Guidelines for Reporting Migrant Students in KIDS

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
- Kansas Comprehensive Needs Assessment
- Kansas Service Delivery Plan
- OME-Migrant Education Policy Guidance
- Migrant Fact Sheet
- Priority of Services
- KIDS 2018-2019 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 2018-2019 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 student's family, you need to contact your districts appointed migrant liaison.

KIDS Records (KCAN):

- Course enrollments for all courses enrolled in at the school
- Course outcomes for all completed courses
- Grade and minutes completed 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). This information is collected 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.**

KCAN records for Migrant students should include the following data:
F16: Migrant Student is a required field:

- '01' = Yes
- '02' = No

***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

Records with a Course Status of '00' = Enrolled' or '04' = Exited before course completion will only be accepted for records submitted with F16: Migrant Student = '1'.

F23: Letter Grade for Migrant student courses is required for the following Course Statuses (F22)

- '01' = Completed (Pass)-Required-Must contain a non-blank value
- '02' = Completed (Fail)-Required-Must contain a non-blank value
- '04' = Exited before course completion-Required-Must contain a non-blank value

F29: First Instruction Date
The first day of migrant student instruction for the current school year is required.

F30: Last Instruction Date
The last day of migrant student instruction for the current school year is required when reporting these course statuses:

- '01' = Completed (Pass)
- '02' = Completed (Fail)
- '04' = Exited before course completion

F31: Instructional Minutes Completed
The number of minutes completed by a migrant student for each course upon exit is required when reporting this course status:

- '04' = Exited before course completion

Best Practice Scenarios

Scenario 1: A Migrant student enrolls in your district at the start of the school year.

A KCAN record for this student should be submitted to indicate the student's course enrollments. To reflect that this is an enrolled course you would use a '00' = enrolled in F22: Course Status.

The following information will also need to be submitted on this students KCAN record:

- F29: First Instruction Date-This is the first date the student received instruction in this course.

Scenario 2: The same Migrant student in Scenario 1 leaves your district in October before they have completed their courses.

A new KCAN record for this student needs to be submitted within 4 days to meet Federal Reporting Guidelines. To reflect that this student has exited before course completion you would use a '04' = exited before course completion in F22: Course Status.

The following information will also need to be submitted on this students KCAN record:

- F22: Letter Grade-This is the grade the student received upon exit.
- F29: First Instruction Date-This is the first date the student received instruction in this course.
- F30: Last Instruction Date-This is the last date the student received instruction in this course.
- F31: Instruction Minutes Completed-This is an indication of how many instructional minutes this Migrant student completed in this course upon exit.

Scenario 3: The same Migrant student in Scenario 1 completes all their courses in May.

A new KCAN record needs to be submitted for this student upon course completion to reflect this student has completed the course you would indicate this with a '01' = Completed (Pass) or '02' = Completed (Fail) in F22: Course Status.

The following information will also need to be submitted on this students KCAN record:

- F22: Letter Grade-This is the grade the student received upon exit.
- F29: First Instruction Date-This is the first date the student received instruction in this course.
- F30: Last Instruction Date-This is the last date the student received instruction in this course.

For a complete list of fields collected in the KCAN record please see the 2018-2019 KIDS File Specification Document.

Please note that a KCAN record does not replace and ENRL record or an EXIT record. These records will also need to be collected for Migrant Students.

For additional information on reporting migrant students, contact:

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

Greenbush Service Center:
Kelly Peak at Kelly.Peak@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
3.00	06/03/18	Updated document for the 2018-2019 school year

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