



KIDS Collection Guidelines for Reporting Migrant Students

Introduction:

This document is focused on the process of reporting information on migrant students participating to the KIDS Collection System.

Related Documentation:

The primary documentation for migrant students can be found on the [KSDE Migrant Webpage](#). This webpage contains documents and guides, with the documents listed below being particularly important.

- Free Lunch Letter
- OME-Migrant Education Policy Guidance
- Migrant Fact Sheet
- KIDS 2017-2018 KCAN Submission Details Document on the [KIDS Website](#)

Definition of Migrant Students for Reporting in KIDS:

Migratory Child:

According to Part C of Title I of the Elementary and Secondary Education Act a child is defined as a migrant if all of the following conditions are met:

- The child is not older than 21 years of age; and
- The child is entitled to a free public education under State law; and
- The child is a migrant agricultural worker or has a parent, spouse, or guardian who is a migrant agricultural worker; and
- The child has moved within the preceding 36 months in order to seek or obtain work, or to accompany or join the migratory agricultural worker who moved within the preceding 36 months in order to seek or obtain qualifying work.

Migrant families are a highly mobile population and migrant lifestyle creates many obstacles for migrant children. KSDE helps local educational agencies by providing support for high-quality and comprehensive educational programs for migrant children in order to reduce the educational disruption and other problems that result from repeated moves. We must ensure that migrant children who move among different school districts in different states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and state academic content and student academic standards. They need to be provided with appropriate educational services (including support services) that address their special needs in a coordinated and efficient manner and benefit from state and local programs.

Identifying Migrant Students

Public schools should indicate whether a student was considered a migrant student at any point during the 2017-2018 year when submitting a KIDS (KCAN) record unless the student is a homeschooled student or unaccredited private school student. Private schools are not expected to report Migrant Student data on KIDS records. Each school should work with the district's appointed migrant liaison to ensure that the data submitted is accurate.

Students must be "certified" as migrant before they can be added as such in the KIDS system. Certification for migrant students is referred to as "COE" or Certificate of Eligibility. Students and their families work with a recruiter or staff at a service center in the designated area referenced in the attached map, to obtain their certification. When a student enrolls and indicates that they are migrant and a COE has not been provided by the service center or the students family, you need to contact your districts appointed migrant liaison.

KIDS Records (KCAN):

Course information reported on KCAN records will be used to populate the State and Federal Migrant systems. The reason this information is collected is to better track migrant student's enrollment and course progressions which will assist in placing them in appropriate courses as they relocate. **It is critical to enter these grades as soon as possible after the student leaves, within 4 days to meet federal reporting regulations.**

- Course enrollments for all courses enrolled in at the school
- Course outcomes for all completed courses
- Grade to date for courses exited before the course is completed when the student leaves the building

The information should be submitted by the school that provides the education. The course enrollment and completion information will be displayed in the Migrant application and submitted to the federal Migrant Student Information Exchange (MSIX).

KCAN records should include the following data for the following KCAN fields:

(F16) Migrant Student (Required)

0=No

1=Yes

****If a student at any time during the school year is considered a "migrant student," they should be reported as a 1 for the remainder of that school year.***

(F22) Course Status Allowable Values (Required)

00=Enrolled (Migrant Only)

01=Completed (Pass)

02=Completed (Fail)

04=Exited before course completion (Migrant Only)

90=Certificate Earned

99=Record Submitted in Error

(F23) Letter Grade

Categorical letter grade level achieved as of the end of the course:

If a value of “01”, “02”, or “04” is submitted in the F22: Course Status field, F23: Letter Grade needs to have a non-blank value. Information can be submitted in both F23: Letter Grade or F24: Percent Grade, but only F23: Letter Grade is required.

**For additional information on reporting migrant students, contact:
(see Appendix A)**

Kansas Migrant Education Director/MEP State Director:
Doug Boline at dboline@ksde.org or (785) 296-2600

Greenbush Service Center:
Randy Corns at randy.corns@greenbush.org or (620) 724-6281

Northwest Kansas Service Center:
Tim Thornton at tthorton@nkesc.org or (785) 672-3125

Southwest Plains Regional Service Center:
Mike Toole at Mike.Toole@swplains.org or (620) 353-8114

Revision History:

Version	Date	Changes
2.00	06/02/17	Updated document for the 2017-2018 school year

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