



Migrant Education Program Checklist for Schools

The Minnesota Migrant Education Program (MEP) provides educational and support services to eligible migratory children and youth. Coordinate with Tri-Valley Opportunity Council (TVOC) to ensure the proper identification, placement, and reporting of migratory children for the Title I Part C, Education of Migratory Children.

- **Family Surveys-** Used during registration of new families in your district. Is your district using this [Parent Employment Survey](#) or is there an indicator in their registration paperwork?
- **Recruitment Request-** Do you have a process in place if a family answers “yes” or “not sure” in the [Parent Employment Survey](#)? Who does that information go to? Who will fill out the [Recruitment Request](#)?
- **Free Meals-** How do you ensure that all migratory students in your school receive [free meals](#)?
- **Secure Migrant Identified Student Report-** Does someone in your district have access to this [report](#)? What do they do with the information in it? Contact your Individual Official with Authorization (Iowa) to gain access to this report.
- **Migrant Liaison-** Is there a Migrant Liaison assigned in your district and are they listed in [MDE-ORG](#)?
- **Reporting-** Are enrollment/withdrawal dates, grades, transcripts, information on EL, IEP and other minimum data elements of migratory students reported to Linda Fournier at Tri-Valley Opportunity Council?
 - **Enrollment Dates:** Enter an enrollment date each time the child enrolls in your district (may be multiple times per year)
 - **Withdrawal Dates:** Enter a withdrawal date each time the child has withdrawn from your district (may be multiple times per year)
 - **Grades and transcripts:** Send grades and transcripts to Linda Fournier upon withdrawal or completion of a course.
 - **Clock Hours:** For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed.
 - **Grade to Date:** For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.
 - **Final Grade:** For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.
- **MSIX-** Is the [Migrant Student Information Exchange \(MSIX\) database](#) being accessed to properly place students and minimize educational interruptions? Who has access? Who needs access?
- **MMERC-** Are teachers with at least one migratory student in their class accessing [Midwest Migrant Educational Resource Center \(MMERC\)](#) materials free of cost?

Online Resource Description	Links
Secure Migrant Identified Student Report:	https://public.education.mn.gov/MDEAnalytics/DataSecure.jsp
Migrant Liaison List:	https://public.education.mn.gov/MdeOrgView/contact
Migrant Student Information Exchange (MSIX):	https://msix.ed.gov/msix/#!/privacy
Minnesota Resources for Families:	Minnesota Links for Resource Portal- - Google Docs

More Resources:

- [Tri-Valley Opportunity Council Inc. poster](#)
- [List of Head Start centers](#)
- [School District Map with regions](#)
- [Midwest Migrant Education Resource Center \(MMERC\)](#)
- [Informational brochures for the Migrant Student Information Exchange \(MSIX\) database](#)
- [Notice of Authority to Request Records](#)
- [Migrant Education Program brochure](#)
- [Migrant Education Program – Tri-Valley Opportunity Council, Inc.](#)
- [USDA letter for Categorical Eligibility for Free Lunches and Breakfasts for migratory students](#)
- [Responsibilities of Migrant Liaisons and Certified Migrant Liaisons](#)

Minnesota Department of Education
(MDE)
400 Stinson Blvd NE
Minneapolis, MN 55413

Tri-Valley Opportunity Council
(TVOC)
1100 North 4th Street, Ste 210
Le Sueur, MN 56058

Minnesota Migrant Helpline
1-800-890-4853

Name	Title	Phone	Email
Noemi Treviño	Migrant Education Specialist (MDE)	651-582-8233	Noemi.trevino@state.mn.us
Julie Chi	Migrant Education Compliance Monitor (MDE)	651-582-8244	Julie.chi@state.mn.us
Christine Young	Deputy Director of Migrant Education Services	218-281-0584	Christine.young@tvoc.org
Claudia Mladek	Eligibility and Recruitment Manager	218-281-0585	Claudia.mladek@tvoc.org
Linda Fournier	Data Systems and Services Manager	218-281-0583	Linda.fournier@tvoc.org
MMERC	MMERC	800-201-3469	Mmerc@tvoc.org
Jennifer Fogarty	LSAO Conference Room Bookings	800-890-4853	Jennifer.fogarty@tvoc.org
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Arely Valera	Regional Recruiter (Region 3)	218-521-8251	Arely.valera@tvoc.org
María Davila	Regional Recruiter (Region 4)	507-594-0001	Maria.davila@tvoc.org

[Recruitment Request](#)



[MMERC Catalog](#)

