

Instructions for Completing Florida Migrant Education Program 2013-14 District Self-Evaluation Annual Report

Pertinent information about the content and due date of the Migrant Education Program (MEP) District Self-Evaluation Annual Report is identified in this document. The Migrant Education Program 2013-14 District Self-Evaluation Annual Report is due **Friday, October 31, 2014**. Submit your report to courtney.walker@fldoe.org.

To complete your annual report you want to add to and modify what was submitted with your mid-year MEP Self-Evaluation Report; it was submitted in January 2014. The State will be sending you your report populated with the previous year data (2012-13 in this case). In the meantime, you still want to complete and/or update the required sections of the report shown in the table below.

Reporting Template Worksheet	Tables Required to be Completed by District	Tables to be Completed by State*
Program Information	All fields	
Program Implementation – Staff Development (2a) <i>Please spend time reviewing your data and provide thoughtful answers to the open-ended questions found on this worksheet.</i> <i>Parent survey results must be reported in this worksheet</i>	All fields	
	All fields	
Program Implementation – Partners (2b)	All fields	
Program Implementation – Partners (2c)	All fields	
	All fields	
	All fields	
Student Activities – Reading (3a)	All fields	
Student Activities – Math (3b)	All fields	
Student Activities – Graduation (3c)	All fields	
Student Activities – School Readiness (3d)	All fields	
Student Activities – OSY (3e)	All fields	
Student Activities – Health (3f)	All fields	
Student Activities – Surveys (3g)	All fields	
Outcomes – Reading (4a)	All tables including: <ul style="list-style-type: none"> All tables related to 2013-14 FCAT2.0 Results for Reading and by PFS, Grade, ELL, and 	Tables with gray coloring including: <ul style="list-style-type: none"> All tables related to 2012-13 FCAT2.0 Results for Reading All tables related to 2012-13 Annual

Reporting Template Worksheet	Tables Required to be Completed by District	Tables to be Completed by State*
	migrant and non-migrant students. <ul style="list-style-type: none"> All tables related to 2013-14 Annual Learning GAINS for Reading 	<ul style="list-style-type: none"> Leaning GAINS for Reading Table related to 2012-13 ELL for Reading Proficiency
Outcomes – Math (4b)	All tables including: <ul style="list-style-type: none"> All tables related to 2013-14 FCAT2.0 Results for Math and by PFS, Grade, ELL, and migrant and non-migrant students. All tables related to 2013-14 Annual Learning GAINS for Math 	Tables with gray coloring including: <ul style="list-style-type: none"> All tables related to 2012-13 FCAT2.0 Results for Math All tables related to 2012-13 Annual Learning GAINS for Math Table related to 2012-13 ELL for Math Proficiency
Outcomes – Graduation (4c)	<ul style="list-style-type: none"> All tables related to 2013-14 EOC Assessment Results for Algebra I, Geometry I, Biology I, and U. S. History Table related to 2012-13 and 2013-14 data for 9th – 12th grade student who participated in at least 3 months of MEP funded or facilitated tutoring and/or academic services that passed the FCAT2.0 and/or EOC assessments. 	Tables with gray coloring including: <ul style="list-style-type: none"> Tables related to 2012-13 graduation for 12th grade migrant and non-migrant data Table related to 2012-13 GPA for 9th-12th migrant data
Outcomes – School Readiness (4d)		All tables
Students Served		All tables

* **NOTE:** The State will provide the data when it becomes available.

IMPORTANT

To complete your annual MEP Self-Evaluation Report, [UPDATE your Mid-Year Self-Evaluation Reporting Template \(Excel file\)](#). Complete all required tables and questions in all worksheets in the Evaluation Reporting Template (Excel file). This includes updating information as needed that you submitted as part of your mid-year Self-Evaluation Report. As a reference, an electronic copy of the MEP District Self-Evaluation Reporting Template Instructional Guidebook is attached. Please plan accordingly and let Courtney Walker know if you have any questions as you complete your report.

Recap

- Report Due Date:** **October 31, 2014**
- Submit Report to:** Courtney Walker by email (courtney.walker@fldoe.org)
- Report Format:** For your Annual Self-Evaluation Report, update your MEP Mid-Year District Self-Evaluation Reporting Template (Excel file); **this will become your Annual District Self-Evaluation Report.**
- Report Content:** The content areas in the MEP District Self-Evaluation Annual Reporting Template that need to be completed to constitute the submission of a full annual report are **all required tables and questions** in the template including updating data/tables that were submitted as part of the mid-year Self-Evaluation Report.