



Florida Migrant Education Program (FMEP) 2015-2016 Coordinator Calendar

Revised September 17, 2015

Month	Date	Report / Event	Detail
July	7/22/15	Bi-monthly Coordinator Call	Conference call time: 1:00 – 3:00 p.m.
July – June	Ongoing	MSIX Data	Submit by required timeframes
		Once grades and credits are posted to student transcripts as the end of the year is near, please be sure to have your IT staff send these updates (the entire transcript) on to FASTER so that up-to-date information will be displayed in MSIX.	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.
July – June	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
July	7/31/15	Survey 5 (for federal compliance; allocations)	DUE July 31, 2015 State Processing: July 27-August 28, 2015 Federal Reporting Cut-off: October 9, 2015
September	9/22/15	OSY Profile Data Report	ID&R Office
September	9/23 – 9/24/15	Implementation Strategies Meeting 5.0	Meeting held in Tallahassee at the Double Tree Hotel <i>*takes place of September 23rd coordinator call</i>
September	9/30/15	Summer Outcome Report	Send to FMEP State Evaluator by email
September	9/30/15	Qualifying Activity Chart	ID&R Office
October	10/1/15	Re-interview Form	Submit to ID&R Office
October	10/6 – 10/8/15	2015 National ID&R Forum	Location: Galt House Hotel, Lexington, KY

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October	10/9/15	Survey 5 deadline	Reporting ends; data submission will be used for federal reporting purposes
October	TBD	Monitoring Work papers & documentation	Submission of Title I, Part C workpapers and documentation will be required for all districts scheduled for desktop and onsite monitoring
October	10/12 – 10/16/15	Survey 2	★NOTE: Survey II data includes FTE – fund generating source
October	TBD	Annual Evaluation Report	Send to FMEP State Evaluator by email <i>*Reports will be due once FSA scores are available.</i>
November	11/18/15	Bi-monthly Coordinator Call	Conference call time: 1:00 – 3:00 p.m.
December - February	Ongoing	State Monitoring – Desktop and on-site	FMEP staff will coordinate schedules with those designated districts scheduled for monitoring during the 15-16SY cycle
July - June	Ongoing	MSIX Data	Submit by required timeframes
		Once grades and credits are posted to student transcripts as the end of the year is near, please be sure to have your IT staff send these updates (the entire transcript) on to FASTER so that up-to-date information will be displayed in MSIX.	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	1/27/16	Bi-monthly Coordinator Call	Conference call time: 1:00 – 3:00 p.m.
January	1/29/16	Midyear Evaluation	Process and outcome data; snapshot Send to FMEP State Evaluator by email
February	2/15 – 2/26/16	Survey III (See ★Note on Survey II)	Economically Disadvantage data
March	3/23/16	Bi-monthly Coordinator Call	Conference call time: 1:00 – 3:00 p.m.

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March	TBD	Plan for Summer Programming	Plan includes budget as well.
April	4/24-4/27/16	NASDME National Migrant Conference	Location: San Diego, California
April	TBD	2016 Identification & Recruitment Statewide Training	Location: TBD
April/May	TBD	Summer Program Budget Amendment	Late April. Submit summer program amendment, if applicable.
May	TBD	FASFEP/ECTAC Spring Forum	Technical assistance on Title I Part C Project application and other program areas.
May	5/25/16	Bi-monthly Coordinator Call	Conference call time: 1:00 – 3:00 p.m.
June	6/30/16	Program Application	CRITICAL: DOE 100 – submit no later than June 30, 2016
July	7/25-7/31/16	Survey 5 (for federal compliance; allocations)	Full Title I, Part C Online Project App due 6/30/16 DUE July 31, 2016 State Processing: July 25-August 26, 2016 Federal Reporting Cut-off: TBD



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FMEP 2015-2016 Coordinator Conference Call Schedule

NOTE: MEP Coordinator Conference calls will occur on the 4th Wednesday bi-monthly from 1-3 pm starting July 22nd. There is one exception to this:

- In November – the call will be held on the 3rd Wednesday, November 18, 2015, to avoid occurring during the Thanksgiving holiday break

Conference Call Dates	Conference Call Time
July 22, 2015 *September 23, 2015 November 18, 2015 January 27, 2016 March 23, 2016 May 25, 2016	All conference calls will occur between 1:00 pm – 3:00 pm

**The FMEP Implementation Strategies Meeting (ISM) V will take the place of the September conference call.*

Conference Call Line Information

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

Conference Code: **1257356978 then #**