| METS: |
| --- |
| Migrant Educator: |
| School Year: |
| |

NYS Migrant Education Program

## <u>School Year</u>

Mid-Year and Student Summary Form

**METS:** Fills from MIS2000 with region name of the Migrant Education Tutorial and Support Services (METS) that provides service to this school district.

**Migrant Educator:** Fills from MIS2000 with the name of the Migrant Educator assigned to this student on MIS2000. Use the full first name, space, and full last name of the Migrant Educator working with this student. For example, if the Migrant Educator is Jane Doe, use Jane Doe, not J. Doe or J Doe or Doe, Jane.

**School Year:** Fills from MIS2000 with the current school year.

## For Mid-School-Year Updates and End-of-Year Summary Information

## I. Student Information

| Last Name | Last Name (2) | COE # | Qualifying Arrival Date |
| --- | --- | --- | --- |
| First Name | Middle Name | Home Language | Residency Date |
| Address | | Telephone # | Eligibility Expiration Date |
| Extended Service: ❏ 4th Year Continuation ❏ Credit Accrual (9-12) | | | ❏ Home Schooled |
| Medical Alert: ❏ Acute ❏ Chronic ❏None | | | Y  N  Immunizations Available |
| DOB | Grade | MEP Enrollment Date | MEP Withdrawal Date |

*Portion Available to update on Web App:* Edit student and select "STUDENT NEEDS" from the dropdown box to access.

### Other Student Information

☐ Home Schooled

**Medical Alert**

[ ▾ ]

☐ Immunizations Available

**When MIS2000 fills in the information, please check for accuracy with the school, parents and/or student. Write in any corrections or changes.**

- **Note:** Corrections that require a change to data on the COE must go through the current ID&R process and approval before changes can be made on MIS2000.

**Last Name** and **Last Name (2)**: MIS2000 fills in the student's last name(s) from the COE. For Spanish-speaking families, in general, the 1st Last Name comes from the father's name and the 2nd Last Name comes from the mother's name.

**First Name** and **Middle Name**: MIS2000 fills in the student's first and middle names from the COE.

**COE #:** MIS2000 fills this in based on the most recent COE # on the system.

**Qualifying Arrival Date:** MIS2000 fills in the student's Qualifying Arrival Date (QAD) from the COE for when the family made its Qualifying Move. Use this date to calculate if student has made a move within previous 1-year period.

**Home Language:** MIS2000 fills in the student's language from the COE. If MIS2000 uses the word, "Other," for the language, you can write in the actual language spoken in the home. The Data Specialist can request to have this language updated on MIS2000.

**Residency Date:** MIS2000 fills this in with the date from the COE for when the family moved to the current school district.

**Address:** MIS2000 fills in with the current physical address.

**Telephone Number:** MIS2000 fills in with the family/student phone number from the COE or Next-of-Kin Number (NOK#) from the COE if the family has no phone.
- Update as numbers change.
- If the family/student has more than one phone, update to the number they prefer you to use.

**Eligibility Expiration Date:** MIS2000 fills in based on the COE information. Eligibility ends:
- Three years after the Qualifying Arrival Date (QAD) which is the date of the most recent move that qualifies the student to receive migrant education services.
- Date a student reaches his/her 22nd birthday, if this happens before the three years of eligibility ends.
- Graduation Date if this happens before the three years of eligibility ends.

**Extended Service**: MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* The student is being served beyond the term of the student's Eligibility Expiration Date.
- **Reminder:** Check with the METS Director, first, before extending services to any student.
  - **If the extended service is approved,** the student will go through the same Needs Assessment and Service Level process as the currently eligible migrant students.
- **Caution:** Do NOT check a box if a student's eligibility ends during this term, and the METS is providing services to finish the term (School Year or Summer). The student is still eligible for part of the term and the program is still receiving funding credit for this student for this term.
- If you are extending service beyond the term that eligibility expired, and the METS will no longer receive funding credit for the student, then check the situation that applies: (**Note:** service cannot be extended beyond the age of 22 for any reason.)

- ○ **4th Year Continuation**: A child's eligibility ends and the agency provides services for an additional school year because comparable services are not available through other programs (see section 1304(e)(2)) (ESSA).
- ○ **Credit Accrual (Grades 9-12):** Student continues to receive assistance in order to enable graduation from high school. A local operating agency continues to serve secondary school students who were eligible for services in secondary school through credit accrual programs until they graduate (see section 1304(e)(3)) (ESSA).
  - ▪ **Note**: The student's migrant eligibility must end during or after Grade 9 to be eligible for the Credit Accrual extended service.

- ○ [**Note:** Before the agency provides services under these provisions, it should consider whether the child's unmet special educational needs are addressed by the general school program and whether migrant children who have a priority for services have already been served.]

**Home Schooled**: MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* Check the box if the student is being taught at home, by the family.

**Medical Alert:** MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* This is an indicator for a medical/health condition. Check the appropriate box: ❑acute ❑chronic ❑none
   **Acute:** conditions that are severe and sudden in onset. Example: broken bone
   **Chronic:** conditions that are long-developing syndrome. Example: asthma or osteoporosis

**Immunizations Available**: MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* Circle "Y" for "Yes" if the student is in school (Grades K-12/UG), and therefore a new school district could request a copy from the current school district. Circle "N" for "No" if the student is not in school (Preschooler, Out-of-School Youth, or Dropout).

*In Web App:* Choose to EDIT the student and select "STUDENT NEEDS" from the dropdown box to access.



**DOB:** MIS2000 fills this in with the student's Date of Birth from the COE. Please enter all dates in the form - mm/dd/yy for the month/day/year. For example, the date September 6, 2023, would be written 09-06-23.

**Grade:** MIS2000 fills in with the student's current grade.
- School Grades K-12
- For Special Education students, please use the grade level assigned to the student. If the school does not identify a grade, then use "UG" for Ungraded.
- For Home-schooled students, use the grade of the curriculum they are using.
- For students who are not in school:

- OSY:
    - Dropout Grades (DO and D+)
        - Students who drop out of a U.S. high school during the current funding year (September 1 – August 31), keep their school GRADE (9-12).
        - **Note:** Data Specialists enter "DO" in the "Still in School" field on MIS2000.
    - **D+** = student who dropped out of U.S. high school before September 1 of the current school year.
    - OS = student attended/left school in another country.
- Preschool:  P0-P5, using the student's age from the fall.  For example:
    - P5 = Old enough to attend Kindergarten this school year, but did not.
    - P4 = Old enough for UPK this school year, entering Kindergarten next school year.
    - P3 = Entering Kindergarten in 2 school years.

**MEP Enrollment Date:** MIS2000 fills this in with the date from the *NYS-MEP School Year: Student Intake Form.*

**MEP Withdrawal Date:** In general, use the School Year end-of program date set by the ID&R office, for the student's grade level.
- School Year end-of-program Dates:
    - May 14 for Preschool Students (P0-P5) and for OSY (OS, DO, D+)
    - The June date for students in grades K-12 or UG changes each year, as determined by the ID&R office.
- *Exceptions include:*
    - If the student **moves out of the district** before the last day, the MEP Withdrawal Date is the day that the student moves.
    - If a student graduates from high school in January, use the school district's date of graduation for the MEP Withdrawal Date.
    - If a student graduates with a High School Equivalency, enter the date that the Migrant Educator found out that the student passed the exam and earned their High School Equivalency degree.
    - If a student turns 22 before the last day of school, the MEP Withdrawal Date is the "term date," for the student's end of eligibility, on their birthday.

**High School Graduation Reminders:**
- Use the student's transcript from school to verify graduation before entering on MIS2000.
- The student's migrant-eligibility ends with this graduation date.
- **Note:** On MIS2000, use the letter code **"G"** for the reason why the student's eligibility is ending.
    - For a winter graduation, use the graduation date from the school.
    - For a June graduation, use the date of the last day of the school year program for the graduation date on MIS2000.

## II. NY School District Information

| District | First Date of Attendance |
|---|---|
| Building | Last Date of Attendance |
| | # Days Enrolled / # Days Absent |

**District:** MIS2000 fills in the school district name. This is the current school district where the student resides.
- Note: In the situation that a student attends a school outside of their current school district, still list the district where they reside. This is the school district responsible for the student.

**Building:** MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* This is the current building. For example: Elm St Elem, Pine Grove Middle School, and Southside HS.
- For preschool and OSY students, repeat the district name in the "Building" field.
- For students who attend a school outside of their current school district, call the ID&R Office for guidance.

**First Date of Attendance:** MIS2000 fills in based on the information on the *NYS-MEP School Year: Student Intake Form.* First day the student is enrolled in the current school district for the current school year.

**Last Date of Attendance:** Last day that the student is enrolled for this district in the current school year. (Note: In June, students are still counted as enrolled during Regents week, even if they are not in school.)
- **Data Entry Note:** The ID&R office designates the official "last day of the school year" for the MEP, along with the official first day of the MEP summer program.
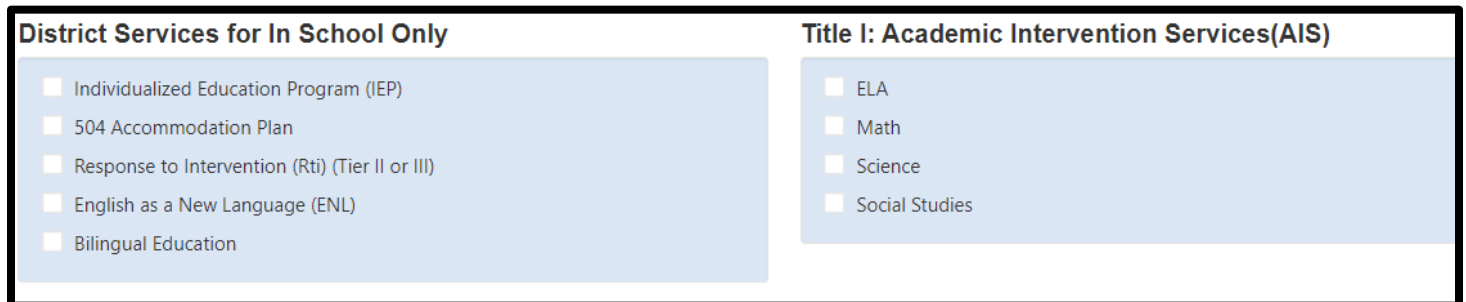
**Days Enrolled/Days Absent:** School attendance. This is only recorded for students in Grades K-12 or UG.
- **Days Enrolled** is the total number of days the student could have attended in this district in the current school year. Holidays, conference days and snow days do not count as a Day Enrolled because students can't go to school on those days.
- **Days Absent** is the total days the student was absent as reported by the LEA.

## III. District Services for In School Only

| District Services | Title I: Academic Intervention Services (AIS) |
|---|---|
| ❑ Individualized Education Program (IEP)<br>❑ 504 Accommodation Plan<br>❑ Response to Intervention (RtI) (Tier II or III)<br>❑ English as a New Language (ENL)<br>❑ Bilingual Education | ❑ **Title I: Academic Intervention Services (AIS)**<br>   ❑ ELA<br>   ❑ Math<br>   ❑ Science<br>   ❑ Social Studies |

*Available to update on WebApp:* Edit student and select "STUDENT NEEDS" from the dropdown box to access.

| District Services for In School Only | Title I: Academic Intervention Services(AIS) |
|---|---|
| ☐ Individualized Education Program (IEP)<br>☐ 504 Accommodation Plan<br>☐ Response to Intervention (Rti) (Tier II or III)<br>☐ English as a New Language (ENL)<br>☐ Bilingual Education | ☐ ELA<br>☐ Math<br>☐ Science<br>☐ Social Studies |

**District Services for In School Only:** MIS2000 circles the District Services identified on the *NYS-MEP School Year: Student Intake Form.*
- **Reminder:** Please leave in place any programs that the student did participate in for part of the current school year, while in the current school district, even if the student is no longer participating.

- Make corrections, and then add any additional services the school district is providing, by circling the "Y" for "Yes."
  - **Individualized Education Program** (IEP): Formerly called "Special Education."  Circle "Y" for students who have an IEP.
  - **504 Accommodation Plan**: Circle "Y" for students who just have a 504 Accommodation, without an IEP.  (Students with an IEP will always have a 504 Accommodation Plan, but students can have a 504 Accommodation Plan without an IEP.)
  - **English as a New Language** (ENL): This program was formerly known as English as a Second Language (ESL).
  - **Response to Intervention** (RtI): Currently required in Grades K-4, but schools can choose to expand these services.
    - **Tier III** or Tertiary Intervention is for Individual students.  This service tier includes supplemental intervention for students at high risk, high intensity and durable procedures.
    - **Tier II** or Secondary Intervention is for some students.  This service tier includes supplemental intervention for students at some risk, high efficiency, and rapid response.
    - **Tier I** or Primary Intervention is for all students.  This service tier incudes universal instruction, foundational, is found in all settings and is both preventive and proactive.
      - **Note:**  We are not collecting data on Tier I students as this involves all K-4 students and happens as part of the classroom instruction.
  - **Title I: Academic Intervention Services** (AIS): Circle "Y" at the top if the student is receiving AIS, then circle the "Y" for each subject the student is receiving AIS.

| IV. Preschool Only | | V. Out-of-School Youth Only |
|---|---|---|
| **Y  N   District or Community Preschool Program** | | **Community Services** |
| ❑  District Preschool Program | ❑  Preschool Special Education | ❑  ENL/ESL |
| ❑  Early Intervention | ❑  Other: | ❑  GED |
| ❑  Head Start | | ❑  Adult Basic Education (ABE) |
| ❑  Migrant Head Start/ABCD | | GED- Date Completed: |

***Available to update on Web App:*** Edit student and select "STUDENT NEEDS" from the dropdown box to access.

**District or Community Preschool Programs:** MIS2000 fills in the information provided on the *NYS-MEP School Year: Student Intake Form.*

- **Reminder:** Please leave in place any programs that the student did participate in for part of the current school year, while in the current school district, even if the student is no longer participating.
- Please make corrections, and then add new information.  For example, if the student wasn't enrolled in a preschool program when the *NYS-MEP School Year: Student Intake Form* was completed, but has since enrolled, circle "Y" for "Yes" for "District or Community Preschool Programs."

    - Then check the box of the program that best identifies the program:
        - **District Preschool Program**: This is run by the school district.
        - **Early Intervention**: County Health program for children under 3 years of age who have a qualifying medical diagnosis or who demonstrate developmental delay.
        - **Head Start**: Use Head Start for either the center-based or home visitor program if it is through Head Start.  Use this for a student who is in Early Head Start, as well.
        - **Migrant Head Start**: Run by the Department of Agriculture, known as "ABCD."
        - **Preschool Special Education:** Use for any Special Education preschool program whether it is operated by BOCES or another agency.
        - **Other:** Local preschool program that is not run by the school district or one of the agencies listed above. If yes, please write

**Community Services for Out-of-School Youth (OSY): (Grades OS/DO/D+):** MIS2000 fills in the information provided on the *NYS-MEP School Year: Student Intake Form.*

- **Reminder:** Please leave in place any programs that the student did participate in for part of the current school year, while in the current school district, even if the student is no longer participating.
    - Make corrections, then update with any new program the student now participates in, by checking the box of the program that best identifies the program:
        - **ENL (English as a New Language) / ESL (English as a Second Language):** Program for students who are learning English.
            - **Note:** "ESL" is the old term, but this is the term that many adult learners recognize.
        - **GED:** Program for students who did not graduate from High School and are working to get a High School Equivalency degree.
        - **Adult Basic Education (ABE)**: Program for students who did not graduate from High School and need to learn/improve basic skills before working toward the High School Equivalency degree.

**Date GED Completed:**  Enter the date that the Migrant Educator found out that the student passed the exam and earned their High School Equivalency degree.

- This date will be on or after September 1 of the current school year.
- The student's migrant-eligibility ends with the notification that they earned this degree.
- **Data Entry Note:** On Web App, manually update the student's end of Eligibility date so the date METS/Educator notified that student earned this degree. In the dropdown box, enter the letter code "H" as the reason why the student's eligibility is ending.

District Filter

FULTON CITY SD

**Termination** Type

GED

End of Eligibility
GED
Graduated
Non-migrant

Date

5/3/2025

e S Info

chool Dist. Funded

ist./BOCES Special Ed

## VI. Academic Needs (for In School Students)

| Y N **Qualifying Move within previous 1-year period, plus 1:** | Y N Dropped out of school this school year | Y N Below Proficiency on State test(s)  Y N Retention  Y N Credit Deficiency | Y N Below Modal Grade  Y N Low Grades  Y N English Learner | **=** | Y N Priority for Services |
|---|---|---|---|---|---|

*Available to update on Web App:* Edit student and select "STUDENT NEEDS" from the dropdown box to access. *Note:* Sections VI and VII are combined into one needs assessment section. The Academic Needs have the asterisk (*). WebApp calculates the check for Priority for Services, based on the Academic Needs checked.

Last Reviewed:

**Academic Needs for PFS**

- ☐ 1. Qualifying Move within the previous 1 year period (calculated
- ☐ 2. Dropout (Calculated)
- ☐ 3. Below Proficiency on State Test(s)
- ☐ 4. Retention
- ☐ 5. Credit Deficient
- ☐ 6. Below Modal Grade
- ☐ 7. Low Academic Grades
- ☑ 8. English Learner
- ☐ 9. Priority For Service (Calculated)

*For all Risk Factors and Needs:* MIS2000 fills in the "Y" circles from the risk factors and needs identified on the School Year Student Intake form. Check all of your K-12 students for any corrections or updates for any of these risk factors. **Note:** Web App checks the box for "YES" and leaves blank for "NO."

- **Corrections:** If the information printed on the *NYS-MEP School Year: Mid-Year and Student Summary Form* is not correct and was not correct at any point since September 1, cross out the circle that is wrong and draw a new circle around the correct "Y" or "N."
  - **For example:** "Y" is circled for ELL, but the student tested out of the ENL program the previous May/June. Cross out the circle for "Y" and circle "N" for "No."
- **Updates:** The information printed on the *NYS-MEP School Year: Mid-Year and Summary Student Form* was accurate, but there is new information. Update the items that change from not being a need/risk factor to now it is a need or risk factor after all. (Circle "Y" for "Yes.")
  - **For example** - The student did not start with "Low Grades," but the newest report card shows that the student does have "Low Grades" now.

- o *Note: Once a need or risk factor is identified, it stays "Yes,"* through the end of the academic period, because it was a need or risk factor at some point during the funding year.
  - ▪ **For example** - If the student started with "Low Grades," but doesn't have "Low Grades" on the newest report card period, do **NOT** change the risk factor to "No." "Low Grades" was still a risk factor during the academic period, so "Y" stays circled.

**Academic Needs**: MIS2000 fills in the information provided on the *NYS-MEP School Year: Student Intake Form.* Update with any new Academic Needs identified for the student, by circling the "Y" for "Yes" if…

- **Qualifying Move within the previous 1-year period**: is measured by the student's Qualifying Arrival Date (QAD). Circle "Y" for "YES" if the student's Qualifying Arrival Date is greater than or equal to September 1st of the previous funding year.
  - o For example, during the funding year of September 1, 2023 – August 31, 2024, circle "Y" for "YES" for students with a Qualifying Arrival Date >= 09/01/2022.
  - o The term 'qualifying move' means a move due to economic necessity— (A) from one residence to another residence; and (B) from one school district to another school district, except— (i) in the case of a State that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or (ii) in the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.
  - o **Note:** Please confirm that a qualifying move is within the previous 1-year period with your Director and/or Data Specialist.
- **Dropped out of School this School Year:** Any migrant child that drop out in the current year. **NOTE:** Drop out students (DO) will be PFS through the performance year in which they drop out of school if they had a Qualifying Move in previous 12 months. As of Sept 1 of the following performance year, the student would become D+ and no longer PFS. This does not preclude services.
- **Below Proficiency on State test(s)**: a student has failed a state test. State tests include the NYS Math and ELA Assessments for Grades 3-8; the NYS Regents; and state test results from other states.
  - o *Note: Use the most recent state test that is available to you, up to two years old.*
  - o *Please do not consider NYSESLAT scores when determining if a student failed state test.*
- **Retention:** The student is repeating the same grade as last year.
  - o *Please note:* Students moving from Pre-First to First Grade or from Developmental Kindergarten (DK) to Kindergarten are considered to be retained. The student moving from Kindergarten to Pre-First is not counted as having a retention yet.
- **Credit Deficiency:** Student in Grade 9–12 who is lacking the sufficient **appropriate /required** credits or failed a required course needed to graduate should be considered Credit Deficient.
  - o **Note:** As of August 2017 these are 5.5 credits at the end of 9th, 11 credits at the end of 10th, 16.5 credits at the end of 11th and 22 credits to graduate. Click here for more information: http://www.p12.nysed.gov/ciai/gradreq/intro.html
- **Below Modal Grade**: Student's age exceeds the appropriate Grade Equivalent when entering school. For example:
  - o A First Grader is usually six (6) in September, or turning six (6) between September and December 1.
  - o Therefore, the First Grader who is seven (7) in September, or turning seven (7) between September and December 1, would have "Y" circled for Below Model Grade.
- **Low Grades for Grades (K-6)**: Any migrant child scoring *less than*
  - o "3" on a 4-point rubric, "C", "S", a happy face, 75 or equivalent in any marking period in any core subject will be considered to have low grades.

- o ***Note: You can use the grades from the previous school year if grades for current school year are not available to you at time of assessing this risk factor.***
- **Low Grades for Grades (7-12)**: Any migrant child scoring below 75 in any marking period in any credit bearing class will be considered to have low grades.
  - o ***Note: You can use the grades from the previous school year if grades for current school year are not available to you at time of assessing this risk factor.***
- **English Learner (Limited English Proficiency)**
  - o **For Grades K-12 and UG**: This is determined by the school district testing results with the NYSITELL and NYSESLAT. ***Please note:*** The term, "English Learner (EL)" describes the student, but the term, "Limited English Proficiency (LEP)" describes the actual risk factor.
- **Priority for Services (PFS):** Circle "Y" for PFS ***if***
  - o the student has "Y" circled for Qualifying Move in previous 1 Year Period,
  - o **and**
  - o "Y" circled for at least one other Academic Risk Factor
  - o **Or** dropped out of school in the current performance period.
  - o **Note:** Once a student is identified as PFS, the student remains PFS through the end of the academic period.

## VII. Other Needs

| | | |
|---|---|---|
| Y  N   Health and/or Nutrition | Y  N   Poor School Attendance | Y  N   Life Skills |
| Y  N   Homeless | Y  N   Missing Required Immunizations | Y  N   Transportation |
| Y  N   Lacks Parent Involvement | Y  N   GED | Y  N   Needs Referral for: |
| Y  N   Mobility | Y  N   English Learner (PK/OSY) | Y  N   Other: |

***Available to update on Web App: Note:*** Sections VI and VII are combined into one needs assessment section. Edit student and select "STUDENT NEEDS" from the dropdown box to access.

**Other Needs**

| | |
|---|---|
| ☐ 1. Special Ed | ☐ 6. Poor Attendance |
| ☐ 2. Health/Nutrition | ☐ 7. Missing Required Immunizations |
| ☐ 3. Homeless | ☐ 8. GED |
| ☐ 4. Lack Parent(s) Involvement | ☐ 9. Life Skills |
| ☐ 5. Mobility | ☑ 10. Transportation |
| | ☐ 11. Special Needs |

**Other Needs:** MIS2000 fills in the information provided on the *NYS-MEP School Year: Student Intake Form.* Update with any new "Other Needs" identified for the student, by circling the "Y" for "Yes" if…

- **Health and/or Nutrition**: Student has ongoing health/dental/nutritional needs.
- **Homeless**: Student is identified as homeless by school district.
- **Lacks Parental Involvement:** Parent(s) are not involved in student's education by attending the school/MEP events or encouraging the child in his/her educational program. (Do NOT circle for OSY students.)

- **Mobility:** Any movement across school district lines in the preceding 12 months.
- **Poor School Attendance:** Student's absences exceed his/her school's policy for daily attendance or individual class attendance.
- **Missing Required Immunizations:** Student lacks immunizations or adequate immunization records.
- **GED**: A youth currently not enrolled in school, who wants to work toward a high school degree. (**Note:** some school districts do have students in an alternative High School Equivalency program instead of a diploma program.)
- **English Learner (Limited English Proficiency)**
  - o **For Preschool and Out-of-School Youth**: This can be determined by METS staff.
  - o **Please note:** The term, "English Learner (EL)" describes the student, but the term, "Limited English Proficiency (LEP)" describes the actual risk factor.
- **Life Skills**: Youth lacks some of the necessary skills/knowledge to meet the challenges of daily living.
- **Transportation:** A lack of transportation is preventing the youth/student's family from addressing one or more needs.
- **Needs Referral for:** If you circle "Y" then you need to list what the student needs to be referred to/for.
- **Other:** If you circle the "Y" then you need to list the additional need(s).

## VIII. Service Delivery Model

| Initial Service Level Date: | Winter Service Level Date: | Spring Service Level Date: |
|---|---|---|
| ❑ **Initial Service Level 3** - Focus Area: ❑ ELA ❑ Math ❑ Secondary<br>❑ **Initial Service Level 2** Focus Area: ❑ ELA ❑ Math ❑ Secondary | ❑ **Winter Service Level 3** – Focus Area: ❑ ELA ❑ Math ❑ Secondary<br>❑ **Winter Service Level 2** Focus Area: ❑ ELA ❑ Math ❑ Secondary | ❑ **Spring Service Level 3** - Focus Area: ❑ ELA ❑ Math ❑ Secondary<br>❑ **Spring Service Level 2** Focus Area: ❑ ELA ❑ Math ❑ Secondary |
| ❑ **Initial Service Level 1** | ❑ **Winter Service Level 1** | ❑ **Spring Service Level 1** |
| ❑ **Service Level 0**/ No Services – Reason: ❑ Identified after Enrollment Period ❑ In Other Programs ❑ Incarcerated/Institutionalized/Detained ❑ Refusal ❑ Unable to Locate/ Left District | | |

**Initial Service Level:** MIS2000 will fill in the Initial Service Level information from the information provided on the *NYS-MEP School Year: Student Intake Form*.

**Making Corrections vs. Updating the student's Service Level information during the Winter or Spring Service Level Periods:**
- o **Making Corrections:** If the information printed on the *NYS-MEP School Year: Mid-Year and Student Summary Form* is not correct and was not correct at any point since the beginning of the Academic School Year period, cross out the printed "x" and check the correct service box(es).
- o **Making a Change in Service Level Data:** If the information printed on the *NYS-MEP School Year: Mid-Year and Student Summary Form* was correct when the *Student Intake Form* was completed, but now there has been a change, do not cross anything out!
  - o **For Example:** An OSY student was designated as a Level 2 student, to receive instructional services on the Initial Service Level Date. Then the student's work schedule changed in October and could no longer meet for class.
    - ▪ Use the *NYS-MEP School Year: Mid-Year and Student Summary Form* to record this change.

- *November 1, is the earliest "Winter" date you can use to* change the student's Service Level from Level 2 (Instructional) to Level 1 for Support Services.
  - **Note: If the student continues with the same Service Level**, then leave the Winter section and/or the Spring section blank.
    - **Note:** *If the student stays at Service Level 3,* the student keeps the same Focus Area for the whole school year.

**Changing Service Level during the Winter Service Level Period:** **Between November 1 and January 31,** the METS Director can approve a change in a student's Service Level. Use the **WINTER Column** in Section VIII on the *NYS-MEP School Year: Mid-Year and Student Summary Form.* **Note:** MIS2000 can only track one change for the Winter Service Level Period.

- **Winter Service Level Date:** Enter the date, between *November 1 and January 31* that the student's Service Level is changed. Use the month/day/year format – mm/dd/yy.
- **Winter Service Level:** Check the student's new Service Level (3-0). ***Note:*** *Any student scheduled for Instructional Services, also receives Support Services.*
  - **Winter change to Service Level 3:** Check this box for Priority for Service (PFS) students who changing from Service Level 1 to Service Level 3 between November 1 and January 31.
    - **The student now needs an Instructional Focus Area**
      - **For Level 3 students in Grades (K-8),** check either the **ELA** box or the **Math** box for the student's Instructional Focus Area.
      - **For Level 3 students in Grades (9-12),** check the Secondary box for the student's instructional Focus Area.
  - **Winter change to Service Level 2:** Check this box for Non-PFS students who are changing from Service Level 1 to Service Level 2 between November 1 and January 31.
  - **Winter change to Service Level 1:** Check this box for students who are changing from Level 3 or from Level 2, to Level 1 between November 1 and January 31.
    - **Note:** Once a student is identified as PFS, the student remains PFS through the end of the academic period.

**Changing Service Level during the Spring Service Level Period:** **Between February 1 and April 30,** the METS Director can approve a change in a student's Service Level. Use the **SPRING Column** in Section VIII on the *NYS-MEP School Year: Mid-Year and Student Summary Form.* **Note:** MIS2000 can only track one change during the Spring Service Level Period.

- **Spring Service Level Date:** Enter the date, between **February 1 and April 30 that** the student's Service Level is changed. Use the month/day/year format – mm/dd/yy.
- **Spring Service Level**: Check the student's new Service Level (3-0). ***Note:*** *Any student scheduled for Instructional Services, also receives Support Services.*
  - **Spring change to Service Level 3:** Check this box for Priority for Service (PFS) students who changing from Service Level 1 to Service Level 3 between February 1 and April 30.
    - **The student now needs an Instructional Focus Area**
      - **For Level 3 students in Grades (K-8),** check either the **ELA** box or the **Math** box for the student's Instructional Focus Area.
      - **For Level 3 students in Grades (9-12),** check the Secondary box for the student's instructional Focus Area.
  - **Spring change to Service Level 2**: Check this box for Non-PFS students who are changing from Service Level 1 to Service Level 2 between February 1 and April 30.

   o **Spring <u>change to Service Level 1</u>:** Check this box for students who are changing from Level 3 or from Level 2, to Level 1 between February 1 and April 30.
      ▪ **Note:** Once a student is identified as PFS, the student remains PFS through the end of the academic period.

<u>**Level 0 / No Services:**</u> Check this box for students who end up as Level 0 students, with no contact during the Academic School Year Period, as defined on the *NYS-MEP Academic Service Intensity Rubric* and approved by the METS Director.
- Then check the box for the reason that best explains the situation:
   o **Identified after Enrollment Period:** The student was identified after a period of service had ended.
      ▪ For example, if the student moved to the district in April, but was not identified as eligible until July, the academic school year enrollment line showing the residency date for April would have this reason checked.
   o **Incarcerated/Institutionalized/Detained**: student is detained in a state institution.
   o **In Other Programs**: Supplemental services are not provided because services are being provided by non-migrant programs.
   o **Refusal:** The student/parent decline any migrant services.
   o **Unable to locate/ Left district** (**Please note:** if the student leaves before the Student Intake Form is completed, write in the Withdrawal Date along with any departure information.
      ▪ **Data Entry Note:** Selecting "R" in the "Type" field, reveals the Service Level 0 section and the choice of 5 reasons to explain why there wasn't any contact; why the student did not receive any minimum Support Services.

## IX. Service Delivery Plan Information

| All Students: Needs Assessment Date: | | |
|---|---|---|
| **Grade 3-8, Level 3 and Level 2 Students** | **Grade 9-12 Students** | **Out-of-School Youth (OS/DO/D+)** |
| Y **N** ELA Pre-test | Y **N** Annual Goal Setting | OSY Profile - Date: |
| Y **N** ELA Post-test | Y **N** Annual Review of Transcript and Student schedule | Service Level 2 (OSY/D+): Personal Learning Plan – Date Short Term Goal Started: |
| Y **N** Math Pre-test | | |
| Y **N** Math Post-test | Y **N** Has Passed Algebra 1 or a Higher Math Course | Dropout Notification Date: / Dropout Contact Date: |

**All Students: Needs Assessment Date:** MIS2000 fills this date in from the information on *the NYS-MEP School Year: Student Intake Form.* As long as the date is correct and the space is not blank, no further action is needed.
- The date represents when the Needs Assessment process was completed for the student.
- **Note:** If the student has moved to a ***new*** school district, use a ***new*** *NYS-MEP School Year: Student Intake Form* to document the ***new*** Needs Assessment for the ***new*** school district.

**Grades K-8, Level 3 and Level 2 Students:** The Pre-test Dates will fill in from MIS2000, if they were on the *NYS-MEP School Year: Student Intake Form.* Otherwise, document these dates using the *NYS-MEP School Year: Mid-Year and Student Summary Form.*
- **ELA MEP Pre-test Date:** *If blank and pre-test was given,* write the date you ***administered*** the ELA assessments during the FALL or WINTER Benchmark. Use the month/day/year format – mm/dd/yy.

- o **Note:** Use the date of September 1, if you administered the Fall Benchmark assessments in *August.*
- **ELA MEP Posttest Date:** Write the date you *administered* the ELA assessments during the Spring Benchmark. Use the month/day/year format – mm/dd/yy.
- **Math MEP Pre-test Date:** *If blank and pre-test was given,* write the date you administered the Math assessments during the FALL or WINTER Benchmark. Use the month/day/year format – mm/dd/yy.
  - o **Note:** Use the date of September 1, if you administered the Fall Benchmark assessments in *August.*
- **Math MEP Posttest Date:** Write the date you *administered* the Math assessments during the Spring Benchmark. Use the month/day/year format – mm/dd/yy.

**Grades 9-12 Students**:
- **Annual Goal Setting:** Check/circle Y for Yes if you engaged in goal setting discussion(s) with adolescent students during the performance period.
- **Annual Review of Transcript and Student Schedule:** Check/circle Y for Yes if you reviewed and analyzed the student's transcript and schedule to identify any gaps or concerns for being on track for graduation
- **Pass Algebra 1 or Higher Math Course:** MIS2000 fills in the information provided on the *NYS-MEP School Year: Student Intake Form.* Update with "Y" for "Yes" if the student has received credit for the course in Algebra 1, or a higher math course.

**Out-of-School Youth (Grades OS-DO-D+)**
- **OSY Profile- Date:** MIS2000 fills in the date from the *NYS-MEP School Year: Student Intake Form* and from the *NYS-MEP OSY Profile.* If this date is blank, make sure the *NYS-MEP OSY Profile (Part A)* is complete and handed in. Write in the completion date from the Profile. Use the month/day/year format – mm/dd/yy.
  - o **Note:** After learning a student has dropout of school, try to complete a face-to-face visit and complete the OSY Profile within 45 school days of knowing student has dropped out of school.
  - o **Web App:** The OSY Profile is available on Web App.
- **Service Level 2 (OSY/D+): Personal Learning Plan – Date Short Term Goal Started:** MIS2000 fills in this date from the *NYS-MEP School Year: Student Intake Form*.
  - o ***Note:*** If the student has ***changed from a Service Level 1 to a Service Level 2 student***, the Migrant Educator will need to complete a Personal Learning Plan with the student and record the date.
    - ▪ Use the date that the "Short Term Goal" started, from the student's *NYS-MEP Personal Learning Plan).*
    - ▪ **Web App:** The Personal Learning Plan is available on Web App.

- **Dropout Notification Date:** MIS2000 fills in this date from the *NYS-MEP School Year: Student Intake Form*.
- **Dropout Contact Date:** MIS2000 fills in this date from the *NYS-MEP School Year: Student Intake Form*.

## X. School Year MEP Supplemental Programs Provided

| Service Name | H | C | Service Name | H | C |
|---|---|---|---|---|---|
| 045 Adolescent Activities | | | 048 Life Skills | | |
| 044 Advocacy | | | cs | | |
| 030 Counseling Services | | | | | |
| 001 ENL | | | 040 Social Studies | | |
| 024 English Language Arts | | | 027 Transportation | | |

Complete on Web App

**School Year MEP Supplemental Programs Provided**
- **Definitions**: Use the most recent *Supplemental Service Codes* reference sheet for the definition of each Supplemental Program.
- **Hours and/or Contacts:** The "Bold" Service Codes represent the Supplemental Programs that need both Hours and Contacts recorded, ***but use the most recent Supplemental Service Codes reference sheet for the most recent information*** on which Supplemental Programs require the collection of both Hours and the number of Contacts vs. which ones just need the number of Contacts documented.
  - Record Hours of service by the ¼-hour increments.
  - Record Contacts of service by the number of times that service was provided.

| |
|---|
| **Comments:** |
| **Migrant Educator Signature:**                                    **Date:** |