

New Migrant Data Reporting Forms

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WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Tony Evers, PhD, State Superintendent

Migrant Change of Address (MCA) PI-9559

Non-Qualifying Move

Migrant Change of Address (MCA)

Introduction of new form MCA PI-9559:

- Commonly referred to as “Residency Move Only”

Purpose of the new form:

- Simplification of required migrant child reporting
- To meet the MSIX timeline requirements for updating student information

MCA, Continued

DPI will no longer accept a Certificate of Eligibility (COE) form for reporting change of address.

When is the MCA Form Used?

- If the move is within the state of Wisconsin;
- **no** new qualifying work was obtained; and
- current eligibility is on record in the migrant data base.

Who will use the MCA Form?

This will be different for each district and will be used by:

- **recruiters,**
- **migrant program staff, and**
- **school records staff.**

Common Questions

How do I know if the child(ren) are currently eligible?

- Your past migrant records
- NGS search or reports
- MSIX search

Common Questions

What if my district sends in a MCA and the family is not currently eligible migrant?

- **No problem, if the family is not currently eligible DPI will not update the migrant data base.**

Common Questions

What if the family is eligible, or may be eligible but there is no COE in the migrant data base?

- **Contact your district recruiter, or the statewide recruiter to conduct a face-to-face interview with the family to determine eligibility.**

Required Information



Wisconsin Department of Public Instruction
WISCONSIN TITLE I C MIGRANT EDUCATION PROGRAM
MIGRANT CHANGE OF ADDRESS (MiCA)
 PI-9559 (Rev. 02-17)

*Fields are required.

INSTRUCTIONS:

1. This form applies to Title I C, Certified Eligible Migrant Children. Use this form to report migrant children change of address within Wisconsin that is **not** a new qualifying work move.
2. Save a copy for district records.
3. Email completed form to tena.torgerson@dpi.wi.gov, Department of Public Instruction Migrant Program.

Questions contact:
 Tena Torgerson, Education Specialist, tena.torgerson@dpi.wi.gov or
 Jessica Awe, Education Consultant, jessica.awe@dpi.wi.gov

Date Form Completed
 2/22/2016

Reporting School District*

Wanona

Reporting District Staff Name*

Jan Smith

Parent/Guardian Last Name*

Lopez

Parent/Guardian First Name*

Janice

Parent/Guardian Last Name

[Redacted]

Parent/Guardian First Name

[Redacted]

Change of Wisconsin Home Address Effective Date*

2/20/2016

Previous Home Address*

Street*

123 Jade St

City*

Wanona

ZIP

53212

Current Home Address*

Street*

4222 Cherry St

City*

Wanona

ZIP

53213

Current Phone Number Area Code/No.

(111) 222-3333

Include children who moved to the new address.

Child's Last Name*

Lopez

Lopez-Ibarra

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Child's First Name*

Julie

Sal

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

NGS USID or Date of Birth*

6/10/2000

3/10/2009

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Comments

[Redacted]

DPI Use Only

Received

COE#

QAD Date

Entered

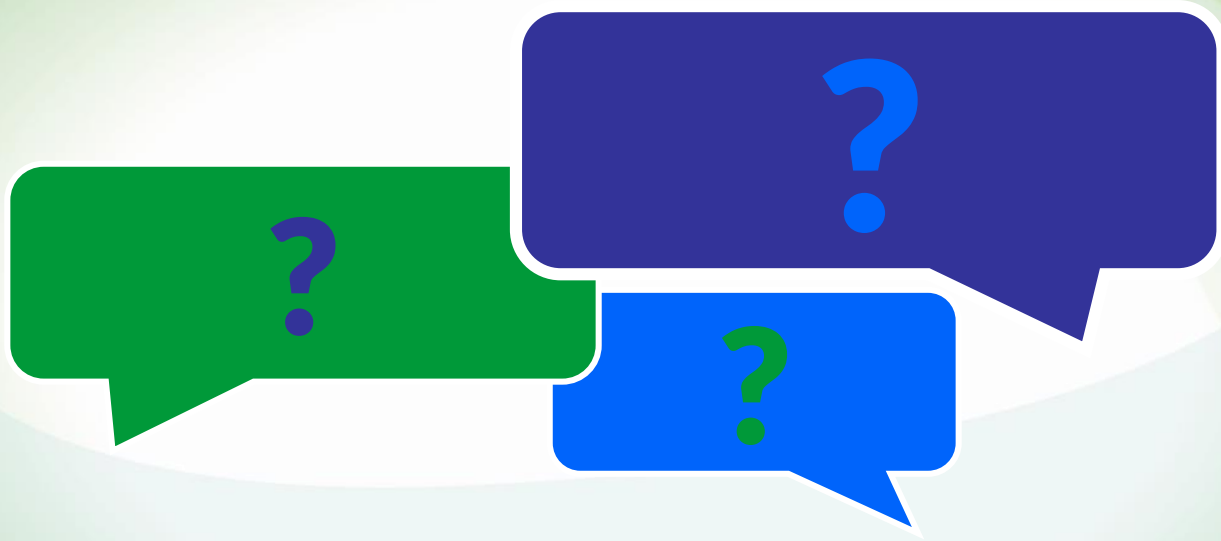
Scanned

MCA Form Instructions

INSTRUCTIONS:

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3. Email completed form to tena.torgerson@dpi.wi.gov, Department of Public Instruction Migrant Program.

Questions?



Where to Send a Completed Form?

- Email to: tena.torgerson@dpi.wi.gov
- DPI will review and update NGS and the existing COE.



Wisconsin Department of Public Instruction
 WISCONSIN TITLE I C MIGRANT EDUCATION PROGRAM
 MIGRANT CHANGE OF ADDRESS (MICA)
 PI-9559 (Rev. 02-17)

***Fields are required.**

Questions contact:
 Tena Torgerson, Education Specialist, tena.torgerson@dpi.wi.gov or
 Jessica Awe, Education Consultant, jessica.awe@dpi.wi.gov

Training Sample

INSTRUCTIONS:

1. This form applies to Title I C, Certified Eligible Migrant Children. Use this form to report migrant children change of address within Wisconsin that is not a new qualifying work move.
2. Save a copy for district records.
3. Email completed form to tena.torgerson@dpi.wi.gov, Department of Public Instruction Migrant Program.

Date Form Completed 2/22/2016		
Reporting School District* Wanona	Reporting District Staff Name* Jan Smith	
Parent/Guardian Last Name* Lopez	Parent/Guardian First Name* Janice	
Parent/Guardian Last Name	Parent/Guardian First Name	
Change of Wisconsin Home Address Effective Date* 2/20/2016		
Previous Home Address* Street* 123 Jade St	City* Wanona	ZIP 53212
Current Home Address* Street* 4222 Cherry St	City* Wanona	ZIP 53213
Current Phone Number Area Code/No. (111) 222-3333		
Include children who moved to the new address.		
Child's Last Name*	Child's First Name*	NGS USID or Date of Birth*
Lopez	Julie	6/10/2000
Lopez-Ibarra	Sal	3/10/2009
Comments		



DPI Use Only	
Received	
COE#	8888
QAD Date	6/20/2015
Entered	ENTERED ON: 2/24/16 BY: DPI-AL
Scanned	

Note to Berlin, Green Bay, and Watertown school districts: If you enter the new address into NGS prior to sending the form to DPI, note this in the comments section of this form.

What Happens Next?

- **At DPI, the change of address notification is saved with the COE.**
- **For the district, DPI will send the validated change of address and a copy of the corresponding COE via secure email to the district of the new current address.**

Scenarios - Use COE or MCA?

All scenarios pertain to families who are currently eligible and will focus on address change.



Scenario 1

The family arrived in Mayville in June and dad obtained qualifying work. The state recruiter obtained a valid COE in Mayville. Dad was released from his work in Mayville in August and the family then moved to your district where mom found temporary work at local printer.

Answer for Scenario 1

Use the MCA because the move is in Wisconsin.

Migrant status continues for 36 months even though seasonal work has ended.



Scenario 2

A family was certified in Adams-Friendship in May of 2016. Mom and kids then moved to and enrolled in your district in December of 2016; Dad continues to work in Adams-Friendship.

Answer for Scenario 2

Use the MCA because the move is in Wisconsin. The children have a new address. Migrant status is current.



Scenario 3

A family moved to your district from Wautoma where they were certified as migrant this year. The worker is seeking a seed sorting job at the local garden center.



Answer for Scenario 3

Use the COE because the move is to obtain new qualifying work with a history of qualifying work.

A recruiter needs to conduct a face-to-face interview with the family.



Scenario 4

A family moved from East Walnut Street to Melon Avenue, Green Bay, WI in September 2016, to be closer to Preble High School. Dad currently works at JBS Meat Packing and was certified in August 2016.

Answer for Scenario 4

Use the MCA because the move is in Green Bay, Wisconsin.
Migrant status is current (temporary – agricultural).



Where do I find MCA PI-9559?

Available for use now on the DPI Website,
Migrant Forms page:

<https://dpi.wi.gov/migrant/forms>

Enrollment and Residency at Start of Term (ESRT) PI-1708

Tena Torgerson, Education Specialist

Jessica Awe, Education Consultant

April 26, 2017



WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Tony Evers, PhD, State Superintendent

Enrollment and Residency at Start of Term (ERST)

- Replaces the Continuing Enrollment and Residency Report (CER).
- Beginning with summer term 2017, DPI will no longer accept the CER form.



Improved Features

- Streamlined version of the previous form
- Less data needed for this form
- Auto fills NGS code for short school ID (SSID)



Verify Residency or Enrollment

- Use school attendance records
- Visit family to verify pre-school age children or Out-of-School Youth
- Search NGS or MSIX to find children
- Run migrant reports from NGS or MSIX to assist with finding students, or request reports from Tena at DPI

Compliance

- **Child must reside or be enrolled at least one day of the term, and be currently migrant eligible to be recorded on this form.**



Live Form Demonstration

- **Instruction tab**
- **Required information**
- **Don't forget the District Number, this activates the autofill for your district**
- **Submission instructions**

District Information (Header)

1. District Name
2. District Number (four digit)
3. Recorder Name
4. MEP Director or Coordinator Name
5. NGS ID (Also called NGS Recruiter ID)
6. Date classes start this term

Child Information

1. Name: Last, First, Middle Initial
2. NGS Unique Student ID (USID)
3. Date of Birth
4. First date child attend class (or indicate “resident”)
5. Grade level this term

Child Information continued

6. H - S - W or O Residence verified at:

Home School Work or Other

7. Most recent Qualifying Arrival Date (QAD)

Drop Down List Selection

- Select School or district and term residence from the drop down list:
 - School name
 - SD Regular Year Resident
 - SD Summer Resident

Email completed form to tena.torgerson@dpi.wi.gov

Where do I find the ERST PI-1708?

Available for use now on the DPI Website,
Migrant Forms page:

<https://dpi.wi.gov/migrant/forms>

Data Reporting Timeline

Certificate of Eligibility (COE)

**Enrollment and Residency at Start of Term
(ERST)**

Electronic Student Academic Report (E-SAR)

Access and Technical Assistance

For Technical Assistance contact:

- Tena Torgerson: tena.torgerson@dpi.wi.gov
- Jessica Awe: jessica.awe@dpi.wi.gov

