

# Instructions for Completing the National Certificate of Eligibility

## Purpose

The State Education Agency (SEA) is required to document every migrant child's eligibility for the Migrant Education Program on the standard national certificate of eligibility (COE) created by the U.S. Department of Education. The COE serves as the official record of the State's eligibility determination for each individual child.

## General Instructions

The U.S. Department of Education (ED) has created a standard national COE that all states are required to use. The standard national COE is comprised of (1) **required data elements**, which States can organize according to State preference and utility, (2) **required data sections** that States can organize according to State preference and utility, but that must be maintained in whole and uninterrupted, and (3) **State requested information**, where space is available, that States can use to collect data for other required data collections. States must "maintain any additional documentation the SEA requires to confirm that each child found eligible for the program meets all of the eligibility definitions." State responsibilities for documenting the eligibility of migratory children are found in 34 CFR 200.89(c).

- A COE must be completed every time a child makes a new qualifying move.
- All sections and items on the COE must be completed. The recruiter must use "N/A" to mean "not applicable" if a response is not required or does not apply.
- If the recruiter completes a COE for a family, the recruiter must fill out a separate COE for any child who has a different qualifying arrival date (QAD) or any child who has different eligibility criteria than the rest of the children in the family, such as an OSY who may have moved on his or her own. In general, the qualifying arrival date (QAD) is the date that the child moved with his or her parent to enable the parent to find qualifying work. There are special cases that are described in the instructions for the section titled "Eligibility Data."
- The recruiter must not include any child who (1) was born after the qualifying move, (2) is not eligible to receive a free public school education [e.g., has graduated from a high school or obtained a General Educational Development (GED) certificate], or (3) did not make the qualifying move described on the COE.
- If more than one COE is necessary, the recruiter must complete all sections on each form.

## Completing the Required Data Elements of the COE

### LOA/LEA

**Family Data.** In this section of the COE, the recruiter will record the name and address of the child's male and/or female parent or parents.

- *Male Parent/Guardian [Last Name(s), First Name].* Record the legal last name (or names) and the legal first name of the male (if any) currently responsible for the child (ren). If the male parent has two last names or a hyphenated last name, record the male parent's last name(s) as it legally exists. The term "parent" on this form and in other sections of these instructions includes a legal guardian or other person who is standing in the place of the parent or *in loco parentis* (such as a grandparent, spouse, or stepparent with whom the child lives who is responsible for the welfare of the child). If the child has more than one male parent, provide an explanation in the comment section. If there is no parent information disclosed, record "N/A." If the "child" is the worker, write the child's name for this data element.
- *Female Parent/Guardian [Last Name(s), First Name].* Record the legal last name (or names) and the legal first name of the female (if any) currently responsible for the child (ren). If the female parent has two last names or a hyphenated last name, record the female parent's last name(s) as it legally exists. The term "parent" on this form and in other sections of these instructions includes a legal guardian or other person who is standing in the place of the parent or *in loco parentis* (such as a grandparent, spouse, or stepparent with whom the child lives who is responsible for the welfare of the child). If the child has more than one female parent, provide an explanation in the comment section. If there is no parent information disclosed, record "N/A." If the "child" is the worker, write the child's name for this data element.
- *Current Address.* Record the physical address, including the complete name of the street or road where the child (ren) currently resides. In cases where a formal physical address is not available, include as much other identifying information as possible (e.g., trailer number, rural route, migrant camp, landmark). If the physical address is different from the mailing address, provide the mailing address in the comment section of the COE.
- *City.* Record the name of the city or town where the child (ren) currently reside.
- *State.* Record the postal abbreviation used by the U.S. Postal Service for the state where the child (ren) currently resides.
- *Zip.* Record the five or nine-digit zip code where the child (ren) currently resides. The U.S. Postal Service has an online zip code directory service at <http://zip4.usps.com/zip4/welcome.jsp>.
- *Telephone.* Record the telephone number, including area code, of the family. If no telephone number is available, record "N/A."

**Child/School Data.** Child/school data includes the name, sex, birth date, etc. of each child. A recruiter should include all children with the same family and eligibility data on the same COE. Any child who has different (1) family or (2) eligibility data—including a different QAD—must be documented on a separate COE.

- *Name of School/District.* Record the full legal or commonly used name of the local educational agency (i.e., school district or local operating agency) where the child (ren) now resides. Do not abbreviate the name.
- *Residency Date.* Record the date (MM/DD/YY) that the child(ren) entered the present school district. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, May 20, 2008 would be written as 05/20/08. If the child(ren) qualified for the MEP on a move prior to the move to the present school district, the residency date will be later than the qualifying arrival date (QAD). If the child (ren) moved prior to the worker's move, the residency date would precede the QAD.
- *Last name 1.* Record the legal last name of each eligible child in the family (this is often the father's last name). If the child has a multiple or hyphenated last name (e.g., Ramirez-Garcia), record the first part of the name (i.e., Ramirez).
- *Last name 2.* If the child has a multiple or hyphenated last name (e.g., Ramirez-Garcia), record the second part of the name (i.e., Garcia). This is often the mother's last name. If the child does not have a multiple or hyphenated name, record "N/A."
- *Suffix.* Where applicable, record the child's generation in the family (e.g., Jr., Sr., III, 3<sup>rd</sup>).
- *First name.* Record the legal first name of each eligible child in the family. This is the name given to the child at birth, baptism, or during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names (e.g., Ale or Alex for Alejandra).
- *Middle name.* Record the legal middle name of each eligible child in the family. This is the secondary name given to the child at birth, baptism, or during another naming ceremony, or through a legal name change. Do not record nicknames or shortened names (e.g., Ale or Ale for Alejandra).
- *Sex.* Record the child's sex "M" for male or "F" for female.
- *Birth Date.* Record the month, day and year the child was born. Use the two-digit number that refers to the month and day, and the last two digits of the year. For example, September 20, 2003 would be written as 09/20/03.
- *Multiple Birth Flag (MB).* Record "Y" for "yes" if the child is a twin, triplet, etc. Record a dash or "N/A" for not applicable (i.e., the child is not a twin, triplet, etc.).
- *Birth Date Verification Code (Code).* Record the number that corresponds to the evidence used to confirm each child's birth date (see the codes and corresponding evidence listed below).

A birth certificate is the best evidence of the child's birth date, if available. If a birth certificate is not available, the interviewer may use another document to confirm the child's birth date, including any of those listed below.

- 1003 – baptismal or church certificate;
- 1004 – birth certificate;
- 1005 – entry in family Bible;
- 1006 – hospital certificate;
- 1007 – parent's affidavit;
- 1008 – passport;
- 1009 – physician's certificate;
- 1010 – previously verified school records;

- 1011 – State-issued ID;
- 1012 – driver’s license;
- 1013 – immigration document;
- 2382 – life insurance policy; or
- 9999 – other.

If written evidence is not available, the interviewer may rely on a parent’s or emancipated youth’s verbal statement. In such cases, the interviewer should record the “9999” – the number that corresponds to “other.”

## **Completing the Required Data Sections of the COE**

**Qualifying Move & Work Section.** In this section, record the qualifying move and qualifying work information for which the state believes documents the child’s eligibility for the program.

1. *The child(ren) listed on this form moved from a residence in \_\_\_\_\_ (School District/City/State/Country) to a residence in \_\_\_\_\_ (School District/City/State).*
  - *from a residence in \_\_\_\_\_ (School District/City/State/Country).* This location is the last place of residency before the child (ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work. Note that the child (ren) might have made subsequent non-qualifying moves.
    - If the child(ren) moved from a residence in one school district to a residence in another school district within the same U.S. state<sup>1</sup> - Record the full legally or commonly used name of the school district where the child(ren) listed resided immediately prior to the qualifying move. Also record the name of the city from which the child(ren) listed moved.
    - If the child (ren) moved from a residence in one U.S. state to a residence in another U.S. state - Record the name of the city and state from which the child (ren) listed moved.
    - If the child(ren) moved from a residence in a country other than the U.S. to a residence in the U.S. - Record the name of the state (within the other country) if available and the name of the country from which the child(ren) listed moved.
  - *to a residence in \_\_\_\_\_ (School District/City/State).* This location is the place of residency where the child (ren) and the parent, spouse or guardian moved due to economic necessity in order to obtain qualifying work. A qualifying move can never be made to a country outside of the United States. As mentioned previously, the child (ren) might have made subsequent non-qualifying moves.
    - If the child(ren) moved from a residence in one school district to a residence in another school district within the same U.S. state - Record the full legally or commonly used name of the school district where the child(ren) listed resided immediately following the

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<sup>1</sup> A list of U.S., Mexican, and Canadian States is provided on pages 14 and 15.

qualifying move. Also record the name of the city where the child(ren) listed resided in following the move.

- If the child (ren) moved from a residence in one U.S. state to a residence in another U.S. state - Record the name of the city and state where the child (ren) listed resided in following the move.
- If the child (ren) moved from a residence in a country other than the U.S. to a residence in the U.S. - Record the name of the city and state in the U.S. where the child(ren) listed resided in following the move.

Provide as much of this information in these two blanks as available. At a minimum, the State must be able to document that the child moved across school district lines and changed residences in the process.

If the child and parent moved from different previous residences, record the child's prior residence in response to #1 and record the parent's residence in the Comment Section. In order for the child to be eligible, both the child and the parent must have moved across school district lines and changed residences in the process.

2. *The child (ren) moved (described in 1.): [Mark only one of the following boxes, either a, b, or c.]*

a. ☐ *on own as a worker, OR*

- Mark this box if the child himself or herself moved in order to obtain qualifying work;

b. ☐ *with the worker, \_\_\_\_\_ (First and Last Name of Worker), who is the child's ☐ parent ☐ spouse ☐ guardian, OR*

- Mark this box if the child (ren) moved with a parent, spouse or guardian in order for the worker to obtain qualifying work. Record the first and last name of the individual who sought or obtained the qualifying work. Mark the box that indicates the child's relationship to the worker (i.e., parent, spouse or guardian).

c. ☐ *to join or precede (explain in Comment Section) the worker, \_\_\_\_\_ (First and Last name of Worker) who is the ☐ parent ☐ spouse ☐ guardian.*

- Mark this box if the child(ren) moved either before or after the date the parent, spouse, or guardian moved in order to obtain qualifying work. Record the first and last name of the worker who obtained the qualifying work. Mark the box that indicates the child's relationship to the worker (i.e., parent, spouse or guardian).
- If the child (ren) joined the parent, spouse, or guardian, record the date the worker moved in order to obtain qualifying work in the Comment Section. Also record the reason for the child's later move.
- If the child (ren) preceded the worker, record the date the child(ren) moved in order for the parent, spouse, or guardian to obtain qualifying work in the Comment Section. Also record the reason for the worker's later move.

3. *The worker moved due to economic necessity in order to obtain: [Mark only one of the following boxes, either a, b, or c.]*

a. ☐ *qualifying work, and obtained qualifying work, OR*

- Mark this box if the child, parent, spouse, or guardian moved due to economic necessity in order to obtain temporary or seasonal employment in agricultural or fishing work, and obtained that work.

b. ☐ *any work, and obtained qualifying work soon after the move, OR*

- Mark this box if the child, parent, spouse or guardian, moved due to economic necessity in order to obtain any work, and soon after the move obtained temporary or seasonal employment in agricultural or fishing work.

c. ☐ *qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work: [NOTE: Also complete box "i," box "ii" or both.]*

- Mark this box if the child, parent, spouse or guardian moved due to economic necessity to obtain temporary or seasonal employment in agricultural or fishing work, but did not obtain that work. If this box is marked, also mark box i, box ii, or both.

i. ☐ *The worker has a prior history of moves to obtain qualifying work (explain in Comment Section), OR*

- Mark this box to indicate that the worker has a prior history of moving to obtain temporary or seasonal employment in agricultural or fishing work. Explain this history in the Comment Section. For example, the recruiter could write, "Jorge Garcia moved from Brownsville, Texas to Decatur, Michigan to plant tomatoes in May of 2007." The recruiter could also check the MSIX database, or other local database, to see if it contained a history of prior moves to obtain qualifying work and append the print-out to the COE.

ii. ☐ *There is other credible evidence that the worker actively sought qualifying work soon after the move, but for reasons beyond the worker's control, the work was not available (explain in Comment Section).*

- Mark this box to indicate that there is other credible evidence that demonstrates that the worker actively sought qualifying agricultural or fishing work soon after the move, but the work was not available for reasons beyond the worker's control. For example, a local farmer or grower confirmed that the worker applied for qualifying work but none was available; newspaper clippings document that work was not available because of a recent drought, flood, hail storm, or other disaster in the area. Explain this evidence in the Comment Section and attach supporting documentation where available.

4. *The Qualifying Arrival Date was \_\_\_\_\_ (MM/DD/YY). Record the Qualifying Arrival Date (QAD), using the two-digit numbers that refer to the month and day, and the last two digits of the year. For example, May 20, 2008 would be written as 05/20/08.*

In general, the QAD is the date that the qualifying move occurred. The child must have moved on his or her own, or with or to join a parent, guardian or spouse to enable the worker (i.e., child, parent, guardian or spouse) to obtain qualifying work. As referenced in 3c, the child and worker will not always move together, in which case, the QAD would be the date the child joins the worker who

has already moved, or the date when the worker joins the child who has already moved. The QAD is the date that the child's eligibility for the MEP begins. The QAD is not affected by subsequent non-qualifying moves. For more information on determining the QAD, see the chart below.

<b>Type of Qualifying Move</b>	<b>Qualifying Arrival Date (QAD)--Eligibility Begins</b> The QAD is. . .
<u>The child. . .</u>	
. . .moved <u>with</u> the worker.	. . .the date the <u>child and worker both arrive</u> in the district where the worker will look for qualifying work.
. . .moved <u>before</u> the worker moved.	. . .the date the <u>worker arrives</u> in the district to look for qualifying work.
. . .moved to join the worker <u>after</u> the worker moves.	. . .the date the <u>child arrives</u> to join the worker.

5. *The qualifying work\**, \_\_\_\_\_ (*describe agricultural or fishing work*), (Continued below)

- (\*) Explain in the Comment Section if the work sought or obtained was for personal subsistence meaning that “the worker and the worker’s family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch” (Section 200.81(h)). Also explain in the Comment Section if the worker was self-employed.
- *Describe agricultural or fishing work.* When describing the specific agricultural or fishing work, the recruiter should use an action verb (e.g., “picking”) and a noun (e.g., “strawberries”). In other words, the recruiter should describe the worker’s action (e.g., “picking”) and the crop, livestock, or seafood (e.g., “strawberries”). Here are some examples of properly written qualifying work: picking strawberries, thinning sugar beets, pruning grapes, detasseling corn, catching chickens, planting oysters, walking (weeding) soybeans, and harvesting crabs.

(Continued from above)...was [Mark only one of the following boxes, see below]:

- a. ☐ *seasonal employment in agricultural work, OR*
- b. ☐ *seasonal employment in fishing work, OR*
- c. ☐ *temporary employment in agricultural work, OR*
- d. ☐ *temporary employment in fishing work.*
- Mark the appropriate combination of seasonal or temporary employment and agricultural or fishing work that reflects the qualifying work sought or obtained by the worker.

“Seasonal employment” is employment that occurs only during a certain period of the year because of the cycles of nature and that, by its nature, may not be continuous or carried on throughout the year. (Section 200.81(j)).

“Temporary employment” is employment that lasts for a limited period of time, usually a few months, but not longer than 12 months. It typically includes employment where the worker states that the worker does not intend to remain in that employment indefinitely; the employer states that the worker was hired for a limited time frame; or the SEA has determined on some other reasonable basis that the employment is temporary. (Section 200.81(k)).

[Note: For temporary employment, the definition includes employment that is constant and available year-round only if, consistent with the requirements of Section 200.81(k) of the regulations, the SEA documents that, given the nature of the work, of those workers whose children were previously determined to be eligible based on the State’s prior determination of the temporary nature of such employment (or the children themselves if they are the workers), virtually no workers remained employed by the same employer more than 12 months.]

“Agricultural work” is work that involves the production or initial processing of crops, dairy products, poultry, or livestock, as well as the cultivation or harvesting of trees. (Section 200.81(a)). The work may be performed either for wages or personal subsistence.

“Fishing work” is work that involves the catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. (Section 200.81(b)) The work may be performed either for wages or personal subsistence.

6. (Only complete if “temporary” is checked in 5) *The work was determined to be temporary employment based on:*

a. ☐ *worker’s statement (explain in Comment Section ), OR*

- Mark this box if the work was determined to be temporary employment based on a statement by the worker or the worker’s family (e.g. spouse) if the worker is unavailable (Explain in Comment Section ). For example, the worker states that he or she only plans to remain at the job for a few months. Provide explanatory comments in Comment Section.

b. ☐ *employer’s statement (explain in Comment Section), OR*

- Mark this box if the work was determined to be temporary employment based on a statement by the employer or documentation obtained from the employer. For example, the employer states that he or she hired the worker for a specific time period (e.g., 3 months) or until a specific task is completed and the work is not one of a series of activities that is typical of permanent employment. Provide explanatory comments in Comment Section. Attach supporting documentation if available.

c. ☐ *verification of State documentation for \_\_\_\_\_.(employer)*

- Mark this box upon verification that the State has current documentation that verifies that the work described in #5 is temporary employment for this particular employer. In other words, the State has verified that of those workers whose children were previously determined to be eligible based on the State’s prior determination of the temporary nature



of such employment (or the children themselves if they are the workers), virtually no workers remained employed by the same employer more than 12 months, even though the work may be available on a constant and year-round basis.

- *Employer.* Identify the employer, whether it is the name of or code for a farmer, a grower, a business, or a corporation, where the worker either sought or obtained qualifying work.

**Comment Section.** The “Comments Section” of the COE allows the recruiter to provide additional information or details that clarify the reasons for the recruiter’s eligibility determination. The recruiter should write clear and detailed comments so an independent party who has no prior knowledge of the eligibility determination can understand the recruiter’s reasoning for determining that the child(ren) is eligible. At a minimum, the recruiter must provide comments that clearly explain items 2c, 3c and, if applicable, 5 and 6 of the Eligibility Section. As mentioned previously, these items include the following scenarios:

- The child’s move joined or preceded the worker’s move. If the child(ren) joined the parent, spouse, or guardian, record the date the worker moved in order to obtain qualifying work. Also record the reason for the child’s later move.  
If the child(ren) preceded the worker, record the date the child(ren) moved in order for the parent, spouse, or guardian to obtain qualifying work. Also record the reason for the worker’s later move.
- The employment is temporary. In particular, record the information provided by the worker or employer regarding how long they expect the employment to last. The comment should be of sufficient length to adequately document how the recruiter came to the decision of eligible.
- The child (ren) qualified on the basis of “personal subsistence,” meaning “that the worker and the worker’s family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch.” (Section 200.81(h))
- The worker did not obtain qualifying employment as a result of the move. In this case, the recruiter must document (1) that the worker stated that one reason for the move was to obtain qualifying work, and (2) the worker has a prior history of moves to obtain qualifying work; OR there is other credible evidence that the worker actively sought qualifying work soon after the move, but, for reasons beyond the worker’s control, the work was not available; or both. Examples of credible evidence include a statement by a farmer that the worker applied for qualifying work but none was available, or a newspaper clipping regarding a recent drought in the area that caused work not to be available.
- The worker was self-employed when he or she sought or obtained the qualifying work. In particular, record why the fact that the worker was self-employed did not constitute permanent employment.

OME recommends that the recruiter provide additional comments on the COE in the following circumstances and in any other circumstances whereby a third party may question the eligibility determination:

- The information on the COE needs additional explanation to be clearly understood by an independent outside reviewer.
- The basis for the preliminary eligibility determination is not obvious. For example, the work is unusual enough that an independent reviewer is unlikely to understand that it is qualifying work. An explanation is needed to enable a reviewer to understand how the preliminary eligibility determination was made.
- The work could be part of a "series of activities" that, viewed together, would constitute year-round employment (e.g., mending fences on a dairy farm and bailing hay could be two parts of year-round ranching with one employer).
- The work may be viewed by an independent reviewer as either temporary or year-round employment (e.g., collecting eggs or milking cows).
- A "move" is of such brief duration or of such a short distance (or both) that one could question whether any migration has occurred (e.g., intra-city or intra-town move that is across school district boundaries).
- A parent or guardian uses a symbol such as an "X" or other valid mark as a signature.
- The person who provided the information on the COE form is not the worker.
- The qualifying move corresponds to school breaks and could be viewed by some as a return from vacation or a move for personal reasons, not a move for economic necessity whereby the worker sought or obtained qualifying work. In this case, the recruiter should explain why the move away was for economic necessity and not for personal reasons.
- The mailing address is different from the child's physical residence; provide the physical address as a comment.
- The child(ren) and parent moved from different previous residences. Record the parent's previous *School District/City/State/Country* of residence.

**Parent/Guardian/Spouse/Worker Signature Section.** The interviewee signs and dates the COE on the day the interview is conducted. The interviewee should also write his or her relationship to the child. The person who signs the COE must be the source of the information contained in the document and should verify any information provided by another source. If the parent is unable to sign his or her name, the parent should mark an X in the signature section and the recruiter should print the parent's name and relationship to the child in the Comment Section. If a parent refuses to sign his or her name, the recruiter should document the parent's refusal in the Comment Section and print the parent's name and relationship to the child.

*I understand the purpose of this form is to help the State determine if the child (ren)/youth listed above is/are eligible for the Title I, Part C Migrant Education Program. To the best of my knowledge, all of the information I provided that is included on this form is true.*

**Eligibility Certification Section.** The recruiter signs and dates the COE on the day the interview is conducted.

*I certify that these children are migratory children as defined in 20 U.S.C. 6399(2) and are eligible as such for MEP services based on the information above. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid. Any false statement provided herein is subject to fine or imprisonment pursuant to 18 U.S.C. 1001*

At least one SEA-designated reviewer must check each completed COE to ensure that the written documentation is sufficient and that, based on the recorded data, the child(ren) included on the form are eligible for MEP services. The SEA-designated reviewer must sign and date the COE on the day it was reviewed.

**LEA/Program COE Validation Section.** As part of a sound system of quality control MEP regulations requires that each COE be examined by qualified individuals at the local operating agency level of each COE to verify that the written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. Once The LEA/Program has examined the COE and requires all data elements are documented accurately and is ready for submission to the SEA the LEA/Program Director/Coordinator must sign and date the national COE to indicate that this level of review has occurred. Upon completion submit the COE to the SEA for approval

**COE Submissions Section.** The LEA/Program will submit the typed PDF scanned copy of the signed national COE to the SEA for final approval. Each COE PDF File submitted to the SEA must be titled with the parents/guardians name documented on the COE. (E.g. Parents: Jose Chacon-Perales and Maria Lupita Gonzales) **All files that contain student data that are sent to the state must be encrypted.** The COE must be submitted to the SEA within 5 business days of the parent/guardian signature of the form. Submit to Ricardo Lopez or Juanita Arias for state approval.

**SEA COE Validation Section.** The SEA has 5 business days to validate the eligibility of the COE submitted by the LEA/program. Each COE that cannot be validated (e.g. missing or inaccurate required data elements) will be sent back to the LEA/Program for clarification. The LEA/Program has 5 business days to complete the clarification process and resubmit the COE Form to the SEA for final approval.

**Enrollment for Attending Student.** The term “enrolled” is generally used to refer to the enrollment of a child in any school program. In addition, the term is sometimes also used in connection with special summer funding counts to refer to students who participate in summer MEP projects. Students enrolled in a school are for eligible migrant children in grade levels PK-12. Enrollments for students in an MEP project are for eligible migrant children in grade levels P3-P5, OS, and UG.

Each enrolled eligible migrant student whether in a school or MEP project must have an enrollment and withdrawal date within the Academic Year. Verify with the district to ensure accuracy when enrolling a student in a school.

Each student enrolled in a school or MEP project must have an instructional supplemental service included within that Academic Year.

For students that are in their 2<sup>nd</sup> and 3<sup>rd</sup> year of eligibility and have either moved or are no longer attending school will not be entered in the States migrant system.

Each LEA/Program must keep an updated school roster and submit it to the district for validation purposes each Academic Year. Once validated by the districts, the migrant data specialist has 5 business days to enroll the student in the states migrant system.

Each LEA/Program must keep an updated roster of students attending an MEP Project for validation purposes each Academic Year. Once validated by the LEA/Programs, the migrant data specialist has 5 business days to enroll the student in the states migrant system.

**Storage of National COE Forms.** All National COE forms must be kept on record with the original parent/guardians/self signature in your local filing system for monitoring purposes. Each LEA/Program must keep National COE's on record for seven years in their local filing system for monitoring purposes.

## Required OME Comments.

A comment must be added in SEC.IV COMMENTS of the COE where applicable.

- List physical address if different from mailing address.
- The child's move joined/preceded the worker's move.
- Document/list worker's prior history of moves to obtain qualifying work.
- Describe circumstances under which worker sought work but work was unavailable.
- Explain unusual qualifying work.
- Explain temporary work and duration with a worker's or employer's statement.
- Explain series of activities that could be year-round employment.
- Explain employment that could be either temporary or year-round.
- Provide state documentation of temporary work with date, title.
- Explain qualification based on "personal subsistence."
- Explain why worker did not obtain qualifying employment as a result of the move.
- Short distance and short duration moves.
- Qualifying move from a non-border country to first U.S. residence.
- Household supported by nonagricultural/nonfishing work.
- Parent/guardian uses an "X" or symbol as a signature.
- Person providing COE information is not the worker or youth.
- Legal parent and current parent are not the same.
- Qualifying move coincides with school breaks and economic necessity unclear.
- The children and parent moved from different previous residences.
- Family is being qualified on a previous move.

**The Colorado Department of Education Migrant Education Program**

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<b><u>U.S. State/Possession</u></b>	<b><u>Abbreviation</u></b>
ALABAMA	AL
ALASKA	AK
AMERICAN SAMOA	AS
ARIZONA	AZ
ARKANSAS	AR
CALIFORNIA	CA
COLORADO	CO
CONNECTICUT	CT
DELAWARE	DE
DISTRICT OF COLUMBIA	DC
FEDERATED STATES OF MICRONESIA	FM
FLORIDA	FL
GEORGIA	GA
GUAM	GU
HAWAII	HI
IDAHO	ID
ILLINOIS	IL
INDIANA	IN
IOWA	IA
KANSAS	KS
KENTUCKY	KY
LOUISIANA	LA
MAINE	ME
MARSHALL ISLANDS	MH
MARYLAND	MD
MASSACHUSETTS	MA
MICHIGAN	MI
MINNESOTA	MN
MISSISSIPPI	MS

<b><u>U.S. State/Possession</u></b>	<b><u>Abbreviation</u></b>
MISSOURI	MO
MONTANA	MT
NEBRASKA	NE
NEVADA	NV
NEW HAMPSHIRE	NH
NEW JERSEY	NJ
NEW MEXICO	NM
NEW YORK	NY
NORTH CAROLINA	NC
NORTH DAKOTA	ND
NORTHERN MARIANA ISLANDS	MP
OHIO	OH
OKLAHOMA	OK
OREGON	OR
PALAU	PW
PENNSYLVANIA	PA
PUERTO RICO	PR
RHODE ISLAND	RI
SOUTH CAROLINA	SC
SOUTH DAKOTA	SD
TENNESSEE	TN
TEXAS	TX
UTAH	UT
VERMONT	VT
VIRGIN ISLANDS	VI
VIRGINIA	VA
WASHINGTON	WA
WEST VIRGINIA	WV
WISCONSIN	WI
WYOMING	WY

<b>Mexican (MX) State</b>	<b>Abbreviation</b>	<b>Canadian (CA) Province/Territory</b>	<b>Abbreviation</b>
Aguascalientes	AG	British Columbia	BC
Baja California	BJ	Manitoba	MB
Baja California Sur	BS	New Brunswick	NB
Campeche	CP	Newfoundland	NF
Chiapas	CH	Northwest Territory	NT
Chihuahua	CI	Nova Scotia	NS
Coahuila	CU	Nunavat	NU
Colima	CL	Ontario	ON
Distrito Federal	DF	Prince Edward Island	PE
Durango	DG	Quebec	QC
Guanajuato	GJ	Saskatchewan	SK
Guerrero	GR	Yukon Territory	YT
Hildago	HG		
Jalisco	JA		
Mexico	EM		
Michoacan	MH		
Morelos	MR		
Nayarit	NA		
Nuevo Leon	NL		
Oaxaca	OA		
Puebla	PU		
Queretaro	QA		
Quintana Roo	QR		
San Luis Potosi	SL		
Sinaloa	SI		
Sonora	SO		
Tabasco	TA		
Tamaulipas	TM		
Tlaxcala	TL		
Veracruz	VZ		
Yucatan	YC		
Zacatecas	ZT		