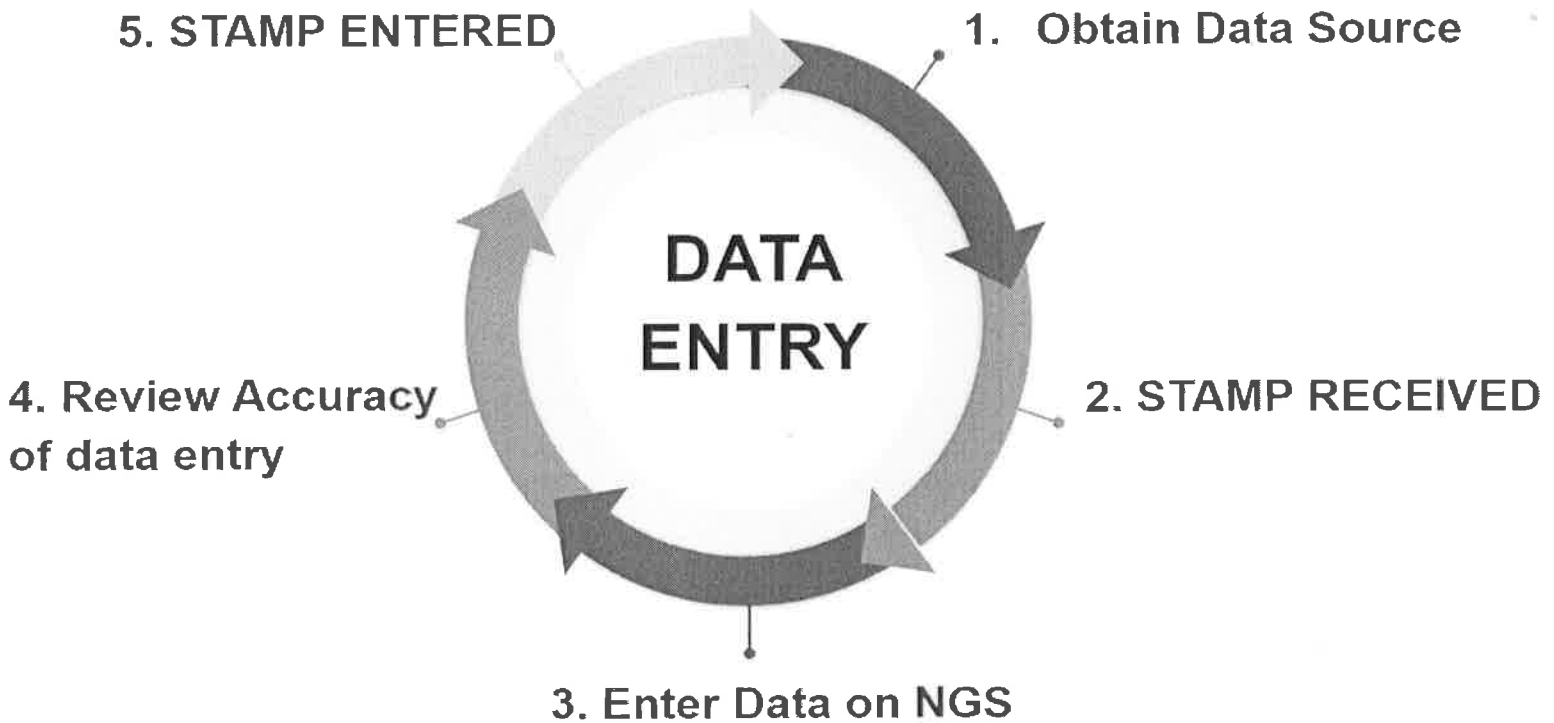


## Sample Data Entry Documentation and Procedures

For Quality Control purposes, all hard copies and NGS Reports must match.

Inform your supervisor if data is requested and not received in order to meet data entry timelines.

District made lists must have a signature, date and title of the person who created or updated a list.



### **Sample Enrollments Process pp.11-16**

For enrollees in district or enrolled in A Bright Beginning Program (R)

1. Secure **COE** from recruiter/reviewer and STAMP RECEIVED.
2. Enter COE data on NGS.
3. Use campus SSID where child/ren are physically attending.
4. Review data and ensure that data has been entered accurately.
5. Print enrollment data.
6. STAMP PROCESSED.
7. Make applicable copies for dissemination.
8. File in COE Folder.

For non-enrollees or enrolled in another district or charter school (P)

1. Secure **COE** from recruiter/reviewer and STAMP RECEIVED.
2. Enter COE data on NGS.
3. Use residency only SSID
4. Review data and ensure that data has been entered accurately.
5. Print enrollment data.
6. STAMP PROCESSED.
7. Make applicable copies for dissemination.
8. File in COE Folder.

### **Sample Residency Verification pp. 17-18**

New COE – Enter parent signature date from SECTION F

Continued Residency COE – Enter date from SECTION H

SDF- Enter the date from the SDF SECTION “Residency Verification for P2s Turning P3”

### **Sample Early Withdrawal Process pp. 19-21**

1. Secure copies of **District/Withdrawal Transfer Form** from campuses or **Roster** from ABB Teacher and STAMP RECEIVED.
2. Use individual or multiple withdrawal to add a withdrawal date on NGS.
3. STAMP PROCESSED.
4. Request and print the Unique Count by SSID.
5. Ensure that data source and Unique Count withdrawal date column by SSID match.
6. Keep copies in NGS Quality Control Binder/Folder.



## **Sample Dropout Recovery Process (via Supplemental Programs/Designations)**

1. Request a **list** of students, who were convinced to enroll in school or a high school equivalency program, from the migrant administrator.
2. STAMP RECEIVED.
3. Ensure that data source includes signature, title and date.
4. After data entry has been conducted, request and print Supplemental Program Count or Individual Supplemental Report.
5. STAMP PROCESSED.
6. Ensure that data source matches with NGS Report.
7. Keep copies in NGS Quality Control Binder/

## **Sample Dropout Indicator Process**

1. Request the dropout report from PEIMS (**PDM1-124-002 Dropout Roster**).
2. STAMP RECEIVED.
3. Check box for each student on the NGS student record for the appropriate history ID.
4. STAMP PROCESSED.
5. After data entry has been conducted, print Dropout Report.
6. Ensure that PEIMS drop out report and NGS Dropout Report match.
7. Keep copy for NGS Quality Control Binder/Folder.

## **Sample PFS Report Process pp. 37-39**

1. Request and print the District and Campus PFS Reports.
2. Make copies of all PFS Campus Reports for distribution.
3. Deliver to migrant administrator or applicable personnel and secure signatures of receipt (distribution log).
4. Request and print PFS Tracking Report by selecting "All Types," one day after requesting PFS Reports (only 1 for district)
5. Keep copies of PFS Reports, PFS Tracking Reports and Distribution Log(s) for NGS Quality Control Binder/Folder.

## **Sample Continuation of Services Process p. 41**

- I. Beginning of Year Enrollments
  1. Request and print the NGS Continuation of Services Report.
  2. If students appear on the report, look for enrollment type "P" or "R."
  3. If "R," ensure that child has an eligible QAD at time of school enrollment date.
  4. If "P," ensure that child has an eligible QAD at time of NGS enrollment on or after 9/1/19.
  5. If applicable, document reason child appears on report.
  6. If child should not appear on the report, request a line deletion from your ESC Contact.
  7. Deliver to migrant director/coordinator and secure signature and date.
  8. Keep copy for NGS Quality Control Binder/Folder.
- II. Monthly
  1. Request and print the District Unique Count at the end of each month.
  2. Upload to EXCEL.
  3. Sort by month.
  4. Flag Continuation of Services Box on each child who terms.



### **Sample LEP Process pp. 42**

1. Request **Special Populations Report** from PEIMS or district specific reports from SIS.
2. STAMP RECEIVED.
3. Use the Supplemental Programs/Designations feature to add LEP designations on NGS by selecting LEP and Search to Add.
4. Students may be added as a group (by campus, district, GL).
5. STAMP PROCESSED.
6. Request and print the LEP Count Report.
7. Ensure that district list and LEP Count Report match.
8. Keep copies in NGS Quality Control Binder/Folder.

### **Sample Graduation Plan and Year Process 43-45**

1. Print out Graduation Plan and Year Report for "Both."
2. Give the report to the campus counselor/strategist for their review to update or add missing Graduation Plan information for all students listed (plan, assessment, cohort year, endorsements).
3. Ensure that the **Updated Graduation Plan and Year Report** has the signature, title and date of the person who is submitting it to you.
4. STAMP RECEIVED.
5. Enter all data on NGS.
6. STAMP PROCESSED.
7. Request and print final report and check for accuracy.
8. Keep copies in NGS Quality Control Binder/Folder.

### **Sample Missing Credits and Withdrawal Grades Process pp.51-53**

1. Request and print the Partial Credit Report and course history for each student.
2. Make and provide copies reports to the counselor for updating.
3. Ensure that counselor has signed, dated and written their title on the **Updated Course Histories or Updated Partial Credit Report**.
4. STAMP RECEIVED.
5. Use the Consolidate Course History feature at the top of the student's course history to update grades and credit granted.
6. STAMP PROCESSED.
7. Request and print the Comprehensive Secondary Credit Report by selecting students without credits or both.
8. Ensure that all data has been entered.
9. Keep copies in NGS Quality Control Binder/Folder.



### **Sample Supplemental Services Process pp.75-80**

1. Request a **list** from district designee (e.g., administrator, counselor, teacher) of supplemental services that were provided to students.
2. Ensure that the list includes signature, title and date and is labeled with a type of service from the NGS system.
3. STAMP RECEIVED.
4. After data entry has been conducted, request and print Supplemental Program Count or Individual Supplemental Report.
5. STAMP PROCESSED.
6. Ensure that data source matches with NGS Report.
7. Keep copies in NGS Quality Control Binder/Folder.

### **Out of State Transcript Process**

1. Run a Unique Count.
2. Check for Late enrollments.
3. Create a list of late enrollees.
4. Send to counselor to flag students who brought out of State grades and/or credits.
5. STAMP RECEIVED the **Updated List** from the counselor.
6. Flag students on NGS.
7. STAMP PROCESSED.
8. Keep copies in NGS Quality Control Binder.

### **Sample NGS/MSIX Quality Control Checklist Process p.94**

1. ESC creates workshop numbers for district visits.
2. ESC sends correspondence to districts.
3. District must prepare all data entry for the 2018-2019 school year.
4. ESC meets with district personnel to review documentation and complete checklist.
5. ESC Migrant Specialists debrief with NGS Clerks and Migrant Supervisor regarding observations on the checklist.
6. The original will be signed and dated. A copy will be left at the LEA and will be kept on file at the ESC.



## Residency Verification for Migrant Students Who Withdraw

Instructions: Use this form if district does not have withdrawal reason for students.

### I. Student Information

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

NGS#: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### II. Withdrawal Information

Withdrawal Date: \_\_\_\_\_

Withdrawal Reason:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### III. Residency Verification Data (Complete this section if student is still residing within school district boundaries.)

Reporting Period	Residency Verification Date	Method	Person Interviewed	Signature of Person Interviewed	Recruiter Signature and Date
		<input type="checkbox"/> Home Visit <input type="checkbox"/> Other: Specify			

**Note:** Recruiters will maintain this document. Provide a copy to your supervisor.



## Early Withdrawal High School Aged Youth Possible Out of School Youth

### Definitions:

Out of school youth are high school aged children who are not enrolled in school.

- Not enrolled in school means not being enrolled in a district or charter school in any district.
- It also means children who are enrolled in high school equivalency programs or are merely here to work.

Some children are enrolled in a district or charter school then withdraw. These students who withdraw early require a home visit to determine if they are residing within the school district's boundaries as per the ID&R Manual, page 3.4. If these children are home and not attending any school in any district, then they become OS.

The home visit must be documented, and documentation must be provided to the NGS Clerk for data entry. The Identification and Recruitment for Migrant Administrators Manual has a form entitled, "Migrant Students Who Withdraw Early" form, although the district may use their own form.

In order to keep abreast of these type of children (enrolled then withdraw), the NGS Clerk must notify recruiters of all children who are in **grades 9-12 who withdraw early**. This needs to happen as early withdrawals occur. NGS Clerks must provide notification to recruiters within 2 days of early withdrawal.

Once the recruiter receives notification of early withdrawals, the recruiter has 2 weeks to conduct the home visit. If the child is determined to be OS, the recruiter must complete an OSY Profile. Both forms must be submitted to the NGS Clerk.

The NGS Clerk has 5 days to enter an OS line and enter residency verification on NGS.

