

# Migrant Due Dates for 2022-2023



**Ongoing Liaison Activities:** ID&R, Annual Residency Verifications, services & referrals, PAC meetings, monthly ID&R Plan updating, monthly Data Checklist review, MSIS data entry of services, verification dates, & immunizations, COS & PFS determinations logging activities in Liaison Record Keeping Log.

**Ongoing Director Activities:** Support and collaboration with family liaison, PAC meetings, monthly meeting with regional ID&R coordinator, program planning, liaison supervision, budget management.

When	What	Where	Generally done by
<b>*September 16<sup>th</sup></b>	Re-interview Summary	MSIS Data Collection	Family Liaison
	MPO Evaluation	MSIS Data Collection	Director and Family Liaison
	Services & summer school attendance	MSIS	Family Liaison
	Residency Verification Dates	MSIS	Family Liaison
<b>October 29<sup>th</sup></b>	Recommended – Initial PFS determinations done	MSIS Worksheet MSIS – Services tab	Family Liaison and Director
	Recommended – All Staff Training done	In district	Director with Family Liaison
<b>November 30<sup>th</sup></b>	1 <sup>st</sup> Re-Interviews completed	MSIS Worksheet Home visits	With Liaison from another district
	<ul style="list-style-type: none"> <li>• Quarterly Data Checklist</li> <li>• Bad Dates Report review</li> <li>• Discrepancy Report review</li> </ul>	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
<b>February 28<sup>th</sup></b>	All PFS, services, and Residency Verification Dates entered in MSIS for data pull	MSIS	Family Liaison, Reviewed by Director and Regional MEP Coordinator
	<ul style="list-style-type: none"> <li>• Quarterly Data Checklist</li> <li>• Bad Dates Report review</li> <li>• Discrepancy Report review</li> </ul>	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
<b>*March 31<sup>th</sup></b>	Data pulled for funding for following year funding (be sure ISEE has been submitted by 3/17)	MSIS	State Department of Education
<b>April 29<sup>th</sup></b>	2 <sup>nd</sup> Re-Interviews completed	Home visits	With Liaison from another district
	<ul style="list-style-type: none"> <li>• Quarterly Data Checklist</li> <li>• Bad Dates Report review</li> <li>• Discrepancy Report review</li> </ul>	With Regional ID&R Coordinator	Family Liaison, Director and Regional MEP Coordinator
<b>May 31<sup>th</sup></b>	Re-Interview Summary Report	MSIS Data Collection	Family Liaison
	MPO Evaluation if not providing summer services	MSIS Data Collection	Director and Family Liaison
<b>June 30<sup>th</sup></b>	Consolidated Plan	CFSGA	Director with Liaison input

\*Critical Dates: These 2 dates are critical as the MSIS roll-over and allocations make later corrections difficult or too late to change outcomes. Rollover will occur on September 23<sup>rd</sup>, but all data in MSIS **must** be complete by September 16<sup>th</sup> allowing time for Data Collection to be approved.