Data Reconciliation TST Workgroup

Residency Verification Process

This document has been designed to outline the process of Residency Verifications.

The Residency Verification Date is a required Data Element in MSIX. This data requires the month, day, and year in which a school or MEP project confirms a migratory student's residency. States or local operating agencies (LOAs) currently collect this information once during the September 1- August 31 performance period to verify student eligibility for MEP

Best Practices: States should always be looking for ways to find migrant students effectively. The residency verification process requires organization and planning to ensure that it is conducted in a timely manner and as many eligible students as possible can be verified at the start of your program year until it is completed. This document will outline the best practices to complete this process.

Guidance Provided by OME in regards to the Residency Verification Process

B11. Must a new COE be completed for every child included in the Category 1 count in order to document residency during the September 1 – August 31 performance period?

No. The SEA may use a COE from a prior year for a child whose eligibility has not expired because of age or the 3-year limit. If the SEA uses an existing COE, it should indicate on the COE that it is an update of an older record. For example, the COE may have a box marked "update" for the recruiter to check, which indicates that the child was still resident during the September 1 – August 31 residency period. Alternatively, the SEA may use another written form of documentation to establish residency.

B12. Is a child's record that is maintained in a database (i.e., database record) indicating a residency or enrollment date that is on or after September 1 of that year sufficient to document residency during that 12-month period?

Yes. Except when an SEA uses a mass enrollment procedure to update student records on a database (see Question B15 below), the residency or enrollment date (on/after September 1 of that year and before August 31 of the following year) on a child's record is sufficient, assuming that the SEA knows that written documentation of residency (e.g., an updated COE or a school attendance record) exists at the local level and SEA staff can review it.

B13. **In documenting residency, is it sufficient for the SEA to check that there was no withdrawal date recorded on a migrant child's database record when the child's last recorded residency or enrollment date was prior to September 1 of that year?**

No. The absence of a withdrawal date may simply reflect missing data in a student record. The SEA must ensure that the system includes some check of residency for each child who is included in the child counts.

B14. **What is a "mass enrollment" process?**

A "mass enrollment" process permits State or local staff, as a convenience, to enter the first day of a new school year or term as the new enrollment date in the database records of all children who were reported in the school district at the end of the last school year/term.

B15. **May an SEA use a "mass enrollment" process to enter student-level data into the State data bases that generate the child counts?**

Yes. However, if an SEA calculates its child counts (whether Category 1 or Category 2) using a data base that permits mass enrollment of students at the beginning of the regular school year and/or the summer term, it should not rely exclusively for its child counts on the number of children with an enrollment date and a subsequent withdrawal date. This is because some database systems that employ a mass enrollment process do not allow for the correction of an erroneously generated enrollment date. Instead, they generate a withdrawal date reflecting the date the updated information is received. In this way, a migrant child's record might report an enrollment and a subsequent withdrawal date even though the child never resided in the State between those dates. If such dates overlapped or were after September 1 of that year (or the start of the following summer term), the SEA would include a child who no longer resided in the State in Category 1 (or Category 2). If the SEA uses such a system, it must check whether children with enrollment and withdrawal dates close to each other near the beginning of a new school year or term actually resided in the State between those dates.

For example, 100 children were mass enrolled by an MEP project on 9/3/03 (the beginning of the new school year in the project's school district). Several working days later, on 9/10/03, the project sent updates indicating that 10 of the children left the district sometime during the summer and should have not been enrolled. However, the database does not allow an enrollment date, once created, to be removed. Instead, 9/10/03 is entered as a withdrawal date for each of the 10 children. In this example, 10 children would be inappropriately included in the Category 1 count because, while not in residence at any time during the 9/1/03 – 8/31/04 child count period, an edit check based simply on the presence of enrollment/withdrawal dates erroneously includes them in the Category 1 count.

Steps to Complete the Residency Verification Process

Step 1 - Ensure all staff are aware of the Residency Verification Process

Ensure that all of your state level staff are aware and support Residency Verification Efforts. Often efforts from the top down will help speed up the process. Having a letter of support from the State Educational Agency will help when reaching out to local school districts. Sometimes having access to the state student database can also help you determine if students are currently attending a school in your state. Having support from the State Department of Education staff is key. Work to gain this support before you start the Residency Verification process if possible.

These sample letters have been provided as examples of what this can look like in different states.

New York Student Data Verification Letter

Example Sample Letters to School Districts

Sample Nebraska Free Lunch Letter

MN Sample Protocol Document

Step 2 - Develop your student list

Map out the process. Develop your report. Make sure this report contains the right criteria and is comprehensive but also excludes any students who have previously moved unless you suspect they came back.

Sample A Report Example

Sample B Report Example

Step 3 - Map out the process

Organize your list by areas and locations and then determine who will complete the residency verifications. This should be the person who can complete the verification in the most timely manner. In some areas a recruiter might be ideal for out of school youth or Pre-K age students. In other areas a service provider or data specialist might be the best fit. For other students a

school secretary or district contact would be the best person. In addition, determine who would be the backup person if the first choice is not able to complete the verification.

It might be helpful to have a state appointed contact such as a Homeless Liaison in each district to also be a Migrant Liaison to assist with the residency verifications in your area. This can only be done with state staff support as this designation can be assigned by the State Department of Education. Some MEP programs find this to be very helpful in ensuring that migrant students get free lunch and also to get help with needed data for required MSIX data elements.

In all states someone should be responsible to ensure that this process has been completed for all students in the state. This will look different in each state depending on how many resources and staff members are available.

[Sample Report](#)

Sample Process - Large States

Large states are conducting the same process of verifications but have a much larger area and scale to complete but the process is still very similar to smaller and medium states. So they should have the help of all regional centers, school districts, MEP staff, etc to ensure that all students are verified. There should be regular communication between the MEP staff and a Migrant Liaison each district where migrant students are who can verify attendance of a student and therefore verify residence; in situations where district staff are unable to verify a student, the MEP staff should be assigned to reach out directly to the student families within their region of the state.

Sample Process - Medium States

Medium sized states should also have an organized way to involve all school districts, regional centers, as well as their MEP staff to verify residence of MEP students. Best practice would be regular communication between the MEP staff and a Migrant Liaison at each of the districts where migrant students reside. This person can verify attendance of a student and therefore verify residence; in situations where district staff are unable to verify a student, the MEP staff should be assigned to reach out directly to the student families within their region of the state.

Sample Process - Small States

States with low migrant student populations may follow the same process are medium or large states but often they can rely on only MEP staff to contact students and families directly to verify residence. MEP service providers / recruiters in these states are more likely to have the capacity to provide ongoing services to all students in their region, and may be in regular communication with all of their students. Likewise, MEP staff may also have the capacity to contact all school districts within their states to verify residence for students in those districts.

Step 4 - Create your data collection document/resource

Develop your state process for your verifications. For example, create a report that district staff will fill out when completing verifications. Determine how those completing the process will report their results back to you in a secure manner. Get processes in place for when you will notify them of the need for these verifications. These are helpful to start planning in August so you are ready to start immediately Sept 1 when the new program year starts. Determine exactly what information you need them to verify to show that an eligible migrant student is still present in your area.

Sample Report sent out to District Staff

Step 5 - Record your data

Enter the students that have their residency verification completed back into your state database. This process will be ongoing. As people report back, enter the results and update the lists of who has been verified and who has not yet and continue with this process until all students are re-verified. Ensure these verifications are entered into your state database for each student. Check to ensure they are showing up correctly in MSIX also.

Sample Updated list