

NGS End of Year (EOY) Procedures Training

Division of Instructional Support
Office of School Improvement, Accountability and Compliance



© 2015 REGION ONE EDUCATION SERVICE CENTER



Intellectual Property Statement

All materials, content and forms contained in this training/presentation are the intellectual property of the Region One Education Service Center and are intended for use by session participants at the classroom, campus, or district level only. Materials are to be used "as is" without modification.

Materials may not be used for personal benefit or financial gain or for use outside of the school system.



© 2015 REGION ONE EDUCATION SERVICE CENTER



Norms

- Begin on time; End on Time.
- Active listening and participation.
- Stay on topic.
- Share the floor.
- No sidebar conversations.
- Silence all electronic devices.



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 2018-2019.



Agenda

- 1) NGS Checklist Observations
- 2) NGS Responsibilities
- 3) Continuation of Services
- 4) Recommended Courses
- 5) End of Year Withdrawals
- 6) At Risk of Non-Promotion
- 7) Entering Grades (9-12) including Algebra I checkbox



Agenda

- 8) Entering Grades (6-8)
- 9) Termination Reasons
- 10) Dropout Indicator
- 11) Not on Time for Graduation
- 12) Supplemental Services
- 13) State Assessments



NGS Responsibilities

NGS generates the reports based upon the report criteria entered and federal student eligibility and reporting requirements. **It is important that your student and enrollment records are up-to-date and accurate in NGS before generating a report.** (NGS User Manual)



NGS Checklist Commendations

- NGS Training was completed by all
- More access to local database*
- Most data sources are evident
- PFS Reports and PFS logs are maintained
- Increased designee reviews with signatures



NGS Checklist Recommendations

- Use a uniform system of data sources (PEIMS, NGS or custom list with signature);
- Ensure that NGS Reports match with local data sources;
- Ensure that Residency Verification is on the COE or SDF for P2s Turning 3 prior to entering on NGS;
- Ensure that “other” Early Withdrawal data is completed in a timely manner;
- Need OSY documentation
- Need Withdrawal Grades



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 <u>before end of school year.</u> and Recommended: Late October or November	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.



Continuation of Services Sample Documentation and 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 9/1/18.
- 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 copy for NGS Quality Control Binder/Folder.



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:

Drop Out

Drop Out Date

W

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



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 grades 8-11	Within 2 working days after early spring withdrawal; or <u>within 5 working days after end of school year</u>	Within 1 working day after receipt of early spring withdrawal data; or within 5 working days after receipt of the recommended courses

Notes:

- There is currently no report to run for Recommended Courses.
- NGS Clerks should print the confirmation screen shot.
- Enter recommended courses for seniors who do not graduate.



End of Year 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)	<u>For withdrawals:</u> Migrant students enrolled in grades P3-12 <u>For the At Risk of Non-Promotion Indicator:</u> Migrant students enrolled in grades K-12	Within 5 working days after the end of year	Within 5 working days after receipt of end of school year withdrawal data and the At Risk of Non Promotion data.

Notes for At Risk of Non-Promotion:

- Definitions: Students in grades K-12 required to attend summer school in order to be promoted to next grade level-regardless of summer school participation.
- Data source must include signature, title and date. In addition, districts must have this data source even if there are no students who meet this criteria.
- For grades 9-12, the At Risk of Non Promotion list may be used for Not on Time for Graduation.



Recommended Courses Sample Documentation and Process

Data source	Stamp	Activity	Stamp
District Pre-Registration Course Report	Received	Enter recommended courses data.	Processed

NGS Clerk Responsibilities:

- 1) Run a Unique Count Report by campus to ensure you have a list of students.
- 2) Request the pre-registration course lists for the following school year.
- 3) Keep copy for NGS Quality Binder/Folder.

State:
 SSID (search):
 Recommended Grade Level:

Graduation ID (search):
 Type of Term:
 Term:
 School Year:

Course Title	Course Type	Course Section	Subject
	v	v	v
	v	v	v



Pop Quiz (True or False)

Before generating a report from NGS, it is important that student enrollment records are up-to-date and accurate.



True or False

Residency Verification must be on the COE and for P2s Turning P3 must be recorded on the SDF prior to entering into NGS.



Pop Quiz (Question #1)

If students appear on the Continuation of Services Report, NGS Clerks must go (**Where**) and select a reason.

- a.) Student search page
- b.) Student Demographic page
- c.) Student History Line



Question #2

What should the NGS clerk be requesting from the counselor regarding recommended courses?

- a.) Transcripts
- b.) Pre-Registration Course Lists
- c.) Personal Graduation Plans



At Risk of Non Promotion Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Currently enrolled list Or District made list	Received	Check box for all students that appear on list	Processed

NGS Clerk Responsibilities:

- 1) Request the At Risk of Non-Promotion Lists for students in grades K-12 from all campuses.
- 2) Ensure that lists include signature, title and date. In addition, districts must have these lists even if there are no students who meet this criteria.
- 3) Check box for each student on NGS.
- 4) Request and print the NGS At Risk of Non Promotion Report.
- 5) Ensure that Campus At Risk of Non-Promotion Lists and NGS At Risk of Non-Promotion Reports match.
- 6) Keep copies for NGS Quality Control Binder/Folder.



End of Year Withdrawals

Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Migrant-specific attendance roster for last day of school and School District Calendar	Received	Encode withdrawal date	Processed

NGS Clerk Responsibilities:

- 1) Request and obtain attendance roster for the last day of school. This must be run on the last day of school.
- 2) Withdraw all migrant students who do not have an early withdrawal date. For students who have withdrawn early, do not change their data.
- 3) Request and print the Multiple Withdrawal Worksheet after withdrawals have been conducted and prior to summer enrollments. The Multiple Withdrawal Worksheet should be blank.
- 4) Keep copy for NGS Quality Control Binder/Folder.



True or False

When entering Spring semester grades it is highly recommended to use report cards.



True or False

The NGS Comprehensive Credit Report selecting “Students without Credits should be blank after all data entry of spring semester grades have been conducted.



True or False

End of Year report cards are used when entering grades for 6-8.



Secondary Credit Spring Semester Grades

Required Activities	Affected Staff/Students	Submission to Terminal Site/ Time Requirements	Entry into NGS/ Time Requirements
K. Secondary Credit – <u>Spring</u> Semester Grades (p. 53)	Migrant students enrolled in grades 9-12	Within 2 working days after early withdrawal; or within 5 working days after end of semester for spring grades	Within 1 working day after receipt of early withdrawal data; or within 10 working days after receipt of spring grades.

Note:

- It is strongly recommended that transcripts are used and not report cards as they differ.
- If the previous district did not enter courses, it becomes the responsibility of the current district.
- 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.**
- It is **not necessary to enter grades for graduating seniors.**



Semester Grades 9-12 Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Transcripts	Received	Enter all courses, grades and credit granted.	Processed

NGS Clerk Responsibilities:

- 1) Run a Unique Count Report by campus to ensure you have a list of students.
- 2) Ensure that a transcript is received for each student on the Unique Count.
- 3) In an effort to avoid duplicating courses, update the existing course history line when applicable.
- 4) **If students have a complete credit for Algebra I, check the “Has Algebra” box.**
- 5) After all data entry has been conducted, run the NGS Comprehensive Credit Report selecting “Students without Credits. Report should be blank.
- 6) Keep copy for NGS Quality Control Binder/Folder.



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 grades 6-8	Within 2 working days after early withdrawal; or within 5 working days after end of school year.	Within 1 working day after receipt of early withdrawal data or within 10 days after receipt of the end of year data.



Regular Term Coursework for Grades 6-8 Sample Documentation and Process

Data source	Stamp	Activity	Stamp
End of Year Report Cards	Received	Enter all courses with the final average only and select "n/a."	Processed

NGS Clerk Responsibilities:

- 1) Run a Unique Count Report by campus to ensure you have a list of students.
- 2) Enter data.
- 3) Run Middle School /Junior High Course History Report selecting "Students without Course History." Report should be blank.
- 4) Keep copy for Quality Control Binder/Folder.



Termination Reasons and Drop Out 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 Reports (HSE, Graduated, Deceased, Parent Request)
- Data source must include signature, title and date.
- Graduating seniors need to be terminated and withdrawn.



Terminations Reasons Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Graduation Plan and Year Report Or District made list	Received	Encode date and reason- "graduated"	Processed
MOSYS Exit Report Or District made list (e.g. Registrar List)	Received	Encode date and reason- "HSE"	Processed

NGS Clerk Responsibilities:

- 1) Request the official graduation list, list of OSY who have completed HSE programs and PEIMS Report with code 03.
- 2) Ensure that data source includes signature, title and date.
- 3) After data entry has been conducted, print Student Termination Report (**Graduated, HSE, Deceased**).
- 4) Ensure that data sources and Student Termination Reports match.
- 5) Keep copy for NGS Quality Control Binder/Folder.



Dropout Indicator Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Dropout Report from PEIMS	Received	Check dropout box on student record	Processed

NGS Clerk Responsibilities:

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



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 grades 9-12	Within 2 working days after early withdrawal; or within 5 working days after end of school year.	Within 1 working day after receipt of the Not on Time for Graduation data for early withdrawals; or within 10 working days after receipt of 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.



Not On Time for Graduation Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Student Graduation Plan and Year Report or District made list	Received	Check box for all students that appear on list	Processed

NGS Clerk Responsibilities:

- 1) Request the Not on Time for Graduation List from high school campuses.
- 2) Check box on each student record.
- 3) Request and print the On Time for Graduation Report and select "Not on Time for Graduation."
- 4) Ensure that the data source and the Not on Time for Graduation Report match.
- 5) Deliver to migrant director/coordinator and secure signature and date.
- 6) Keep copy for the NGS Quality Control Binder/Folder.



Sample Master List of Services

Service	Campus	Population	Grade	Ins or Supp	NGS Term	Justification	Goal	Strategy	Fund Type	NGS Documentation
IXL Reading		all	K-8	Instructional		SDP	1	1	OTHER	Roster w/ pre and post scores
Reading Academy		PFS	K-5	Instructional	Reading Instruction by Teacher	SDP	1	1	MEP	Roster w/ pre and post scores
Reading Academy		PFS	6-8	Instructional	Reading Instruction by Teacher	SDP	1	1	MEP	Roster w/ pre and post scores
Training on reading tools		all	K-8	Instructional		SDP	1	2	MEP	Roster/Sign-in sheets
Training on district reading resources		all	K-8	Instructional		SDP	1	2	MEP	Roster/Sign-in sheets
Homework tools for reading		all	K-8	Support	Tools for Homework Assistance	SDP	1	4	MEP	Roster/Sign-in sheets
PFS Review with student		PFS	K-8	Support	Counseling Service	SDP	1	4	MEP	Roster/Sign-in sheets
IXL Math		all	K-8	Instructional		SDP	2	1	OTHER	Roster w/ pre and post scores
STAAR Math Academy		all	K-8	Instructional	Math Instruction by Teacher	SDP	2	1	OTHER	Roster w/ pre and post scores
STAAR Math Academy		all	K-8	Instructional	Math Instruction by Teacher	SDP	2	1	MEP	Roster w/ pre and post scores
Saturday Camp for Math Homework Tools		all	K-8	Support		SDP	2	2	MEP	Roster
Training on district math resources		all	K-8	Support		SDP	2	2	MEP	Roster
Homework tools for math		all	K-8	Support	Tools for Homework Assistance	SDP	2	4	MEP	Roster/Sign-in sheets
PFS Review with student		PFS	3-12	Support	Counseling Service	SDP	2	4	MEP	Roster/Sign-in sheets



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 Drop Out Recovery (p. 91)	All migrant children, P0-grade12 and non-enrollees for Supplemental Program Data All out of school youth who receive a Drop Out Recovery service	For regular and year-round terms by <u>June 30 or as soon as supplemental services are provided</u> For Drop Out Recovery as soon as services are provided	For regular and year-round terms by July 25 (July 31) or as soon as supplemental data is provided For Drop Out Recovery as soon as data is received

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.
- Dropout recovery means to assist an out of school youth to return to high school or enroll in a HSE program.



Supplemental Program Data Sample Documentation and Process

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:

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



Dropout Recovery Sample Documentation and Process

Data Source	Stamp	Activity	Stamp
Dropout Recovery List from OSY Contact OR MOSYS Services Received Form	Received	Enter supplemental services.	Processed

NGS Clerk Responsibilities:

- 1) Request a list of dropout recovery 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) Under Supplemental Programs/Designations, scroll to Dropout Recovery in Supplemental Type and select either Recovery in a High School Program or Recovery in a HSE Program.
- 4) After data entry has been conducted, request and print the Individual Supplemental Report.
- 5) Ensure that lists match with NGS Report.
- 6) Keep copies in NGS Quality Control Binder/Folder.



Out-of-School Youth

An OSY Profile must be completed for every child designated as OS in the district.

OSY Profiles must be entered on NGS under Supplemental Programs/Designations; this will generate the NGS Student Designation Worksheet.

HSE Enrollments must be entered on NGS under Special Needs; this will generate the NGS Special Needs HSE Report. (HEP or HSE)

HSE Enrollments must be recorded as Dropout Recovery under Supplemental Programs by selecting "Recovery into a HSE Program;" this will generate the NGS Individual Supplemental Programs Report.

High school or charter school enrollments must be recorded as Dropout Recovery under Supplemental Programs by selecting "Recovery into a High School Program;" this will generate the Individual Supplemental Programs Report.



Out-of-School Youth

District Service	NGS Term
interview youth to collect OSY Profile data	Social Work, Outreach and Advocacy
interview youth to collect OSY Profile data and discuss academic or non-academic needs and options (e.g., personal, health and education)	Counseling Service
provide materials and resources on student interests (Workforce Solutions, Housing, etc.)	Materials and Resources
provide instructional options based on transcript reviews (Optional Flexible School Day Program, HSE Programs, etc.)	Materials and Resources
follow-up on receipt of referrals to district or community services (verification)	Referred Service
school supplies	School Supplies



Out-of-School Youth

District Service	NGS Term
clothing	Clothing
HSE test fees	Other
HSE Preparation	HSE/HEP or Test Prep
provide GOSOSY lessons	Life Skills
provide GOSOSY pre-HSE lessons	Pre-HSE



Out-of-School Youth

OSY Documentation	NGS Documentation
OSY Profile	OSY Designations Enrollment into HSE Program Enrollment into HS Program Special Needs
MOSYS Services Received or Spreadsheet of OSY Services	Drop-Out Recovery: Recovery into a HS Program Recovery into a HSE Program Special Needs
MOSYS Services Received or Spreadsheet of OSY Services	Supplementals
Exit Report or Exit List from OSY Contact	Terminations



Data Source: OSY Profile

1. Designations
2. Enrollment into HSE/GED
3. Enrollment in HS

DO NOT UPDATE CURRENT OSY LINE. LATER ADDITIONAL RESIDENCY LINE WITH CURRENT ORIGIN.

<input type="checkbox"/> OSY Declined Service <small>Date: 2/20/18</small>	2 <small>Currently Enrolled in GED (with special needs) Institution: SNTC HSE</small>	<input type="checkbox"/> Could not locate/contact (out-of-area) OSY STUDENT PROFILE	<input type="checkbox"/> Currently Enrolled in School (Credit Recovery) <small>Date: 3/2/18 Institution: Mid Valley Academy</small>	<input type="checkbox"/> Currently Enrolled in School (State Assessment) <small>Date: 5/2/18 Institution: Mid Valley Academy</small>	3																																
Date: _____ Region: _____	District: _____	Gender: _____	DOB: _____																																		
Name: _____	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: _____	Eng/Sp oral language proficiency: _____	Home language: _____																																			
Health Needs: <input type="checkbox"/> Medical <input type="checkbox"/> Dental <input type="checkbox"/> Other: _____	<input type="checkbox"/> Vision <input type="checkbox"/> Urgent	Advocacy Needs: <input type="checkbox"/> Legal <input type="checkbox"/> Translation/Interpretation <input type="checkbox"/> Other: _____	<input type="checkbox"/> Childcare																																		
Educational Needs: <input type="checkbox"/> Adult Basic Education (ABE) <input type="checkbox"/> C&MP <input type="checkbox"/> HSE <input type="checkbox"/> GED <input type="checkbox"/> Pre-GED <input type="checkbox"/> High School Diploma	Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Missed/Failed State Assessments <input type="checkbox"/> Other: _____	<input type="checkbox"/> Needed to work <input type="checkbox"/> Multiple years in same grade level																																			
Job-Related Needs: <input type="checkbox"/> Career Exploration <input type="checkbox"/> Job Training <input type="checkbox"/> Life Skills	Availability:	<table border="1" style="font-size: x-small; text-align: center;"> <tr> <td></td> <td>So</td> <td>Mo</td> <td>Tu</td> <td>We</td> <td>Th</td> <td>Fr</td> <td>Sa</td> </tr> <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> </table>					So	Mo	Tu	We	Th	Fr	Sa	Morning								Afternoon								Evening							
	So	Mo	Tu	We	Th	Fr	Sa																														
Morning																																					
Afternoon																																					
Evening																																					
Expressed interests for NGS DESIGNATIONS (UP TO 3 ONLY): <input type="checkbox"/> Learning English <input type="checkbox"/> GED/HSE <input type="checkbox"/> Returning to school <input type="checkbox"/> Not interested in returning to district <input type="checkbox"/> Not interested in returning to school <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Job Training <input type="checkbox"/> Earning a diploma <input type="checkbox"/> Not interested in returning to charter <input type="checkbox"/> Not interested in returning to online	1	Youth is a candidate for (for office use): <input type="checkbox"/> HS diploma <input type="checkbox"/> HEP <input type="checkbox"/> Health education <input type="checkbox"/> ESL/Literacy <input type="checkbox"/> C&MP <input type="checkbox"/> Other: _____	<input type="checkbox"/> Pre GED/GED <input type="checkbox"/> Adult Basic Education <input type="checkbox"/> Job training <input type="checkbox"/> Life skills <input type="checkbox"/> Distance Learning																																	
At interview, youth received: <input type="checkbox"/> Educational materials <input type="checkbox"/> Other: _____	<input type="checkbox"/> Support services	Comments:																																			
Student Signature: _____	Provider Signature: _____																																				



OSY Designations

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:

English Proficiency:

Expressed interests in: NGS DESIGNATIONS OUT OF SCHOOL YOUTH

<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:	

1

- 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

LEP

Supplemental Type (delimitors)

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

Supplemental Fund Type

Save Supplementals

Clear Entry



Enrollment in to HSE/HEP-Special Needs

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](#)

OSY Declined Serv **2** (include comment)

Currently Enrolled in GED-NGS SPECIAL NEEDS
Date: 7/23/18 Institution: TSTC HEP

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)

TXXJL

Comments

IEP On File

Submit Record



OSY Re-Enrollment into HS

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

<input type="checkbox"/> Currently Enrolled in School (Credit Recovery)	3
Date: 9/1/18 Institution: Mid Valley Academy	
<input type="checkbox"/> Currently Enrolled in School (State Assessment)	
Date: 9/1/18 Institution: Mid Valley Academy	

History ID ↓	SSID	Family ID	Residency	Enrollment	Withdrawal	Enroll Type	Grade	QAD	Generation	Supp/Designation
18634883	TXBTSY		08/07/2018	10/22/2018		R	Grade 10	08/07/2018	10/24/2018	YES
18633681	TXKJKX	TX364263227	08/07/2018			P	Out of School	08/07/2018	10/18/2018	

Data Source: OSY Services Received

- Drop out Recovery Supplemental
- OSY Supplementals Services

1

2

Out of School Youth Services Received 2018 - 2019			
Name:	NUSS:	Date:	Location:
<input checked="" type="checkbox"/> Enrolled in School (Credit Recovery)		10/21/2018	Lacy High School
<input type="checkbox"/> Enrolled in School (State Assessment)			
<input checked="" type="checkbox"/> Enrolled in GED Program		10/23/2018	UTSOV MEP
INSTRUCTIONAL SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
State Assessment Remediation (Test Prep):	MEP Funded	High School Equivalency Program:	MEP Funded
Health Education:	MEP Funded	GED Program:	MEP Funded
Tutoring:	MEP Funded	Distance Learning:	MEP Funded
Life Skills:	MEP Funded	Workforce Solutions:	MEP Funded
Distance Credit Recovery:	MEP Funded	Job/Vocational Training:	MEP Funded
Distance Learning:	MEP Funded	ESL:	MEP Funded
Math:	MEP Funded	Adult Basic Education (ABE):	MEP Funded
Reading:	MEP Funded	Computer Literacy:	MEP Funded
PASS:	MEP Funded	Credit Recovery:	MEP Funded
Project SMART:	MEP Funded	Pre-GED:	MEP Funded
Other:	MEP Funded	Other:	MEP Funded
SUPPORT SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
Clothing:	MEP Funded	Transportation:	MEP Funded
Counseling Services:	X MEP Funded	WIC:	MEP Funded
Materials and Resources:	MEP Funded	Housing:	MEP Funded
School Supplies:	MEP Funded	Access to Social Services:	MEP Funded
Counseling Leading to Reenrollment:	MEP Funded	Medical Services:	MEP Funded
Tools Used for Academic Assistance:	MEP Funded	Dental Check-Up:	MEP Funded
		Hearing Screening:	MEP Funded
		Translation/Interpretation:	MEP Funded
		Nutrition:	MEP Funded
		X Child Care: Workforce Solution:	X MEP Funded
		Other:	MEP Funded

Supplemental Program- Instructional/ Support Services & Drop Out Recovery



Out of School Youth Services
Received 2018 - 2019

1

Name:	NGSF:	
Enrollments:	Date:	Location:
X Re-Enrolled in School (Credit Recovery)	10/31/2018	Lucky High School
Re-Enrolled in School (State Assessment)		
X Enrolled in GED Program	10/31/2019	OTBGOV MEP

Supplemental Type (definitions): Social Work; Outreach or Advocacy
Student Retreat
Texas Gateway (Non-MEP-Funded)
Transportation
Other 1
Other 2
Other 3
----- DROP OUT RECOVERY -----
Recovery into a High School Program
Recovery into a HSE Program

2

INSTRUCTIONAL SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
State Assessment Remediation (Test Prep):	MEP Funded	High School Equivalency Program:	MEP Funded
Health Education:	MEP Funded	GED Program:	MEP Funded
Tutorial:	MEP Funded	Distance Learning:	MEP Funded
Life Skills:	MEP Funded	Workforce Solutions:	X MEP Funded
X District Credit Recovery: Plate:	MEP Funded	Job/Vocational Training:	MEP Funded
Distance Learning:	MEP Funded	ESL:	MEP Funded
Math:	MEP Funded	Adult Basic Education (ABE):	MEP Funded
Reading:	MEP Funded	Computer Literacy:	MEP Funded
PLASS:	MEP Funded	Credit Recovery:	MEP Funded
Project SMART:	MEP Funded	Pre-GED:	MEP Funded
Other:	MEP Funded	Other:	MEP Funded
SUPPORT SERVICES			
DISTRICT SERVICES		REFERRED SERVICES	
Clothing:	MEP Funded	Transportation:	MEP Funded
X Counseling Services:	X MEP Funded	WIC:	MEP Funded

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



Data Source: OSY Exit Report for Terminations

Student Exited - High School

2017 - 2018

District	Reason	NGS	Name	Exit Date
Smithville ISD	Graduation	6111836AAA	ALANIS, ROLANDO	11/4/2017
		06379893888	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
		06379893888	BECERRA, MARIA	11/30/2017
2				

Termination Reason: Termination Date:

Termination Reason: Termination Date:

Note: Use the exit date from report to document exit date in Special Needs.



NGS Quality Control 24b: Supplemental Program Data for OSY- Drop Out Recovery

1. NGS OSY Report
2. OSY Profiles
3. Student Designation Worksheet
4. Drop Out Recovery data (from MOSYS or District-made List)
5. OSY Supplementals data (from MOSYS or District-made List)
6. Individual Supplemental Report



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	Request state assessment results by June 2; For ESCs with SSA member districts: Request state assessment results by July 15	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.



State Assessments Sample Documentation and Process

Data source	Stamp	Activity	Stamp
Student Confidential Student Report Or District Report	Received	Encode •Assessment Name; •Date; •Score; •Interpretation-Pass or Fail •Result Type	Processed

NGS Clerk Responsibilities:

- 1) Request the Student Unique Count.
- 2) Ensure that scores are received for each student on the Unique Count.
- 3) From drop down menu, select only items with "State Test" on Assessment Type, i.e. State Test-Math.
- 4) On Assessment Name, type the entire name, i.e. STAAR End of Course Algebra I.
- 5) After data entry has been conducted, request Formal Assessments, "no assessments."
- 6) Keep copies for NGS Quality Control Binder/Folder.



NGS End of Year Reminders

Legal parents appear on the comments section of the SDF.

Check the "Has Algebra" box for full credit for Algebra I.

Check the continuation of services reason, if applicable.

Ensure that the COE and SDF being used have a Revision Date of March 2019.



Reports

Report	Select	Activity
Residency Verification Date Report	Leave SSID blank Students without Residency Verification Date	Ensure that report is blank
Alternate Student ID number	Leave SSID blank Students w/o Alternate IDs Grades K-12	Ensure that all K-12 students with an "R" enrollment type do not appear on the report
Student Graduation Plan and Year	Leave SSID blank Students w/o Graduation Plans	Ensure that all 9-12 students enrolled at district have a graduation plan
Student Immunization	Leave SSID blank Students w/o Immunizations	Ensure that all P3-12 students with an "R" enrollment type have immunizations



Reports

Report	Select	Activity
Multiple Withdrawal Worksheet	Leave SSID blank All Grades	Ensure that report is blank
Continuation of Services Report	Leave SSID blank	If names appear on report indicate the reason Deliver to migrant director/coordinator and secure signature and date
Missing State Assessment Data from Download	Leave SSID blank	Look at Formal Assessment field on each student's record. Ensure that scores are entered if needed.
Priority for Service Report		Ensure that report is being requested monthly



Region One ESC Migrant Personnel

Migrant Contact	Area of Focus	Phone	Email
Martha Hinojosa, MBA	Migrant Director	956-984-6240	mhinojosa@esc1.net
Maria Elena Cortez, M. Ed.	ID&R and NGS Specialist	956-984-6252	mecortez@esc1.net
Manuel Salinas, M. Ed.	ID&R and NGS Specialist	956-984-6251	mansalinas@esc1.net
Julissa Sandoval, M. Ed.	ID&R and NGS Specialist	956-984-6255	jsandoval@esc1.net
Denise Anaya, M. Ed.	Out of School Youth Specialist	956-984-6187	danaya@esc1.net
Diana Moros, M. Ed.	Graduation Enhancement Specialist	956-984-6186	dmmoros@esc1.net
Tana Armitage, M. Ed.	Graduation Enhancement Specialist	956-984-6248	tamitage@esc1.net
Gracie Avila, M. Ed.	Parental/Early Childhood	956-984-6194	gavila@esc1.net
Raquel Padilla	Program Assistant	956-984-6218	rpadilla@esc1.net
Brenda Mejia	NGS Helpdesk/Clerk	956-984-6107	bmejia@esc1.net

