

**Kentucky Migrant Education Program
MSIX Policies and Procedures Acknowledgement Form**

In effect: September 1, 2016

I have read and been informed about the content, requirements, and expectations of the MSIX policies and procedures for the Kentucky Migrant Education Program. I have received a copy of the policies and procedures and agree to abide by the established guidelines as a condition of my district receiving Title I, Part C, Migrant Education Program funds.

I specifically agree:

- To use MSIX to obtain information contained in the consolidated record to properly place students in a timely manner.
- Verify the data in MSIX at least annually by reviewing it with the guardian of the student and follow the data correction procedure established in this policy guide including the established timeframes.
- Assist guardians of students not enrolled in public schools to obtain all applicable MDEs from the nonpublic school (private schools, home schools, prior school within the U.S. if not currently enrolled in school).
- Provide the guidance counselor of all secondary students (those who are earning high school credits) a copy of the consolidated record within 10 days of a student being enrolled in the MEP.

I understand that if I have questions, at any time, regarding the MSIX policies and procedures, I will consult with my regional coordinator or the SEA staff members.

Please read the MSIX policies and procedures carefully to ensure that you understand them before signing this document.

District Name: _____

Employee Signature: _____

Employee Printed Name: _____

Date: _____