

## REQUIRED SCHOOL DISTRICT/ESC ACTIVITIES CHART

The charts below are designed to be used as a quick reference to assist the LEA/ESC in establishing and maintaining a process to collect and enter student data in an effective and timely manner. It is not intended to be the complete guidance on these activities.

Year—Round

REQUIRED ACTIVITIES	AFFECTED MIGRANT STUDENTS/STAFF	SUBMISSION REQUIREMENTS	DATA ENTRY/TIME REQUIREMENTS
A. NGS/MSIX Training	All personnel sharing NGS/MSIX responsibilities		By October 1, or as determined by TEA
B. Enrollments	Enrollees and non-enrollees	<u>For Existing COEs:</u> By October 1  <u>For New COEs:</u> Within 7 working days after the interviewee/recruiter signature date  <u>For Existing COEs:</u> By November 1	<u>For Existing COEs:</u> Within 5 working days after receipt  <u>For New COEs:</u> Within 5 working days after receipt
C. Residency Verification	Enrollees and non-enrollees	<u>For New COEs:</u> Within 7 working days after the interviewee/recruiter signature date  <u>For Early Withdrawals:</u> Within 2 working days after early withdrawal  <u>For End-of-Year Withdrawals:</u> Within 5 working days after end of school year	Within 5 working days after receipt  <u>For Early Withdrawals:</u> Within 1 working day after receipt  <u>For End-of-Year Withdrawals:</u> Within 5 working days after receipt
D. Withdrawals	Enrollees in grades P3-12	Request and print the report as needed (i.e., early withdrawal)	Deliver report to MEP Coordinator, as needed, for appropriate dissemination
E. Consolidated Student Record	Enrollees and non-enrollees		Respond to NGS/MSIX Help Desk within 10 working days after receipt of notification
F. Move Notifications	Enrollees and non-enrollees		Respond to NGS/MSIX Help Desk within 2 working days after receipt of data request
G. Data Requests	Enrollees and non-enrollees	<u>For Early Withdrawals:</u> Within 2 working days after early withdrawal  <u>For End-of-Year Withdrawals:</u> Within 5 working days after end of school year	<u>For Early Withdrawals:</u> Within 1 working day after receipt  <u>For End-of-Year Withdrawals:</u> Within 5 working days after receipt
H. At-Risk of Non Promotion	Enrollees in grades K-12		
I. Termination Reasons	Migrant children of any age	Within 10 working days after notification	Within 5 working days after receipt
J. OSY   Dropout	Migrant children of any age	Within 10 working days after notification	Within 5 working days after receipt
K. PFS Report	Students on report	Request and print PFS Report on a monthly basis, including summer months	Deliver report to MEP Coordinator, on a monthly basis, for dissemination to appropriate personnel
L. Continuation of Services	Students on report	Request and print report before end-of-school year	Deliver report to MEP Coordinator for review