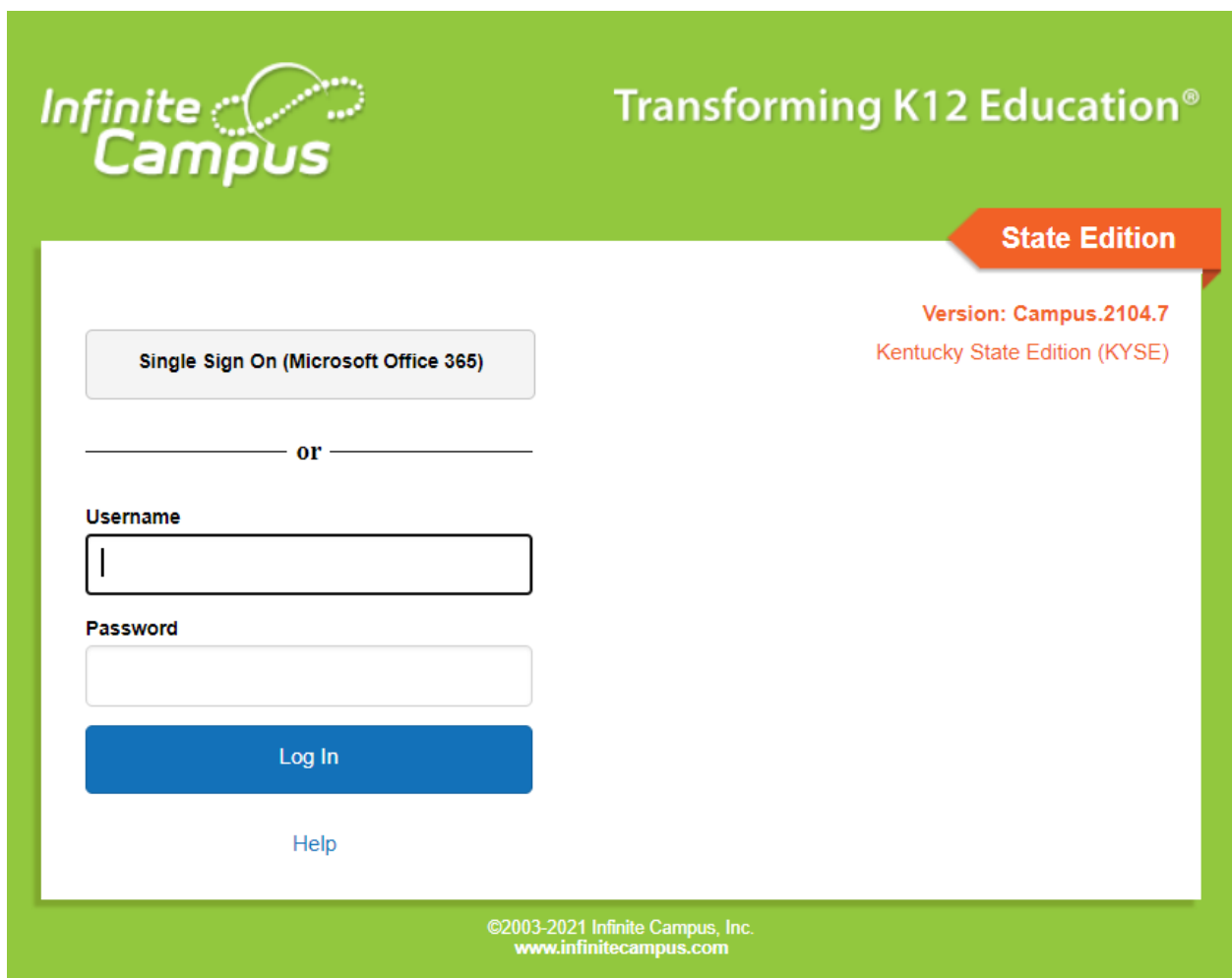# Migrant Procedural Document

Migrant student data is entered at the state level by the Migrant Regional Coordinators. The data is then published to appropriate district sites. The data is available for view in the district via Student Information | Program Participation | Migrant. To obtain a list of migrant students at the district/school level users can generate the QA Migrant report. This report should be generated and reviewed on a regular basis to identify newly enrolled migrant students eligible for services. Instructions for generating the QA Migrant report are provided in this document.

1. Sign into Infinite Campus. You will notice that this is in the IC state edition. The report is available in both state and district edition.


2. Select the year, district (if in State Edition), school and calendar at the top of the screen. Click on the waffle symbol if the calendar options do not appear. If you are in the district edition, you will only see "YEAR" and "SCHOOL." Select the current school year and school or all schools.

3. On the left side of the screen, you will see the Infinite Campus toolbar (Index)
   Path: KY State Reporting / KDE reports / QA Migrant Report (reference report Quick Reference Card for additional detail of the report)
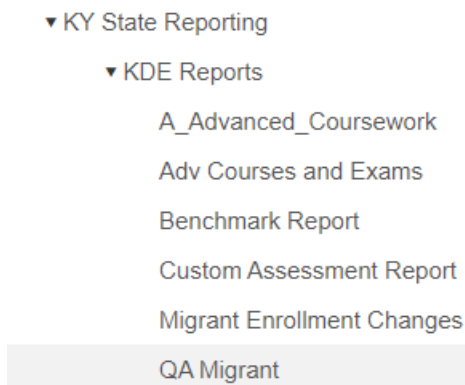
4. The report landing page provides a description of the report. There are two export options available to choose.
   a. <u>Detail Report</u>: This report will provide a list of students designated as migrant for the reporting period selected. The report contains personally identifiable information.
      i. The report will open in Excel.
         1. Enable editing
         2. Click "filter" via the Data tab to have the option to filter the report's various columns of data.
         3. The Migrant column will show whether the student is migrant as of today.
         4. Enrollment type will show if the enrollment is Primary (P), Secondary (S), or Special Education Services Only (N).
         5. "Economically Disadvantaged" lets us know that the student is receiving free and reduced lunch. All migrants should have a "Yes" here, but if they do not, there will be a "No," and it will be highlighted to indicate further investigation should be done to determine the issue.
         6. Student participation in other student groups is also included in the report.
   b. <u>Aggregated Report</u>: Shows the aggregated numbers of students, gender, race/ethnicity, and student groups.
      i. <u>Aggregated Individual</u>: This report is run at the school level. This is a great report to use to compare numbers against your migrant current enrollment report. If

you notice a school with a discrepancy, run the detailed report and filter to determine the issue.

KDE recommends running this report at least monthly and comparing it with your current enrollment to ensure the data in IC is accurate.

Reminder: Out of school youth will not appear on this report, nor will any pre-K student not enrolled in a public preschool within the district.