SAMPLE MEP Activities Checklist by Month

July

- □ Complete and submit ESSA Consolidated Grant by July 1 **if** any 12-month personnel funded from MEP Funds
- □ Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for Children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Summer Withdrawals
- □ Summer Supplemental Data
- □ Develop/update ID&R Plan
- □ Determine MEP Service Delivery Plan
- □ Develop and update migrant section of Campus/District Improvement Plan (DIP)

August

- □ Update MEP Family Survey and disseminate
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ TX-NGS Enrollment for Children with New COEs
- □ Verify Summer Withdrawals & Regular Enrollments
- □ Initial contact with currently eligible students to determine if new qualifying move has occurred
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Provide list of migratory eligible students to cafeteria manager since migratory students qualify for F/ R lunch
- □ P2s turning P3s report for Residency Verification
- □ Early withdrawals of migratory children—Send MSIX move notifications
- □ Train campuses on MEP Program Component & Requirements (Aug. **or** Sept.)
- □ Attend annual trainings for ID&R and TX-NGS
- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ Consult with parents and families to establish Parent Advisory Council (PAC) for Migrant Education Program (MEP)

September

- □ Complete and submit ESSA Consolidated Grant by September 1 (or date determined by TEA) only **if** there are NO 12-month personnel funded from MEP Funds
- □ Title I, Part C Compliance Report due to TEA
- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs

- □ Identify and recruit eligible migratory children throughout district boundaries
- □ TX-NGS Enrollment for children with existing COEs
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Provide list of migratory eligible students to cafeteria manager since migratory students qualify for F/ R lunch
- □ Early withdrawals of migratory children—Send MSIX move notifications
- □ Train campuses on MEP Program Component & Requirements (Aug. or Sept.)
- □ Organize District MEP Parent Advisory Council/Committee (PAC)
- □ Continuation of Services Report, LEP, Graduation Plans
- □ Start Residency Verification
- □ MEP Service Coordination within the first grading period to determine needs, identify resources, coordinate services, and follow up to monitor
- □ The LEA completes their annual PFS Action Plan. LEA will submit the PFS Action Plan to their respective ESC.
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Schedule TX-NGS Quality Control visit to be completed in the Spring

October

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ TX-NGS Enrollment for children with existing COEs
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ LEP Designation in TX-NGS
- □ Graduation Plans entered into TX-NGS
- □ Continue Residency Verification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Review TX-NGS Unique Student Count report to ensure all currently eligible students are identified in state's migratory student database
- □ Review PEIMS coding of migratory students to ensure only currently eligible students are identified.

November

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Residency Verification completed by November 1
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s))
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Attend statewide AMET Conference, if identified as a need.

December

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.

January

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Request TX-NGS Missing Credits and Partial Credit Report

- □ Enter into TX-NGS Secondary Credit for Fall Semester grades
- □ Begin MEP Local Needs Assessment

February

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Enter into TX-NGS Secondary Credit for Fall Semester grades by last working day in February
- □ Conduct MEP Local Needs Assessment
- □ Alternate Student ID Number entered in TX-NGS
- □ Conduct eligibility validation per TEA

March

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Conduct eligibility validation per TEA
- □ TX-NGS Facility Updates and Contact Information

April

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification

- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ Immunizations and Medical Alerts entered in TX-NGS

May

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification
- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Ensure identified migratory children are receiving free lunch
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ Conduct MEP Parent Advisory Council Meeting (district chooses month(s)
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ TX-NGS Quality Control must be completed by May
- □ MEP PAC meeting for planning, implementation, and evaluation of program.
- □ TX-NGS Not-On-Time for Graduation – Due 5 Days After Semester
- □ TX-NGS At-Risk of Non-Promotion Box – Due 5 Days After End of School Year
- □ TX-NGS Special Needs and IEP on File
- □ TX-NGS Secondary Credit Spring Semester Grades
- □ TX-NGS Regular Term Coursework Grades 6-8
- □ TX-NGS Year-end withdrawals
- □ Begin MEP Program Evaluation
- □ Attend training for Project SMART if district has indicated this summer service for migratory students.
- □ Notify migratory parents of Project SMART offering if district is providing this summer service for migratory students.
- □ Attend National Conference, if identified as a need.

June

- □ MEP Priority for Services (PFS) Report – generate and submit to respective ESC
- □ TX-NGS Enrollment for children with New COEs
- □ Identify and recruit eligible migratory children throughout district boundaries
- □ P2s turning P3s report for Residency Verification

- □ Provide list of migratory students to be encoded in PEIMS/TSDS with Migrant Indicator Code
- □ Year-end withdrawals
- □ Early withdrawals of migratory children—Send MSIX Move Notification
- □ The LEA will complete an individualized PFS Progress Review Form to monitor the services and growth of the PFS student at a minimum of twice per quarter. The LEA will submit this documentation encrypted to their respective ESC.
- □ TX-NGS Supplemental Program Data
- □ Graduate Terminations in TX-NGS
- □ TX-NGS Special Needs Indicator
- □ TAKS/STAAR Results to TX-NGS
- □ Summer Contact in TX-NGS
- □ MEP Summer Deadlines: Summer Enrollments; Summer Supplemental Services; Summer Academic and Health
- □ Recommend Courses for Fall Schedule in TX-NGS
- □ Finalize MEP Local Needs Assessment
- □ Coordinate with school staff and the Texas Interstate Program to ensure that migratory students who have failed any subject area of the statewide student assessment are accessing local, intrastate, and interstate opportunities available for summer statewide student remediation.