# LOUISIANA MIGRANT EDUCATION PROGRAM

## Family Search Form Protocol

The Louisiana Migrant Education Program (LMEP) is a federally funded program [Title I, Part C] that funds high quality education programs for migratory children. Student eligibility is determined through an interview with the family conducted by a member of the LMEP Identification and Recruitment (ID&R) team. To support the team's efforts to identify potential migratory students and/or families in your district, please have **all** families complete and return the "LMEP Family Search Form" as part of your registration process.

To simplify and streamline the Search Form process for districts, we have created an **electronic Search Form** for families to complete. Steps for using the LMEP Electronic Family Search Form are as follows.

1. **Share the links found below with all families as part of your registration process**. You may send the links via an email or text blast to all families in your district. Also share the links with new enrollments throughout the school year.
2. **Once a form is submitted, there is nothing further you are required to do as the results will be sent directly to the LMEP ID&R team for follow-up.** The LMEP ID&R Team will follow up with the family to determine if the family is eligible for the MEP. If necessary, an ID&R team member may contact you for additional family contact information.

   Links to the electronic search form in English, Spanish, and Vietnamese are below.
   English Family Search Form
   Spanish Family Search Form
   Vietnamese Family Search Form

If you prefer to use the **paper Search Form** as in previous years, please follow the steps involved in the Search Form process below.

1. **Place the "LMEP Family Search Form" in all school registration packets, both paper and electronic**. This form should be given to every family as part of the yearly registration process. If a student enrolls in the school district during the year, they should complete a search form as well. In addition to English, the form is available in Spanish and Vietnamese. The PDF forms are available for download at this link and the electronic form can be accessed at this link.

2. **Send "yes" Search Forms in to the LMEP Identification & Recruitment (ID&R) Team.** If the family answers "yes" to either of the questions on the form, please send a scanned copy of the form via email to the following email address: idr.team@louisiana-mep.org.

3. **ID&R team determines eligibility:** The LMEP ID&R Team will follow up with the family to determine if the family is eligible for the MEP. A complete list of the ID&R Team that may be contacting you or these families is listed on the second page of this letter. If they are unable to reach the family, the ID&R Team will contact the district for additional or updated contact information. The district's federal programs staff will be notified if the family is found to be eligible for the LMEP.

If you have any questions, please contact Laurie Stewart at 225-369-0560.

With thanks for your support of the LMEP,

**Melanie Mayeux, MEP State Director**
**Louisiana Department of Education**

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### ID&R Team Members

These individuals will contact the families listed on the search forms in order to determine their eligibility for the LMEP.

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|---|---|---|
| Lorena Andrea Roberts<br>Recruiter/Advocate<br>225-372-0419<br>lorena.roberts@louisiana-mep.org | Iban Gama<br>Recruiter/Advocate<br>225-217-0490<br>iban.gama@louisiana-mep.org | Clare Ortiz<br>Recruiter/Advocate<br>870-820-6177<br>clare.ortiz@louisiana-mep.org |

### Statewide LMEP Staff Members

These individuals may contact you once a family is determined to be eligible for the LMEP in order to establish a plan to serve the students effectively.

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|---|---|---|
| Laurie Stewart<br>State Services Coordinator<br>225-369-0560<br>laurie.stewart@louisiana-mep.org | Traci Tucker<br>Data Manager<br>318-366-0555<br>tracitucker@datamgtsvcs.com | Delores Roberts<br>OSY Center<br>337-521-7159<br>mdroberts@lpssonline.com |