



The Kentucky Migrant Education Program Needs Assessment Form Directions

1. Date

Write the date that you completed the form

2. District

Write the district that the child resides

3. Child's Name

Write the name of the child. **REMINDER:** Each child in the family should have their own Needs Assessment form completed. Children 0-2 years old do not need to complete a Needs Assessment.

4. DOB

Date of Birth that the child was born

5. QAD

Qualifying Arrival Date **REMINDER:** This date should match the QAD on the COE

6. Parents are LEP

LEP- Limited English Proficiency- Check the box if the parents speak limited English

Immunizations are up to date for Kentucky requirements for school enrollment

Check this box if you know that the student's immunizations are up to date

7. By Kentucky definition, student is considered "homeless"

The definition is at the end of the Needs Assessment Form, review definition for accuracy

Preschool (3-5 years old)

Numbers 8-10 can only be checked if the child is between the ages of three and five years old

8. Student speaks limited English

The student doesn't speak English well and knows few English words

9. Student has no access to preschool

Check this box if the parents cannot take their child to preschool due to transportation issues

10. Student qualified for preschool based on disability or has a current IEP

Check this box if the student attends preschool due to a disability or if the student has a current IEP. **REMINDER:** LEP is not considered a disability.

K-12 Students

Numbers 11-19 can only be checked if the child is in kindergarten through twelfth grades. There is a block that will only allow the clerks to check the appropriate check boxes based upon students age or grade so be sure you complete the Needs Assessment form accurately.

11. Has attended two or more schools this current school year

If a student has started school in your district, then left, do not check this box. You can only check this box if the student has come to your district after previously being enrolled in another school district.



12. Has a current IEP

Before checking this box, talk to the special education teacher and see what services and accommodations are needed. This does not include Childhood Early Intervention Services.

13. Has received a score less than 5 on the WAPT or WIDA Access test (Identify subject)

Check the subject area that the student received the score of less than five. The choices are speaking, listening, reading and writing. Kindergarten and First Graders use a different scale than 0-6, but the scores can be converted on the <http://www.wida.us/assessment/w-apt/> website.

REMINDER: Keep all documentation in the student's folder.

14. Has demonstrated low academic performance during present academic year AND under the current COE (e.g., 1 or more F's or 2 or more D's in two different core subject classes)

NOTE: The ONLY choices are reading, math, science and social studies.

REMINDER: Keep students' progress reports, and report cards in student folders for documentation. Also, update needs assessment forms every nine weeks to show the student's progress on grades, whether they improved or not. Students in primary grades that use a different grading scale will be reviewed on a case by case basis.

15. Has scored novice on the Kentucky State Assessment (K-Prep) in these areas

Check this box if the student received a Novice score in reading, math, science, social studies or other on the spring K-Prep test of the same year. **REMINDER:** Test scores typically come out in September to October. Be sure to update the Needs Assessment form at that time.

16. Has been retained or is over age

Student retained any time in the student's academic career

If the student was retained *ever* then check this box

Student is over age for reasons other than grade retention (foreign school system)

If a student comes from a foreign school system, the student may be older than his/her peers due to the school system difference

Student has dropped out of school

If the student has dropped out for any reason check this box

17. Is not on grade level in reading, math, science or social studies (identify assessment)

Be sure that you mark the correct district assessment; you cannot put K-prep as the assessment in this field. Be sure you note the subject and the score for the test.

REMINDER: Keep accurate documentation of the test and scores taken in the students folder

18. Has, in the current school year, missed 10+ days related to their migratory lifestyle

Look at the student's enrollment, or talk to the parents, and see if the student has missed ten or more days due to migrant life style. If the child was simply sick, this box should not be checked

19. Is enrolled in the GED program

Check this box if the student has enrolled in the GED program. HEP has several GED programs that may be useful in different areas of the Central and Southeastern Regions

