Migrant Procedural Document

Regional Coordinator Tasks

Migrant student data is entered into Infinite Campus (IC) state database by the Migrant Regional Data Clerks. Reference the Migrant Regions Map to obtain districts by region.

Platform: Infinite Campus State Edition
Search Terms: Migrant
Search for a student using the *Advanced Search* option – entering all available information, i.e., last name, first name, birth date.

Click *New* button
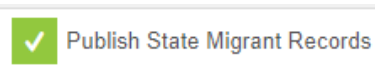

Enter Student Migrant Detail
- MIS2000 ID
- Last Qualifying Arrival Date
- Eligibility Expiration Date

Click Save button

Click Publish State Migrant Records button

This step will publish the migrant records as read only to all districts in which the student is enrolled.

District Migrant Records and Reporting
Platform: Infinite Campus District Production Sites

Migrant Student Records
Search Terms: Migrant
Data will be *read only* at the district level. Migrant data is entered and maintained in IC state edition by the [Migrant Regional Coordinators](#).

QA Migrant Report
Generate the *QA Migrant* report to obtain a list of students in the district who are designated as Migrant. This report should be generated and reviewed on a regular basis to identify newly enrolled migrant students eligible for services.

District administrators must grant appropriate access to this report.

Search Terms: QA Migrant
Reference the [QA Migrant Quick Reference Card](#)
The report landing page describes the report. There are two export options available to select.

- **Detail Report**: This report will output in Excel and provide a list of students designated as migrant for the reporting period selected. The report contains personally identifiable information.
    - To obtain currently enrolled migrant students, filter blank on the **Withdrawal Date** column to exclude those students who have withdrawn during the date range of the report.
    - Enrollment Type will show if the enrollment is primary (P), Secondary enrollment (S), or special education services only (N).
    - Filter the Detail report on the *Economically Disadvantaged* column to ensure that all migrant students are receiving free meals. **No** indicates students with records of paid or reduced status. **Yes -** indicates free status. Output of **No** will be highlighted as a data quality issue. Users should collaborate with staff responsible for updating records in the FRAM portion of Infinite Campus to ensure student records are updated to *Free* status.
    - Students' participation in other student groups, such as Homeless, English Learner, w/Disability, are also included in the report.
    - The report includes the students' most recent state assessment levels in Math and Reading.
- **Aggregated Report**: This report will output as a PDF and will provide counts by grade level, demographic and student groups. This version of the report can be used to validate student group counts for the School Report Card.

KDE recommends generating this report on a regular basis and comparing it with current enrollment to ensure the data is accurate. Districts must work with their [migrant regional coordinator](#) to ensure records are updated in IC state edition and published to the district

database. In addition, in November and February the migrant regional data clerks will be doing data checks and comparing the QA migrant report with the data entered in MIS2000, districts may receive emails asking for explanation of discrepancies.

NOTE: The report will not include migrant out-of-school youth, preschool students or K-12 students enrolled in private school.

Contacts
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