



## **NEBRASKA MIGRANT EDUCATION PROGRAM SERVICE CODES**

### **TRANSFER OF STUDENT RECORDS SUMMARY**

As stated in Sections 1303 and 1304 of the Title I, Part C Non-Regulatory Guidance, States are required to report certain information on the Migrant Education Program (MEP) through a Consolidated State Performance Report. Each year, in terms of the MEP, State education agencies (SEAs) are generally required to submit information about the numbers and characteristics of participating children, the types of services provided, the number of participants by grade level, and other pertinent data elements.

The Nebraska MEP utilizes the MIS2000 database system to collect, store, process, and electronically transfer student educational information to meet the reporting requirement of the program. Section 1306(b)(2) requires SEAs to promote interstate and intrastate coordination by providing for educational continuity through the timely transfer of pertinent school records when children move from one school to another, whether or not the move occurs during the regular school year. The timely transfer of student records can be an effective means of reducing the effects of educational disruption on migrant students. It enables school officials to make appropriate decisions regarding a student's enrollment in school, grade placement, and academic plan.

SEAs and LOAs must comply with two fiscal requirements regarding the expenditure of State and local funds to ensure that MEP funds are used to provide services that are supplemental to the regular services migrant children receive. The statute requires SEAs and LOAs to: (1) use MEP funds to "supplement, not supplant" Federal and non-Federal funds; and (2) provide services to migratory children with State and local funds that are at least comparable to services provided to non-migratory children.

### **FISCAL REQUIREMENTS**

Section 1306(b)(2) requires SEAs and LOAs to provide services to migrant students from other Federal programs *before* they use MEP funds to provide services. Therefore, other Federal programs must select and provide services to eligible migrant students on the same basis as other eligible children. After the other Federal program selects students for services, an SEA or LOA may use MEP funds to increase the number of migrant students who participate in the project and/or enhance the services that participating migrant students otherwise receive.

### **PROVISION OF SERVICES**

For purposes of the Migrant Education Program (MEP), "services" are a subset of all allowable activities that the MEP can provide through its programs and projects. Although SEAs and local operating agencies (LOAs) may spend MEP funds on many types of allowable activities, some of these activities do not constitute a "service" (e.g., identification and recruitment or parental involvement activities). "Services" are distinct in that they are the educational or educationally related activities provided to migrant children to enable them to succeed in school. Because student success is the overarching goal of the MEP, services are a vital aspect of the program. In providing services, SEAs must give priority to migrant children who are failing or are most at risk of failing and whose education has been interrupted during the regular school year.

<b>MEP SERVICES</b>	<b>MEP ACTIVITIES</b>
<p>“Services” are those educational or educationally related activities that: (1) directly benefit a migrant child; (2) address a need of a migrant child consistent with the SEA’s comprehensive needs assessment and service delivery plan; (3) are grounded in scientifically based research or, in the case of support services, are a generally accepted practice; and (4) are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the State’s performance targets.</p> <p>SEAs and local operating agencies may use MEP funds to provide instructional services (e.g., educational activities for preschool-age children and instruction in elementary and secondary schools, such as tutoring before and after school); and support services (e.g., educationally related activities, such as advocacy for migrant children; health, nutrition, and social services for migrant families; necessary educational supplies; transportation).</p>	<p>Activities related to identification and recruitment activities, parental involvement, program evaluation, professional development, or administration of the program, are examples of allowable activities that are not considered services. Other examples of an allowable activity that would not be considered a service would be the one-time act of providing instructional packets to a child or family and handing out leaflets to migrant families on available reading programs as part of an effort to increase the reading skills of migrant children.</p> <p>Although these are allowable activities, they are not services because they do not meet all of the following criteria: (1) it does not directly benefit migrant children; (2) it is not grounded in scientifically based research; and (3) in and of itself, the activity will not increase children’s reading skills and thereby increase their ability to meet the State’s performance targets.</p>

## **INSTRUCTIONAL SERVICE CODES**

*Instructional Service Codes represent targeted instructional services to migratory students based on identified academic needs, specifically designed to close learning gaps that may result from the migratory lifestyle. These services align with state standards and/or program goals to supplement academic subjects such as reading, mathematics, language arts, etc. Instructional services including, but not limited to, tutoring and academic assistance may be delivered by certified teachers or classified staff, including service providers, under the supervision of a certified teacher. The services may occur during the regular school year (before, during, or after school) and during the summer term. Additionally, instructional services can occur either in a school setting or outside of school.*

*\*\*\*Note: The one-time act of providing instructional packets to a child or family does not constitute an instructional service.*

**CRE** High School Credit Accrual: Instructional courses that accrue credits needed for high school graduation provided by a teacher for students (e.g. National Portable Assisted Study Sequence (PASS) – mentor))

**LAS** Language Acquisition Services: Strategies that develop students' listening, speaking, reading, and writing in English while supporting academic achievement.

- Building on language skills for early learners (preschool-1<sup>st</sup> grade)
- Supporting functional and/or Academic English for Multilingual Learners
- Strategies that develop skills to access academic content in English

**ENP** Enrichment: Educational activities that build skills and support academic or life experiences. (E.g. Field trips, camps, youth leadership programs/workshops, etc.)

**GRE** Graduation Required Electives: Instruction provided in an elective class required for graduation (E.g. Foreign Language, Computer Science, Accounting, etc).

**HSE** High School Equivalency: Title I, Part C is:

- Funding a student's enrollment in a high school equivalency program
- Providing instruction to prepare students for the GED test
- Funding a student's enrollment in a Pre-GED/adult basic education program

**LIF** Life Skills: Instructional lessons that enable individuals to deal effectively with the demands and challenges of everyday life. These lessons may cover specific needs of modern life such as:

- money management
- food preparation
- hygiene training
- functional English and mathematics (i.e. counting, ordering food, basic emergency)
- organizational skills
- health education and/or prevention

**PRE** Preschool: Children enrolled in an early childhood educational program, funded through MEP. Instruction provided supports development of school readiness skills through a preschool or home-based program.

**SCI** Science: Instruction provided in the field of science.

**SST** Social Studies: Instruction provided in social studies and/or civics education.

**TELA** Teacher English Language Arts: Instruction provided in English Language Arts by a certified teacher.

**SPELA** Service Provider English Language Arts: Instruction provided in English Language Arts by a service provider or paraprofessional.

**TMAT** Teacher Math: Instruction in math provided by a certified teacher.

**SPMAT** Service Provider Math: Instruction in math provided by a service provider or paraprofessional.

Use either TELA or SPELA, but not both. Determine which code to use based on who is providing the primary instruction to the student.

### **SUPPORT SERVICE CODES**

*Support Service Codes represent MEP-funded services that include, but are not limited to, health, nutrition, counseling, and social services for migrant families, necessary educational supplies, and transportation. The one-time act of providing instructional or informational packets to a child or family does not constitute a support service.*

**ADV** Advocacy: Educational or educationally related (supportive) services provided from non-MEP programs or organizations that migrant children would not have received without the efforts of MEP-funded personnel. An eligible migrant child must be the direct recipient of the referred service.

**CCP** College and Career Preparation:

- assisting students with the filling out or filing of academic paperwork and/or documentation (FAFSA, college applications, essays, resumes, etc.)
- facilitating visits to college campuses and/or workforce exploration (i.e. Ag Day, trade programs, apprenticeships).

**CLO** Clothing: Clothing provided and paid for by Title I, Part C.

**FLC** Family Learning Connections: Provided to parents/family, this family literacy promotes

- interactive academic activities between parents and their children
  - coaching for parents regarding how to be the primary teacher for their children and full partners in the education of their children
  - age-appropriate education to prepare children for success in school and life
- Family literacy may occur with groups in Title I, Part C-planned events or with individual families in home visits. Best practice is for the child and parent to be present for this service.

**APD** Academic or Personal Development: Services to support students in:

- discovering and improving their educational, personal, and/or career potential connecting their skills and emotions to opportunities
- Creating realistic plans
- Fostering positive personal and social growth through goal setting
- Emotional intelligence skill building provided by Title I, Part C service providers

- Mental health services from a MEP-funded Licensed Mental Health Practitioner (if paid with Title I, Part C funds but utilizing an outside provider, code HEA).

**HEA** Health Services: Title I, Part C-paid services that include but are not limited to hearing screenings, vision exams, eyeglasses, dental checkups, physical exams, vaccinations, and health products.

**HWH** Homework Help: This may include one-on-one homework support provided at a time when a student would not otherwise receive instruction from a teacher (and does not meet the definition of an instructional service).

**INT** Interpretation/Translation: Interpreting (oral) or translating (written) services provided for the student. *Note: This would not include communication with the parents regarding the child's educational progress or school activities as part of the regular communication with ALL parents. This would not include any interpretation/translation for parental involvement activities as Section 1118 requires activities to be conducted in a format and language understandable to parents. It is the school's responsibility to provide interpretation/translation for school communication.*

**MTR** Material Resources: Necessary educational supplies, books, and/or other materials, paid for by Title I, Part C that are loaned out or given to students (e.g., iPads, computers, school supplies, study guides, Rosetta Stone, etc.)

**NUT** Nutrition (not School Meals Program): Title I, Part C funded nutritional provisions, snacks, etc., provided at before, during or after-school programs/events.

**OTH** Other: A service provided that does not fall under any of the service codes. Note: Include a comment to indicate the service provided. **Do not use this code without consulting the State Services Coordinator first.**

**TEC** Technical Support: Educationally related technical support on behalf of students, including the creation of accounts on platforms such as Google Classroom, ISOSY Student Portal, Canvas, etc. (Applications and paperwork would likely fall under ADV or INT.)

**TRA** Transportation: Transportation of students paid for by Title I, Part C (busing, local van services, bus tickets or passes, etc.) or transportation of students by Title I, Part C staff in order to obtain service.

### **SUMMER SERVICE CODES**

*Summer Service Codes represent MEP-funded summer programs providing academic and enrichment instruction to students for a predetermined period of time. The hours in the definitions below do not include student transportation to and from the program site, but do include time for meals.*

**FSP** Full-Time Summer Program: A MEP-funded Summer Academic Program provided for a total of 75 hours or more of content for the duration of the program.

**PSP** Part-Time Summer Program: A MEP-funded Summer Academic Program provided for a total of 30-74 hours of content for the duration of the program.