



TITLE I PART C

Education of Migratory Children



Procedures for Collecting Staff Professional Development/Training Evaluations

In order to capture feedback accurately on professional development and training opportunities received by Nebraska Migrant Education Program (MEP) staff without generating duplication; we are establishing the following procedures. Please follow these procedures unless provided differing guidance from your supervisor.

As part of the evaluation of the Nebraska MEP, **MEP staff are required to complete one evaluation (Form 2) for every professional development or training session they attend**, within one week of attending the training. If non-MEP staff attend a MEP training, evaluations should be collected from them as well.

Who is considered MEP staff? Anyone paid with funds provided through Title IC are considered MEP staff.

Attendance: For each training session MEP staff attends, they will need to document that they were present for the training. Each project is responsible to completing the google attendance form for every training attended by their staff.

Professional Development or Training is any optional or required session where information and/or skills related to the execution of a staff member's job duties within MEP are imparted.

Types of Professional Development and Training and to whom these should be reported:

Local MEP Project (e.g. new hire orientation, site level training, school district/ESU training, etc.) For local MEP Projects, use the unique link provided for your project on the Data Checklist.

State MEP (e.g. data specialist PD, instructional services PD, recruiter PD, National Migrant Education Conference by NASDME, Planting Seeds of Partnership, etc.)

CIGs (e.g. IDRC, iSOSY, etc.) For trainings provided by CIG staff, complete the evaluation provided at the end of each session. You do not have to complete more than the CIG training evaluation since META staff are the evaluators for all CIGs and the Nebraska MEP.

Reporting: Evaluations completed on Project specific links or CIGs go directly to META. The State MEP collects Google attendance forms on the State MEP Google Team Drive, which is shared and accessible by META. If a project utilizes a hard copy after a training, the project will need to either enter the information through their link (preferred) or scan and email the evaluation to benjamin.zink@nebraska.gov for inclusion in the State MEP Google Team Drive.