

# Migrant Procedural Document

## Regional Coordinator Tasks

Migrant student data is entered at into Infinite Campus (IC) state database by the Migrant Regional Coordinators. Reference the [Migrant Regions Map](#) to obtain districts by region.

Platform: [Infinite Campus State Edition](#)

Path: Student Information | Program Participation | Migrant

Search student using *Advanced Search* option – entering all available information, i.e., last name, first name, birth date.

Click New button

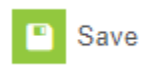


Enter Student Migrant Detail

- 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

PATH: Student Information | Program Participation | 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.

Path: KY State Reporting | KDE Reports | QA Migrant

Reference the [QA Migrant Quick Reference Card](#)

The report landing page provides a description of the report. There are two export options to available to choose.

- **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currently enrolled migrant students, filter blank on the **Withdrawal Date** column to exclude those students who have withdrawn during the date range of the report.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 record is updated to *Free* status.
  - Students' participation in other student groups, such as Homeless, English Learner, w/Disability, are also included in the report.
- **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 running this report on a regular basis and compare with your 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.

NOTE: The report will not include migrant out-of-school youth or preschool students not served by the public school district.

## Contacts

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