Parent Employment Survey Instructions

All LEAs:

1. Decide if you are going to ask parents to fill out the form on paper or as part of an electronic enrollment app.
2. Download either the paper form (color or black & white) or the questions to be added to your electronic enrollment app from the [Migrant Education Program webpage](#) under Resource Files→General Information→New-Parent Employment Survey Documents.
   a. If using the paper form, feel free to add your LEA logo/name to the form.
   b. If using an electronic form, validation logic is available on that document.
3. Collect parent responses for all ***newly enrolling*** students starting in 2019-2020.
4. Pre-screen the responses according to the Procedures document. If the answer to ***either*** question 1 or 2 is "yes," forward the form as appropriate (see below for distribution).
5. Put a copy of the form or print a copy of the questions and parent responses from an electronic enrollment form in the student's cumulative record.

Pre-screening and distribution for Migrant funded LEAs:

1. If the answer to question 1 or 2 is "yes," give a copy of the survey to the LEA's migrant family liaison.
2. Place the original survey in the student's cumulative record.

Pre-screening and distribution for all non-migrant funded LEAs:

If the answer to question 1 or 2 is "yes" provide a copy of the survey to the regional ID&R coordinator via the SFTP (Secure) site or through US Mail. **Do not email.**

How to upload to the secure site:

One person in the LEA must have access to [the SFTP](#), a secure file sharing site.

1. You have been given access to the Parent Employment Survey folder for your district. Your username is your email address. If your account was created just for this purpose, your new password is Welcome1. If you already had an account, the password was not changed. In order to obtain a login for this site for someone else, contact the Migrant Coordinator at sseamount@sde.idaho.gov or the SDE Help Desk at support@sde.idaho.gov and request an account. Provide name of the LEA, plus the name and email of the person and request access to the ESEA/Parent Employment Survey Folder for your region.
2. Scan the document with the parent responses.
3. Name the file with your **LEA name** and the **date** (e.g. Notus 10-23-19).
4. Log in and upload the file to the correct folder in the SFTP site.
   There will be 3 folders for our 3 regional ID&R coordinators. You should only see your folder:
   Regions 1, 2, & 4: Robert Gomez housed in Cassia County at gomezrob@cassiaschools.org
   Region 3: Genoveva Winkler housed in Nampa at gwinkler@nsd131.org
   Regions 5 & 6: Christina Alvarez housed in Blackfoot at alvac@d55.k12.id.us
5. Email your regional ID&R coordinator and tell him or her that a file is waiting.
6. Place the original Parent Employment Survey into the student's cumulative record.

What happens after the document is turned in?

- The regional ID&R coordinator downloads and deletes the file from the SFTP site.
- He or she contacts a parent to pre-screen for possible eligibility.
- If a child may qualify, the regional ID &R coordinator meets with a parent at a time that is convenient for the parent and completes a Certificate of Eligibility.
- If the children qualify, he or she will provide the LEA with a letter for food service verifying that the child qualifies for free lunch and a copy of the COE for the cumulative record.
- The regional ID&R coordinator will work with the family to determine if there are unmet needs and will collaborate with the LEA to provide services to any qualifying children/families.