

## Revision to the 2017-18 School Year ID&R Manual Working Draft

SUGGESTIONS FROM THE FIELD	COMMENTS FROM THE ID&R OFFICE
Page 17 – Clarification on procedures to follow if an out-of-school youth (OSY) refuses to sign the Certificate of Eligibility (COE).	Added a bullet that explains how Section IV should be completed.
Page 17 – no feedback	Added guidance regarding OSY younger than 16 years old.
Page 35 – Clarify, “The recruiter should not complete a COE with verifying that the worker Engaged in new Qualifying Work.”	Correction was made. Statement now says... The recruiter should not complete a COE <b>without</b> verifying that the worker Engaged in new Qualifying Work.”
Page 55 – If a parent/Guardian/Spouse/Youth refuse to sign his or her name, the recruiter must document the person’s refusal in the Section II comment Box. The recruiter should write, “Refuse to sign” and print the person’s name and relationship to the children.	Correction was made. Statement now says... If a parent/guardian/spouse/youth refuses to sign his or her name, the recruiter must document “REFUSED TO SIGN” in Section IV Comments and print the interviewee’s name in the Signature field in Section V. The recruiter should include their initials.
Page 59 – 8 <sup>th</sup> bullet, what is “State student database”? Would this be our “District’s database?”	Correction was made. Reference was changed to district database.
Page 64 – Middle of page it reads: If the parent/guardian or OSY indicates that they no longer wish to be served as migrant. The recruiter shall complete a new form, have the parent/guardian or OSY check “NO” in the Sec V No 1 of the COE and get a signature to document the decision. **Does this mean we would have two COEs, one would show all boxes checked off as “YES” on Section V and with parent/guardian/OSY with signature. The second COE would show “NO” on only #1 and yes on #2 & #3 (Section V) with no signature?	Correction to the guidance was changed. Revised guidance regarding families that <i>no longer</i> wish to participate in the MEP.
Page 86 – If the child is the worker traveling alone, then the child is his/her own “current” parent/guardian. If the male child is the worker traveling alone, enter the name (last name first) of the child in the first line. If the female child is the worker traveling alone, enter the names (last name first) of the child in the second line.  According to the PowerPoints presented recently, if the child in question is an OSY traveling on his/her own, no information is written in Section I part 1. We simply put a dash. OSYs that travel alone are documented in Section II part 1 and identified as “as the worker” in Section III part 2a and 2b.	Correction to the guidance was changed to align the Office of Migrant Education (OME) National COE instructions.  If the child is responsible for his or her own welfare, write a dash (-) or N/A in Item 1.

### Additional revisions:

- Page 61 – Additional guidance regarding target sample size for rolling re-interviews.
- Minor copy editing changes were made (e.g., misspellings, spacing issues, references to sections and/or numbers on the COE had not been updated to reflect the ESSA alignment, appendices references, etc.).