



## **Migrant Education Program Statewide ID&R Training**

**Out-of-School Youth: From COE to Profile**

**October 1, 2013**



# Step 1 – Complete the COE

District/Agency: \_\_\_\_\_

SY20 \_\_\_\_ (  Recertification ) | SY20 \_\_\_\_ (  Recertification ) | SY20 \_\_\_\_ (  Recertification )

**FLORIDA DEPARTMENT OF EDUCATION ~ DIVISION OF PUBLIC SCHOOLS**  
**FLORIDA MIGRANT EDUCATION PROGRAM CERTIFICATE OF ELIGIBILITY (COE) FORM**

**SECTION I: CURRENT PARENT/GUARDIAN/SPOUSE and LEGAL PARENT/GUARDIAN DATA**

1. Current Male Parent/Guardian/Spouse/OSY: ( Last name, First name )		2. Legal Male Parent/Guardian: ( Last name, First name )		3. Current Address (Street, Rural Route, Lot Number – Physical Address Only)			
				City		State	Zip
Current Female Parent/Guardian/Spouse/OSY: ( Last name, First name )		Legal Female Parent/Guardian: ( Last name, First name )		4. Home Base: (City/State/Country)			5. Telephone

**SECTION II: CHILD DATA**

1. Last Name 1	2. Last Name 2	3. First Name	4. Middle Name	5. Suffix	6. H	7. Race	8. Sex	9. Birth Date MM/DD/YY	10. Age	11. MB	12. Code	City	13. Birthplace State Country	14. School	15. OSY

16. Child/Worker Data Comments (e.g., urgent health conditions, non-eligible children in the household):

**SECTION III: QUALIFYING MOVE & WORK**

1. The child(ren) listed above moved from a residence in \_\_\_\_\_ to a residence in \_\_\_\_\_.

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, \_\_\_\_\_, is the child or the child's  parent  spouse  guardian.  
 i. (Complete if "to join or precede" is checked in 2a.) The worker moved on \_\_\_\_\_. The child(ren) moved on \_\_\_\_\_ (provide comment).

3. The Qualifying Arrival Date was \_\_\_\_\_.

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

5. The qualifying work, \_\_\_\_\_, was (make a selection in both a. and b.):  
 a.  seasonal OR  temporary employment \_\_\_\_\_.

**SECTION IV: PARENT/GUARDIAN/SPOUSE/WORKER/SIGNATURE**

Check all that apply

1. I give my permission for my child(ren) to participate in the Title I Migrant Program.  Yes  No

2. I give my permission for my child(ren) to be given emergency medical referral services.  Yes  No

3. I have been informed about FERPA. I authorize the district to release, transfer, and/or receive my child(ren)'s educational and health records with other districts, educational agencies and pertinent agencies, including the ID&R Office.  Yes  No

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.

4. Signature \_\_\_\_\_ Relationship to the child \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V: 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. 6399(2) and implementing regulations, and thus eligible as such for MEP 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

c.  State documentation for \_\_\_\_\_

7. Residency Date (Child Arrival Date) MM/DD/YY \_\_\_\_\_

8. COMMENTS Must include 2bi, 4c, 5, 6a and 6b (of the Qualifying Move & Work Section, if applicable):

9. OSY Info ONLY

Last grade attended:	OSY Sec. II no. ____	OSY Sec. II no. ____	OSY Sec. II no. ____
When (year):			
Where (country):			

Signature of Designated SEA Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Eligible out-of-school youth (OSY) should be included in Section II of the COE.



# Step 1 – Complete the COE

*When an OSY is identified and is included in Section II: Child Data, then Section III: #9 must be completed*

qualifying work:  
 r the move (provide comment).  
 make a selection in both a. and b.):  
 t)  
 ent based on:

SECTION V: 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. 6399(2) and implementing regulations, and thus eligible as such for MEP 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.			
1. _____ Signature of Interviewer		_____ Date	
2. _____ Signature of Designated SEA Reviewer		_____ Date	
9. OSY Info ONLY			
Last grade attended:	OSY Sec. II no. ___	OSY Sec. II no. ___	OSY Sec. II no. ___
When (year):			
Where (country):			

qualifying Move & Work Section, if applicable.)

Office of the Commissioner  
Florida Department of Education



The basic OSY profile information should also be entered in Section III #9 of the COE.



## What happens with the information?

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OSY data on the COEs...

- ▶ Collected in the ID&R Office
  - ▶ Used to plan site visits and training events
  - ▶ Opens the door to completing the OSY Profile
-



# Step 2 – Complete the OSY Profile

Date:		District:		COE Form #:	
Last Name:		First Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Address/Camp:		Phone:		Optional: How long is youth planning on being in the area? <input type="checkbox"/> less than 3 months <input type="checkbox"/> 4 or more months <input type="checkbox"/> not sure	
Has access to transportation: <input type="checkbox"/> Yes <input type="checkbox"/> No		Last grade attended? (Check grade below if applicable)		When (year)?	
English oral language proficiency: <input type="checkbox"/> Yes <input type="checkbox"/> No		Where (country)?		Or <input type="checkbox"/> Did not attend school	
Home language: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other:		<input type="checkbox"/> 1 <sup>st</sup> grade/primero de primaria <input type="checkbox"/> 2 <sup>nd</sup> grade/segundo de primaria <input type="checkbox"/> 3 <sup>rd</sup> grade/tercero de primaria <input type="checkbox"/> 4 <sup>th</sup> grade/cuarto de primaria <input type="checkbox"/> 5 <sup>th</sup> grade/quinto de primaria <input type="checkbox"/> 6 <sup>th</sup> grade/sesto de primaria		<input type="checkbox"/> 7 <sup>th</sup> grade/primero de secundaria <input type="checkbox"/> 8 <sup>th</sup> grade/segundo de secundaria <input type="checkbox"/> 9 <sup>th</sup> grade/tercero de secundaria <input type="checkbox"/> 10 <sup>th</sup> grade/primer y segundo semestres de preparatoria (Bachillerato) <input type="checkbox"/> 11 <sup>th</sup> grade/tercer y cuarto semestres de preparatoria (Bachillerato) <input type="checkbox"/> 12 <sup>th</sup> grade/quinto y sexto semestres de preparatoria (Bachillerato)	
Health needs: <input type="checkbox"/> Medical <input type="checkbox"/> Vision <input type="checkbox"/> Dental <input type="checkbox"/> Urgent <input type="checkbox"/> Other:		Advocacy Needs: <input type="checkbox"/> Legal <input type="checkbox"/> Childcare <input type="checkbox"/> Translation/Interpretation <input type="checkbox"/> Other:			
Youth lives: <input type="checkbox"/> With a crew <input type="checkbox"/> With friends outside of work <input type="checkbox"/> With his/her parents/family <input type="checkbox"/> With spouse only <input type="checkbox"/> With spouse & kids <input type="checkbox"/> With kids <input type="checkbox"/> Alone		Reason for leaving school: <input type="checkbox"/> Lacking credits <input type="checkbox"/> Needed to work <input type="checkbox"/> Missed State test <input type="checkbox"/> Other:			
Expressed interest in: <input type="checkbox"/> Learning English <input type="checkbox"/> Job training		Availability: (Check)			
		Sun   M   T   W   Th   F   Sat			

When you begin to complete the OSY profile, the first thing you should do is to record the COE form number that is located on the bottom of the COE. This will come in handy especially when you only have a short amount of time to ask survey questions.

Comments:

Signature of interviewer: \_\_\_\_\_

Revised 11/30/12



# Step 2 – Complete the OSY Profile

Date:		District:		COE Form #:								
Last Name:		First Name:		<input type="checkbox"/> Male <input type="checkbox"/> Female	Age:							
Address/Camp:		Phone:		Optional: How long is youth planning on being in the area? <input type="checkbox"/> less than 3 months <input type="checkbox"/> 4 or more months <input type="checkbox"/> not sure								
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				Where (country)? Or <input type="checkbox"/> Did not attend school								
English oral language proficiency: <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> 1 <sup>st</sup> grade/primero de primaria <input type="checkbox"/> 2 <sup>nd</sup> grade/segundo de primaria <input type="checkbox"/> 3 <sup>rd</sup> grade/tercero de primaria <input type="checkbox"/> 4 <sup>th</sup> grade/cuarto de primaria <input type="checkbox"/> 5 <sup>th</sup> grade/quinto de primaria <input type="checkbox"/> 6 <sup>th</sup> grade/sexta de primaria		<input type="checkbox"/> 7 <sup>th</sup> grade/primero de secundaria <input type="checkbox"/> 8 <sup>th</sup> grade/segundo de secundaria <input type="checkbox"/> 9 <sup>th</sup> grade/tercero de secundaria <input type="checkbox"/> 10 <sup>th</sup> grade/primer y segundo semestres de preparatoria (Bachillerato) <input type="checkbox"/> 11 <sup>th</sup> grade/tercer y cuarto semestres de preparatoria (Bachillerato) <input type="checkbox"/> 12 <sup>th</sup> grade/quinto y sexto semestres de preparatoria (Bachillerato)								
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Expressed interest in: <input type="checkbox"/> Learning English <input type="checkbox"/> Job training		Availability: (Check)										
		<table border="1"> <tr> <td>Sun</td> <td>M</td> <td>T</td> <td>W</td> <td>Th</td> <td>F</td> <td>Sat</td> </tr> </table>				Sun	M	T	W	Th	F	Sat
Sun	M	T	W	Th	F	Sat						

The sections that are highlighted on this profile identify information that is also captured on the COE. If you remember to record the COE # on the profile, you can complete the highlighted sections when you are back in the office and the interview is over.

Comments:
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Signature of interviewer: \_\_\_\_\_

Revised 11/30/12



## What happens with the information?

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OSY data on the Profile...

- ▶ Collected in the ID&R Office
  - ▶ Used to plan site visits and training events
  - ▶ Opens the door to educational and supportive services
-



# Increase Reporting

*Accurate numbers that represent the OSY population means completing as many profiles as possible*

## 2012/13 School Year

- ▶ 15 local MEPs submitted profiles for 50% to 100%
- ▶ 2 local MEPs submitted profiles for under 30%
- ▶ 15 local MEPs submitted 0%
- ▶ Statewide – The ID&R Office received profiles for 64% of the OSY that were reported on the COEs

The data illustrate that about half of the district MEPs are making an attempt to find out more about their out-of-school youth population. In order to develop, offer, and refer appropriate educational and supportive services to OSY, efforts to submit profiles to the ID&R Office should increase.





## After the Profile is Completed

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- ▶ Individualized services can be identified
  - ▶ Information can be shared with receiving states
  - ▶ Analyzed data can be used to improve and increase services, referrals, community partnerships, etc.
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## Contact the ID&R Office

- ▶ Improve ID&R of OSY
- ▶ Find out what tools SOSOSY has developed
- ▶ Learn about mini-lessons and other educational tools for OSY

The ID&R Office

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[flrecruiter.org](http://flrecruiter.org)

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