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### Migratory Student Service Procedures

When school personnel learn a migratory student is enrolling/already enrolled, the following steps will be taken::

1. The district is notified by the parent, county, or other organization that the student is migratory. If the previous school is known, a records request is sent by the District Registrar upon enrollment.
2. Student Information System Manager receives a notification and follows up with the Curriculum Director for Certificate of Eligibility.
3. The Director of Curriculum advises the SIS manager when COE is received. Upon receiving proper documentation, SIS manager updates the migrant field section in Student Information System.
4. SIS Manager sends notification to Special Services department. Special Services updates demographic changes and communicates status to the building principal, social worker, secretary, literacy coach, and the district newcomer and refugee liaison.
5. Special Services will make necessary changes to general school fee(s) and meal status information in Student Information System.
6. If needed, Special Services will set up transportation, and coordinate with the building social worker.
7. District Newcomer and Refugee Liaison and/or the social worker will follow-up with the family every 30 days. If staff personnel learns of a change in address or housing situation, notify district newcomer and refugee liaison and/or social worker.