



Florida Migrant Education Program (FMEP) 2014 Coordinator Calendar

Revised August 26, 2014

Month	Date	Report / Event	Detail
January – December	1/29/14	3/26/14	Coordinator Conference Call Bimonthly; Starts in January All calls 1:00 – 3:00 pm Refer to <i>Attachment A</i> - Call Schedule for details
	5/28/14	7/23/14	
	9/24/14	11/19/14	
January – December	Ongoing	MSIX Data	Submit by required timeframes Based on timeframes established by OME, migrant student records should be transmitted to MSIX as follows: <ul style="list-style-type: none"> • Upon completion of the student’s enrollment with the school district, immediately after the student has received their class assignments; • At the end of every grade reporting period; • At the end of every school term; and • Upon the student’s withdrawal from school or from the Migrant Education Program.
January – December	Ongoing	COEs and OSY Profiles	Submit to ID&R Office the 5 th of every month; if none, notify the Office according to same timeline
January	1/31/14	Midyear Evaluation	Process and outcome data; snapshot Send to FMEP State Evaluator by email
February	2/28/14	Survey III (See ★Note on Survey II)	AYP and Economically Disadvantage data
March	3/31/14	Plan for Summer Programming	Plan includes budget as well.
April	4/6 to 4/9/14	NASDME National Migrant Conference	
April	4/29-30/14	2014 Identification & Recruitment Statewide Training	

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April/May	4/30 to 5/7/14	Summer Program Amendment	Late April. Submit summer program amendment, if applicable.
May	5/5 to 5/7/14	FASFEPA/ECTAC Spring Forum	Technical assistance on Title I Part C Project application and other program areas.
June	6/30/14 and 7/19/14	Program Application	DOE 100 – submit by June 30, 2014
August	8/1/14	Survey V (for federal compliance; allocations)	Full Title I, Part C Online Project App due 7/19/14 DUE August 1, 2014 Edits allowed during August-October. State provided feedback 2-3 times during this time.
September	9/20/14	OSY Profile Data Report	ID&R Office
September	9/30/14	Summer Outcome Report	Send to FMEP State Evaluator by email
September	9/30/14	Qualifying Activity Chart	ID&R Office
September/October	9/23/14 – 9/24/14	Implementation Strategies Training	
October	10/1/14	Re-interview Form	Submit to ID&R Office
October	TBD	Monitoring Work papers	Work papers generally due in October for self, desktop, enhanced, and/or onsite monitoring.
October	10/31/14	Annual Evaluation Report	Send to FMEP State Evaluator by email
November – March	Ongoing	State Monitoring – Desktop and on-site	Generally, desktop, enhanced, and/or onsite monitoring occurs with selected district from November through March.

★ **NOTE:** Survey II data due 11/1/13 (includes FTE – fund generating source)



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Attachment A

Migrant Education Program (MEP) Coordinator 2014 Conference Call Schedule

NOTE: MEP Coordinator Conference calls will occur on the 4th Wednesday bi-monthly from 1-3 pm starting January 2014. There are two exceptions to this:

- In January – the call will be held on the 5th Wednesday, January 29, 2014
- In November – the call will be held on the 3rd Wednesday, November 19, 2014, to avoid occurring during the Thanksgiving holiday break

Conference Call Dates in 2014	Conference Call Time
January 29 March 26 May 28 July 23 September 24 November 19	All conference calls will occur between 1:00 pm – 3:00 pm

Conference Call Line Information

Conference Phone Number: **1-888-670-3525**

Conference Code: **1257356978 then #**