

**Kansas Migrant Education Program (MEP)
Priority for Services Form
2016-2017 School Year**

DIRECTIONS

Every Kansas Migrant Education Program (MEP) is required to maintain a list of eligible migrant students as well as a listing of the students actually receiving migrant services. The eligibility list should indicate whether or not a student is determined to be a Priority for Services student. The Priority for Services Form is intended to serve as documentation for audit purposes and to assist the MEP in determining which migrant students should receive services first.

Whether or not an eligible migrant student meets the Priority for Services criteria, it is important that every MEP enter into the Migrant system the at-risk information for migrant students. Not only does this provide important information should the student move to another district or state, but it is also data that is used in determining a district's MEP allocation. The Priority for Services form is one method for collecting the information that is then entered into the Migrant system.

All Kansas Migrant Education Programs (MEP) are to have the following documentation:

- List of eligible migrant students
- List of students identified as Priority for Services students
- List of services available
- List of students receiving migrant services

Each district participating in the Migrant Education Program must complete the Priority for Services Form for each Priority for Services student. All data must be entered for every migrant student on the Migrant system. The completed forms are to be on file at the district and readily available when requested by appropriate entities (i.e. auditors, KSDE staff).

To be identified as a Priority for Services migrant student, there must be an interruption of services during the regular school year (Table 1) **and** the student must be at risk of failing to meet state standards (Table 2).

Following is additional information on the Priority for Services requirements:

- Interruption during the Regular School Year - the interruption has to occur within the preceding 12 months. For **2016-2017**, an interruption during the regular school year would have occurred sometime after the beginning of the 2015-2016 regular school year. Moves occurring during the summer of 2016 do not constitute an interruption of services.
- The **interruption has to relate to the migrant lifestyle**. Students going to Mexico for a two-week vacation do not qualify as having an interruption.
- OSY experience an interruption of education and are unlikely to meet State Standards because they do not attend school and have not graduated from high school.
- The **at-risk criteria** have to occur during the current school year or within the **previous two school years**.
- State assessment results from other States must be verified through school records or through data entered into that Migrant Data System.
- Norm-referenced tests (NRTs) refer to the nationally normed assessments. Use the reading and/or mathematics norm-referenced assessment results rather than science or social studies results.
- K - 3 screening or diagnostic reading assessments.
- The Language Assessment Scales (LAS), the Idea Proficiency Test (IPT), and the Language Proficiency Test Series (LPTS) refer to commercial English language proficiency tests, and the Kansas English Language Proficiency Assessment (KELPA during 2013-14, KELPA-P in 2014-15, and the ELPA 21 in 2015-16, and K-ELPA in 2016-17).
- A student is considered to be in a class that is not age appropriate when the student is older than the typical student at that grade. For example, a 12-year old being placed in a 3rd grade class in which students are usually 8 or 9 years old would be in a class that is not age appropriate.
- Grades below average performance refer to grades at the end of a grading period or at the time of withdrawal from a school. These do not refer to the daily grades given in class.

2016-2017
Kansas Migrant Education Program (MEP)
Priority for Services Form
(Using Data from 2015 - 2016 Regular School Year)

The Priority for Services Form is intended to assist the MEP in determining which migrant students meet the Priority for Services criteria and should receive migrant services first.

Student's Name _____ Today's Date _____

Migrant System ID# _____ Most current QAD _____

District Student ID# _____ Student State Identification # _____

School _____ School Year _____ Current Grade Enrolled _____

***Priority for Services student** ____ Yes ____ No Receiving MEP services ____ Yes ____ No

***Any migrant student who has the appropriate number of boxes checked in both Table A and B is a Priority for Services Student.**

Table A. Interruption during the Regular School Year
#1 - 5 : 1 item MUST have a check

Check the one that is most recent:	Interruptions Related to Migrant Issues - During Regular School Year	School Year in Which Interruption Occurred
	1. QAD of 08/15/15 or start of regular school year until end of regular school year in 2016.	
	2. Moved from one district to another due to migrant lifestyle.	
	3. Absent for two or more weeks and then returns due to migrant lifestyle.	
	4. Officially withdrawn and gone for at least two weeks and then re-enrolled due to migrant lifestyle.	
	5. Student is an Out-of-School Youth.	

Table B. At Risk of Failing to Meet State Standards Criteria
**** #6 - 17 : 1 item MUST have a check**

Check all that apply	Criteria (Reference boxes to the left)	Year in Which Criteria Occurred
	6. Scored at Level 1 on Kansas Reading Assessment	
	7. Scored at Level 1 on Kansas Mathematics Assessment	
	8. Scored Level 1 or 2 on Kansas Science Assessment	
	9. Scored below proficient on State assessments from other States	
	10. Scored below 50% tile on norm-referenced test (reading and/or math)	
	11. Is below grade level on any K-3 reading diagnostic assessment	
	12. Classified as non-English or limited English proficient on LAS, IPT, LPTS or Kansas English Proficiency Assessment (KELPA)	
	13. Is behind in accruing credits toward graduation requirements	
	14. Placed in a class that is not age appropriate	
	15. Has grades indicating below average performance in math and/or language arts at the elementary level	
	16. Has grades indicating below average performance in math, language arts, sciences or social studies at the middle or high school levels	
	17. Repeated a grade level or course	

To be identified as a Priority for Services migrant student, there must be an interruption of services during the regular school year **and the student must meet one or more of the at-risk criteria

Migrant Services

Student Name _____ School _____ Date _____

Table C. Description of Services Received by Student (optional)

Description of Services Received	School Year	Comment

The table on Types of Services Received by the Student is **optional**. By completing it, however, MEP will have appropriate documentation to show that the Priority for Services student is receiving migrant services.