

LOCAL MEP COE & MIS2000 Procedures

In accordance with the Michigan Department of Education (MDE), Imlay City School (ICS) follows the detailed procedure for completing the COE obtainment and approval to determine family/student Migrant eligibility:

1. Recruiter fills out a COE form with the family.
 - a. Recruiter and family sign the COE.
2. Recruiter delivers the original COE to the Executive Director-Curriculum and Instruction of ICS. The recruiter must approve within 48 hours.
3. Director may either:
 - a. Agree with the eligibility determination and sign the COE
 - b. Return the COE to the recruiter with questions
4. Director gives the approved COE to the ICS MEP Data Entry staff member.
5. ICS MEP Data Entry staff member collaborates with the ICS MSDS District Personnel, as needed, to complete the enrollment process via a MSDS Student Record Maintenance, fix UIC discrepancies, and enter enrollment data into the Teacher Student Data Link (TSDL) for secondary students.
6. ICS MEP Data Entry staff member enters the data into MIS2000 within two days, submits, and informs the ICS Executive Director-Curriculum and Instruction that a COE is pending.
 - a. After submitting the COE, mark the student Migrant in PowerSchool.
 - b. After marking the student as Migrant, enter the eligibility expiration date.
7. Director reviews the COE, and completes the approval process through the MIS2000 platform process.