



Richard Woods, Georgia's School Superintendent  
"Educating Georgia's Future"

Georgia Department of Education (GaDOE)  
Title I, Part C – Migrant Education Program (MEP)  
Local Identification and Recruitment (ID&R) Plan

School District: *Lowndes County Schools*

School Year: *2017-2018*

*All school districts in Georgia follow the state and regional GaDOE MEP ID&R plan as outlined in the Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook. The plan below describes how the school district will implement ID&R requirements aligned to the state and regional ID&R plans.*

**I. ID&R Planning and Implementation**

1. How often will the MEP contact meet with local ID&R staff (recruiters and supplemental service providers or SSPs) to monitor the implementation of this ID&R plan (minimum of once a semester and summer)?  
*August, September, March, and May: The meeting in May will include summer ID&R planning on the agenda. This meeting is scheduled for May 18, 2017 and will be in May each year.*
2. How will the district manage and coordinate local staff year-round (regular school year and summer) ongoing recruitment efforts for enrolled and out-of-school youth (OSY) including pre-school aged children? Please describe and include flexible staff schedules, peak periods of agricultural activity, and use of the ID&R Activities checklist.  
*The SSPs will recruit during summer school in June and July, a minimum of two days in July (June and July only if the SSPs are on contract, on the payroll, and are not on summer vacation). Also, they will recruit during the month of August when they are back on contract (which encompasses the first month of school). The peak times in Lowndes County for ID&R are April-June and August-October. Continuously throughout the year, the SSPs will visit employers, camps, neighborhoods, churches, and other known gathering places of Migrant families within the community. The SSPs periodically submit their schedules reflecting ID&R (as needed) and this will reflect increases during the peak months. Flexible work hours will be used to make as many contacts as possible, for conducting ID&R activities, and updating efforts during the key times. The ID&R checklist will be used to guide these efforts and it will be updated as need. The SSPs schedules remain flexible during the entire school year to accommodate ID&R efforts and may use work-day exchange to help in this effort.*
3. How will the district coordinate with regional and state MEP staff for identifying and contacting potentially eligible migratory families, targeting enrollees and non-enrollees (ages 0 to 21), and ensure COEs are completed as needed (within two days)?  
*The SSPs will make weekly contact with the State Recruiter for coordination. COE will be completed in a timely manner- the first two-days are preferred. The SSP will communicate with the Regional Recruiter to plan for the recruitment for families and OSY who are hard to locate.*
4. How will the district contact currently eligible migratory children and youth to determine if new qualifying moves have occurred and ensure COEs are completed as needed?  
*This will be done by the SSPs during the resign window in the month of August (the beginning of school), after school breaks, and after reviewing Occupational Surveys from students who are enrolling in the LCSS.*
5. How will the district ensure the occupational survey (which is completed by all students during new student registration and back-to-school registration) is gathered, reviewed, and prioritized for further follow up to

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identify potential migratory children and youth? Include a reference to training local school staff on the process.

*The MEP Contact/assigned SSP will ensure that the form in use is current and part of the registration packet for new enrollees and in the back-to-school packets for returning students. The registrars gather the OSs during the registration process for new students. The SSPs may pick these up from the registrars at the Centralized Enrollment Office or they are sent to the SSPs on a daily basis once school begins. SSPs review the information and prioritize those forms with positive response and follow-up. Barring unusual circumstances, the SSPs will complete the follow-up within two days. If needed, the State Recruiter will be contacted for assistance/guidance. If the child is identified as qualifying for Migrant Education services, the SSP will notify school officials/registration office of the student's status. The MEP Contact or designee will review the Occupational Survey to ensure that the information is still current and accurate.*

6. How will the district coordinate with other agencies, organizations, and resources to build a recruitment network and identify potentially eligible migratory participants?

*The SSPs in Lowndes County work with the following groups to help identify potential students in need of Migrant Education Program services:*

*Telemon Corporation, Farm Workers Clinic, the Lowndes County Health Department, the Georgia Department of Labor, Migrant Headstart, Community Partners in Education, and the LCSS social workers.*

*Since ID&R efforts are ongoing, SSPs make personal, electronic, or phone contact with the aforementioned groups on a monthly basis- more frequently during the peak ID&R months- to obtain updated information on all age groups. Assistance to help meet the needs of Migrant families is coordinated with community agencies and school system programs when possible.*

## **II. School District/Local Agricultural Information**

1. How will the district create and/or maintain a current local agricultural map containing profiles of employers, agricultural activities, crops and/or growing seasons in your area? Please explain how this information will be updated during the year (each semester minimum).

*SSPs gather information from the DOE Migrant Education website, regional recruiter, crew leaders, and from working with local farmers. The SSPs keep this information and update it in August, January, and May. A map is maintained and highlighted to show agricultural activities, crops, employment locations, and includes employer rosters with business name, address, and the contact person's name and phone number.*

2. How will the district create and or maintain a local agricultural map that includes the areas/neighborhoods and labor camps where migratory families may reside? Please explain how this information will be updated during the year (each semester minimum).

*The information contained in #1 will be used in the process to create of the map to plot Migrant participants.*

3. What is the district's plan for contacting employers within its boundaries regarding hiring practices, crops and growing seasons in order to identify potentially new eligible migratory families?

*SSPs visit the site and make calls weekly to the employers and keep an updated employer roster.*

4. The district's list of agricultural activities, local agricultural map, residential map, and list of employers must be readily available to be shared with the GaDOE MEP staff throughout the current school year when requested and/or needed. Where will this information be stored in the district? (Please ensure to keep all this information current and on file).

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*The SSPs keep this information current and in their notebooks and provide a copy to the Migrant Contact Office.*

***DISCLAIMER:***

***The Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook is the primary source of information for all aspects of ID&R.***

**Reminders**

All quality control procedures must follow the *Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook* quality control descriptors. Please visit: <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/publications.aspx> and click on the *Georgia Migrant Education Program Identification and Recruitment and Data Collections Handbook* link.

You may use the Georgia MEP State Agricultural Activities map as a starting point when creating your local agricultural map: <http://www.gadoe.org/School-Improvement/Federal-Programs/Pages/Identification-and-Recruitment.aspx>

Remember that your local agricultural map must include information unique to your area and compliment the Georgia MEP State agricultural map with information not currently identified/found in it.

**Agreement**

I agree that all the information provided in this ID&R Plan is true and up-to-date to the best of my knowledge and will be readily available for the Georgia MEP staff for use, research, resources, and or monitoring purposes throughout the current school year.

Created by: *Herb Hamilton, Federal Projects Director*

Submitted by: *Herb Hamilton, Federal Projects Director*

Date created: *5/10/2017*

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1854 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, GA 30334 • [www.gadoe.org](http://www.gadoe.org)

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