CERTIFICATE OF ELIGIBILITY INSTRUCTIONS

Form PI-1727
Revised March, 2015
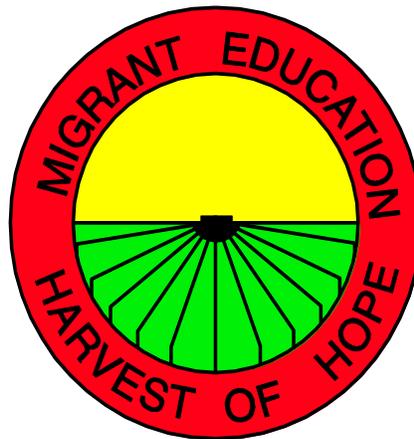
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841
http://titleone.dpi.wi.gov/ttlone_mig_index

Wisconsin Migrant Education Program: 800-441-4563
National Migrant Hotline: 800-234-8848

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Questions about this form?
Please contact Erik Nordgren
Statewide Recruiter
(608) 697-5038 / 800-441-4563
nordgrene@cesa5.org

Online form:
Visit http://titleone.dpi.wi.gov/ttlone_mig_forms for the latest COE
and other Migrant Education forms.

GENERAL INSTRUCTIONS

Helpful Resources: To ensure that your recruitment process results in accurate, complete, and timely data, please refer to your project's written Local Identification and Recruitment Plan, your job description, and the recruiter in-service resources before conducting identification and recruitment activities.

Deadline: Mail Certificate of Eligibility (COE) to the Department of Public Instruction (DPI) within 7 days after it is completed and certified.

<div align="center">

Department of Public Instruction
Title I Migrant Education Program – COE
Fourth Floor, GEF 3
P.O. Box 7841
Madison, WI 53707-7841

</div>

Purpose of COE: The COE records and counts, on a single form, all eligible migratory children of the same listed parent(s) in a family who arrive on the same date in the state or district where they, a parent/guardian/other family member, sought or obtained qualifying agricultural or fishing work. A COE must be completed every time a child makes a new qualifying move. Complete a separate COE for each migratory child of a family who has a:

- Different Qualifying Arrival Date (QAD); or
- Different Residency Date

Who to Include: List all children younger than 22 who have not graduated from high school or obtained a General Educational Development (GED) certificate/High School Equivalency Diploma (HSED), whether or not the operating agency's Migrant Education Program (MEP) plans to serve them.

Complete All Data: All attempts should be made to complete all data elements and sections. In cases where a response may not be required or does not apply, write *N/A* in the appropriate blank. Missing required data will prevent entry into the data software, New Generation System (NGS).

HEADER INSTRUCTIONS

Current School District Name: Enter the name of the school district in which the identified children are currently residing.

School District SSID: Enter the applicable School District Identification Code assigned to your district. Example: The code for Milwaukee Public Schools is WI-DPDP.

Date Classes Started: Enter the date on which school instruction opens for the school district during the noted term. Example: if the child is identified and recruited in October, the date entered should be the day instruction began for the fall session.

Home Base District Name: Enter the name of the home base school district.

Withdrawal Date: Enter the last date of attendance at the most recent school attended.

SECTION I: FAMILY DATA

I. Family Data							
Male Parent/Guardian *Last & First Name*	Current Male Parent/Guardian *Last & First Name*	Current Address	City		State	Zip	Current Home/Cell Phone
Female Parent/Guardian *Last & First Name*	Current Female Parent/Guardian *Last & First Name*	Homebase Address	City	State	Country	Zip	Homebase Telephone

Male Parent/Guardian: Enter the male parent/guardian's last name, then first name. Enter a dash -- if none.

Female Parent/Guardian: Enter the female's last name, then first name. Enter a dash -- if none.

Current Male Parent/Guardian: Enter the last and first name of the male (if different) currently responsible for the child. Enter *same,* if no different.

Current Female Parent/Guardian: Enter the last and first name of the female (if different) currently responsible for the child. Enter *same,* if no different.

> Note: The term guardian in this document means a legal guardian, member of the child's immediate family, crew leader, or any other adult standing in the place of a parent to the child.

Current Address: Enter the street address where the child is currently residing. Include street number, house, apartment or trailer number, and/or migrant camp information, as applicable. Post Office Box numbers should be avoided whenever possible. If the child and parent/guardian moved from different previous residences, record the child's prior residence in this section and the parent's residence in the *Comments* section. If the current address is different from the mailing address, provide the mailing address in the *Comments* section.

City: Enter the name of the city or town where the child(ren) currently reside.

State: Enter the state abbreviation for the state where the child(ren) currently reside.

Zip Code: Enter the zip code for the address where the child(ren) currently reside.

Current Home/Cell Phone: Enter the current 10-digit telephone number.

Home Base Address: When applicable, enter the street address for families that return to a home base where children reside, if/when they leave Wisconsin. If the family has a permanent residence in Wisconsin other than their current residence, they may have a home base in Wisconsin. It the home base is in Wisconsin, enter the street address of the permanent Wisconsin address. If the family has no other address, write *same* in this area.

City: If applicable, enter the name of the home base city or town.

State: If applicable, enter the home base state abbreviation.

Country: If applicable, enter the home base country abbreviation.

Zip Code: If applicable, enter the home base zip code.

Home Base Telephone: If applicable, enter the complete home base telephone number.

SECTION II: Child Data

												Birth Location			Not	AI/		B/	NH/		Residency				Enrollment
	USID	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	MB	Birth Date	Code	Age	City, State, Country		H/L	H/L	AN	A	AM	OPI	W	Date	SSID	Gr	OSY	Date

II. Child Data *List all eligible children / youth under age 22.*

Rows 1–5 (blank)

List all migratory children, younger than 22, who reside in your district.

USID: Enter the Unique Student Identifier (11 characters) for the child if available. Leave *blank* if unknown. Enter *not eligible* if the child is not eligible for services.

Name: Enter the legal last, first, and middle name of each child in the family who has the same Qualifying Arrival Date and residency date. Do not record nicknames or shortened names. If the child(ren) has a multiple or hyphenated last name (e.g., Ramirez-Garcia), record the first part of the name under *Last Name 1* (i.e., Ramirez) and the second part of the name (i.e., Garcia) under *Last Name 2*.

Sex: Enter *M* for male, *F* for female.

Multiple Birth (MB): Enter *Y* for yes if the child is a twin, triplet, etc. Enter *N* for no.

Birth Date: Enter the child's date of birth using the MM/DD/YYYY format.

Code: Enter one of the following codes used to verify the child's birth date:

|	
03 – baptismal or church certificate	10 – previously verified school records
04 – birth certificate	11 – state issued ID
05 – entry in family bible	12 – driver's license
06 – hospital certificate	13 – immigration document
07 – parent affidavit	82 – life insurance policy
08 – passport	99 – other
09 – physician certificate	

Note: If you enter *99* for other, please specify in the *Comments* section.

Birth Location: Enter the city, state, and <u>country</u> where the child was born. Use only the two-letter abbreviation used by the U.S. Post Office for the state of birth (see Appendix A). Example: Tizapán el Alto, JA, MX.

Ethnicity/Race:

Check One AND **Check one or more to indicate race**
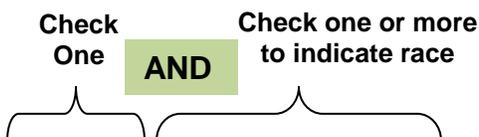
H/L	Not H/L	AI/ AN	A	B/ AM	NH/ OPI	W

Key	
H/L	Hispanic or Latino
Not H/L	NOT Hispanic or Latino
AI/AN	American Indian or Alaska Native
A	Asian
B/AM	Black
NH/OPI	Native Hawaiian or Other Pacific Islander
W	White

Residency Date: Enter the month, day, and year, that the child entered the present school district, using the MM/DD/YYYY format. The residency date and the Qualifying Arrival Date are the same if the most current move enabled the worker in the family to seek or obtain qualifying agricultural or fishing employment. A subsequent move for a reason other than obtaining qualifying work would create a new residency date, but would not change the Qualifying Arrival Date. In *to join or precede* cases, enter the date that the child actually joined the family.

Short School ID (SSID): Enter the 4-letter code (following WI) to indicate the specific school the child is, or will be attending next term. Use the 4-letter district code (following WI) for pre-school and Out of School youth only. To ensure accurate count translation to the USDE, use the school SSID for school-age children.

Grade (Gr): Enter the grade level of the child. If the COE is completed during the summer term, record the grade level that was most recently completed in the regular term. For young children not enrolled in school, enter *P0-P5* to represent preschool status and their age. Enter *K-12* for regular students, and enter *OS* for out of school. Use *OS* only for youth who are under 22 and who have not graduated from high school, received a GED/HSED and are not attending school. Do not include students on a break from school.

Out of School Youth (OSY): Enter only the most recent grade level enrolled for school-age youth younger than 22 who are not currently enrolled in school, and who do not have a high school diploma or GED/HSED. Please complete a State OSY Data Profile form for service delivery. Submit form to DPI with the COE. Keep a copy of the OSY Data Profile form for your records.

Link: http://www.osymigrant.org/dataCollection/studentOSY_profile.html.

Enrollment Date: Enter the date the child first attended school in the current Wisconsin school district. If the child arrived before regular or summer classes began, enter the first date that they will attend class.

SECTION III: QUALIFYING MOVE & WORK

1) Qualifying Move

- ***From:*** Enter the school district, city or town, state, and country from which the child made the <u>qualifying</u> move. This is the last place of residency before the child and parent or guardian moved and then sought or obtained qualifying employment.

  Note: Families may have made subsequent non-qualifying moves.

- ***To:*** Enter the school district, city or town, and state that the child moved to that enabled the worker to seek qualifying work. The purpose of this entry is to confirm that the move was across school district boundaries.

  Definition: Moves are either interstate (across state lines), or intrastate (across school district boundaries within the same state).

- **Residency Verification Methods:** <u>Enter the method in which residency was confirmed:</u>
  - ➢ Check ☒ *Home visit* if the recruiter/interviewer made a home visit to parent/guardian/spouse/worker.
  - ➢ Check ☒ *Office visit* if the recruiter/interviewer conducted the interview at the school or district office.
  - ➢ Check ☒ *School records* if the recruiter/interviewer verified the eligible child(ren) through current school records.
  - ➢ Check ☒ *Other* if residency was verified through another means. Please *specify* what method of verification was used (e.g., affidavit, employer records)

2) Child/Worker Move

- **Qualifications:** A child may qualify in one of two ways. Most commonly, a child may move with a parent/guardian/spouse who migrated to seek or obtain qualifying work. A child may also qualify by migrating on his or her own to seek qualifying work.
  - ➢ Check ☒ *on own as worker* if the child migrated on their own to obtain or seek qualifying agricultural or fishing work.
  - ➢ Check ☒ *with the worker* if the child made a move with a parent/guardian/spouse that enabled the parent/guardian/spouse/child/member of the child's immediate family, to obtain or seek qualifying agricultural or fishing work.
  - ➢ Check ☒ *to join or precede the worker* if the child moved on a date either before or after the date the parent/guardian/spouse made a move that enabled the parent/guardian/spouse/child/member of the child's immediate family, to seek or obtain qualifying agricultural or fishing work.
  - ➢ The child's Residency Date must be within 12 months of the worker's Qualifying Arrival Date.
- **Name & Status of Child:** Enter the worker's first and last name. Check whether the worker is the child, the child's parent, spouse or guardian.
  - ➢ Specify the date(s) of the corresponding move(s) if the child's move was not with the worker.

3) Qualifying Arrival Date (QAD)

- Enter the date the child's eligibility began using the MM/DD/YYYY format. The Qualifying Arrival Date is not affected by subsequent non-qualifying moves.
  - ➢ If the child moved *with* the worker, the Qualifying Arrival Date is the date *both the child and the worker arrived* in the district where the worker sought or obtained qualifying work.
  - ➢ If the child moved *before* the worker, the Qualifying Arrival Date is the date *the worker arrived* in the district where the worker sought or obtained qualifying work.
  - ➢ If the child moved *to join* the worker, the Qualifying Arrival Date is the date *the child arrived* in the district where the worker sought or obtained qualifying work.

4) Economic Necessity

- Check ☒ *a. qualifying work, and obtained qualifying work* if the worker is actually working in a qualifying agricultural activity, or has a confirmed job in such activity.
- Check ☒ *b. any work, and obtained qualifying work soon after the move* if the worker is now actually working in a qualifying agricultural activity, or has a confirmed job in such activity even though the move may have been for other employment.
- Check ☒ c. *qualifying work specifically, but did not obtain work* if the worker moved and applied for a qualifying agricultural job, but has not obtained qualifying employment.
  - o Check ☒ *i. The worker has prior history of moves to obtain qualifying work* OR
  - o Check ☒ *ii. There is other credible evidence that the worker actively sought qualifying work soon after the move*.

  Notes: *Soon after the move* is understood to mean within <u>90 days</u>. Please clarify anything in this section in the *Comments* section as necessary.

  Migrant work history can be confirmed by reviewing the family's migrant history locally using NGS or other documentation that indicates a migratory history. For example: *credible evidence* could be information regarding job applications at an employment site where qualifying employment activities are performed.

5) Qualifying Work

- Enter the name of the activity or series of activities that best describes the nature of the qualifying agricultural work. State the activity (use *-ing* words such as weeding, chopping, etc.), the crop or item, and the work setting. Enter the employer and location, if known. The activity must be directly related to the Qualifying Arrival Date.

  Example: Weeding and cultivating cucumbers, Green Gardens Farm, Green Acres, WI.

- Check ☒ *seasonal* if the employment is directly related to the growing or processing seasons. Seasonal employment, whether agricultural or fishing, is dependent upon natural cycles. In agriculture, for example, planting, cultivating, pruning, harvesting, and related food processing, etc. are seasonal activities. In commercial fishing, planting and harvesting of clams and oysters, fishing during seasonal runs of fish, and related food processing are seasonal activities. The production of meat and poultry may also involve seasonal activities. For example, turkey production increases significantly prior to Thanksgiving.

- Check ☒ *temporary* when the employment is non-permanent in nature. Explain relevant circumstances in the *Comments* section. Temporary employment means agricultural or fishing employment that usually lasts no longer than 12 months. Temporary employment does not always have beginning and ending dates at particular times of the year. For example, butchering cattle, chickens or hogs, and other activities not dependent upon a natural cycle of events may occur at any time and can be for any length of time. Temporary employment typically means that the employer states that the worker was hired for a limited time frame; the worker states that he/she does not intend to remain in that employment indefinitely; or the SEA has determined on some other reasonable basis that the employment is temporary.

- Check ☒ *agricultural* if it is an agricultural or agricultural related activity. An agricultural related activity refers to: "the production of initial processing of crops, dairy products, poultry, or livestock, as well as the cultivation or harvesting of trees. It consists of work performed for wages or personal subsistence."
§200.81(a)

- Check ☒ *fishing work* if it is fishing or a fishing related activity. A fishing related activity refers to: "the catching or initial processing of fish or shellfish; as well as the raising or harvesting of fish or shellfish at fish farms that is performed for wages or personal subsistence." §200.81(b)

- A fish farm refers to: "a tract of water, such as a pond, a floating net pen, a tank, or a raceway reserved for the raising or harvesting of fish or shellfish. Large fish farms sometimes cultivate fish in the sea, relatively close to shore. The fish are artificially cultivated, rather than caught, as they would be in fishing. Fish species raised on fish farms include, but are not limited to, catfish, salmon, cod, carp, eels, oysters, and clams." §200.81(b)

- Check ☒ *Personal Subsistence* if *"the worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce, or the fish they catch." §200.81(h)

6) Temporary Work

- If *Temporary* was checked for the type of qualifying work, indicate whether the basis was the worker's statement, the employer's statement, or state documentation. Provide clarifying information in the *Comments* section.

Definitions/Examples of agricultural or fishing related activity

- The *production* of crops, dairy products, or animals includes, among other things, planting, cultivation, or harvesting crops, or preparing land for such activities, raising or milking dairy farm animals, gathering eggs, and raising livestock for eventual slaughter (but not for sport or recreational use). Planting, cultivation, and harvesting fruits and vegetables (e.g., apples, oranges, grapes, cherries, tomatoes, potatoes, celery, etc.) are the major activities which employ migratory workers.

  Examples of activities that involve the production of crops:
  - Planting - oranges, apples, trees, catfish, oysters
  - Cultivating - cotton, beans, onions, oysters
  - Harvesting - picking or gathering of products, agricultural and fishing
  - Pruning - grapes, trees, hops
  - Thinning - sugar beets, tomatoes, cotton
  - Weeding - lettuce, tomatoes, celery
  - Fertilizing - peanuts, apples, oranges, cotton, lettuce

- o Irrigating - cotton, carrots, tomatoes
- o Other - This includes among other things, the production of bulbs, flower seeds, vegetable seeds, and specialty operations such as sod farms, mushroom cellars, and cranberry bogs.
- o In addition to foods and fiber, the term crop includes nursery plants, Christmas trees, flowers, turf, fibers and similarly grown items.

- ▪ *Processing crops, dairy products, or animals* means working with raw agricultural or fishing products and includes activities such as transporting products to the processor, storing, refining, canning, and freezing products. It also includes the processing of any of part of a crop, dairy product or animal (e.g., cotton seed, pressing that is performed after cotton ginning, or processing of animal organs). Processing ends when transformation from a raw to a refined product begins. The transformation to a refined product is the point at which crops, dairy products, poultry or livestock cease to be raw. For example, processing ends once chicken breasts are placed in an oven for cooking, starter cultures are added to milk to make cheese, or curing ingredients are added to pork belly.

- ▪ *Cultivation of trees* means work that promotes tree growth. Examples include, but are not limited to: soil preparation; plowing or fertilizing land; sorting seedlings; planting seedlings; transplanting; staking; watering; removing diseased or undesirable trees; applying insecticides; shearing tops and limbs; and tending, pruning, or trimming trees.

- ▪ *Harvesting trees* means the gathering or taking of trees. This includes topping, felling, and skidding. These are not considered tree cultivation or harvesting activities: clearing trees in preparation for construction; trimming trees around electric power lines; and cutting logs for firewood. Transporting trees to a processor such as a sawmill is *not* agricultural work for MEP purposed because it occurs after the cultivation and harvesting of trees.

    Exception: Persons who transport trees to the processor and who are employed by the same person or firm are engaging in cultivation or harvesting. This exception is a matter of convenience because, in this situation, because it may be difficult to differentiate among employees performing different kinds of work.

- ▪ *Processing trees* is not considered agricultural work. According to §200.81(a), only the cultivation or harvesting of trees is considered agricultural work. *Processing trees* occurs after the cultivation and harvesting.

    Exception: Persons who transport trees to the processor, and who are employed by the same person or firm do qualify as engaging in cultivation or harvesting activities. This exception is a matter of convenience because, in this situation, because it may be difficult to differentiate among employees performing different kinds of work.

- ▪ *Initial commercial sale* occurs after the last processing stage of the product. Persons who own their own trucks, and who use them to perform work directly related to production or processing, are engaged in an agricultural activity according to Title I regulations. Depending upon the circumstances, initial commercial sale can occur at the conclusion of the processing activity (ies), when the product or processed product is sold: (1) for refining to the next stage processor, (2) to the wholesaler, (3) to the retailer, or (4) directly to the consumer.

SECTION IV: COMMENTS

IV. Comments (Must include 2bi, 4c, 5, 6a, and 6b of the Qualifying Move and Work Section, if applicable.)

**Comments must include 2bi, 4c, 5, 6a, and 6b
of the Qualifying Move and Work Section, if applicable.**

- **Clarify:** Enter comments concerning eligibility information presented to the interviewer whenever entries on the COE are unclear or need additional explanation. Use another sheet of paper to provide additional information, if necessary.

- **Specify Needs**: Use the *Comments* space to identify specific needs of the child and the family in general. For example, if *Temporary Employment* is checked, a comment is required that explains the temporary nature of the work. Other needs may include taking the TAKS/STAAR test, PASS Courses, GED/HSED, English language assessment, or getting special education services. If the other needs include information that is confidential (e.g., I.E.P., 504) enter the words *See Attached* in the *Comment*s section and attach a separate sheet.

  - When any situation arises, the interviewer's comments need not be lengthy, but must clarify, for anyone who later reviews the document, the circumstances that led the interviewer to believe that the child was eligible.
  - Explanations continued on a separate sheet of paper need to be maintained as a part of the COE, both with the original, as well as the copy submitted to the DPI.

  - Make sure that each comment notes or specifies to whom (child or adult) the comment relates.

SECTION V: PARENT/SPOUSE/WORKER SIGNATURE

V. Parent/Guardian/Spouse/Worker Signature

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature	Relationship to the Child(ren)	Date Mo./Day/Yr.
➢		

- **Sign Document:** The individual parent/guardian/spouse/worker that was interviewed by the recruiter needs to sign here. Prior to signing, the individual must be informed about FERPA and the release of the child(ren)'s school records.
  - The signer must also indicate his/her relationship to the child(ren) named on the COE.
  - The date the interview took place. This date will serve as the initial Residency Verification date on NGS for this move.
  - If the parent/guardian/spouse/worker is unable to sign their name, the parent/guardian/spouse must mark an *X* in the signature section and the recruiter must print the parent/guardian/spouse/s name and relationship to the child under *Comments*.
  - If a parent/guardian/spouse refuses to sign their name, the recruiter must document their refusal in the *Comments* section and print the parent/guardian/spouses's name and relationship to the child.

SECTION VI: ELIGIBILITY DATA AND FERPA CERTIFICATION

VI. Eligibility Data & FERPA Certification

☐ I CERTIFY that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these are migratory children as defined in 20 U.S.C. 6399(s) and implementing regulations, and thus eligible for MEP services.

☐ I CERTIFY that to the best of my knowledge the information is true, reliable and valid, and I understand that any false statement provided that I have made is subject to fine or imprisonment per 18 U.S.C. 1001.

☐ I CERTIFY that the interviewee was informed by me about the Family Educational Rights and Privacy Act (FERPA) and the release of school records.

Signature of Interviewer / Recruiter ➢	Date Signed	Interviewer/Recruiter ID
Signature of Designated SEA [LEA] Reviewer ➢	Date Signed	

- **Recruiter Verification and Check:** The recruiter/interviewer must verify and check the appropriate boxes then sign, date (MM/DD/YYYY), and enter their interviewer/recruiter ID certifying that:
  - ➢ The children qualify and are eligible for MEP services.
  - ➢ Any false statements provided are subject to fine or imprisonment.
  - ➢ The parent/guardian/spouse/worker has been informed about FERPA and the release of the child(dren)'s school records.

- **Reviewer Signature:** The designated SEA or LEA reviewer (should be the coordinator or the director of the project as determined locally) must enter their signature to certify locally that the child(ren) are eligible based on the material presented by the interviewer. After the COE has been signed, the reviewer must enter the date (MM/DD/YYYY) they signed.
  - ➢ The white (original) is the document required for federal purposes of audit at the school.
  - ➢ The yellow copy is mailed to DPI within 7 days (*address on page 2*).
  - ➢ The pink copy is given to the parent/guardian/spouse/worker that was interviewed.

How long to keep copies: *Maintain original copies for six years, i.e., five years after the project is closed out, plus the current year of operation.*

Other Reporting: All children who continue to reside or attend school in the same school district are reported on the Continuing Enrollment Report (CER) and also on the Local Accounting Sheet (LAS) for the new project term. This includes eligible infants, preschoolers, and OSY recruited in a previous term.

APPENDIX A: List of Postal Abbreviations

THE UNITED STATES (U.S.A.)

Alabama	AL	Kentucky	KY	N. Mariana Islands	MP
Alaska	AK	Louisiana	LA	Ohio	OH
Arizona	AZ	Maine	ME	Oklahoma	OK
Arkansas	AR	Maryland	MD	Oregon	OR
California	CA	Massachusetts	MA	Pennsylvania	PA
Colorado	CO	Michigan	MI	Puerto Rico	PR
Connecticut	CT	Minnesota	MN	Rhode Island	RI
Delaware	DE	Mississippi	MS	South Carolina	SC
District of Columbia	DC	Missouri	MO	South Dakota	SD
Florida	FL	Montana	MT	Tennessee	TN
Georgia	GA	Nebraska	NE	Texas	TX
Guam	GU	Nevada	NV	Utah	UT
Hawaii	HI	New Hampshire	NH	Vermont	VT
Idaho	ID	New Jersey	NJ	Virginia	VA
Illinois	IL	New Mexico	NM	Washington	WA
Indiana	IN	New York	NY	West Virginia	VA
Iowa	IA	North Carolina	NC	Wisconsin	WI
Kansas	KS	North Dakota	ND	Wyoming	WY

STATES IN MEXICO (MX)

Aguascalientes	AG	Guerrero	GR	Quintana Roo	QR
Baja California Norte	BN	Hidalgo	HG	San Luis Potosí	SL
Baja California Sur	BS	Jalisco	JA	Sinaloa	SI
Campeche	CM	México (state of)	MX	Sonora	SO
Chiapas	CS	Michoacán	MC	Tabasco	TA
Chihuahua	CH	Morelos	MR	Tamaulipas	TM
Coahuila	CU	Nayarit	NA	Tlaxcala	TL
Colima	CL	Nuevo León	NL	Veracruz	VE
Distrito Federal	DF	Oaxaca	OA	Yucatán	YU
Durango	DG	Puebla	PU	Zacatecas	ZA
Guanajuato	GT	Querétaro	QE		

PROVINCES OF CANADA (CA)

Alberta	AB	Newfoundland	NF	Prince Edward Island	PE
British Columbia	BC	Northwest Territories	NT	Province of Quebec	PQ
Manitoba	MB	Nova Scotia	NS	Saskatchewan	SK
New Brunswick	NB	Ontario	ON	Yukon Territory	YT

APPENDIX B: Wisconsin Migrant Education Staff

Name and Title	Phone	Email
Shari Bernstein State Director	(608) 266-2813	shari.bernstein@dpi.wi.gov
Alfonso Zepeda-Capistrán, Education Consultant	(608) 267-2287 800-441-4563	alfonso.zepeda-capistrán@dpi.wi.gov
Kyle Peaden, Education Consultant	(608) 266-5404	kyle.peaden@dpi.wi.gov
Kathleen Jackson, Education Consultant	(608) 577-8468	kjackson393@gmail.com kathleen.jackson@dpi.wi.gov
Tena Torgerson, Education Specialist	(608) 266-9629 800-441-4563	tena.torgerson@dpi.wi.gov
Diane Schwartz, Office Operations Associate	(608) 266-7283	diane.schwartz@dpi.wi.gov
Erik Nordgren, Statewide Recruiter CESA #5	608) 697-5038 800-441-4563	nordgrene@cesa5.org
Glenn Bowers, Coordinator, Secondary School Services for Migrant Children PASS Program CESA #8	(920) 855-2114 ext. 237 1-800-831-6391	gbowers@cesa8.k12.wi.us gbowers64@yahoo.com
National Migrant Hot Line 1-800-234-8848		

APPENDIX C: Common Abbreviations

CER: Continuing Enrollment Form
GED: General Educational Certificate
HSED: High School Equivalency Diploma
IEP: Individual Education Plan
LAS: Local Accounting Sheet
LEA: Location Education Agency
MB: Multiple Births
MEP: Migrant Education Program
NGS: New Generation System for recording migrant data
OSY: Out of School Youth
SSID: Short School Identification Code
SEA: State Education Agency
QAD: Qualifying Arrival Date
USDE: United States Department of Education
USID: Unique Student Identifier