

Florida Migrant Education Program (FMEP) 2018-2019 Coordinator Calendar

Revised April 18, 2018

Month	Date	Report / Event	Detail
July – June	July 1-June 30	MSIX Data	Submit by required timeframes
		Once grades and credits are posted to student transcripts as the end of the year is near, please be sure to have your IT staff send these updates (the entire transcript) on to FASTER so that up-to-date information will be displayed in MSIX.	Based on timeframes established by OME, migrant student records should be transmitted to MSIX as follows: <ul style="list-style-type: none"> • Upon completion of the student’s enrollment with the school district, immediately after the student has received their class assignments; • At the end of every grade reporting period; • At the end of every school term; and • Upon the student’s withdrawal from school or from the Migrant Education Program.
July – June	July 1-June 30	COEs and OSY Profiles	Submit to ID&R Office the 5 th of every month; if none, notify the ID&R Office according to same timeline
July	07/01/2018	COE forms	Disseminate 2018-19 COE forms to districts.
July	07/15/2018	Survey 5	Disseminate Preliminary Survey 5 Data to districts for validation and reconciliation purposes.
July	07/24/18 – 08/25/18	Survey 5	MEP Survey 5 due July 28, 2018 (State processing: (July 24 – August 25, 2018).
July	07/31/2018	Florida ID&R Manual	Disseminate revised ID&R Manual to districts.
August	08/09/2018	OME Webinar	USED-OME Webinar – MSIX: Welcome Back to School (August 9, 2018 @ 2:00 p.m.).
August	08/15/2018	Survey 5	Disseminate Preliminary Survey 5 Data to districts.
August	08/22/2018	Bi-monthly Coordinators’ Call	Conference call time: 10:00 a.m. – 11:30 a.m.

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August	08/30/2018	OME Webinar	USED-OME Webinar: MEP Fiscal Requirements (August 30, 2018 @ 2:00 p.m.).
August	08/31/2018	Evaluation Template & Guidebook	Disseminate Evaluation Report Template and Evaluation guidebook to districts.
August	08/31/2018	Comprehensive Needs Assessment (CNA) and Service Delivery Plan (SDP)	Disseminate CNA and SDP to districts.
September	09/30/2018	OSY Profile Data Report	Submitted by the ID&R Office
September	09/1/2018	GOSOSY Form 1; PI CIG Form	Submitted by the ID&R Office
September	TBD	Fall FASFEPA Forum	TBD
September	September	Implementation Strategies Meeting	Time and location to be determined
September	9/17-21/2018	Consortium Incentive Grants Dissemination Event	Dissemination Event for OME-funded Dissemination Event to be held in Clearwater Beach, FL
September	9/30/2018	Summer Outcome Report	Send to FMEP State Evaluator by email
September	09/30/2018	Qualifying Activity Chart	Submit to the ID&R Office
October	10/24/2018	Bi-monthly Coordinators' Call	Conference call time: 10:00 a.m. – 11:30 a.m.
September	9/1/2018	Re-interview Form	Submit to ID&R Office
October	10/9-11/2018	2018 National ID&R Forum	Location: Philadelphia, PA
October	10/7/2018	Survey 5 deadline	Reporting ends; data submission will be used for federal reporting purposes
October	TBD	Monitoring Work papers & documentation	Submission of Title I, Part C work papers and documentation will be required for all districts scheduled for desktop and onsite monitoring
October	10/31/2018	Annual Evaluation Report	Send to FMEP State Evaluator by email
December	12/19/2018	Bi-monthly Coordinators' Call	Conference call time: 10:00 a.m. – 11:30 a.m.

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February	02/20/2019	Bi-monthly Coordinators' Call	Conference call time: 10:00 a.m. – 11:30 a.m.
March	TBD	Plan for Summer Programming	Plan includes summer allocation and budget amendment.
April	04/24/2019	Bi-monthly Coordinators' Call	Conference call time: 10:00 a.m. – 11:30 a.m.
April	TBD	NASDME National Migrant Conference	Location: TBD
April/May	TBD	2018 Identification & Recruitment Statewide Training	Location: TBD
April/May	TBD	Summer Program Budget Amendment	Late April. Submit summer program amendment, if applicable.
May - June	TBD	State Monitoring – Desktop and on-site	FMEP staff will coordinate schedules with those designated districts scheduled for monitoring during the FY 2018-19 cycle
May	TBD	FASFEP/ECTAC Spring Forum	TBD
June	06/26/2019	Bi-monthly Coordinators' Call	Conference call time: 10:00 a.m. – 11:30 a.m.
June	6/30/2019	Program Application	CRITICAL: DOE 100 – submit no later than June 30, 2019
July	TBD	Survey 5 (for federal compliance; allocations)	DUE TBD State Processing: TBD Federal Reporting Cut-off: TBD

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Bi-Monthly Migrant Education Program (MEP) Coordinators' Conference Call Schedule

FY 2018-19

NOTE: All FMEP Coordinators' Conference calls will occur on the 4th Wednesday bi-monthly from 10 a.m. – 11:30 a.m. starting the month of August 2018.

Conference Call Dates for FY 2018-19	Conference Call Time
August 22 October 24 December 19 February 20 April 24 Jun 26	All conference calls will occur between 10:00 AM – 11:30AM

Conference Call Line Information

Conference Phone Number: **888-670-3525**

Participant Passcode: **1257356978#**