



# Migrant Due Dates for 2023-2024

**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 15<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 31<sup>st</sup></b>    | Recommended – Initial PFS determinations done  | MSIS Worksheet<br>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<br>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>March 1<sup>st</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 29<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 30<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 15<sup>th</sup> allowing time for Data Collection to be approved.