

2011-12
Procedures for Completing
Certificate of Eligibility
(COE)

In order to count a migrant child as an eligible migrant student, all of the following steps must be completed:

1. Print a copy of the COE to be used for compiling information on the migrant students/family. Each family will have their own COE. A copy is sent to the Department of Education and the original is kept at the District.
2. Read the Instructions for Completing the Certificate of Eligibility and the Addendum for the Race/Ethnicity Questions.
3. Comments must be entered in the Comment Box (IV on the COE form) for Items 2bi, 4c, 5, 6a & 6b of the Qualifying Move & Work Section)
 - a. If you have entered information for any of the above items, you **must** include a comment as further documentation.
4. Original signatures of parents and interviewers are not required for the COE copy that is sent to the State for review/approval. A scanned copy with signatures is acceptable.
5. Interviewers name should be readable on each COE.
6. Check the spelling of the names of student and family. Incorrect spellings raise eligibility issues and can cause misidentification of the student(s).
7. Complete the Grade Level/Building Column completely.
 - a. Each child **must** have a grade level listed.
 - i. If the child is a preschooler, enter PK 2.
 - ii. If the child is 2 or younger, enter PK 1.
 - iii. If the child is not enrolled in school, but is of school-age, enter OS.
 - b. Each child must have a building of attendance identified. Every school building in Iowa has an identification number –this number should be entered in the Grade Level/Building column. Do not enter the building name.
 - i. Exceptions to the building requirement: Students identified as PK 1 or OS. If students identified as PK 2 attend a District preschool program, enter the building number.
 - c. Do not use “Ungraded” as a grade level.
8. The Code column refers to verification of the child’s birthdate. Refer to page 5 of the Instructions for the appropriate code to be used.
9. Definitions:
 - a. Qualifying Arrival Date is the date that the student(s) completed the move to your community.
 - b. Residency Date is the date that the student(s) enrolled in your District.

Contact Sandy Johnson at 515-281-3965 or sandra.johnson@iowa.gov if there are questions about completing the COE.