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To: District Superintendents
Superintendents of Public Schools
Chief Information Officers / District Data Coordinators

From: Theresa Billington, Assistant Commissioner
Office of Accountability

RE: **2023-2024 MIGRANT STUDENT DATA VERIFICATION**

Date: March 14, 2024

The New York State Migrant Education Program (NYS-MEP), under Title I, Part C of the *Every Student Succeeds Act* (ESSA) of 2015, provides supplementary educational programs and supportive services to help migratory children overcome educational disruption, cultural and language barriers, social isolation, health-related problems, and other unique factors that inhibit the ability of such children and youth to succeed in school, and to prepare them to make a successful transition to postsecondary education and/or employment.

The New York State Education Department (NYSED or “the Department”) is required to submit migrant subgroup data to the U.S. Department of Education (ED). Migrant-eligible students must be identified and coded correctly in SIRS to ensure that this data submission is accurate and in compliance with federal laws, regulations, and policies.

To ensure that migrant children and youth have been accurately identified and served during the 2023-2024 school year, NYSED is requiring each school district to verify students coded as migrant-eligible in its student data management system against a list of students that have been issued official Certificates of Eligibility (COE) for migrant education program eligibility and participation. The goals of this request are to:

- (1) update migrant designations for students who are inaccurately coded; and
- (2) submit accurate migrant student data for inclusion in the Student Information Repository System (SIRS).

Migrant-eligible students must be accurately identified and coded when reporting such data to SIRS, as per requirements under ESSA § 1304(b)(3).

Staff members from NYSED's regional [Migrant Education Tutorial and Support Services](#) (METS) program centers will be contacting you and/or the Chief Information Officer/District Data Coordinator by telephone or email no later than **Friday, March 29, 2024** with specific instructions to complete this data reconciliation process.

To prepare for these upcoming communications with the regional METS program centers, please determine which students in your school district are currently flagged in SIRS with the "Migrant" indicator for the 2023-2024 school year by performing the following required tasks:

1. Run the L2RPT-SIRS 401 *Reasonableness Report*.
2. Choose *All Locations*, *Student Demographic* category type, and *All Subtypes* from the dropdown menu.
3. Click on the *Migrant* category (Column "B") for "this year" to generate a list of students whom your district has currently designated as Migrant-eligible.

The METS program center will provide you with the most up-to-date list of all migrant-eligible children and youth who have resided in your school/district catchment area at some point during the 2023-2024 school year and will work with you to ensure your student demographic information in SIRS is accurate. This data reconciliation process is critical to ensure that all migrant-eligible students are identified, coded accurately in SIRS and served with the appropriate educational programs and supportive services that best meet their unique needs.

If you have any questions or concerns regarding this reporting process, please do not hesitate to contact Kin T. Chee (kin.chee@nysed.gov) or Sabrina Wilmot (Sabrina.Wilmot@nysed.gov) at the Department. You may also wish to contact your local METS program centers for assistance. Their contact information is available at: <https://www.nysmigrant.org/map>.

Your assistance and attention to this are greatly appreciated.

cc: METS Directors
Erica Meaker
Lori Genito
Yufan Huang
Rose LeRoy
Kin T. Chee
Sabrina Petruska-Wilmot
Will Messier
Odilia Coffta