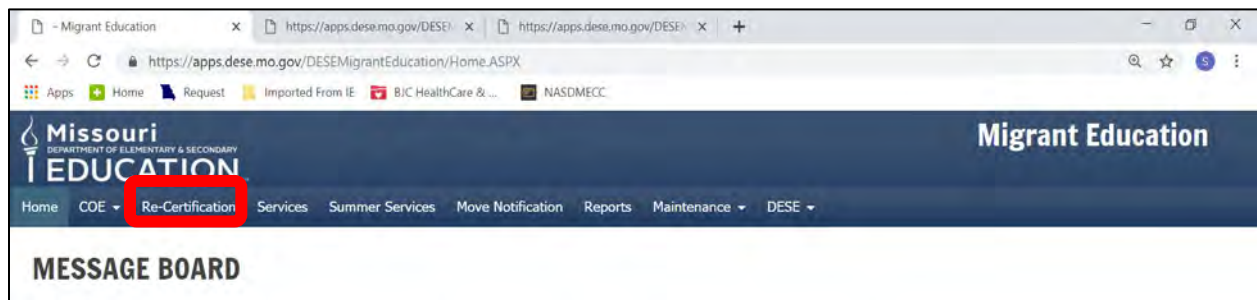
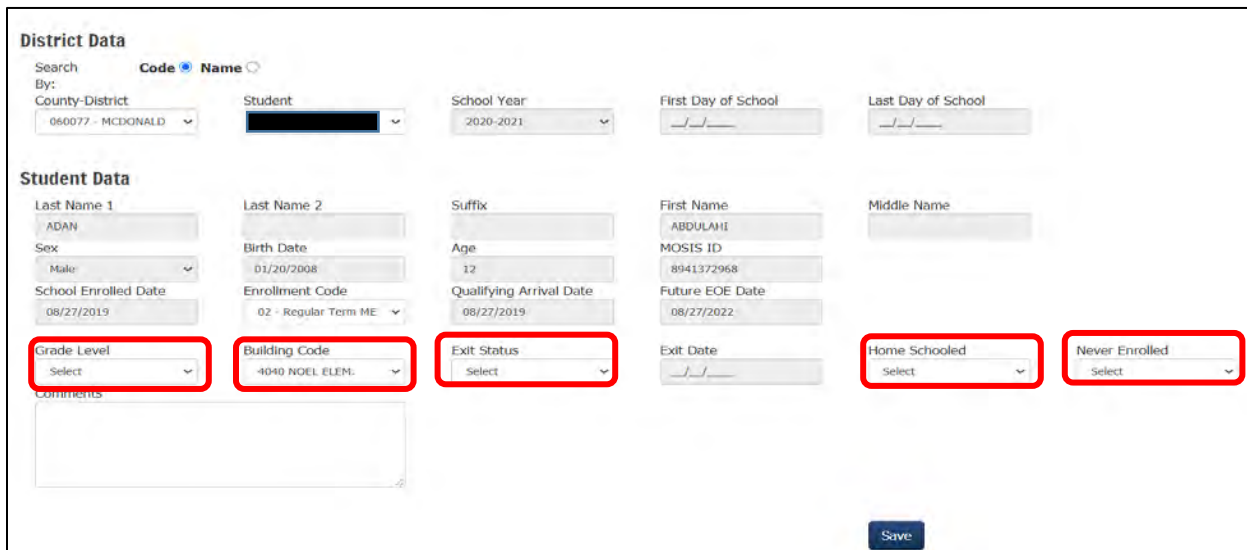


MIGRANT RE-CERTIFICATION INSTRUCTIONS 2020

After logging into the DESE WebApps system, select “DESE Migrant Education.” The first screen you will see will look like this:



Click on “Re-Certification”. That will take you to a page that look like this (your district will be listed in the “County District” field): You will also see a dropdown list under the Student field. The grey areas you cannot change. If there is a change needed to a grey box contact Diane Herx @ 573-526-6989 or email Diane.Herx@dese.mo.gov.



The screenshot shows a form titled "District Data" and "Student Data". The "District Data" section includes fields for "County-District" (060077 - MCDONALD), "Student" (a dropdown menu), "School Year" (2020-2021), "First Day of School", and "Last Day of School". The "Student Data" section includes fields for "Last Name 1" (ADAN), "Last Name 2", "Suffix", "First Name" (ABDULAH), "Middle Name", "Sex" (Male), "Birth Date" (01/20/2008), "Age" (12), "MOSIS ID" (8941372968), "School Enrolled Date" (08/27/2019), "Enrollment Code" (02 - Regular Term ME), "Qualifying Arrival Date" (08/27/2019), "Future EOE Date" (08/27/2022), "Grade Level" (a dropdown menu highlighted with a red box), "Building Code" (-4040 NOEL ELEM. highlighted with a red box), "Exit Status" (a dropdown menu highlighted with a red box), "Exit Date", "Home Schooled" (a dropdown menu highlighted with a red box), and "Never Enrolled" (a dropdown menu highlighted with a red box). A "Comments" field is located at the bottom left, and a "Save" button is at the bottom right.

The fields labeled “Grade Level”, “Building Code”, “Home Schooled”, and “Never Enrolled” must be completed. “Exit Status” is used if the child is no longer in your district. Select the exit status that best fits the child and enter a date. When “Never Enrolled” is selected and you are not sure of the date the child moved, you may use the first day of school as your exit date. Click SAVE. Each child in the Student drop down must be completed. If the child has moved to another state, please put that information into the comments’ box.