

**MEMORANDUM**

**TO:** Indiana School Corporations

**FROM:** Dr. Jennifer McCormick, Superintendent of Public Instruction

**DATE:** April 28, 2017

**SUBJECT:** Migrant Education Program Work Survey

This memorandum serves to reiterate the importance of the Title I, Part C Migrant Education Program (MEP) [Work Survey](#). In order to be compliant with federal regulations, the Migrant Education Program Work Survey must be administered annually to all students enrolled in Indiana school corporations, and not be based upon whether the school district believes the student is eligible for migrant services. The work survey must be completed during registration every year for all students and kept on file.

Those responding “yes” to the first two questions on the work survey, indicating that the family may have moved in the past 36 months to seek temporary or seasonal agricultural work, must complete the rest of the form with the requested information. Any person in the household under the age of 22 must be listed on the form, not just the child(ren) enrolled in school.

When local school corporation staff receives a survey that has been marked “yes,” they must contact their regional Identification and Recruitment Field Specialist to assist in determining final eligibility for the Migrant Education Program. The ID&R contact information can be found [here](#). Identified students are categorically eligible for free lunch and textbooks, and are entitled to supplemental educational services, which are provided by Migrant Regional Centers located throughout the state.

We look forward to your cooperation in this manner as we work to ensure 100% of all migrant students are identified and served. Please contact the Indiana Department of Education’s Office of English Learning and Migrant Education at 317-234-6868 or your regional Identification and Recruitment Field Specialist if you need assistance in administering the work survey.