



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Migrant Education Day to Day Procedures Revised July, 2016

The Excelsior Spring 40 School District identifies migratory children in the district. The following procedures enable students who may be considered migrant to receive services for which they are eligible.

Steps for Determining Eligibility

1. All families complete enrollment forms.
2. Assistance provided at the time of enrollment if necessary to complete enrollment process with interpreter if appropriate.
3. If introductory migrant questions are answered positively, the Assistant Superintendent of Student Services is contacted and notified.
4. State Migrant and English Language Learner (MELL) Director is then notified of the presence of potentially eligible students.
5. The family interview form for Missouri Migrant Education and English Language Learning Program (MELL) is completed.
6. The MELL office finalizes paperwork and if student is found eligible, sends the district certificate of eligibility (COE).
7. The District codes student as migrant.
8. COEs are kept on file in the Student Services Office.
9. Students classified as migrant and move from the district are reported to the MELL office.
10. Students who maintain stable attendance in the district for three years are no longer considered migrant.
11. Students are referred to any district program for which they may qualify through the enrollment process and ongoing data collection.
12. Contact is made with the Missouri Migrant Education and English Language Learning Program if the district requires assistance.