Wisconsin Department of Public Instruction
CERTIFICATE OF ELIGIBILITY (COE)
PI-1727 (Rev. 02-15)

Requirement of PL 107-110, Title I Migrant Education

Mail to: DEPARTMENT OF PUBLIC INSTRUCTION
ATTN: TENA TORGERSON
TITLE I MIGRANT EDUCATION PROGRAM
PO BOX 7841
MADISON, WI 53707-7841

Current School District Name	Homebase District Name
School District SSID WI ___ ___ ___ ___ Date Classes Started ____/____/_____	Withdrawal Date

I. Family Data

Male Parent/Guardian *Last & First Name*	Current Male Parent/Guardian *Last & First Name*	Current Address	City	State	Zip	Current Home/Cell Phone
Female Parent/Guardian *Last & First Name*	Current Female Parent/Guardian *Last & First Name*	Homebase Address	City	State	Country	Zip	Homebase Telephone

II. Child Data *List all eligible children / youth under age 22.*

	USID	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	MB	Birth Date	Code	Age	Birth Location *City, State, Country*	H/L	Not H/L	AI/AN	A	B/AM	NH/OPI	W	Residency Date	SSID	Gr	OSY	Enrollment Date
1																								
2																								
3																								
4																								
5																								

III. Qualifying Move and Work

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__.

   Residency Verification Methods ❑ Home visit ❑ Office visit ❑ School records ❑ Other *Specify* _____

2. The child(ren) moved (complete both a. and b.):
   a. ❑ on own as worker, OR   ❑ with the worker, OR   ❑ to join or precede the worker.
   b. The worker, _____First Name and Last Name of Worker____, is the child or the child's ❑ parent ❑ spouse ❑ guardian.
      i. (Complete if "to join or precede" is checked in 2a.) The worker moved on ____MM/DD/YY____. The child(ren) moved on ____MM/DD/YY____ (provide comment).

3. The **Q**ualifying **A**rrival **D**ate (date both child and worker completed move for qualifying work) was _____MM/DD/YY_____.

4. The worker moved due to economic necessity in order to obtain:
   a. ❑ qualifying work, and obtained qualifying work, OR
   b. ❑ any work, and obtained qualifying work soon after the move, OR
   c. ❑ qualifying work specifically, but did not obtain the work. If the worker did not obtain the qualifying work:
      i. ❑ The worker has a prior history of moves to obtain qualifying work (provide comment), OR
      ii. ❑ There is other credible evidence that the worker actively sought qualifying work soon after the move (provide comment).

5. The qualifying work,* _____describe agricultural or fishing work_____ was (*make a selection in both a. and b.*):
   a. ❑ seasonal   OR   ❑ temporary employment
   b. ❑ agricultural   OR   ❑ fishing work

   *If applicable, check:
   ❑ personal subsistence (provide comment)

6. (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
   a. ❑ worker's statement (provide comment), OR
   b. ❑ employer's statement (provide comment), OR
   c. ❑ state documentation for _____Employer_____.

IV. Comments (Must include 2bi, 4c, 5, 6a, and 6b of the Qualifying Move and Work Section, if applicable.)

V. Parent/Guardian/Spouse/Worker Signature

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

Signature ➤	Relationship to the Child(ren)	Date *Mo./Day/Yr.*

VI. Eligibility Data & FERPA Certification

☐ **I CERTIFY** that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these are migratory children as defined in 20 U.S.C. 6399(s) and implementing regulations, and thus eligible for MEP services.

☐ **I CERTIFY** that to the best of my knowledge the information is true, reliable and valid, and I understand that any false statement provided that I have made is subject to fine or imprisonment per 18 U.S.C. 1001.

☐ **I CERTIFY** that the interviewee was informed by me about the Family Educational Rights and Privacy Act (FERPA) and the release of school records.

Signature of Interviewer / Recruiter ➤	Date Signed *Mo./Day/Yr.*	Interviewer/Recruiter ID
Signature of Designated SEA [LEA] Reviewer ➤	Date Signed *Mo./Day/Yr.*	

DISTRIBUTION: *White—School*   *Yellow—DPI*   *Pink—Parent*

Quick Reference Guide for Certificate of Eligibility (COE)

I. Family Data

- Include as much information as possible—**use Full, Proper, Legal names**.
- If the *Current* Parent/Guardian is the same as the legal Parent/Guardian, write "**same**" or "**—** " in current space.
- Fill out both addresses and phone numbers as **completely as possible**. If the Homebase information is the same as the current, write "**same**" or "**—**" in Homebase space.

II. Child Data

- Include as much information as possible—**use Full, Proper, Legal names**.
- MB (Multiple Birth): Mark this box with a "Y" for yes if the child is a twin, triplet, etc., "N" if not.
- Birth Date Verification Codes (documents used to verify date of birth):

03 – Baptismal or Church Certificate	**10 – Previously Verified School Records**
04 – Birth Certificate	11 – State-Issued ID
05 – Entry in Family Bible	12 – Driver License
06 – Hospital Certificate	13 – Immigration Document
07 – Parent Affidavit	82 – Life Insurance Policy
08 – Passport	99 – Other
09 – Physician Certificate	

- **H/L** (Hispanic or Latino) or **Not H/L** (NOT Hispanic or Latino)—*Check only one*

  AI/AN (American Indian/Alaska Native)
  A (Asian)
  B/AM (Black/African American)   *Check all that apply.*
  NH/OPI (Native Hawaiian/Other Pacific Islander)
  W (White)

- Residency Date: The date the children began to reside in the current Wisconsin school district. Use format MM/DD/YY.
- SSID (Short School ID): The 4-letter code after WI; use the district code if not enrolled now.
- Gr (Grade Level): Regular grades K-12; in summer, record the grade most recently completed; young children not enrolled, enter P0-P5 for preschool status and age.
- OSY (Out of School Youth): Youth considered to be dropped out, not attending middle or high school and/or those youth that are only here to work.
- Enrollment date: when the child first attended class in the current WI school district (not future). If not enrolled in school, indicate "count."

III. Qualifying Move and Work

- Fill in every blank accordingly
- Qualifying work should include "-ing" words, the company name, and the city
  Example: "**Canning** *green beans at Seneca in Cumberland*"
- Qualifying Arrival Date (QAD): Record the date when the child's eligibility began. Use format MM/DD/YY.
  - ➤ If the child moved *with* the worker, the QAD is the date *the child and the worker both arrived* in the district where the worker obtained or sought qualifying work.
  - ➤ If the child moved *before* the worker, the QAD is the date *the worker arrived* in the district to obtain or seek qualifying work.
  - ➤ If the child moved *to join* the worker after the worker moved, the QAD is the date *the child arrived* to join the worker.

IV. Comment Section

- Note the child for each comment: "*José needs PASS Geometry A*"
- Be sure to provide any required comments for 2bi, 4c, 5a–*temporary employment*, 6a, and 6b (5a–*temporary employment*: will the work only last for a predetermined amount of time or does the employer only hire for a limited time-frame?)

V. Parent Signature

- Remember to have the parent/guardian/spouse/worker sign the COE, note their relationship to the child, and the date of the interview. Prior to signing, the parent must be informed about FERPA and release of school records.

VI. Interviewer Certification

- Be sure to check **ALL of the boxes, fill in NGS recruiter ID, sign, and date** the COE. Use format MM/DD/YY.
- Remember to have your **Reviewer sign and date** the COE before you submit it

For detailed instructions and other MEP forms, visit: http://dpi.wi.gov/titleone/mig_forms.html