Idaho Migrant Education Program

How to Complete Annual Residency Verification Dates

Residency in Idaho must be verified for every migrant student reported for Idaho each year. A strong process for completing this throughout the year will make collecting this information much easier and more accurate.

General Information
- ▶ Residency for different groups can be done in different ways.
  - ○ Current Year COE: you can use the date the COE was signed or the residency date from the COE.
  - ○ Current Year Enrolled Student: you can use any date that you know for a fact that the child was at school (enrolled and not absent).
  - ○ Preschool/OSY: contact with the parent or the youth by phone or in person
- ▶ Any 2 year-old, who will turn 3 during the year, must be verified as living in Idaho ***ON OR AFTER*** their 3rd birthday.
- ▶ Students who have graduated, gotten a GED, or left the district should have an annual verification date prior to the date they left the district, but ONLY if the student was active and in the district after 9/1 of the current performance period. Example one: student got his GED in April of this year. Example two: student moved in November of last year.
- ▶ If a student graduated, got a GED, or left the district prior to 9/1, you should ***NOT*** enter a residency verification date. No services or verification date should be entered for a student who left the program prior to 9/1 of the current performance period (9/1-8/31). Example: student graduated 2 years ago.

How to do the verification
- ▶ The Annual Residency Verification form on the back of the COE should be filled out during the second and third year that the family is in the migrant program. That will provide a date for all of the children on the COE.
- ▶ Visit the family (or call) to verify that each child listed on the COE still lives with the family and that the family is still living at the address on the COE and that there haven't been any qualifying moves in the previous year. Pro tip: verification is also a recruiting tool.

How to report it in MSIS
- ▶ Look up and select the student in MSIS in the District Migrant Summary.
- ▶ Go to the current services tab. Add/edit and enter the Verification Date.
- ▶ **SAVE!**

Empowering migrant students and their families to succeed in Idaho.
Capacitar a estudiantes migrantes y sus familias para tener éxito en Idaho.