



MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
 MIGRANT EDUCATION PROGRAM
 PO BOX 480, JEFFERSON CITY, MO 65102-0480
TITLE I.C MIGRANT EDUCATION PROGRAM, REGULAR SCHOOL TERM APPLICATION
Project Dates July 1, 2012 to June 30, 2013

DIRECTIONS

Mail the completed grant application by July 27, 2012 to: Migrant Education Program, Office of Quality Schools, Missouri Department of Elementary and Secondary Education, PO Box 480, Jefferson City, MO 65102-0480. For questions, please contact the Migrant Education Program: Phone: (573) 526-3232; Fax: (573) 526-6698; or e-mail to: webreplyimprfdg@dese.mo.gov.

SECTION I - FOR DEPARTMENT USE ONLY

SIGNATURE OF DEPARTMENT AUTHORIZED REPRESENTATIVE	DATE
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SECTION II - DISTRICT AND PROGRAM INFORMATION

DISTRICT/APPLICANT NAME		COUNTY-DISTRICT CODE	
NAME OF THE BOARD-AUTHORIZED REPRESENTATIVE		TITLE OF THE BOARD-AUTHORIZED REPRESENTATIVE	
E-MAIL ADDRESS		TELEPHONE NUMBER	FAX NUMBER
NAME OF MIGRANT CONTACT		E-MAIL ADDRESS	
TELEPHONE NUMBER	FAX NUMBER	MIGRANT ADDRESS	CITY
			ZIP

SECTION III- ASSURANCES AND CERTIFICATION

The applicant Local Educational Agency (LEA) hereby assures that it will comply with all of Title I, Part C, Migrant Education regulations, policies, guidelines and requirements; and that according to section 1304 of Title I, Part C, funds received under this part will be used only to supplement services, and that:

- (1) coordination efforts will be conducted with similar programs and projects within the State and in other States, as well as with other Federal programs that can benefit migratory families and their children;
- (2) in planning and carrying out such projects, there has been, and will be, adequate provision to ensure that migratory children are provided with appropriate educational and supportive services that address their special needs; and give priority to migratory children who are failing, or most at risk of failing, to meet the State's challenging State content standards and State student performance standards, and whose education has been interrupted during the regular school year;
- (3) the project activities will enable children to speak, read, write and comprehend the English language and meet challenging State academic content and student academic achievement standards;
- (4) in determining the effectiveness of such projects, where feasible, the same approaches and standards will be used to assess the performance of students, schools, and LEAs under Title I, Part A; the evaluation requirements will be facilitated by projects; and the English proficiency of all migrant children will be assessed annually and educational services will be based on scientifically-based research;
- (5) in the planning and operation of projects, there is consultation with teachers, school administrators, education-related community groups, and parent advisory councils for programs of one (1) school year in duration, and that all such projects are carried out –
 - (A) in a manner that provides the same parental involvement as is required for projects under section 1118 of Title I, Part A, unless extraordinary circumstances make such provision impractical; and
 - (B) in a format and language understandable to the parents;
- (6) to the extent feasible, such projects will provide for –
 - (A) advocacy and outreach activities for migratory children and their families, including informing such children and families of, or helping such children and families gain access to, other education, health, nutrition, and social services;
 - (B) professional development programs, including mentoring, for teachers and other project personnel;
 - (C) family literacy programs, including such programs that use models developed under Even Start;
 - (D) the integration of information technology into educational and related programs; and
 - (E) programs to facilitate the transition of secondary school students to post-secondary education or employment;
- (7) LEAs will assist the State in determining the number of eligible migratory children through such procedures as the State may require;
- (8) such records as may be required for fiscal audit and program evaluation will be kept for a minimum of five (5) years from date of last activity; and
- (9) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) will be complied with in that no person shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied the benefit of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance and will immediately take any measure necessary to effectuate the agreement.

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; fax number 573-522-4883; email civilrights@dese.mo.gov.

SECTION III- ASSURANCES AND CERTIFICATION (continued)

ASSURED ALIGNMENT WITH THE PRIORITIES OF THE DEPARTMENT OF EDUCATION

The Commissioner of Education has established four primary goals for Missouri's system of education, and recipients of funds through this grant shall ensure that funded activities shall be in support of these goals, or in those circumstances when one or more of the goals may not be applicable to the funded project or program, the recipient assures that no action or activity will conflict with the goal(s).

The Department's four goals are:

- (1) Missouri public education will rank in the top ten on national and international measures of performance.
- (2) Missouri will provide high quality early educational opportunities to all young children and their families.
- (3) Missouri will recruit, prepare, retain, and support effective teachers and leaders.
- (4) The Missouri Department of Elementary and Secondary Education will improve departmental efficiency, operational effectiveness, and relations with internal and external customers.

Final determination of applicability of these goals to the funded project or program, and the degree in which activity is aligned with one or more goals shall rest with the Commissioner of Education.

The board-authorized representative fully understands the assurances and the responsibility for compliance placed upon the applicant by the assurances. The applicant will refund directly to the Department the amount of any funds made available to the applicant that may be determined by the Department or an auditor representing the Department to have been misspent or otherwise misapplied.

SIGNATURE OF BOARD AUTHORIZED REPRESENTATIVE

DATE

SECTION IV – PROJECT DATA

PROJECT Starting Date ____/____/2012

PUPIL Starting Date ____/____/2012

Ending Date ____/____/2013

Ending Date ____/____/2013

Staff Hours: ____ AM/PM to ____ AM/PM

Pupil Hours: ____ AM/PM to ____ AM/PM

SECTION VI – MIGRANT EDUCATION PROJECT NEEDS ASSESSMENT

Each student's needs must be assessed within two weeks of enrollment. Individual student's annual needs assessment is to be kept at the LEA in each student's cumulative folder.

Check any of the following methods used to determine the needs of migrant students in your project:

- family interview
- language proficiency assessment
- skills checklist
- teacher referral
- surveys/questionnaires
- parent input
- support staff referral
- attendance records
- home language survey
- Other (specify) _____
- Other (specify) _____
- Other (specify) _____

SECTION VII – PROJECT APPLICANT PRIORITY LEVEL STATUS

Directions: Select only one Priority Level Status per application. Only one building within a district, consortium or service area needs to be classified in the lowest level to generate the lowest possible level ranking for the district or consortium. The proposal must address an area or areas of needed improvement in the building or district that earned the designation to be awarded maximum points in this section. **The status of a building or district will be determined by the Department's annual final accountability reports.**

Priority Level Status	Priority Level Description
Priority Level 1 <input type="checkbox"/>	Persistently Low-Achieving: Districts that qualify for Priority Level 1 Status have one or more buildings designated as a Title I, Part A, Section 1003 (g) School Improvement Grant Tier I or Tier II building and/or their two most recent Annual Performance Reports (APRs) are at an unaccredited or provisionally accredited status.
Priority Level 2 <input type="checkbox"/>	Struggling With Consistency: K-12 Districts that qualify for Priority Level 2 Status have one or more buildings designated as a Title I, Part A, Section 1003 (g) School Improvement Grant Tier III building and/or met fewer than 12 Standards on their two most recent Annual Performance Reports (APRs). K-8 districts that qualify for Priority Level 2 Status have one or more buildings designated as a Title I, Part A, Section 1003 (g) School Improvement Grant Tier III building and/or met fewer than 6 Standards on their two most recent Annual Performance Reports (APRs).
Priority Level 3 <input type="checkbox"/>	Performing: K-12 Districts that qualify for Priority Level 3 Status have no designated Title I, Part A, Section 1003 (g) School Improvement Grant Tier I, II, or III buildings and met greater than 11 Standards on their two most recent Annual Performance Reports (APRs). K-8 districts that qualify for Priority Level 3 Status have no designated Title I, Part A, Section 1003 (g) School Improvement Grant Tier I, II, or III buildings and met greater than 5 Standards on their two most recent Annual Performance Reports (APRs).

SECTION VIII A. - TOTAL BUDGET								
Title I.C Migrant Education Program	6100 Certificated Salaries	6150 Noncertificated Salaries	6200 Employee Benefits	6300 Purchased Services	6400 Materials & Supplies	6500 Capital Outlay	6600 Other	Total
1200 Supplemental Instruction								
1400 Student Activities								
1600 Adult Education Programs								
2100 Non Instructional Support Services								
2200 Professional Development								
2500 Transportation and Maintenance								
3512 Early Childhood Instruction								
3711 Non-Public Services								
3900 Parental Involvement								
Program Costs Subtotal								
Administration Costs								
Administration Pool								
Indirect Costs								
Administration Costs Subtotal								
GRAND TOTAL								

SECTION VIII B. – PROGRAM COSTS BUDGET (copy as needed)

BUDGET ITEMIZATION	GRANT FUNDS REQUESTED
6100: Certificated Salaries	
6100 Subtotal	\$
6150: Noncertificated Salaries	
6150 Subtotal	\$
6200: Employee Benefits (<i>optional categories</i>) FICA Medicare Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance Other Benefits	
6200 Subtotal	\$
6300: Purchased Services	
6300 Subtotal	\$
6400: Materials/Supplies	
6400 Subtotal	\$
6100-6400 Subtotal	\$
Indirect Cost Optional (Restricted Rate: ____% X Subtotal)	\$
6500: Capital Outlay	
6500 Subtotal	\$
TOTAL	\$

SECTION VIII C. –ADMINISTRATIVE COSTS BUDGET

BUDGET ITEMIZATION	GRANT FUNDS REQUESTED
6100: Certificated Salaries	
6100 Subtotal	\$
6150: Noncertificated Salaries	
6150 Subtotal	\$
6200: Employee Benefits (<i>optional categories</i>) FICA Medicare Retirement (Teacher or Non-Teacher) Health, Life, and/or Dental Insurance Other Benefits	
6200 Subtotal	\$
6300: Purchased Services	
6300 Subtotal	\$
6400: Materials/Supplies	
6400 Subtotal	\$
6100-6400 Subtotal	\$
Indirect Cost Optional (Restricted Rate: ____% X Subtotal)	\$
6500: Capital Outlay	
6500 Subtotal	\$
TOTAL	\$

SECTION IX – PROJECT PLAN NARRATIVE

Provide a project narrative specifically addressing each item outlined in the following sections in accordance with Title I, Part C. Describe how the item/activity will align with the Department's Goals, if applicable.

SECTION IX A - INSTRUCTIONAL SERVICES

1. Describe the high quality and comprehensive educational services that will be provided to help migratory children overcome educational disruption, cultural and language barriers and other factors that inhibit the ability of such children to do well in school, and to ensure that migratory children receive full and appropriate opportunities to meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. [Section 1301 (1) (4) (5)]
2. Describe how the services offered by the Migrant Education project will be integrated with those provided by other programs such as Title I, Part A and Title III. [Sec. 1304 (C)]
3. Describe how the Migrant Education project will ensure that priority for service is implemented. See definitions provided in the NCLB Consolidated Federal Programs Administrative Manual. [Sec. 1304 (d)]

SECTION IX B - PROGRAM ADMINISTRATION

1. Describe the student record keeping process used to ensure the timely transfer of pertinent records to the State and to other local education agencies (LEAs). [Sec. 1304 (b) (3) and (5)]
2. Describe the process used to effectively assess the needs of the migratory children and families that will be served through the Migrant Education project. [Sec. 1301 (a) (1) and (4)]
3. Describe the process that is and will be used to evaluate the effectiveness of the Migrant Education project. [Sec. 1304 (C) (5)]
4. Describe what measures are and will be taken to ensure the budget/cost effectiveness of the Migrant Education project. [Sec. 1304 (C) (5)]
5. Describe the student record keeping process and how the district will ensure that only migrant students with a valid Certificate of Eligibility will be served.

SECTION IX C - SUPPORT SERVICES

1. Describe the social/health/support services that will be available for migratory children and provide a list of the groups or organizations that will be working on cooperation with the Migrant Education project to provide these services. [Sec. 1304 (c) (6) (A)]
2. Describe the coordination that will take place with other agencies within Missouri and other states that benefit migratory children. [Sec. 1304 (c) (1) (B)]

SECTION IX D - PROFESSIONAL DEVELOPMENT

1. Describe the professional development provided for Migrant Education teachers and/or staff. [Sec. 1304 (c) (6) (B)]
2. Describe the methods and processes of collaboration regarding services provided to migrant children between Migrant Education and mainstream staff. [Sec. 1304 (C)]

SECTION IX E - PARENTAL INVOLVEMENT

1. Describe how parents are involved in the Migrant Education project, include a list of the activities/parent nights planned, a description of parental involvement in the processes of assessing students' needs and evaluating the Migrant Education project, as well as a description of any family outreach efforts (such as home visits, family literacy classes, etc.). [Sec. 1304 (c) (3) (A) and (c) (6) (A)]
2. Describe the activities of the Parent Advisory Council (PAC) and provide agendas for PAC meetings as well as a PAC membership and contact information list. [Sec. 1304 (c) (3)]