

**Identification Process for Migrant Students**

**Title I, Part C mandates that families complete the Occupational Survey as part of the registration process and that the following steps are taken:**

* + Check all Occupational Survey forms and pull all forms that indicate an affirmative answer to ***any*** of the questions.
	+ File forms with all negative responses in students’ cumulative files and keep for one calendar year.
	+ Make a copy of each of the affirmative forms and indicate “COPY” on the top of the photocopy. File the photocopied form in the student’s cumulative file and send the original to the information listed on the bottom of the form.
	+ Ensure students whose form indicated an affirmative responses have access to the following (at minimum):
		- Free lunch – no application is required per federal guidelines
		- Assistance getting uniforms, immunization records, and school supplies
		- Fee waivers
		- Assistance with family services
	+ Ensure that migrant students are coded as such in your Student Information System