

RECERTIFICATION OF MIGRANT STUDENT ELIGIBILITY 2013-2014 SCHOOL YEAR

In order to determine the continued eligibility of Migrant students in your school district please complete the following items on the DESE WEB Apps system. Please call if you have any questions or need assistance.

1. Each school district has a DESE Web App User Manager. Please contact that person to set up your login information. You will need to go out and register a user name and password and the User Manager will assign access to the Migrant Recertification.
2. Once logged in select Migrant Education COE under Office of Quality Schools:

The screenshot shows a Windows Internet Explorer browser window titled "DESE Web Applications". The address bar contains the URL <http://aawebtest.bds.state.mo.us/WebLogin/MenuList.aspx>. The page content includes the Missouri Department of Elementary & Secondary Education logo and a navigation menu. The menu is expanded to show "User Applications", which includes "Office of Quality Schools", "Report", and "User Information". A black arrow points to the "Migrant Education COE" link under "Office of Quality Schools". The "Report" section contains the text "Report Menu -- All data and/or reports are now available through the Missouri Comprehensive Data System (MCDS) Portal." The "User Information" section includes links for "Change Password", "Edit User Profile", "Edit Security Question/Answer", and "Logon/Logoff". At the bottom of the page, there is a footer with the email webapphelp@dese.mo.gov, the current user "CKORMANN", and the slogan "Missouri public schools: the best choice...the best results!". The browser status bar at the bottom shows the page title "Local intranet" and a zoom level of 100%.

3. Choose Re-Certification from the menu on the left side of your screen:

Migrant Education COE - Windows Internet Explorer

http://aawebtest.bds.state.mo.us/webapps/Migrant_Education/COE/COE.aspx

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

COE SEARCH

First Name: Last Name: Last Name 2: DOB: MOSIS ID:

ACTIONS

Save Copy to new COE Copy Family Clear

DISTRICT DATA:

Search By: Code Name

County/District School Year Region

I. FAMILY DATA:

Male Parent: Last Name 1 Last Name 2 First Name Female Parent: Last Name 1

Current Address City State

Home Base Address City State

II. CHILD/SCHOOL DATA

Last Name 1 Last Name 2 Suffix First Name Middle Name Sex Birth Date

Birth State Birth Country Building Code Grade Level School Enrollment Date Enrollment Codes

01 02 03 04 05

javascript: __doPostBack('ctl00\$TreeView1','s~/Recertification.aspx')

Local intranet 100%

4. This is where you enter all your Re-Certification information:

Missouri DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

Migrant Education - COE

DISTRICT DATA:
Search By: Code * Name
County/District: Select Region: Student: First Day of School: Last Day of School: Save

STUDENT DATA:
Last Name 1: Last Name 2: Suffix: First Name: Middle Name: Sex: Birth Date: Age: Birth City:
Birth State: Birth Country: Building Code: Grade Level: School Enrollment Date: Recertification School Year:
MOSIS ID: MSIX ID: Exit Status: Exit Date: Comments: Qualifying Arrival Date: Future EOE Date: Save Approve Changes

Current User: SCOCKRUM2
"Missouri public schools: the best choice...the best results!"

5. Choose your County/District code and your Student drop down list will auto generate.
6. Once you select a student, information will be drawn from the database. Please verify ALL information and make any necessary changes. Make sure to verify Building Code, Grade Level, Re-Certification School Year and MOSIS ID. If nothing has changed with the building code or grade level or a child has been retained please make a comment in the comments section. Once you have made changes, or verified all information, click the Save button on the lower right of your screen. You must click the Save button for every student. Please note that the default school year is 2012-2013 since that is where the information is coming from. Change this to 2013-2014 if the child is still in your district of they moved during this school year.
7. PLEASE COMPLETE BY December 20, 2013

If you have any questions please call our office at 573-751-8280.
Thank you for your prompt attention to this matter.

Shawn Cockrum
Director, Migrant Education and English Language Learning