

TITLE:	Migrant Education Program for Elementary and Secondary Schools	<div>ROUTING</div> <div>Region Superintendents</div> <div>Administrators of Instruction</div> <div>Administrators of Operations</div> <div>Directors</div> <div>K-12 Counseling Coordinators</div> <div>Principals/Assistant Principals</div> <div>Counselors</div> <div>EL Designees/TSP Advisors</div> <div>School Administrative Assistants</div>
NUMBER:	REF-041180.3	
ISSUER:	Anthony Aguilar Chief of Special Education, Equity and Specialized Programs	
	Lydia Stephens Acosta Executive Director Multilingual Multicultural Education Department	
DATE:	November 20, 2023	
PURPOSE:	The purpose of this Reference Guide is to provide program information for the Migrant Education Program (MEP) for elementary and secondary schools.	
MAJOR CHANGES:	<p>This reference guide replaces reference guide REF-041180.2 of the same title dated March 29, 2021 and incorporates the following changes:</p> <ol style="list-style-type: none"> 1) Multilingual Multicultural Academic Language Coaches (MMALC or EL Designees) will serve as the MEP Contact Person for each school. 2) All completed MEP's Family Work Questionnaires (Attachment A), regardless of response, should be returned to the MEP office within one week or receipt by the school. 3) The MEP's Family Work Questionnaires (Attachment A) should be provided annually to all students. 	
INSTRUCTIONS:	<p>The Migrant Education Program (MEP) is a federally funded Program (Title I, Part C), that offers supplemental services to migratory children ages 3 to 21. A child is considered a "migrant student" if the parent, guardian, or family member in the household is a migratory worker in the agricultural, dairy, lumber, packing, fishing, or livestock industries who has performed the work within the last 36 months and has traveled with that child.</p> <ol style="list-style-type: none"> I. Student Identification and Recruitment <ol style="list-style-type: none"> A. The MEP Family Work Questionnaire (Attachment A) serves as 	

the initial screening document to determine eligibility for migrant services. The MEP's Family Work Questionnaire must be included in the school enrollment packet and should be provided annually to all students. Additionally, at the beginning of each school year, all enrolled students, including matriculating and transferring students, should be provided with the Continuing LAUSD Student Annually Disseminating Forms.

- B. School personnel should not attempt to determine the eligibility of students. A certified Migrant Education Technician will contact the family based on the information provided on the MEP Family Questionnaire.
- C. All completed MEP Family Work Questionnaires must be sent via school mail or email to the Migrant Education Program (mep@lausd.net) within one (1) week of receipt. Schools are not required to maintain these documents at the school site.
- D. Migrant student eligibility is only established through an interview conducted by a trained and certified Migrant Education Program Technician. Only Migrant Education Technicians are trained and certified by LACOE and the CDE to conduct interviews to determine families' eligibility for MEP services.
- E. Following an interview, the Migrant Education Program Technician will complete a Certificate of Eligibility (COE) per state and federal guidelines if the family is found to be eligible for MEP services. The COE is a legal document and serves as the State of California's official record of eligibility determination for up to three years. The Los Angeles County Office of Education's Migrant Education Program will review and verify the information on the submitted COE to confirm student eligibility.
- F. Once the eligibility of a student is established, the MEP office will notify eligible families with a welcome letter, a copy of the child's COE, a Parent Notification Letter, and the child's Individual Student Needs Assessment/Individual Learning Plan (Attachment B).
- G. A certified Migrant Education Technician will work with families to complete an Individual Student Needs Assessment/Individual Learning Plan (INA/ILP) for each

eligible migrant child. The MEP counselor will review the academic records of high school students to determine if there are any credit deficiencies. These data are provided to the CDE to track the needs of students in the Migrant Program.

II. Migrant Education Program School Contact Person (MMALC/EB Designee)

Each school's MMALC or EB Designee will serve as the MEP contact person when a student is identified as a migrant student at their respective school. If there is no MMALC or EB Designee, the principal may select any certificated staff to serve as the MEP Contact Person by submitting (Attachment C).

1. The MEP school contact person provides the classroom teacher(s)
 - a) An annual roster indicating the names of the migrant students enrolled in their respective class. Schools may [run a Migrant Master List in MiSiS](#) as follows:
 - b) Log on as Office Manager or Principal.
 - c) Go to the Reports menu.
 - d) Under Programs, select Migrant Master List.
 - e) a copy of the INA/ILP provided by the MEP office (sample shown in Attachment B).
 - f) copies of flyers describing services provided by MEP such as Summer School, Saturday School, and Extended Day programming. Teachers should post these flyers in their classrooms and provide them to the MEP students. MEP Contacts may request copies from the MEP office.
2. Assure that "Purple Folders" (described below) are maintained in each respective student's cumulative folder.
3. Assure that students in MEP are integrated into available and appropriate classrooms, activities, and interventions. Students in MEP should not be segregated nor excluded from school site experiences.
4. Join the MEP Schoology Group (PXVF-3VPJ-V57N3) to receive relevant updates.
5. Complete "MEP School Contact Training" course in MyPLN.
6. Address the educational needs of migrant students in the school's

Single Plan for Student Achievement (SPSA) as necessary and appropriate.

7. Communication

- a) Information regarding the Migrant Education Program is to be shared with parents and staff.
- b) Arrange for a Migrant Education Program Technician to present annually to families during events such as ELAC meetings, coffee with the principal, or back-to-school night.

III. Parent Notification

The Migrant Education Program Office will provide each eligible parent with A copy of their child's Certificate of Eligibility.

- 1) A copy of their child's Individualized Needs Assessment and Learning Plan (INA/ILP).
- 2) A services letter that provides a brief overview of the supplementary services provided for students enrolled.

Parents should continue to be notified of their child's academic progress by their local school.

IV. Documentation and Record Keeping

A Migrant Education Purple Folder is established after a migrant student's eligibility status has been determined by the Migrant Education Program Office.

The Migrant Education Purple Folder Checklist is used to monitor requirements for each migrant student on an ongoing basis. The items identified on the checklist shall be filed in the student's cumulative record inside a purple folder.

- 1) Certificate of Eligibility
- 2) Parent Notification Letter
- 3) Copy of MEP Services Letter / MEP Services Brochure
- 4) Individual Needs Assessment/Individual Learning Plan (INA/ILP) (Attachment B)

V. Providing Equitable Services to Students in the Migrant Education Program

- A. Students shall not be segregated or clustered during the school day based solely upon their eligibility for MEP services.
- B. Students in the Migrant Education Program shall not be excluded from any services for which they would otherwise be eligible e.g., after-school programs and interventions.
- C. Students in the Migrant Education Program will be provided the option to participate in supplementary services such as, but not limited to:
 - 1) Saturday School
 - 2) Extended Day (After School) Programming
 - 3) Speech & Debate
 - 4) Summer School
 - 5) Academic Counseling

**RELATED
RESOURCES:**

- U.S. Department of Education Non-regulatory guidance: <https://bit.ly/DOEGuidance23>
- LACOE MEP: <https://www.lacoe.edu/services/accountability/migrant-education>
- Migrant Education Program Website <https://www.lausd.org/domain/1454>
- Social Media
 - <https://www.facebook.com/MEPLAUSD>
 - <https://www.instagram.com/meplausd/>
 - <https://www.youtube.com/@meptvlausd>

ATTACHMENTS:

Attachment A—Family Work Questionnaire
Attachment B—Individual Needs Assessment/Individual Learning Plan
Attachment C—Contact Designation Form

ASSISTANCE:

For assistance regarding the Migrant Education Program, please contact Victor Gonzalez, Ed.D., at victor.gonzalez@lausd.net, or (213) 241-0510.

Los Angeles Unified School District
Migrant Education Program
Family Work Questionnaire

Your children may be eligible to receive **FREE** services such as

- After-School Tutoring
- Saturday School
- Preschool Programs
- Workshops for parents
- Summer College Academies
- Summer Outdoor Camp
- Summer Science Academies
- Referrals to services

Have you or any family member moved to work or seek work in agriculture within the last 3 years?

☐ Yes ☐ No – If you answered YES, please answer the next question.

Did your children move with you during the time you worked or went to seek work?

☐ Yes ☐ No

(Please check all the agriculture and fishing jobs, temporary and seasonal, that applies.)

☐ **Field Work/Agriculture**

Examples: (plant, prune, pick, harvest, pack, sort or transport fruits, vegetables, grains, or other crops; soil preparation, irrigation, fumigation, etc.)

☐ **Orchard**

Examples: (pick, prune, sort fruit, nut trees, vines, etc.)

☐ **Nursery**

Examples: (plant, cultivate, harvest flowers, plants, trees, bushes, herbs, sod, etc.)

☐ **Fishing**

Examples: (catch, sort, pack, process, transport fish or shellfish, etc.)

☐ **Dairy/Farm/Ranch/
Livestock**

Examples: (milking, cattle feeding, transporting animals; raising farm animals such as poultry, goats, pigs, etc.; and sale of its products such as milk, eggs, cheese, etc. for someone or for family support.

☐ **Packing**

Examples: (process, store, freeze, can, pack fruits, vegetables, meats, etc.)

☐ **Food Processing**

Examples: (prepare, process foods like tomato sauce, fruit jellies, chili sauce; processing of wheat or flour for tortilla items, pack cut or pack an assortment of meats.)

☐ **Forestry/Lumber**

Examples: (plant, grow, cultivate, harvest trees; thinning and vegetation control, etc.)



Important: Proof of family income or immigration status is **NOT** required to receive services.

Please provide the following information:

Date: _____

Parent(s)/Guardian(s) Name: _____

Address: _____

Telephone: _____

What is the best time to call you? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Student's Name: _____

School Name: _____ Grade: _____

**For more information, call the Los Angeles Unified School District,
Migrant Education Program Office at (213) 241-0510**

*** TO HOME SCHOOL STAFF ***

Please return this survey to the Migrant Education Program Office,
Beaudry Building, 18th Floor, within two weeks of student's enrollment.
Please call (213) 241-0510 for more information.

Los Angeles Unified School District
Programa de Educación Migrante
Cuestionario Sobre el Trabajo de la Familia

Sus hijos pueden ser elegibles para recibir servicios educativos y de salud **GRATUITOS**.

- Tutoría Después de Clases
- Clases los Sábados
- Programas de Preparación para el Kinder
- Talleres para padres
- Academias Universitarias en el Verano
- Campamento al Aire Libre en el Verano
- Academias de Ciencias en el Verano
- Referencias para servicios

¿Se ha mudado usted o algún miembro de la familia a trabajar o buscar trabajo en la agricultura dentro de los últimos 3 años? ☐ Sí ☐ No – Si contest SI, favor de contestar la siguiente pregunta.

¿Sus hijos se mudaron con usted cuando fue a trabajar o a buscar trabajo? ☐ Sí ☐ No

(Por favor indique todos los trabajos agrícolas y de pesca, temporales o de temporada, que aplican.)

<input type="checkbox"/> Trabajo de Campo/Agricultura Ejemplos: (sembrar, plantar, podar, pizar, cosechar, empacar, sortear o transportar frutas, vegetales, granos, u otras cosechas; preparación de la tierra, irrigación, fumigación, etc.)	<input type="checkbox"/> Huerta Ejemplos: (pizar, podar, sortear frutas, árboles de nueces, y viñas, etc.)	<input type="checkbox"/> Vivero Ejemplos: (sembrar, cultivar, plantar, cosechar flores, plantas, árboles, arbustos, hierbas, siembra del césped, etc.)	<input type="checkbox"/> Pesca Ejemplos: (pesca, sortear, empacar, procesar, transportar pescado o mariscos, etc.)
<input type="checkbox"/> Lechería/Granja/Rancho/Ganadería Ejemplos: (ordeñar, alimentar ganado, transportar animales; crianza de animales de granja, tales como aves decorral, chivos, cerdos, etc.; y venta desus productos como leche, huevos, queso, etc. para alguien o para el sustento de la familia.)	<input type="checkbox"/> Empacadora Ejemplos: (procesamiento/ tratamiento, almacenaje, congelación, enlatar, empacar frutas, vegetales, carnes, etc.)	<input type="checkbox"/> Tratamiento/ Procesamiento de Comida Ejemplos: (preparar, procesar, tratamiento de comidas como la salsa de tomate, jaleas de fruta, salsa, o procesamiento de trigo o de harina para productos de tortilla, cortar o empacar un surtido de carnes.)	<input type="checkbox"/> Silvicultura/Madera de Construcción/ Trabajo Forestal Ejemplos: (sembrar, plantar, cultivar, cosechar árboles; control dela vegetación, etc.)



Importante: **NO** se requiere pruebas del ingreso familiar o documentos de inmigración para recibir servicios.

Favor de proveer la siguiente información:

Fecha: _____

Nombre del Padre de Familia o Guardián: _____

Domicilio: _____

Número de Teléfono: _____

¿Cual es la mayor hora de llamarte? ☐ 8am-12pm ☐ 12pm-6pm ☐ 6pm-8pm

Nombre del Estudiante: _____

Escuela del Estudiante: _____ Grado: _____

**Para más información llame a la oficina del Programa de Educación Migrante,
del Distrito Escolar Unificado de Los Ángeles al (213) 241-0510**

*** TO HOME SCHOOL STAFF ***

Please return this survey to the Migrant Education Program Office,
Beaudry Building, 18th Floor, within two weeks of student's enrollment.
Please call (213) 241-0510 for more information.

LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE



Individual Needs Assessment/Individual Learning Plan

School Year
2021-22

School Enrollment
[Region 10] - 2021-22: School Name
[08/16/2021 - 06/10/2022]

INA/ILP Type
☐ 30 Day/Initial ☒ Annual

PERSONAL INFORMATION

Name: Student X	QAD: 08/05/202X	EOE: 08/04/202X
DOB: 05/10/200X (age)	Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Non-binary	MSD: xxx MSIX: xxx SSID: xxx
Current Address: 5440 x St. <input type="checkbox"/> Temporary Address	City: Los Angeles	Current Address Phone: XXX-XXX-XXXX
District: Los Angeles Unified	School: X	Grade: 09

PARENT/GUARDIAN INFORMATION (FOR GRADES P3-P5, K-12)

Current Parent/Guardian 1:	Relationship:	Phone 1:
Current Parent/Guardian 2:	Relationship:	Phone 2:

INDICATORS/STATUSES (FOR ALL GRADES)

PFS <input type="radio"/> Yes <input checked="" type="radio"/> No	Academic Risk <input type="radio"/> Yes <input checked="" type="radio"/> No	Special Education/IEP <input type="radio"/> Yes <input checked="" type="radio"/> No	504 plan <input type="radio"/> Yes <input checked="" type="radio"/> No
--	--	--	---

SECONDARY (CURRENTLY ENROLLED IN GRADES 9-12, AD): ACADEMIC REVIEW

Language Arts Year: 2018-19 Assessed Grade: 06 Standard Met or Exceeded <input checked="" type="radio"/> Yes <input type="radio"/> No	Math Year: 2018-19 Assessed Grade: 06 Standard Met or Exceeded <input checked="" type="radio"/> Yes <input type="radio"/> No	ELPAC Year: Assessed Grade: Proficient <input type="radio"/> Yes <input checked="" type="radio"/> No	Comments
Unaddressed Credit Deficiency? Recommended MEP Services:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Comments	



Individual Needs Assessment/Individual Learning Plan

HEALTH INFORMATION

Health Insurance?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/> Medi-Cal
Health Concerns?	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="checkbox"/> Currently in treatment
<hr/>		
Health Needs:	<input type="checkbox"/> Medical <input type="checkbox"/> Mental Health	<input checked="" type="checkbox"/> Dental <input type="checkbox"/> Other <input type="text"/> <input checked="" type="checkbox"/> Vision <input type="checkbox"/> None
<hr/>		
Emergency Services:	<input type="checkbox"/> Food <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Housing <input type="checkbox"/> Clothing

LEARNING PLAN

Recommended Instructional Services: 1. 117 - Saturday School, After School and/or Summer School - (K-12th Grade)	Recommended Support Services 1. 203 - Nutrition 2. 210 - Dental Screening 3. 260 - Transportation
<hr/>	
Non-MEP Services:	Goals 1. Proficient in A-G requirements

INTERVIEWEE

First Name	Last Name	Relationship	Date
Parent X		xxx	10/07/202x

CREATED BY & FOLLOW-UP BY

Created By:		
First Name	Last Name	Date
Migrant Technician 3	x	10/07/202x
Follow-up by:		
First Name	Last Name	Date
MEP Counselor	x	10/07/202x

Comments

MEP Counselor Comment (10/07/202x 04:05 PM): The Los Angeles Unified School District Migrant Education Program offers students supplemental academic support through case management, Saturday school, and extended learning.

