



2013

New York State Migrant Education Program
Identification & Recruitment Office

**Summary of Recruiter's
TRAINING MANUAL**

2013 Recruiter's Training Manual

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INTRODUCTION

The New York State Identification/Recruitment Program (ID&R) was established by the Bureau of Migrant Education, State Education Department in 1974. The aim of this project is to identify and recruit migrant children

(0-22 years old) throughout the state for educational and support service programs offered by the New York State Migrant Education Department. The (MEP) is a Federally Fund Program, authorized by Title 1, Part C of the Elementary and Secondary Education Act (ESEA). It was created to help migrant students, regardless of their nationality or legal status, succeed in the regular school program, attain grade-level proficiency, and meet challenging content and student learning standards that all children are expected to master. This program is free of charge to all eligible migrant students and services may include; tutoring, home visits, educational field trips, summer programs, parent involvement activities, emergency needs, and referrals to other services as needed.

Recruiter Basic-Position Description

- ▶ To identify eligible migrant children, from age 0-22 years, residing within their designated areas.
- ▶ To work with school districts, migrant programs community agencies and agribusiness partners within the geographic area to set up procedures for relaying information on identified migrant children.

Responsibilities:

- ▶ To fully understand all federal guidelines as they pertain to the eligibility of children for the Migrant Education Program.
- ▶ To fully understand all forms pertaining to the job and how each form is to be correctly completed.
- ▶ To contact Chief School Administrators and local Project Directors of all Migrant Programs, in order to introduce the program, and to establish procedures of communications concerning census information. (NOTE: Consult with your local MEOP.)
- ▶ To contact public and private community agencies associated with serving rural/urban populations.
- ▶ To contact potential employers of migrant labors, (growers-farmers, nurserymen, contractor, personnel managers of food processing plants, etc.) in order to provide leads regarding locations of migrant children.
- ▶ To forward completed COE to the Identification and Recruitment Office within 24 Hours.
- ▶ To determine eligibility of a migrant family based on an interview with the head of household or other responsible person. Complete the Certificate of Eligibility when appropriate.



THE INTERVIEW

The Interview starts with the conversation. Have paper and pen ready. Start gathering all the information you need since you start introducing the program.

Some ice breaker questions are:

- ▶ How are you?
- ▶ I haven't seen you before, did you move here recently?
- ▶ Where are you from?

Memorize the COE. If you do you will know the right questions to ask.

Family and child Data- Information needed:

- ▶ Student name
- ▶ Student date of birth
- ▶ Mother/guardian name & father/guardian name
- ▶ Current home address & former address
- ▶ Phone number
- ▶ Language
- ▶ Ethnicity
- ▶ Student grade or last grade completed at school
- ▶ Last school attended
- ▶ Interviewee name & relationship with the child/student
- ▶ Worker name & relationship with the child/student

Questions to determine the age

- ▶ How old are you?
- ▶ Is anyone in the family under 22 years old?
 - If it is a child and the mother isn't sure of the student age, you can ask for a birth certificate or any other document with the child birthday. Or, you could check with the Day Care or School.
 - If it is an OSY and he doesn't remember his birthday you could ask some of the following questions;
 - ❖ When do you celebrate your birthday?
 - ❖ How old is your older brother? When does he celebrate his birthday?

Questions about the move

- ▶ Have you or anyone in your family moved from another school district in the past 3 years?
- ▶ When was the last date you moved? Or, when did you move into this house or camp?



- ❑ If the interviewee doesn't remember the date of the move, ask them if it was during a specific season. Or by the job they were doing at the time.
- ❑ Example: Was it snowing when you moved? Or, what kind of work were you doing when you arrived? Example: picking tomatoes, removing stones from the field, etc.
- ❑ To determine the date, ask the interviewee if they moved at the beginning, middle or the end of the month.
- ▶ At the time of this move; did you move on your own or did the child move with you, prior to your move or to join you?
- ▶ On this date, where did you move from? (Record the school district, city, state, country)
- ▶ Why did you move here?
 - ❑ If not a qualifying move, repeat questions to the previous 36 months, to establish if they had done a qualifying move.
 - ❖ Example: Student moved to Sodus, NY from Lockport, NY on 9/15/12 to work in construction. However, if the student moved from MX to Lockport, NY on 2/10/12 to trim apple trees in a Staples farm. We should use the move prior last as a qualifying move.
- ▶ Did you move to work in agriculture, such as picking fruits or vegetables, work in a dairy farm, or in a greenhouse, etc.?
 - ❑ Examples should depend on the location of the interview.
- ▶ On this date, where did you move from? (Record the school district, city, state, country)

Questions about the qualifying work

- ▶ What type of work were you and your family members looking for?
- ▶ Ask the individual to describe the work. Also ask for the employer's name.
- ▶ When did you/they obtain the work in (agricultural or fishing work)?
- ▶ How long did you think the (agricultural or fishing work) work would last?
- ▶ Did you come to replace someone else temporarily?
- ▶ How long did you plan to work there?
- ▶ How long were you hired to do the work for?
- ▶ Is this the first time you are doing this type of work?
- ▶ Is this something you would like to do for a long time, or are you already looking for another job?

Questions to determine temporary or seasonal employment

- ▶ When did your employment start?
- ▶ When did your employment end?
- ▶ (If the worker sought, but did not obtain qualifying work)
 - ❑ Why didn't you get the work (agricultural or fishing work)?
 - ❑ What efforts did you make to obtain the job at (name of employer)?
 - ❑ Did you fill out an application?
 - ❑ Did you speak with the owner/employer or crew leader?
 - ❑ Did you ever make a different move to obtain another job? (Try to be specific)



Questions to determine school completion

- ▶ What was your last grade completed in school?
- ▶ Have you attended school in the USA? If not, where did you attend school last?
 - Some Countries doesn't have 12 grades, therefore student might be eligible for free public education by the State Law.
- ▶ Are you still enrolled in school?
- ▶ Do you have a High School Diploma, or GED Diploma?
- ▶ Did you pass the regional tests? Or do you have an IEP (Individual Education Plan)?

Tips

- ▶ If the student's last move, wasn't a qualifying move;
 - Keep asking questions, up to the prior 36 months.
- ▶ If the student/worker is not sure if he/she will stay working at the temporary work site for over 12 months;
 - Keep asking questions, up to the prior 36 months.
 - Check with the State Attrition Study to determine eligibility.
(If movement was before 12/31/2012)
- ▶ Hold on to COE, and come back in few weeks. Re-interview student. (Maybe the interviewee changes his mind after working at the farm for few weeks).
 - If interviewee is no longer at farm, submit the COE to the ID&R office, to document last move.

Practice

Scenario #1

- ▶ You visited Staples Farm today and found Maria Sanchez picking apples. You have never seen Maria before. You talked to her and she said she has 2 children.

Scenario #2

- ▶ You visited York Dairy Farm and found Erick Smith milking cows. After you speak to him, you find out he has 1 child, Erick Jr., he is 4 years old. Worker said he is not a migrant because he is an American citizen.

Scenario #3

- ▶ Pedro and Diana Lopez and their two children live in Sodus, NY. Pedro works at a nursery. His employer tells him there is no work in December, so the family returns to their hometown in Oaxaca, Mexico for a month. Pedro returns during the first week of January again to look for work. He is hired back at the same Nursery.



Practice which questions you would ask to determine eligibility!

Scenario #1

Scenario #2

Scenario #1



Información necesaria de la familia y el/los niños:

- ▶ Nombre del estudiante
- ▶ Fecha de nacimiento del estudiante
- ▶ Nombre de la madre o guardián y nombre del padre o guardián
- ▶ Dirección actual y dirección anterior
- ▶ Número de teléfono
- ▶ Idioma
- ▶ Raza étnica
- ▶ Grado del estudiante
- ▶ Nombre del entrevistado y su relación con el niño (a)
- ▶ Nombre del trabajador y su relación con el niño (a)
- ▶ Última escuela a la cual el estudiante asistió.
 - ¿Has estudiado en los EU?
 - ¿Estás actualmente inscrito en la escuela?
 - ¿Tienes un diploma de escuela superior, Bachillerato, IEP (Individualized Education Program) o GED?
 - ¿Has pasado los exámenes regionales o estatales?

Preguntas relacionadas a la mudanza:

- ▶ ¿Alguien en el hogar es menor de 22 años de edad?
- ▶ ¿Has trabajado recogiendo frutas o vegetales, trabajando en una lechería, o en un invernadero, etc.?
- ▶ ¿Se ha mudado usted o un miembro de su familia desde otro distrito escolar en los pasados 3 años?
- ▶ ¿Cuándo fue la última vez, que usted se mudó? o ¿Cuándo se mudó a esta casa?
- ▶ ¿En esta fecha, de donde se mudó usted? (Anote el distrito escolar, la ciudad, el estado y el país)
- ▶ Al momento de esta mudanza; ¿Se mudó usted solo (a), o él/los niños se mudaron con usted, antes de usted, después de usted, o se reunieron con usted?
 - ¿Qué tipo de trabajo estaban buscando? (Pídale a la persona que describa el trabajo y pregunte por la información del patrono).
- ▶ ¿Cuándo comenzaron a trabajar en la agricultura?
 - ¿Cuándo tiempo pensaba que duraría el trabajo?
 - ¿Está usted remplazando a otro trabajador temporalmente?
- ▶ ¿Por cuánto tiempo piensa usted trabajar aquí? o ¿Por cuánto tiempo está contratado para trabajar aquí?
 - ¿Cuándo comenzó su trabajo?
 - ¿Cuándo término su trabajo?
- ▶ Si el trabajador busco una empleo que cualifica, pero no lo consiguió:
 - ¿Por qué no obtuvo el empleo en la agricultura?
 - ¿Qué esfuerzo se realizaron para obtener el trabajo en la agricultura?
 - ¿Lleno usted una solicitud? (Anote la fecha, la información del rancho y el tipo de trabajo).
- ▶ ¿Habló usted con el patrón o el contratista? (Anote la información del patrón o el contratista)
- ▶ ¿Fue usted a trabajar a otro rancho por un corto tiempo y regresó?



COMPLETING THE COE

Children are eligible to receive MEP services if they meet the definition of “migratory child” and if, the basis for their eligibility is properly recorded on a certificate of eligibility (COE).

A migratory child means a child:

- a-) Whose parents, guardian, spouse or him/herself is a migratory agricultural worker or a migratory fisher.
- b-) Who has moved within the past thirty-six months from one school district to another out of economic necessity to enable the child, the child’s guardian, spouse or a member of the child immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

Eligibility factors:

- ▶ **Age:** The child is younger than 22 years of age.
- ▶ **School Completion:** The child is eligible for a free public education (no HS diploma or GED)
- ▶ **Move:** The child and worker moved
 - a. With or to join the worker, or as worker
 - b. From one school district to another
 - c. Changed of residency
 - d. For economic necessity
 - e. Within the past 36 months

In order to obtain:

- ▶ One purpose of the worker’s move was to seek or obtain qualifying work. To obtain any employment and obtain qualifying work soon after the move. (up to 30 days, however some circumstances can increase the time period)
- ▶ **Specifically** to obtain qualifying work, but did not obtain the work soon after the move. (write comments; credible evidence that worker sought the work or have prior history to obtain qualifying work) Attached documents if necessary.

Qualifying work: “Temporary or seasonal employment in agricultural or fishing work”.

- ▶ **Seasonal employment:** Occurs only during a certain part of the year because of the cycles of nature.
- ▶ **Or Temporary Employment:** Employment that lasts for a limited period of time, usually a few months, but no longer than 12 months. It is determined based on... Employer Statement or Workers Statement or State Educational Agency (SEA) Documentation.
- ▶ Fishing Work or Agricultural work
- ▶ For wages or for personal subsistence



(A COE must be completed every time a child makes a new qualifying move or an eligible child move across school district boundaries.)

Every COE must include the following data elements:

- ▶ Program/MEOP Ex. Brockport
- ▶ School District and County
- ▶ Residency Date

The residency date is always the date when the child moves, and it may precede the QAD. (In these cases, you don't fill out the COE until the QAD; the residency date will be a date in the past.)

- ▶ A qualifying work can never be made to a country outside of the U.S.
- ▶ Use MM/DD/YY format to record the date the worker moved to obtain the work AND the date the child(ren) moved AND record the reason for the different move dates in the Comments section and the COE documentation comment section form.

I. Family Data:

- ▶ This section includes information about the child's parents or guardian.
- ▶ Current address and other contact information.
- ▶ Complete each field, as applicable.
- ▶ If a response is not required or does not apply, write a dash (-) or N/A

II. Child Data Element:

This section includes the information about each child.

- ▶ Complete a separate COE for any child with different current family info or different eligibility info (including a different QAD).
- ▶ To answer the Multiple Birth Question (MB) write (N) for No and (Y) for Yes.
- ▶ If a response is not required or does not apply, write a dash (-) or N/A.
- ▶ To complete the Birth Date Verification Code. Record the last two numbers that correspond to the evidence used to confirm each child's birth date. If written evidence is not available, the Recruiter may rely on a parent's or emancipated youth's verbal statement. In such cases, you should record "07" – the number that corresponds to "parent's affidavit."
- ▶ Review the reference guide for certificate of eligibility completion as a reference for the Birth Verification Code, Language Code and Ethnicity Code.



III. Qualifying move & work section:

The contents of each section must remain as required by COE instructions.

Section 1

- ▶ Document the move across school district boundaries.

Section 2

- ▶ The worker information. If you mark “to join or precede the worker” in section 2a, you must also complete section b1.

Section 3

- ▶ Qualifying Arrival Date (QAD) is the date that both child and worker completed the move.

<u>Type of Qualifying Move</u> <i>The child...</i>	<u>Qualifying Arrival Date (QAD)-Eligibility Begins</u> <i>The QAD is...</i>
... moved <u>with</u> the worker	... the date the <u>child and worker both arrive</u> in the district where the worker will look for qualifying work.
...moved <u>before</u> the worker	... the date the <u>worker arrives</u> in the district to look for qualifying work.
...moved to join the worker <u>after</u> the worker moves.	... the date the <u>child arrived</u> to join the worker.

Section 4

- ▶ Indicate is the worker moved to (a) obtained qualifying work, (b) any work and obtain qualifying work or (c) qualifying work specifically, but did not obtain the work. If selected (c) indicate if the worker;

- Has prior history of moves to obtain qualifying work or
- Evidence that the worker actively sought for qualifying work.

(Provide comments in Section IV and in the COE Eligibility Documentation Comment Form)

Section 5

Describe the agriculture or fishing work the worker sought of obtained.

- ▶ Include worker’s action (verb) and crop, livestock or fish (noun). Example. Picking apples at Peter Farms, milking cows at Daily Dairy Farm.
- ▶ Include enough information so that a third party can look at the COE and know that the worker is engaged in agricultural work.
- ▶ Make a selection in both (a) and (b).



Section 6

(If you select temporary employment in the Section 5a)

Mark if documentation was obtained based on;

- ▶ a. Statement by the worker or the worker's family (such as spouse)
- ▶ b. Statement or documentation obtained by the employer.
- ▶ Include comments in comments section and attached supporting documentation if available.
- ▶ Only mark 6 c. (based on State documentation) if you have been directed to do so by the ID&R Office.

(Provide Farm address and comments in Section IV and in the COE Eligibility Documentation Comment Form)

IV. Comments Section

- ▶ This allows recruiter to include additional details that clarify reasons for eligibility.
- ▶ Filled out the COE Eligibility Documentation Comment Form.

(Attach the white copy of the supplementary form to the COE white copy/ID&R Office, the yellow copy of the supplementary form should be attached to Blue copy for your records).

- ▶ Write clear and detailed comments so that a third party with no knowledge of this fact can understand the reason for eligibility.

Section V

Parent/Guardian/Spouse/Worker Signature Section

- ▶ Interviewee signs and dates the COE on the day the interview is conducted, and must also write his or her relations to the child.
- ▶ If parent cannot sign his/her name, parent must mark an "x" in signature section and recruiter must print parent's name and relationship to child in the comments section.
- ▶ If the parent refuses to sign, recruiter must document this in comments section.

Additional Information

- ▶ Complete all data elements and sections of the COE. In cases where a response may not be required or does not apply, the recruiter must write a dash (-) or "N/A" in the appropriate blank. All other information must be provided.



- ▶ If the recruiter completes a COE for a family, the recruiter must fill out a separate COE for any child who has a different qualifying arrival date (QAD) or any child who has different eligible criteria than the rest of the children in the family, such as an out of school youth (OSY) who may have moved on his or her own.

The recruiter must not include any child who:

- ▶ (BAM) Born after the qualifying move;
- ▶ Is not eligible to receive a free public school educational (e.g., has graduated from high school or obtained a general educational development (GED) certificate; or
- ▶ Did not make the qualifying move described on the COE.

Datelines

- ▶ The COE must be sent to the MEOP and the ID&R Office within 48 hours of the interview.
- ▶ Please, contact the ID&R office immediately if you have any questions concerning the eligibility of a child.
- ▶ School year starts on September 1, thru June 25. Summer year starts on June 26, thru August 31.



No 120200

NEW YORK STATE CERTIFICATE OF ELIGIBILITY



Program Brockport School District Rochester
 County Monroe Residency Date 01, 01 12

I. FAMILY DATA

This family does qualify for McKinney-Vento Act services. **BAM: Maria Pueblo (P) DOB 1/05/12**

Male Parent/Guardian: (Last Name, First Name, MI) Pueblo, Juan
 Female Parent/Guardian: (Last Name, First Name, MI) Lopez, Juanita

Current Address: (Street, Rural Route, Box Number)
1234 Main St

Directions/Comments:

Green House is located behind the red barn

Former Address: (City/State/Zip) Rochester NY 14622 Telephone: 585-555-2222
 Former Address: (City/State/Zip) Brockport, NY/Brockport Heat of Ken Telephone: 302-555-1234

II. CHILD DATA - Email address(es)

Student ID No.	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Birth Date	MB	Code	Grade	Last School Attended / Birthplace (City, ST, Country) Still in school (Y or OSY)	Lang	Ethnicity
	Pueblo			Luis		M	02 10 01	N/Y	07	5	Brockport SD/	S	04
											Orlando, FL, USA/		Y

III. QUALIFYING MOVE & WORK

1. The child(ren) listed on this form moved from a residence in NY USA to a residence in Rochester Rochester

2. The child(ren) moved (complete both a and b):
 a. on own as worker. OR with the worker. OR to join or precede the worker.
 b. The worker, Juan Pueblo, is the child or the child's parent spouse guardian

3. The Qualifying Arrival Date was: 01/01/12
 moved on 01/01/12 (provide comment)

4. The worker moved due to economic necessity in order to obtain:
 a. qualifying work, and obtained qualifying work. OR
 b. any work, and obtained qualifying work soon after the move. OR
 c. qualifying work, specifically, but did not obtain the work. If the worker did not obtain the qualifying work:

1. The worker has a prior history of moves to obtain qualifying work (provide comment); OR
 f. There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment)

5. The qualifying work is Trimming cabbage in a warehouse/Martin Farms

a. seasonal OR temporary employment
 b. agricultural OR fishing work
 c. Complete if "temporary" is checked in # 5a) The work was determined to be temporary employment based on:
 a. worker's statement (provide comment); OR
 b. employer's statement (provide comment); OR
 c. State documentation for Employer

IV. COMMENTS (Must include 20b, 4c, 5, 6a and 6b of the Qualifying Move & Work section, if applicable.)
 (see attached if applicable)

V. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren) listed above 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 Juan Pueblo Relationship to the child(ren) Father Date 01/10/12

I authorize my child(ren) to receive medical and/or surgical treatment in case of emergency and to receive health and dental services offered by the Title I Migrant Program. Yes No

The rules for migrant eligibility, services, student record transfer, and the Family Education Rights and Privacy Act (FERPA) have been explained to me. I hereby authorize my school district and the State Educational Agency to release, transfer, and/or receive my child's education and health records, including immunization records, current enrollment information, report cards/transcripts and standardized test results, from other school district, educational agencies, and other pertinent agencies in order to potentially qualify for more educational, health, or social services. I further consent that student/family information, otherwise confidential under the provision of FERPA, may be shared with organizations that provide services under the scope of the following: the projects of the State Migrant Education Program, the College Assistance Migrant Program (CAAMP), the High School Equivalency Program (HEEP), the Migrant Education Even Start Program (MEES), and child nutrition programs. Yes No

VI. ELIGIBILITY DATA CERTIFICATION

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 639f(2) and implementing regulations, and thus eligible as such for MIEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.

Recruiter's Signature 01/10/12

Signature of Reviewer ID&R Office Date _____
 Signature of Designated SEA Reviewer _____ Date _____



DEPARTURE INFORMATION

Student Visit

- ▶ Verify if the student still living at the residence.
- ▶ Ask if someone is new in the house/camp.
- ▶ Determine if a student moved to another residence and came back since the enrollment date.
Example: Student moved from Sodus, NY to Ontario, NY on 8/8/2011 to pick apples. Student came back to Sodus, NY on 10/30/11. After a complete interview family could re-qualify for MEP services.

If the student is NOT living at the residence

Find out where student moved to. You could ask questions like:

- ▶ Did the student move with a family member?
- ▶ Where these family members live at?
- ▶ Did the student moved to a new farm? Where?
- ▶ Did the student still in NY State? About how many hours?
- ▶ Did he/her move to another State?
(To obtain more specific information you could check with School Districts, MEOP Tutors, ABCD Centers, Employers, Etc.)

Recruiters should visit the student residency before fill out the departure to confirm student is no longer at residence.

The movement information is located in the back of every COE copies.

- ▶ Obtain specific information to fill out the departure/movement section located in the back of every COE.
- ▶ Movement date: The date the student left the School District
- ▶ Destination: New street name, School District, City, State and Zip Code.

If the student moved within NYS school boundaries

- ▶ Call or email the recruiter assigned to the area and provide student information.
- ▶ Contact the ID&R office and provide the referral information.
- ▶ If a new COE is filled out, add new number next to the movement date, sign and date the Departure.



**Keep the Blue Copy
for your records.
Mail Pink or Gold
Copy to the MEOP**

DEFINITION OF MIGRATORY CHILDREN

MIGRATORY CHILD MEANS A CHILD:

- a) Whose parent, guardian, spouse or him/herself is a migratory agricultural worker or a migratory fisherman.
- b) Who has moved within the past thirty-six months from one school district to another out of economic necessity to enable the child, the child's guardian, spouse or a member of the child's immediate family to obtain temporary or seasonal employment in an agricultural or fishing activity.

RELATED AGRICULTURAL ACTIVITIES:

- Farm activities related to field crops such as alfalfa, broomcorn, flax, hops, peanuts and sugar beets.
- Orchard activities related to fruit and nut trees and vines including sorting and picking.
- Farm activities related to the production of vegetables including sorting, freezing and canning.
- Farm activities engaged in the production of milk and other dairy products.
- Farm activities related to the production of poultry and poultry products.
- Farm or ranch activities related to the production of livestock and livestock products.
- Farm activities related to horticultural crops such as bulbs, flowers, plants, shrubbery, trees, herbs, mushrooms, seeds and sod crops.
- Fishery activities.
- Farm activities related to the harvesting and cultivating of trees.

MOVEMENT INFORMATION (To be completed by recruiter) (To be filled out with complete address.)

MOVEMENT DATE:

DESTINATION: Street Address
School District
City State Zip

New COE #: 123456
Verified by
Juana Del Pueblo
11/13/11



STEPS TO ACCESS THE MSIX

The Migrant Student Information Exchange (MSIX) allows States to share demographic and educational information on migrant children who travel from State to State and who as a result, have student records in multiple States' information systems.

MSIX and the Recruiter

MSIX is a great tool to provide the Recruiter with extra information in order to complement an eligibility determination or speed up the process in completing the COE. Some other benefits the MSIX have are;

- ▶ Access to student demographics like; name, birth date, birthdate place, parent information, etc.
- ▶ Access to recent and prior qualifying moves information, qualifying arrival date, expiration and/or withdrawal dates.
- ▶ Provide school district information and in addition, the States are able to notify each other when a migrant student is moving to a different State.
- ▶ Offer the possibility to locate students that had departed to an unknown location.

TO ACCESS MSIX VISIT: msix.ed.gov

**For user name and password, please contact
Will Messier at 518-453-1866**

STEP 1

The screenshot shows the MSIX Sign In page in a web browser. The page title is "Sign In" and the URL is "http://msix.ed.gov". The page content includes a "Sign In" heading, a note that "User Name and password to login. Both fields are required and are case sensitive.", and two input fields: "User Name" and "Password". Below the fields are "Login" and "Cancel" buttons. A "Forgot Password" link is also visible. The page footer includes "MSIX Help Desk: 1-866-878-9525 9:30AM - 6:30PM EST Monday through Friday" and a disclaimer: "Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution." Annotations include: a blue box on the left stating "*The temporary password is a one time use only! After logging to the system, change your password. (New PSSW will required uppercase and lowercase letter, numbers and characters)."; a blue box above the "User Name" field stating "Enter user name assigned"; a blue box above the "Password" field stating "Enter Temporary Password"; and a blue box below the "Login" button stating "Press Login".

***Warning: If you try your password and fail twice it will block your account. Contact Will Messier for a new password.**



STEP 2

The screenshot shows the MSIX homepage in a web browser. The address bar displays <https://msix.ed.gov/msix/Warning.do>. The page header includes the U.S. Department of Education logo and the text "Promoting educational excellence for all Americans". A navigation bar contains links for "My Account", "Training", "Contact Us", "Help", and "Logout". The main content area features a large banner with a group of diverse students and a graduate. A blue callout box with a white arrow points to the "Student Search" link in the left-hand navigation menu. The callout text reads: "Select Student Search to look for student information". Below the banner, there is a "Welcome to MSIX" message and a paragraph explaining the site's purpose: "The MSIX site and all its components are designed to facilitate the exchange of migrant student records for the purposes of school enrollment, placement, and accrual of credit in school." The footer contains copyright information: "© 2007 U.S. Department of Education. For Official Use Only" and links for "Rules Of Behavior", "ED", and "OME".

STEP 3-Student Basic Search

The screenshot shows the "Basic Student Search" page in a web browser. The address bar displays <https://msix.ed.gov/msix/jspForward.do?b=query.jsp?r=n>. The page header is identical to the previous screenshot. The main content area is titled "Basic Student Search" and contains a form for entering search criteria. A blue callout box with a white arrow points to the "Student First, Middle, or Last Name" search option. The callout text reads: "You can choose to enter few letters or the entire student name." Another blue callout box with a white arrow points to the "Exact" and "Partial" radio button options for each search criterion. The callout text reads: "Entering any the other search criteria is optional." A third blue callout box with a white arrow points to the "Search" button. The callout text reads: "Press Search". The form includes fields for "Last Name" (containing "castillo"), "First Name" (containing "U"), "Middle Name", "Student Sex" (a dropdown menu), "Student DOB" (with a calendar icon), "MSIX ID", "Student State ID", and "State" (a dropdown menu). The "Search" button is located at the bottom right of the form area. The footer contains copyright information: "© 2007 U.S. Department of Education. For Official Use Only" and links for "Rules Of Behavior", "ED", and "OME".



STEP 6- Student Record View

Demographics

Choose which information you would like to see; Demographics, Enrollments, Assessments or Course of History.

For more information/training about MSIX select Training

Select if you would like to print the document

Consolidated Student Record View
 Search Results for MSIX ID: 234195148595
 Student Name: [REDACTED] State ID: NY1-51860 State: NY

Demographics | Enrollments | Assessments | Course History

Student Information

Name:	[REDACTED] ORES	Sex:	Male
Birth Date:	[REDACTED]	Multiple Births:	Other
Birth Location:	[REDACTED]	Birth Date Verification:	[REDACTED]
Male Parent:	[REDACTED]	Continuing Service Reason:	[REDACTED]
Female Parent:	[REDACTED]		
Expiration Date:	06/26/2012		

Most Recent Qualifying Arrival Information

Qualifying Arrival Date:	06/26/2011	Qualifying Move To Location:	NY
Qualifying Move From Location:	ELBA, New York, United States	Continuing Service Reason:	[REDACTED]
Expiration Date:	06/26/2012		

Send an MSIX user an email notification indicating that a student has arrived in your area or has moved to their area [Send Notification](#)

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Enrollments

Last School/Program Attended by Student

Enrollment date

Withdrawal/Departure Date

Press Logout to leave MSIX

Consolidated Student Record View
 Search Results for MSIX ID: 234195148595
 Student Name: [REDACTED] State ID: NY1-51860 State: NY

Demographics | Enrollments | Assessments | Course History

School/Project Name	State	Enrollment	Grade	Withdrawal	Immunization	LEP	PFS	IPEDS
Genesee Valley MEOP	NY	09/01/2011	Out-of-School	05/01/2012		No	No	No
Genesee Valley MEOP	NY	08/18/2011	Out-of-School	08/31/2011		No	No	No
ELBA CSD	NY	11/13/2008	Out-of-School	02/15/2009		Yes	No	No
ELBA CSD	NY	11/13/2008	Out-of-School	02/15/2009		Yes	No	No
Brockport MEOP	NY	09/01/2008	Out-of-School	06/25/2009		Yes	No	No
Brockport MEOP	NY	09/01/2008	Out-of-School	06/25/2009		Yes	No	No
Brockport MEOP	NY	06/27/2008	Out-of-School	08/31/2008		Yes	No	No
Brockport MEOP	NY	06/27/2008	Out-of-School	08/31/2008		Yes	No	No
Brockport MEOP	NY	09/01/2007	Out-of-School	06/26/2008		Yes	No	No
Brockport MEOP	NY	09/01/2007	Out-of-School	06/26/2008		Yes	No	No
ALBION CSD	NY	06/23/2007	Out-of-School	08/31/2007		No	No	No
ALBION CSD	NY	06/23/2007	Out-of-School	08/31/2007		No	No	No
ALBION CSD	NY	09/01/2006	Out-of-School	06/22/2007		No	No	No
Brockport MEOP	NY	09/01/2006	Out-of-School	05/30/2007		Yes	No	No
ALBION CSD	NY	09/01/2006	Out-of-School	06/22/2007		No	No	No
Brockport MEOP	NY	09/01/2006	Out-of-School	05/30/2007		Yes	No	No
ALBION CSD	NY	06/24/2006	Out-of-School	08/31/2006		No	No	No
Brockport MEOP	NY	06/24/2006	Out-of-School	08/31/2006		Yes	No	No
ALBION CSD	NY	06/24/2006	Out-of-School	08/31/2006		No	No	No
Brockport MEOP	NY	06/24/2006	Out-of-School	08/31/2006		Yes	No	No

Sign Out

For questions or more information, please contact the ID&R Office (518) 453-1866



ACCESSING MIGRANT LABOR CAMPS

Migrant farmworkers have the right to be visited in labor camps where they reside by doctors, lawyers, labor union representatives, the clergy or other persons during non-working hours without interference by their employers or owners of the labor camp.

November 25, 1991/ Robert Abrams, Attorney General

As a recruiter, we have the right to visit farmworker labor camps, and workers' homes in order to identify eligible migrant children. However, the situation could turn tense if the farmer doesn't allow access. We want you to be informed of the law; however, we must act carefully to prevent hurting the workers in the process.

The following is a list of ideas to help you choose ways to access migrant housing.

First impressions count! Making a good impression during your first visit is the key to a successful relationship for future recruiting opportunities. Don't argue with farmers.

The farmers view! Some farmers might not welcome outsiders other than workers in the premises because;

- ▶ They may want to protect undocumented workers from being taken by Immigration.
- ▶ They may want to protect workers from being taken advantage of.
- ▶ They may not want the workers disturbed on their free time.
- ▶ They may not want workers to speak of what is happening on the farm.
- ▶ The farmer might just be very busy and not want to be bothered.

Presenting the Migrant Education Program to the Farmer

There are signals you can observe that will indicate if you should talk to the farmer before talking to the workers.

- ▶ If the housing is at the farm site.
- ▶ If the farmer lives at the worker housing site.
- ▶ If you see the farmer on the way to the housing.
- ▶ If it is a new farm that you have not had contact with before.

Tips for Presenting the Migrant Education Program to Farmers

- ▶ Be prepared! Have a package of handouts and flyers ready for the farmer.
- ▶ Be sure to have you ID visible at all times.
- ▶ Break the ice by asking for help to update the information in the farm directory.
- ▶ Rehearse ahead of time to be ready to say what you want to say.
- ▶ Keep it as short and concise as possible.
- ▶ Give the grower the opportunity to ask questions and be prepared to answer.
- ▶ If you don't know the answer get contact information and follow up later.
- ▶ Be cordial, positive and patient even if the farmer asks you to leave.
- ▶ Don't give up, just try again another time.



Tips to Obtain Access to Migrant Labor Housing

- Identify locations where farmworkers live.
- Be prepared with handouts and leave them at the door if no one is present.
- Ask the farmer or landlord to introduce you to the workers.
- Ask another organization with access to help you get in.
- Visit housing on a Sunday.
- Visit the church nearby and speak with the church leader.

If the farmer still doesn't allow access:

Don't argue with farmer. If you do, you could put the workers at risk of getting them fired for speaking to you. The farmer you argued with could share the situation with other farmers, closing the opportunity of access to other housing. After the farmer sees you at the farm housing a few times, it is more likely he/she won't interfere again.

LAWS RELATED TO ACCESS TO LABOR CAMPS

Thousand Island Park Assn. v Tucker **173 NY 203 (1903).**

Migrant farmworkers living in labor camps are tenants within the meaning of the New York State's Real Property Law. As tenants, migrant farmworkers have the common law right to receive guests of their choice. One of those rights is the right to receive guests of their choice without interference from the farmer or landowner who acts as their landlord.

Colbee 52nd Street Corp. v Madison 52nd Corp. **8 Misc. 2d 175 (NY Co 1957)** **Aff'd, 5 AD2d 971 (1st. Dept. 1958)**

Thus, the farmer or grower who acts as the landlord does not have the right to screen, control, require prior notice or warning, or otherwise deny access to any person the migrant farmworker wishes to see in the farmworkers' living quarters.

Folgueras v Hassle **Supra, 331 F Supp. AT 624-625**

The property rights of a migrant camp owner do not include the right to prevent access to his camp to guests of migrant workers or to persons working for any governmental or private agency whose primary concern is the health and welfare of migrant workers.

***If you have problems accessing a farm housing, please
contact Jay Drake at the ID&R Office immediately.
518-453-1866***

