



Office of ESSA-Funded Programs
Room 320 EB
Albany, NY 12234
Tel. 518-473-0295 / Fax: 518-486-1762

[METS Address]

[Email:]
[Tel: / Fax:]



To: Superintendents of Public Schools
Chief Information Officers
District Data Coordinators

From: Kin T. Chee, State Migrant Education Program (NYS-MEP)
[Name,] Director, [Region] METS Program Center

RE: **2022-2023 MIGRANT STUDENT DATA VERIFICATION**

Date: [Month Day,] 2023

On March 9, 2023, Assistant Commissioner Theresa Billington issued a memo requesting assistance from schools and school districts to verify that students who are coded as migrant-eligible in their student data management system correspond with the official list of migrant students that have been issued official Certificates of Eligibility (COE) for participation in migrant education programs and services under ESSA Title I, Part C. For the memo, please see: https://www.nysed.gov/sites/default/files/essa/memo/2022-2023_sirs_memo_migrant-data-reconciliation.pdf

This is a follow-up letter with the most up-to-date list of all migrant-eligible students who have resided in your school/district catchment area at some point in time during the 2022-2023 school year. To ensure that our migratory children have been accurately identified and served during the 2022-2023 school year, please check your student information against this current list of migrant-eligible students for purposes of Student Information Repository System (SIRS) data reporting.

If any of these students on the list is **NOT identified as migrant-eligible** in your student information management system, please update your records to reflect their accurate and current migrant-eligible status and submit the revised data to SIRS when appropriate.

If you have any students who **ARE identified as migrant-eligible** currently in your student information management system, **but they are not on the enclosed official list**, please update your records to reflect their accurate and current **non-migrant status** and submit the revised data to SIRS when appropriate.

Directions: To determine which students are currently flagged in SIRS with the “Migrant” Indicator in your school district for the 2022-2023 school year, please run the ***L2RPT-SIRS 401 Reasonableness Report***, choose ***All Locations, Student Demographic*** category, and ***All Subtypes*** from the dropdown menu. Click on the ***Migrant*** category for “this year” to generate the list of students whom your district has reported with the ***Migrant*** Indicator.

As a statewide program, we are always striving to enhance our identification and recruitment efforts. **If you are aware of any students whom you think might qualify for migrant programs and services under ESSA Title I, Part C**, please do not hesitate to contact [Name,] Director of the [Region] Migrant Education Tutorial and Support Services (METS) program center for assistance at [Director email] or [phone].

If you have any questions or concerns regarding this process, please do not hesitate to contact me or my colleague, Sabrina Petruska-Wilmot. We can be reached at kin.chee@nysed.gov and Sabrina.Petruska-Wilmot@nysed.gov respectively.

Thank you very much for your assistance.

cc: Theresa Billington | Erica Meaker | Lori Genito | Alexandra Pressley | Jeri Chapman | Sabrina Petruska-Wilmot