New: 01/07/09	ARIZONA DEPARTMENT OF EDUCATION POLICY & PROCEDURE	NO. EX-43
SUPERSEDES: N/A		Sheet 1 of 2
SUBJECT: MIGRANT EDUCATION PROGRAM STUDENT COUNT VERIFICATION		FILING INSTRUCTIONS (Policies & Procedures Manual) Section: External As item: EX-43

I. PURPOSE

To provide uniformity, consistency and accuracy in the review and approval of Arizona Department of Education (ADE) Migrant Education Student Counts submitted to the United States Department of Education (USED), Office of Migrant Education (OME).

II. POLICY

Migrant student counts reported by Statewide Services Office produced in keeping with the Arizona Department of Education (ADE), Migrant Education Contract, will be reviewed and validated by the staff of the ADE Migrant Program Office.

III. PROCEDURE

Timeliness:

- The Arizona Migrant Education Counts are due to the Office of Migrant Education (OME), on or about, December 15th of each year. The Statewide Services Office will submit to the Arizona Department of Education (ADE) Migrant Education Program Office (MEP) a report containing a compilation of eligible migrant students, determined eligible for migrant education services for the reporting year by each Arizona Local Education Agencies (LEA). This report is due to ADE by September 15th of each year. The ADE Migrant Education Program staff will verify the report using the process below. The Director of the Migrant Program Education Program will submit to OME the final count by December 15th of each year using the Consolidated State Performance Report (CSPR).

Data Verification:

- The Arizona Department of Education will request MEP student information from the Statewide Services offices. MEP student information will be given in a table format that includes, but is not limited to, child's first and last name, SAIS number, COEstar number, school district identification number, and school name.
- Questions are identified using the following criteria and then highlighted:
  Each student is individually identified by comparing his/her information in each field with other students having same/similar information
  Student information is verified by identifying similar information. Investigation is done by queering COEstar for an electronic version Certificate of Eligibility (COE) for further comparison.

- COEstar possible matches are used to:
  Check possible obvious matches; same name, same SAIS number, same COEstar number
  Check possible near matches with COEstar number and COE.
- All identified duplicate matches will be reported to the Migrant Education Program Director. The director will address the findings with the Director of Statewide Services.

Corrective Action:

- The Arizona Department of Education (ADE), Migrant Education Program (MEP) Director will submit a list of possible mistakes, and back up data to the Statewide Services Director.
- The Statewide Services Director will meet with the appropriate personnel from Statewide Services to review information from the MEP State Director.
- Corrections that are needed to be made will be made within three (3) business days.
- Statewide Services will produce a new set of student information for the State MEP Office for review once all changes have been made.

Repeat Process:

- An Arizona Migrant Education Program Specialist will repeat the process until all data is correct.

Closing:

- When the non-duplicated student data is agreed upon between the Arizona Migrant Program Specialist and the Statewide Services Director, a count will be submitted to the State Migrant Director for review.
- The State Director may accept the number and then submit them to OME. If questions are raised the process will be repeated until no further questions arise.