



# 2018-2019 New Generation System (NGS) Training

08/15/18, 08/17/18, 9/05/18 and 09/11/18

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 Manual
- ▶ NGS Data Requirements
- ▶ NGS OSY



# Purpose

To provide guidance and training to migrant supervisors, designated Full Access NGS Data Clerks and Reviewers on the NGS Data Management Requirements for School Year 2017-2018



# Role of ESC MEP and ESC MEP NGS Data Specialist

- ▶ Region One ESC will provide needed 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 Manual Overview

- ▶ TEA MEP, p. v
- ▶ State NGS Focus Group Acknowledgments, p. vii
- ▶ Table of Contents, p. ix
- ▶ Data Entry Requirements and Timelines, pp. 7-10



# Documents Retention, p. 3

- ▶ 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 Helpdesk (Austin), p. 3

- ▶ LEAs must exhaust all Region I resources (via phone and email) prior to contacting the NGS State Helpdesk 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.



# NGS Training

- ▶ State Training
  - ▶ 2017-2018 NGS Annual Training
- ▶ Local NGS Trainings
  - ▶ NGS Hands On Training –new employees 1-2 days
  - ▶ NGS Overview Training –1<sup>st</sup> semester activities
  - ▶ NGS Follow-Up Training – 2<sup>nd</sup> 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





# \* A. NGS Training (MEP Compliance Indicator)

Required Activities	Affected Staff/Students	Entry into NGS/ Time Requirements
A. NGS Training (p.13)***	All personnel (e.g., ID&R Reviewers) sharing responsibility for implementing NGS activities	By June 1, 2016 for the 2015-2016 School Year By October 1, 2016 for the 2016-2017 School Year  For 2018-2019 TEA MEP has not released the training information.

**Note:**

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



# \* A. NGS Training pp. 13-14

(MEP Compliance Indicator)

- ▶ All personnel sharing responsibility for implementing NGS activities
  - ▶ All individuals with Full Access/Write Access (i.e. NGS Clerks, Nurses, etc.)
  - ▶ Sharing of NGS usernames and passwords is not permitted (NGS Oath Form)
  - ▶ NGS accounts showing **inactivity for 9 consecutive months** will automatically be deactivated. **To apply for a new account, users will have to submit a response as to why it is needed.**
    - ▶ When NGS Oath Forms or MSIX Applications are submitted, follow-up with ESC to ensure receipt.

**Note:** It is strongly recommended that NGS Clerks receive annual ID&R Training.



# \* Enrollment Types

- ▶ There are two (2) types of enrollments for the regular school year.
  - 1) Regular (R) – Students enrolled in an **MEP-funded** regular school program.
    - a. Campus
    - b. Campus or home-based A Bright Beginning (ABB)
  - 2) **Residency only** (P) – Non-enrolled migrant children (ages P0 and up to the age of 22) but residing within school district boundaries.
    - a. Residing in district but not enrolled in your district
    - b. Residing in district but enrolled in another district or charter
    - c. Residing in district and enrolled in an HSE program



## \* B. Enrollments pp. 16-18

- ▶ The reporting window is September 1<sup>st</sup> - August 31<sup>st</sup>
- ▶ Enrollments must follow students from campus to campus.
- ▶ **High-school youth** residing in the district and not enrolled in school anywhere will be encoded as Residency Only “P” and grade level of “OS.”(p. 18)
- ▶ 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. (p. 18)



# \*Enrollments

There are three methods to enroll students on NGS.

- If using **individual enrollment**, COE is data source and must be used to encode children on NGS.
- If using **family enrollment**, no COE is needed to encode children on NGS. Use Family ID and check eligibility rollover box. (check box, SSID, enrollment date, previous GL). Data source will be district discretion.
- If using **multiple enrollment**, no COE is needed. Data source will be the attendance roster.
- Note: If the child has lost eligibility prior to enrollments, the child will not appear on the multiple enrollment, the child will have to be entered on NGS using Individual Enrollment.



## \* B. Enrollments

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
(1) Enrollment for Children with Existing COEs (p.15)	All continuing enrollees and non-enrollees who do <u>not</u> have a new QAD	By <b>October 1</b>	<b>Within 5 working days after receipt of enrollment data</b>
(2) Enrollment for Children with New COEs (p.15)	All enrollees and non-enrollees who have a new QAD	<b>Within 7 working days of parent signature date for new COEs</b>	<b>Within 5 working days after receipt of new COEs</b>  <b>NOTE:</b> There is an extension in place for data entry of new COEs until <b>the last working day of October</b>

### Note:

- Recruiters will use COEs and SDFs with a revision date of June 2017.
- 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.



# \*Enrollments Sample Documentation and Process New COE

Data source	Stamp	Activity	Stamp
1) <b>New COE</b> and not enrolled in the district or enrolled in another district or charter school --use <b>P</b>	Received	Enter COE data	Processed

## NGS Clerk Responsibilities:

1. Secure COE from recruiter/reviewer.
2. Enter COE data on NGS.
3. Use residency only SSID.
4. Make applicable copies for dissemination.
5. File in COE Folder.



# \*Enrollments Sample Documentation and Process

New COE

Data source	Stamp	Activity	Stamp
1) New COE <b>and</b> enrolled in district – Use (R) <b>Or</b> 2) New COE <b>and</b> enrolled in A Bright Beginning Program- Use (R)	Received	Enter COE data	Processed

## NGS Clerk Responsibilities:

1. Secure COE from recruiter/reviewer.
2. Enter COE data on NGS.
3. Use campus SSID where child/ren are physically attending.
4. Make applicable copies for dissemination.
5. File with COE folder.





# \* C. Residency Verification

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
C. Residency Verification (p.23)	All identified migrant enrollees and non-enrollees	By <b>November 1</b> for <u>existing COEs</u> with Section H completed;  For <u>new COEs</u> completed during the <b>current</b> school year, <b>within 5 working days of parent signature date</b>	<b>Within 5 working days after receipt</b>

## Note:

For COEs that are completed during the school year (beginning 09/01), the NGS Clerk is to use the parent signature date as the residency verification date.



# \*Residency Verification Sample Documentation and Process

Data Source	Section	Stamp	Activity	Stamp
New COE	COE Section F	Received on SDF Stamp Area	Enter parent signature date in the residency verification field.	Processed.
Continued Residency COE	COE Section H	Received on SDF Stamp Area	Enter date from section H in the residency verification field.	Processed
SDF	Residency Verification for P2s Turning 3	Received on SDF.	Enter the date from the SDF section entitled "Residency Verification for P2s Turning P3."	Processed

## Note:

- Residency Verification cannot be entered on NGS without a data source.
- NGS Clerks must have a document that has been previously completed by the recruiter or designee in order to enter dates on NGS.



# \*Residency Verification

1. When a student withdraws from school or just stops attending and the district withdraws the student, the recruiter should make a home visit to ensure that the student is still residing in the district. (ID&R Manual, p. 3.4) OSY Profile is needed. 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 correct. Do not encode residency verification dates for current reporting period on last year's lines.
3. Ensure that residency verification dates for all students in the district have been entered.



# \* Merging Procedures p. 21

- ▶ If LEA data entry clerk determines that a student is duplicated, she/he must forward the following to their assigned ESC Specialist.
- ▶ Fax or e-mail
  1. The student's name with each unique student ID
  2. Print copies of each student record
- ▶ NGS State Helpdesk will decide which ID# to keep & merge the records into one.
- ▶ Affected school districts will be notified by NGS Helpdesk using the NGS inbox.



# \*Criteria for Priority for Service (PFS)

(d) **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.



# \* D. Priority for Services (PFS)

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
D. Priority for Service <sup>***</sup> (PFS) (p. 25)	Migrant students who appear on the Priority for Service Report.	Request and print Priority for Service Report <b>on a monthly basis, including summer months</b>	<b>Deliver report to MEP Coordinator, on a monthly basis,</b> 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.



# PFS Sample Process and Documentation

Data Source	Stamp	Activity	Stamp
Unsigned Distribution Log	N/A	Run District PFS Report monthly	N/A
Unsigned Distribution Log	N/A	Run Campus PFS Report monthly	N/A
N/A	N/A	Run PFS Tracking Report by selecting "All Types" monthly	N/A

## NGS Clerk Responsibilities:

1. Request and print the District and Campus PFS Reports.
2. Request PFS Distribution List from Migrant Administrator. If using all year, ensure that names, dates and signature fields appear.
3. Request and print PFS Tracking Report by selecting "All Types," one day after requesting PFS Reports (only 1 for district)
4. Make copies of all PFS Campus Reports for dissemination.
5. Deliver to migrant director/coordinator or applicable personnel and secure signatures of receipt.
6. Keep copies of PFS Reports, PFS Tracking Reports and Distribution Log for NGS Quality Control Binder/Folder.



# \* E. Continuation of Services

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
E. Continuation of Services (p. 27)	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 the accuracy of data entry for eligible migrant students.





# \*Continuation of Services Sample Process

Data Source	Stamp	Activity	Stamp
Continuation of Services Report	n/a	If names appear on report, indicate the reason	n/a

## NGS Clerk Responsibilities:

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 9/1/17.
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 MEP Contact
7. Deliver to migrant director/coordinator and secure signature and date
8. Keep copies of PFS Reports, PFS Tracking Reports and Distribution Log for NGS Quality Control Binder/Folder



# \* E. Continuation of Services

- ▶ Look at the following columns on the Continuation of Services Report:
  - ▶ QAD, Generation Date, Enrollment Date
- ▶ If names appear on the list, explain why children are appearing on the report.
  - A. Child has eligibility on or after first day of school but enrollment line is entered on NGS after the QAD expires.
    - ▶ *Sample Explanation: Child had eligibility as of first day of school; however COE data was entered after QAD expired.*
  - B. Child did not have eligibility on or after first day of school but enrollment line is entered on NGS.
    - ▶ NGS Clerk must request a line deletion from Region One ESC MEP as this is a data entry error.
- ▶ Once enrollments have been cleared up, request and print the Continuation of Services Report a final time, provide explanations, if applicable, give the report to your Supervisor and maintain Distribution Log.



# F. NGS Quality Control Checklist

Required Activities	Affected Staff/Students	Entry into NGS/ Time Requirements
F. NGS Quality Control (p. 29)	ESC Migrant Contact/ ESC and District NGS Data Specialist(s)	<b>By the last working day of May</b>

**Note:**

- The purpose of the checklist is to: (1) identify operational strengths and weaknesses; (2) correct deficiencies in a timely manner; (3) determine if further training is needed
- We review previous school year data from beginning to end (2017-2018).
- 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.



# NGS Quality Control Checklist Timeline

Required Activity	Affected Staff/Students	Submission to Terminal Site/Time Requirements	Entry into NGS/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

## NGS Clerk Responsibilities:

1. ESC MEP will send NGS Checklist dates.
2. Confirm date of visit with ESC MEP and register for Workshop #.
3. Gather all 2017-2018 data entry by NGS Clerk. Each person is responsible for his/her data entry.
4. Documentation does not need to be kept in binder. Filing systems may vary.
5. ESC Migrant Specialists will debrief with NGS Clerks and Migrant Supervisor regarding observations on the checklist.
6. The original will be signed and dated by all parties. A copy will be left at the LEA and will be kept on file at the ESC.



# \* G. Withdrawals and At-Risk of Non-Promotion

Required Activities	Affected Staff/Students	Submission to Terminal Site/Time Requirements	Entry into NGS/ Time Requirements
G. Withdrawals and  At Risk of Non-Promotion Indicator (p. 41)	For withdrawals: Migrant students enrolled in <b>grades P3-12</b> ;  For the At Risk of Non-Promotion Indicator: Migrant students enrolled in <b>grades K-12</b>	<b>Within 2 working days after <u>early withdrawal</u>...</b> *  ...including, if available, <b>the At Risk of Non-Promotion data</b> ; or <b>within 5 working days after end of school year</b>	<b>Within 1 working day after receipt of early withdrawal data</b> <u>and</u> if available, the At Risk of Non-Promotion data; or  <b>within 5 working days after receipt of end of school year withdrawal data and the At-Risk of Non-Promotion data</b>



# Early Withdrawal

Required Activity	GL	Submission Timeline	Data Source	Data Fields Needed
<b>Early Withdrawal Data</b> 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"> <li>▪ Withdrawal Date</li> <li>▪ Special Needs</li> <li>▪ Immunizations</li> <li>▪ Supplemental Services</li> <li>▪ State Assessments</li> <li>▪ At Risk of Non-Promotion</li> </ul>
<b>Early Withdrawal Data</b> 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"> <li>▪ Withdrawal Date</li> <li>▪ Special Needs</li> <li>▪ Immunizations</li> <li>▪ Supplemental Services</li> <li>▪ State Assessments</li> <li>▪ At Risk of Non-Promotion</li> <li>▪ Recommended Courses</li> </ul>



# Early Withdrawal

Required Activity	GL	Submission Timeline	Data Source	Data Fields Needed
<b>Early Withdrawal Data</b>  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"> <li>▪ Withdrawal Date</li> <li>▪ Special Needs</li> <li>▪ Immunizations</li> <li>▪ Supplemental Services</li> <li>▪ State Assessments</li> <li>▪ At Risk of Non-Promotion</li> <li>▪ Not On Time for Graduation</li> <li>▪ Recommended Courses</li> <li>▪ Withdrawal Grades</li> <li>▪ Clock Hours</li> </ul>



# \*Early Withdrawals Sample Documentation and Process

Data source	Stamp	Activity	Stamp
1) Attendance for Campus Or 2) Attendance Roster for A Bright Beginning	Received	Encode withdrawal date	Processed

## NGS Clerk Responsibilities:

1. Secure copies of attendance rosters from campuses or ABB Teacher.
2. Use individual or multiple withdrawal to withdraw applicable students from NGS.
3. Request and print the Unique Count by SSID.
4. Ensure that attendance rosters and Unique Count by SSID match.
5. Keep copies in NGS Quality Control Binder/Folder.





# H. Terminations Reasons and Dropout Indicator

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
H. Termination Reasons and Drop Out Indicator (p. 45)	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.



# \* Limited English Proficient (LEP)

Required Activities	Affected Staff/Students	Submission to Terminal Site/Time Requirements	Entry into NGS/ Time Requirements
I. Limited English Proficient (LEP) (p. 49)	Migrant students enrolled in <b>grades K-12</b>	By <b>the last working day of October</b> or 5 working days after initial enrollment	<b>Within 5 working days</b> after receipt of LEP information

## Note:

- Limited English Proficient (LEP) student designation must be collected and entered at their school of enrollment.
- LEP is 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.



# LEP Sample Documentation and Process

Data Source	Stamp	Activity	Stamp
Special Populations Report or District LEP Report	Received	Enter LEP Designation under Supplemental Services.	Processed

## NGS Clerk Responsibilities:

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



# \* J. Graduation Plans (MEP Compliance Indicator)

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
J. Graduation Plans***(p. 51)	Migrant students enrolled in <b>grades 9-12</b>	<b>By October 1</b> or 10 working days after initial enrollment	<b>Within 5 working days</b> after receipt of graduation plan information

## Note:

- Coordination is necessary between the campus counselors/strategists and the NGS Data Entry Clerks to gather information on Graduation Plans for students in grades 9-12.
- NGS Data Entry Clerks should ask high school counselors/strategists to notify them whenever there is a change to a student's Graduation Plan.
- All students on NGS Student Graduation Plan and Year Report should have Foundation High School Program for Graduation Plan.
- More than one (1) endorsement can be selected.



# \* Graduation Plans Sample Documentation and Process

Data Source	Stamp	Activity	Stamp
Updated Student Graduation Plan and Year Report	Received	Enter Graduation Plan information	Processed

## NGS Clerk Responsibilities:

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 returned report has the signature, title and date of the person who is submitting it to you.
4. Enter all data on NGS.
5. Request and print final report.
6. Keep copies in NGS Quality Control Binder/Folder.



# K. Secondary Credit

## Fall and Spring Semester Grades

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
K. Secondary Credit – <b>Fall</b> Semester Grades (p. 53)	Migrant students enrolled in <b>grades 9-12</b>	<b>Within 2 working days after early withdrawal; or within 5 working days after end of semester for fall grades</b>	<b>Within 1 working day after receipt of early withdrawal data; or <b>by the last working day of February</b> for fall grades</b>

**Note:** Transcripts are needed and not report cards.



# K. Secondary Credit

## Fall and Spring Semester Grades

- ▶ All migrant students enrolled in **grades 9-12** should have their complete secondary course history **up-to-date** on NGS.
- ▶ When a migrant student in grades 9-12 is **identified for the first time** and has **no existing secondary credit on NGS**, the **NGS Data Clerk must encode the complete secondary course history to bring it up-to-date with as much available data as possible.**
- ▶ When a **migrant senior graduates**, it is **not necessary to input the final semester's grades** on the system **or check the *Not On Time for Graduation* checkbox.** However, the graduation termination code and the graduation date must be entered. This information should be retrieved from an official school document/list.



# L. Recommended Courses

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
L. Recommended Courses for Fall Schedule (p. 61)	Migrant students enrolled in <b>grades 8-11</b>	<b>Within 2 working days after early spring withdrawal; or within 5 working days after end of school year</b>	<b>Within 1 working day after receipt of early spring withdrawal data; or within 5 working days after receipt of the recommended courses</b>

State  ✓

SSID (search)

Recommended Grade Level

Graduation ID (search)

Type of Term

Term

School Year

Course Title	Course Type	Course Section	Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>





# M. Missing Credits and **Withdrawal** Grades

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
M. Missing Credits and <b>Withdrawal</b> Grades Consolidation (p. 63)	Migrant students enrolled in <b>grades 9-12</b>	<b>Within 5 working days after enrollment</b> , receipt of updated records or completed partial work in designated school of graduation. <b>Request Partial Credit Report by January 15</b>	<b>Within 5 working days after receipt. Update</b> all missing credits and partial grades <b>by January 31</b>

## Note:

- Upon enrollment, the NGS Data Clerk should print out the student's Course History if the NGS record shows partial grades. This printout should be given to the counselor for updating of grades.
- 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.



# Incomplete Coursework Sample Documentation and Process

Data Source	Stamp	Activity	Stamp
Updated NGS Course History or Updated Partial Credit Report	Received	Enter final grades and credit granted	Processed

## NGS Clerk Responsibilities:

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



# N. Not on Time for Graduation Indicator

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
N. Not On Time for Graduation Indicator (p. 67)	Migrant students enrolled in <b>grades 9-12</b>	<b>Within 2 working days after early withdrawal or within 5 working days after end of school year.</b>	<b>Within 1 working day after receipt of the Not On Time for Graduation data for early withdrawals;</b> or within 10 working days after receipt of the Not On Time for Graduation data.

## 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.



# O. Alternate Student ID Number

**(MEP Compliance Indicator)**

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
O. Alternate Student ID Number*** (p. 69)	Migrant students enrolled in <b>grades K-12</b>	<b>Request Alternate Student ID Number Report by February 1</b>	<b>Update all student records without a Student Unique ID number by the last working day of February</b>

**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.



# P. Facility Updates and Contact Information

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
P. Facility Updates  and Contact Information (p. 71)	NGS Data Clerks	Submit completed Campus Designation forms <b>between March 1 and June 1</b>  and the “Migrant” and “Summer Migrant” contact information <b>between March 1 and June 1</b>	Update all facilities with migrant enrollments within 5 working days after receipt

**Note:** Facilities can no longer be updated by district NGS Clerks. All updates must be sent to the ESC



# Q. Medical Alerts and Immunizations

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
Q. Medical Alert  and Immunization Data (p. 75)  Health Data	Migrant students enrolled in <b>grades P3-12</b>	<b>Within 2 working days after            early withdrawal or by March 1</b>	<b>Within 1 working day after            receipt of early withdrawal            data;            or by April 15</b>

Health Screenings are optional for Texas districts.



# R. State Assessments

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
R. State Assessments (p. 79)	Migrant students enrolled in grades 3-12	<b>Request state assessment results by June 2;</b> For ESCs with SSA member districts: Request state assessment results by <b>July 15</b>	<b>For all districts: within 10 working days after receipt of state assessment results</b>

**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.



# S. Regular Term Coursework for Grades 6-8

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
S. Regular Term Coursework for Grades 6-8 (p. 85)	Migrant students enrolled in <b>grades 6-8</b>	<b>Within 2 working days after early withdrawal; or within 5 working days after end of school year</b>	<b>Within 1 working day after receipt of early withdrawal data or within 10 working days after receipt of end of school year data</b>

## 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.





# T. Supplemental Program Data and Dropout Recovery

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
T. Supplemental Program Data and	All migrant children, <b>P0-grade12 and non-enrollees</b> for Supplemental Program Data	<b>For regular and year-round terms by <b>June 30</b> or as soon as supplemental services are provided</b>	<b>For regular and year-round terms by July 25 (<b>July 31</b>) or as soon as supplemental data is provided</b>
Drop Out Recovery (p. 91)	<b>All out of school youth</b> who receive a Drop Out Recovery service	<b>For Drop Out Recovery as soon as services are provided</b>	<b>For Drop Out Recovery as soon as data is received</b>

**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.



# T. Supplemental Program Data and Dropout Recovery Sample Documentation

Data Source	Stamp	Activity	Stamp
Individual Student Rosters/Lists (i.e., migrant lab, college trips, supplies, clothing, ABB,)	Received	Enter supplemental services.	Processed
Spreadsheet with services or NGS Supplemental Worksheet	Received	Enter supplemental services.	Processed.

## NGS Clerk Responsibilities:

- 1) Request a list of supplemental services from administrator or counselor based on the Master List of Services provided by your administrator.
- 2) Ensure that data source includes signature, title and date and is labeled with a type of service from the NGS system.
- 3) After data entry has been conducted, request and print Supplemental Program Count or Individual Supplemental Report.
- 4) Ensure that data source matches with NGS Report.
- 5) Keep copies in NGS Quality Control Binder/Folder.

# U. Special Needs and IEP on File Indicator

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
U. Special Needs and IEP On File Indicator (p. 99)	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 and IEP data

**Note:**

- ▶ Special Needs are only entered once for each child per district.
- ▶ There are 4 Special Needs Categories on NGS: Gifted and Talented (G/T), Special Education, HSE and HEP.
- ▶ Need a Contact ID and a start date.



# V., W., X., Y., Z Summer Program Data

Required Activities	Affected Staff/Students	Submission to Terminal Site/Time Requirements	Entry into NGS/Time Requirements
V. Summer Enrollments*** (p. 103) <b>(MEP Compliance Indicator)</b>	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer services	Within 5 working days of parent signature date on new COE; or within 2 working days after initial summer enrollment	Within 5 working days after receipt of new COE; or within 2 working days after receipt of initial summer multiple enrollment worksheet
W. Summer Withdrawals (p. 103)	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer services	Within 2 working days after early withdrawal; or within 5 working days after completion of summer services	Within 1 working day after receipt of early withdrawal data; or within 5 working days after receipt of withdrawal data
X. Summer Program Assessments (Project Smart) (p. 103)	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer services	Within 2 working days after early withdrawal; or within 5 working days after completion of summer services	Within 1 working day after receipt of early withdrawal data; or within 5 working days after receipt of withdrawal data
Y. Summer Supplemental Program Data (p. 103)	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer services	Within 5 working days after end of summer services	Within 2 working days after receipt of supplemental program data
Z. Summer Academic and Health Data (p. 103)	All migrant students in grades P3-12 and non-enrollees receiving MEP-funded summer services	Within 5 working days after end of summer services; and for secondary students taking credit courses, within 2 working days after early withdrawal	Within 2 working days after receipt of academic and health data



# Reminders

- ▶ 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.



# OSY AND NGS



# 2017-2018 Findings

1. Updating OS Lines
2. Deleting OS Lines
3. No follow-up on withdrawals (no OS line entered on NGS)
4. Data not entered on NGS:
  - Student Designations
  - Enrollments in GED/HSE programs
  - Enrollment into High School programs
  - Supplemental Services
  - Terminations



# OSY Scenario 1

- 1) Recruiter does not know that child is enrolled in a charter school or other district.
- 2) Recruiter identifies child as OS on COE.
- 3) NGS Clerk enters line on NGS for child as OS.
- 4) It is later discovered that child was enrolled at time that COE was completed.





# OSY Scenario 1 Solution

- 1) District OSY Contact must research and obtain data to verify that child was mislabeled. (OS instead of Grade Level).
- 2) District OSY Contact must provide documentation to Recruiter.
- 3) Recruiter must correct COE, and write explanation on SDF using red ink, date and initial.
- 4) NGS Clerk will update grade level on NGS (i.e, OS to 11) using the COE as the data source.



# OSY Scenario 2

- 1) Recruiter identifies child as OS on COE.
- 2) NGS Clerk enters line on NGS for child as OS.
- 3) Child decides on his/her own to re-enroll in a high school program (i.e., in your district, in another district, in a charter school, homeschooled).



# OSY Scenario 2 Solution

- 1) OS line on NGS does not change.
- 2) District OSY Contact will must research and secure enrollment data for child.
- 3) District OSY Contact must provide documentation to both recruiter and NGS Clerk.
- 4) Recruiter will document enrollment on SDF.
- 5) NGS Clerk will add a residency only (P) line on NGS with a Grade Level. (If enrolled in your district - "R" with an enrollment date.)



# NGS and MOSYS

- ▶ NGS and MOSYS do not communicate. NGS OSY Report must be run monthly.
- ▶ List from the NGS OSY Report must be entered on MOSYS, insuring that NGS OSY Report and MOSYS Student List match.
- ▶ 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





# M O S Y S

Migrant Out of School Youth System

**Profile**



**Assess Needs**

**Student Referrals**



**Track Referrals  
Provided**

**Services Received**



**Track Services  
Obtained**

**Contact Log**



**Follow-Ups**

**Exit**



**Terminations**



# MIGRANT OUT-OF-SCHOOL YOUTH SYSTEM (MOSYS)


- ▶ Each district has an OSY Contact/Designee.
- ▶ The OSY Contact has access to MOSYS ([mosys.esc1.net](http://mosys.esc1.net)).
- ▶ The OSY Contact should be collecting the following and entering the data into MOSYS:
  1. Demographics
  2. **Profile**
  3. Student Referrals
  4. **Services Received**
  5. Contact Log
  6. **Exit**



# MOSYS OSY Profile

DO NOT UPDATE CURRENT OSY LINE. ENTER  
ADDITIONAL RESIDENCY LINE WITH CURRENT GRADE



	<input type="checkbox"/> OSY Declined Services (include comment)	<input type="checkbox"/> Could not Locate/Contact (include comment)	<input type="checkbox"/> Currently Enrolled in School (Credit Recovery) Date: 9/1/18 Institution: Mid Valley Academy																																		
	<input type="checkbox"/> Currently Enrolled in GED-NGS SPECIAL NEEDS Date: 7/23/18 Institution: TSTC HEP	<b>OSY STUDENT PROFILE</b>		<input type="checkbox"/> Currently Enrolled in School (State Assessment) Date: 9/1/18 Institution: Mid Valley Academy																																	
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:																																	
<b>Health Needs:</b> <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental <input type="checkbox"/> Urgent <input type="checkbox"/> Other:			<b>Advocacy Needs:</b> <input type="checkbox"/> Legal <input type="checkbox"/> Childcare <input type="checkbox"/> Translation/Interpretation <input type="checkbox"/> Other:																																		
<b>Educational Needs:</b> <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			<b>Reason for leaving school:</b> <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:																																		
<b>Job-Related Needs:</b> <input type="checkbox"/> Career Exploration <input type="checkbox"/> Job Training <input type="checkbox"/> Life Skills			<b>Availability:</b> <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																																					
<b>Expressed interests in: NGS DESIGNATIONS OUT OF SCHOOL YOUTH</b> <input type="checkbox"/> Learning English <input checked="" type="checkbox"/> Job Training <input type="checkbox"/> GED/HSE <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:			<b>Youth is a candidate for (for office use):</b> <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:																																		
<b>At interview, youth received:</b> <input type="checkbox"/> Educational materials <input type="checkbox"/> Support services <input type="checkbox"/> Referral(s)(lists in comments) <input type="checkbox"/> Other:			<b>Comments:</b>																																		
<b>Student Signature:</b>			<b>Provider Signature:</b>																																		



# MOSYS Instructions For Obtaining A Profile

- ▶ Use the student “Profile” tab from MOSYS.
- ▶ Search for student and click on “View” or on NGS #.
- ▶ Click on “Profile” tab.
- ▶ Click on PDF symbol and open at the bottom of screen.
- ▶ Print page 1.





# MOSYS PROFILE DOCUMENTATION FOR NGS

MOSYS	DATA SOURCE	SECTION	ON NGS
PROFILE TAB	OSY Profile	CURRENTLY ENROLLED IN SCHOOL (CREDIT RECOVERY)  CURRENTLY ENROLLED IN SCHOOL (STATE ASSESSMENT)	ENTER A RESIDENCY LINE WITH CURRENT GRADE LEVEL. <b>DO NOT UPDATE CURRENT "OS" LINE.</b>
PROFILE TAB	OSY Profile	CURRENTLY ENROLLED IN GED/HSE PROGRAM	ENTER UNDER <u>SPECIAL NEEDS</u> – GED/HSE <b>OR</b> HEP
PROFILE TAB	OSY Profile	OSY EXPRESSED INTEREST IN	ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> DESIGNATIONS FOR OSY



# Student Designations- OSY

Choose the Supplemental Type(s)/Designation(s) you want to add to this student

[Help Contents](#)

[Screen Help](#)

[Update Enrollment](#)

[View Enrollment](#)

[Student](#)

**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

**English Proficiency:**

LEP

**Supplemental Type (definitions)**

----- INSTRUCTIONAL SERVICES -----

- A Bright Beginning Center-Based
- A Bright Beginning Home-Based
- Balanced Literacy
- Bilingual
- Career Exploration
- Distance Learning
- English for LEP children (ESL)
- Even Start
- Family Literacy

**Supplemental Fund Type**

▼

Submit Selected Supplementals

Clear Entry



# Special Needs For HSE/HEP

Enter data in all required fields to add a new **Special Needs** record. Required fields must contain valid entries or the record c

[Help Contents](#)

[Screen Help](#)

[Student Record](#)

Need ID

61628

*Need Type*

HEP (High School Equivalency Program) ▼

*Need Name*

TSTC HEP

*Need Start Date*

07/23/2018



Need End Date



*Contact ID* [\(search\)](#)

TXKJL

Comments

IEP On File

Submit Record



# MOSYS Services Received

- ▶ Documents Instructional and Support Services received by OSY
  - ▶ District-based services
  - ▶ Community-based services (**Referral Services**)
- ▶ Documents Enrollments
  - ▶ High School Program
  - ▶ HSE Program

\*\*\*Only enrollments and services that the OSY obtains as a result of efforts and referrals made by the OSY district personnel are checked off in this section.\*\*



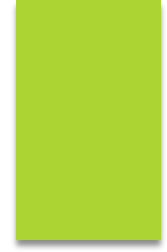


**Out of School Youth Services Received  
2017 – 2018**

**ENTER DATA UNDER SUPPLEMENTAL PROGRAM/DESIGNATION ON NGS**

# MOSYS Services Received

<b>Name:</b> Alejandra Guzman		<b>NGS#:</b> 12345678ABC	
<b>Enrollments:</b>		<b>Date:</b>	<b>Location:</b>
<input checked="" type="checkbox"/> <b>Re-Enrolled in School (Credit Recovery)</b> SUPPLEMENTAL TYPE: DROPOUT RECOVERY- "RECOVERY INTO HS PROGRAM"		07-25-2018	PREMIER HS
<input checked="" type="checkbox"/> <b>Re-Enrolled in School (State Assessment)</b> SUPPLEMENTAL TYPE: DROPOUT RECOVERY- "RECOVERY INTO HS PROGRAM"		07-25-2018	PREMIER HS
<input checked="" type="checkbox"/> <b>Enrolled in GED Program</b> SUPPLEMENTAL TYPE: DROPOUT RECOVERY- "RECOVERY INTO HSE PROGRAM" (**Must also be encoded under NGS Special Needs**)		07-25-2018	UTRGV HEP
INSTRUCTIONAL SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
<input checked="" type="checkbox"/> <b>State Assessment Remediation (Test Prep)</b> SUPPLEMENTAL TYPE: INSTRUCTIONAL SERVICES		High School Equivalency Program	
Health Education		GED Program	
Tutorial		Distance Learning	
Life Skills		Workforce Solutions	
District Credit Recovery		Job/Vocational Training	
Distance Learning		ESL	
Math		Adult Basic Education (ABE)	
Reading		Computer Literacy	
PASS		Credit Recovery	
Project SMART		Pre-GED	
Other		Other	
SUPPORT SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
Clothing	MEP Funded	<input checked="" type="checkbox"/> <b>Transportation: United Way</b> SUPPLEMENTAL TYPE: SUPPORT SERVICES- REFERRED SERVICE	
<input checked="" type="checkbox"/> <b>Counseling Services</b> SUPPLEMENTAL TYPE: SUPPORT SERVICES		WIC	
Material Resources		Housing	
School Supplies		Access to Social Services	
Tools Used for Academic Assistance		Dental Check-Up	
Other		Vision Exam	
<b>REMINDEERS</b> <ul style="list-style-type: none"> <li>ONLY MIGRANT FUNDED SERVICES ARE TO BE ENTERED UNDER SUPPLEMENTAL TYPE</li> <li>ONLY HS/HSE ENROLLMENTS OBTAINED WITH THE ASSISTANCE OF MIGRANT STAFF WILL BE ENTERED UNDER SUPPLEMENTAL TYPE: DROP OUT RECOVERY</li> </ul>		Hearing Screening	
		Translation/Interpretation	
		Nutrition	
		Child Care	
		Other	



# Referral Service

- ▶ An educational or support service that a migrant child would not have received without the coordinated efforts of MEP-Funded Personnel.
- ▶ In order for it to be counted as a referral service and be coded on NGS, the child must have received the service.
- ▶ A referred service cannot be MEP-Funded and cannot be school or district-based service.

Examples of Referral Services	Non-Examples of Referral Services
WIC	District-based Tutoring
Transportation Assistance	District-based Credit Accrual Program
High School Equivalency Classes	MEP-Funded Clothing Assistance
Computer Literacy Classes	MEP-Funded Materials and Resources



# MOSYS Instructions For Obtaining Services Received & HS, HEP/HSE (GED) Enrollments

- ▶ Search for student and click on “View” or on NGS #.
- ▶ Click on “Services Received” tab.
- ▶ Click on PDF symbol and open at the bottom of screen.
- ▶ Print page 1.



# MOSYS Services Received Documentation For NGS

MOSYS	DATA SOURCE	SECTION	ON NGS
SERVICES RECEIVED TAB	Hard Copy of SERVICES RECEIVED from MOSYS	ENROLLED IN A GED PROGRAM  <b>(DUE TO THE EFFORTS OF THE OSY CONTACT)</b>	1) ENTER UNDER <u>SPECIAL NEEDS</u> – <u>GED/HSE</u> 2) ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE-DROPOUT RECOVERY-“RECOVERY INTO A HSE PROGRAM”
SERVICES RECEIVED TAB	Hard Copy of SERVICES RECEIVED from MOSYS	RE ENROLLED FOR CREDIT RECOVERY OR RE ENROLLED FOR STATE ASSESSMENT  <b>(DUE TO THE EFFORTS OF THE OSY CONTACT)</b>	1) ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE-DROPOUT RECOVERY-“RECOVERY INTO A HIGH SCHOOL PROGRAM”
SERVICES RECEIVED TAB	Hard Copy of SERVICES RECEIVED from MOSYS	MIGRANT FUNDED INSTRUCTIONAL OR SUPPORT SERVICES (I.E., CLOTHING, SCHOOL SUPPLIES, TOOLS FOR HOMEWORK ASSISTANCE, ETC.)	ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE <u>INSTRUCTIONAL AND/OR SUPPORT SERVICES</u>





# Supplemental Program- Drop Out Recovery

Choose the Supplemental Type(s)/Designation(s) you want to add to this student

[Help Contents](#)

[Screen Help](#)

[Update Enrollment](#)

[View Enrollment](#)

*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

### English Proficiency

LEP

**Supplemental Type** [\(definitions\)](#)

Student Retreat  
Texas Gateway (Non-MEP-Funded)  
Tools for Homework Assistance  
Transportation  
Other 1  
Other 2  
Other 3  
----- **DROP OUT RECOVERY** -----  
Recovery into a High School Program  
Recovery into a HSE Program

*Supplemental Fund Type*

Migrant Funded ▾

Submit Selected Supplementals

Clear Entry



# Supplemental Program- Instructional and/or Support Services

Choose the Supplemental Type(s)/Designation(s) you want to add to this student

[Help Contents](#)

[Screen Help](#)

[Update Enrollment](#)

[View Enrollment](#)

*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

**English Proficiency:**

- LEP

*Supplemental Type (definitions)*

----- INSTRUCTIONAL SERVICES -----

- A Bright Beginning Center-Based
- A Bright Beginning Home-Based
- Balanced Literacy
- Bilingual
- Career Exploration
- Distance Learning
- English for LEP children (ESL)
- Even Start
- Family Literacy

*Supplemental Fund Type*

Migrant Funded ▾

Submit Selected Supplementals

Clear Entry



# MOSYS Instructions For Running Reports For Services Received

- ▶ Click on Reports on Homepage.
- ▶ Click on “Select Report” dropdown menu
- ▶ Go to the “Services Received” section
- ▶ Select a report and click on “Select”
- ▶ View and Print report.

**Note:** All reports must be printed individually.



# MOSYS Reports For NGS Documentation

MOSYS REPORTS	ON NGS
<b>SERVICES RECEIVED REPORT:</b> ENROLLED IN GED	1) ENTER UNDER <u>SPECIAL NEEDS</u> – GED/HSE 2) ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE- DROPOUT RECOVERY- “RECOVERY INTO A HSE PROGRAM”
<b>SERVICES RECEIVED REPORT:</b> RE-ENROLLED (CREDIT RECOVERY)  RE-ENROLLED (STATE ASSESSMENT)	ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE- DROPOUT RECOVERY- “RECOVERY INTO A HIGH SCHOOL PROGRAM”
<b>SERVICES RECEIVED REPORT:</b> DISTRICT SERVICES RENDERED  REFERRED SERVICES RENDERED	ENTER UNDER <u>SUPPLEMENTAL PROGRAMS</u> SUPPLEMENTAL TYPE- <u>INSTRUCTIONAL AND/OR SUPPORT SERVICES</u>

NOTE: Only enrollments and supplemental services obtained due to the efforts of the district OSY designee should appear on the MOSYS Services Received Reports and should be entered on NGS.



# MOSYS Exit

## Reports:

1. Earned High School Diploma
2. Earned High School Equivalency Certificate



# MOSYS Instructions For Exited Report

- ▶ Click on Reports on Homepage.
- ▶ Click on “Select Report” dropdown menu
- ▶ Go to the “Exited” section
- ▶ Select a report and click on “Select”
- ▶ View and Print report.

**Note:** Both reports must be printed individually.



# MOSYS Reports- Exited

## Student Exited – High School

2017 – 2018

District	Reason	NGS	Name	Exit Date
Smithville ISD	Graduation	6111836AAA	ALANIS, ROLANDO	11/4/2017
		06379893BBB	BECERRA, MARIA	11/30/2017
			2	

## Student Exited - GED

2017 – 2018

District	Reason	NGS	Name	Exit Date
Smithville ISD	GED	6111836AAA	ALANIS, ROLANDO	11/4/2017
		06379893BBB	BECERRA, MARIA	11/30/2017
			2	



# MOSYS Exit Documentation for NGS Terminations

MOSYS REPORTS	ON NGS
EXITED REPORTS:  NUMBER OF EXITED HS  AND  NUMBER OF EXITED GED	1) STUDENT RECORD UNDER TERMINATION – ENTER TERMINATION DATE AND REASON  <p>Termination Reason: <input type="text" value="Graduated"/> Termination Date: <input type="text"/></p> <hr/> <p>Termination Reason: <input type="text" value="HSE"/> Termination Date: <input type="text"/></p>





# NGS Reports for OSY

NGS Report	Documentation
Student Designation Worksheet	OSY Profile Interests
Supplemental Programs Worksheet	Supplemental Services Received
Special Needs Report	HSE Enrollments



# ESC Migrant Personnel District Assignments

Migrant Contact	Districts
Maria Elena Cortez	Donna, Lasara, Los Fresnos, Mercedes, Mission, Monte Alto, Progreso, PSJA, Rio Grande City, Rio Hondo, Sharyland
Manuel Salinas	Edinburg, Harlingen, Hidalgo, La Feria, La Joya, Laredo, McAllen, Point Isabel, Raymondville, San Perlita, Santa Maria, Santa Rosa, Zapata
Julissa Sandoval	Brownsville, Edcouch-Elsa, Edinburg, IDEA, La Villa, Lyford, Roma, San Benito, San Isidro, South Texas, United, Valley View, Weslaco



# ESC Contacts

Migrant Contact	Email Address	Office Phone #
Maria Elena Cortez, M. Ed.	<a href="mailto:mecortez@esc1.net">mecortez@esc1.net</a>	956-984-6252
Manuel Salinas, M. Ed.	<a href="mailto:mansalinas@esc1.net">mansalinas@esc1.net</a>	956-984-6251
Julissa Sandoval, M. Ed.	<a href="mailto:jsandoval@esc1.net">jsandoval@esc1.net</a>	956-984-6255
Denise Anaya, M. Ed.	<a href="mailto:danaya@esc1.net">danaya@esc1.net</a>	956-984-6187
Brenda Mejia (NGS Helpdesk)	<a href="mailto:bmejia@esc1.net">bmejia@esc1.net</a>	956-984-6107
Dr. Omar Chavez	<a href="mailto:ochavez@esc1.net">ochavez@esc1.net</a>	956-984-6240



# Questions/Comments/Concerns

