MIS2000 Desktop Application Guide

ALASKA
Migrant Education

Alaska Department of Education & Early Development

Contents

Alaska Department of Education & Early Development – Migrant Education Office

About this Guide

This supplement has been created to provide records managers with resources related to using the MIS2000 Desktop Application (Desktop App). This guide only contains instructions for Desktop App-specific processes. This guide will not be updated as the Alaska Migrant Education Program transitions away from the Desktop App, and the Desktop App itself will no longer receive updates to functionality. For information about records managers' duties, responsibilities, roles, the Alaska Migrant Web System, etc. please see the current year *Records Manager Guide*, which can be found on the Alaska Department of Education & Early Development's Title I-C webpage (navigate to the "Identification & Recruitment" tab). Web-based records managers can disregard this guide.

Desktop-Based RMs Guide to the Desktop App

This guide is specifically designed for records managers who choose to be desktop-based. Desktop-based records managers also need to familiarize themselves with the Alaska Migrant Web System. Information on the Web System can be found in the current *Records Manager Guide*, which contains basic information that all records managers should know, including logging in, basic navigation, and more. Some tasks must be done through the Web System, even for desktop-based users. Additionally, recruiters working with desktop-based records managers will still be able to complete some tasks in the Web System, so it is important for all records managers to have a basic understanding of, and familiarity with, the Web System.

The Desktop App is completely optional for web-based records managers. Web-based records managers may choose to read this guide if they decide to keep the Desktop App for data viewing purposes (these users will be able to run reports, and have view-only privileges), or to gain a better understanding of the Desktop App. However, the information contained is not crucial for web-based records managers to fulfill their roles and responsibilities.

Assurance Agreement

MIS2000 is the database used for the Alaska Migrant Education Program. All information regarding enrollment and withdrawal dates, supplemental program information and family contact information is contained in MIS2000.

Users agree:
- *To safeguard the security of any password provided to you by system administrators.*
- *Not to share the system access you have been given.*
- *That you will not perform actions on Alaska Department of Education & Early Development Information Technology resources which are inconsistent with the spirit of this agreement, violate any State or Federal law or result in system instability.*
- *That any computer you will use to access the Migrant Education Program Student Database is protected by Anti-Virus with current updates and is free of any malicious code or applications (E.G., virus, Trojans, worms, key loggers, back doors, etc).*
- *If the computer you use is a laptop, the laptop will have encryption software installed.*

Navigating the Desktop App

General Desktop App Page Layout

Each page in Desktop App has the same major components to help users orient themselves and navigate through the system.
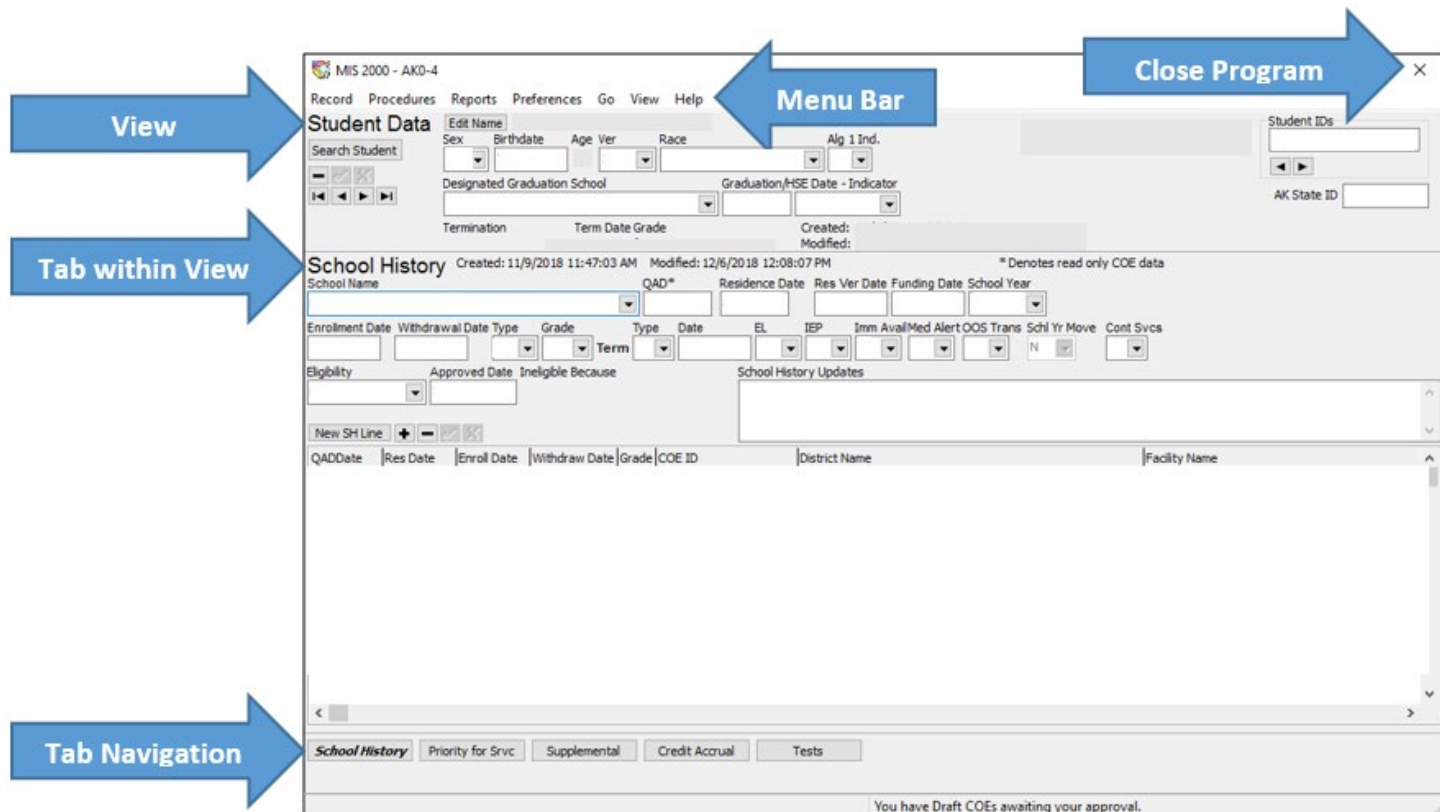
Close Program – The user has the ability to close the program by clicking on the **X** button in the upper right corner of the screen.

Menu Bar – The user has access to the MENU BAR at the top of the screen. The MENU BAR allows the user to carry out several of the processes described in this manual (i.e., check for upgrades, pull Snap reports, change views).

View – There are three main parts to the Desktop App: STUDENT DATA view, COE DATA view, and COE DRAFTS view. The upper left side of each screen will inform users of which VIEW they are in.

Tab within View – Each VIEW has several TABS within it. On the left side of the screen, below the horizontal gray line that separates the top portion of the page from the bottom, is where users can determine which TAB they are viewing.

- **Note**: Information displayed above the horizontal gray line that separates the top portion of the page from the bottom remains the same when moving between TABS; however, this information changes when the user navigates to a different VIEW.

Tab Navigation – At the bottom of the screen, users can navigate between TABS within a specific VIEW. This is done by clicking on the button that correlates with the TAB the user wants to navigate to.

Desktop App First Steps

Getting Ready for the New School Year

As soon as records managers return to their districts after fall training, they should do the following:

1. log on to the computer that houses MIS2000 Desktop App and open the MIS2000 app,
2. run the check for upgrades, and
3. run the upload changes (even if there is no current information to upload).

Records managers should complete these first steps within two weeks of attending training. This is very important. Records managers need to make sure they are able to complete uploads and check for upgrades. If these procedures are not completed successfully, the database may not allow records managers to upload COEs to the Migrant Education Office (MEO); this will delay eligibility determinations for children.

Opening and Closing the Database

### Opening

Double click on the MIS2000 icon on the desktop or open the program from the Start Menu. The last screen worked on in the Desktop App will appear. Users are defaulted into all caps, for typing, upon opening Desktop App. However, districts have the flexibility to enter data in all capital letters or using standard capitalization conventions.

Closing

Close the program by clicking on the **X** button in the upper right corner of the screen. The **X** button will turn red when the user hovers over it.

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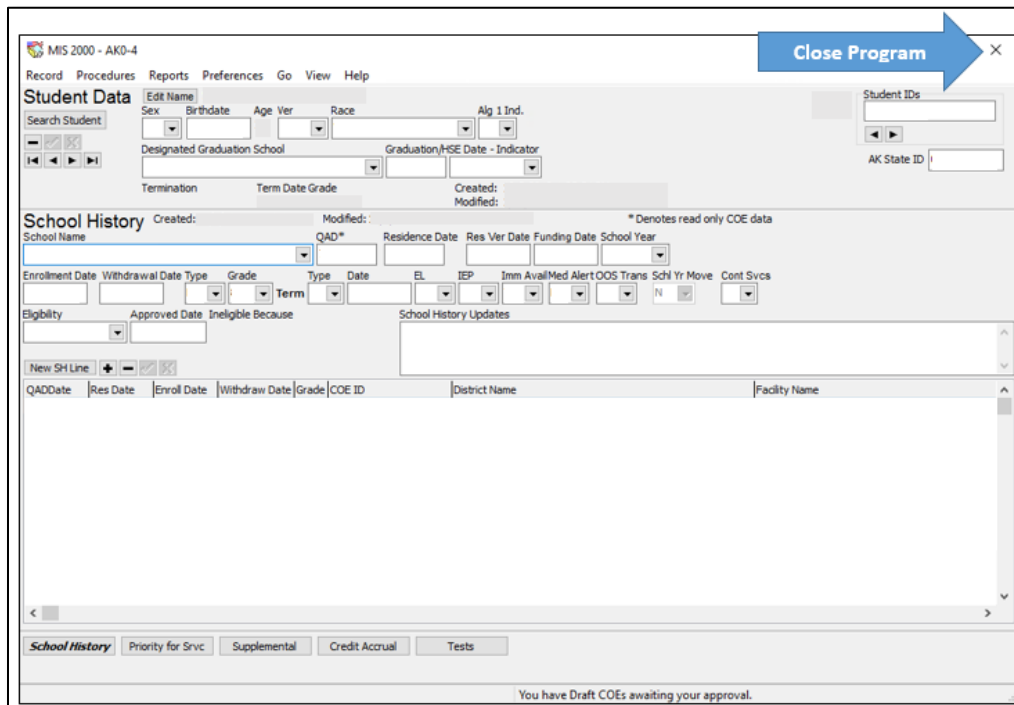
Upload Changes

The Alaska migrant database is hosted through MS/EdD on the aws.gov cloud. For COEs to be reviewed and approved by the MEO, they must first be uploaded from the district database to the main State database. To **UPLOAD CHANGES**, follow the procedure below.

A successful **UPLOAD CHANGES** must be completed prior to entering COEs for the new school year. The first time an **UPLOAD CHANGES** is completed at the beginning of the school year (after 8/1), the COE School Year in MIS2000 is updated to the current year.

It is important to note that when users run an **UPLOAD CHANGES**, the MIS2000 System will automatically run a **CHECK FOR UPGRADES** first. Only after this check has been completed, can the upload begin. Refer to page 8 for information on Check of Upgrades.
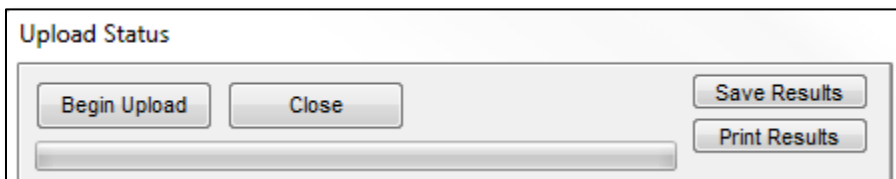
1. Go to the **PROCEDURES** drop-down menu and select **UPLOAD CHANGES**. The updates status window will appear.
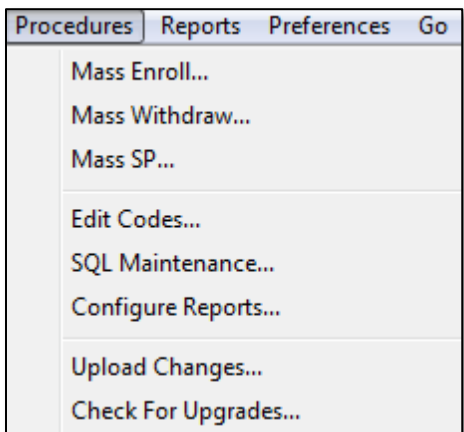
2. The **CHECK FOR UPDATES** dialog box will be displayed. Once the check is complete, another dialog box will allow the user to move forward with the upload process by clicking the **OK** button.
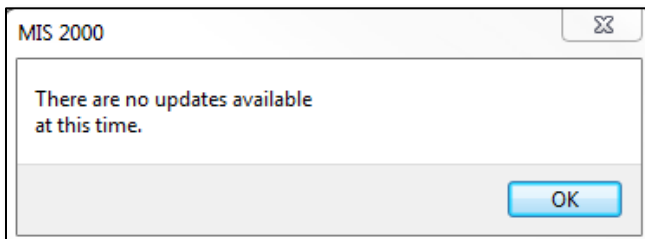
3. Select **BEGIN UPLOAD** from the upload status box.

4. When the upload process has finished, one of two messages will appear.
    *   If successful, the following message will appear: **YOUR UPLOAD HAS COMPLETED SUCCESSFULLY.**
    *   If unsuccessful, a status report and error message will appear. When this occurs, please take a screen shot of the error message and email to the MEO. See current *Records Manager Guide* for MEO contact information.
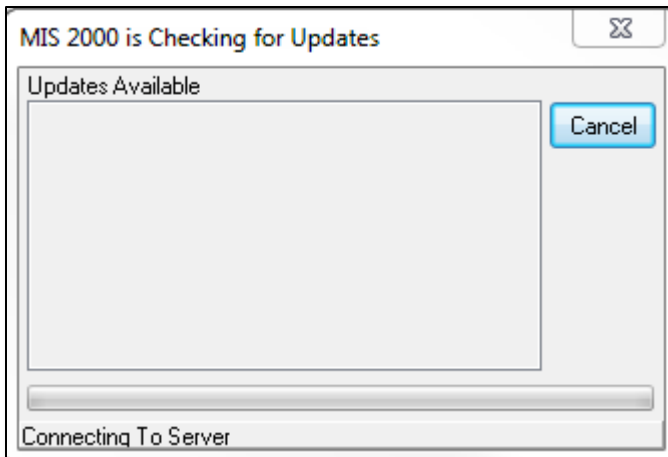
Check for Upgrades

It is important to run the CHECK FOR UPGRADES at the start of the recruiting season and periodically throughout the year. It is important to note that when users run an Upload Changes, as listed on page 7, the MIS2000 System will automatically complete a CHECK FOR UPGRADES first. Only after this check has been successfully completed can the upload begin.

To check for upgrades, follow the procedures below.

1. Go to the PROCEDURES drop-down menu and select CHECK FOR UPGRADES.
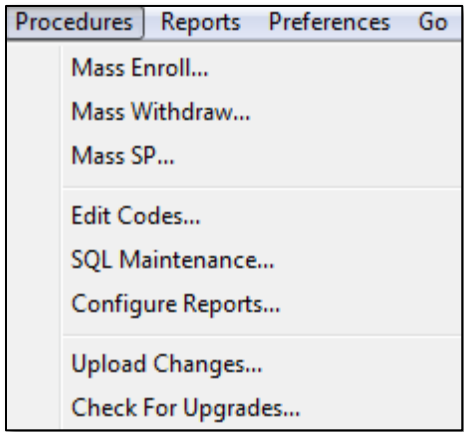
2. The CHECKING FOR UPDATES dialog box is displayed.

3. When the updates process has finished, one of three messages will appear:

Message	Updates Outcome	Action Required
Updates Completed	Check For Upgrades was **successful**.	N/A
There are no updates available at this time.	Check for Upgrades was **successful**, but there were not updates.	N/A
Failed to connect to server.	Check for Upgrades was **unsuccessful**.	Take a screenshot of any error message and email to the MEO.

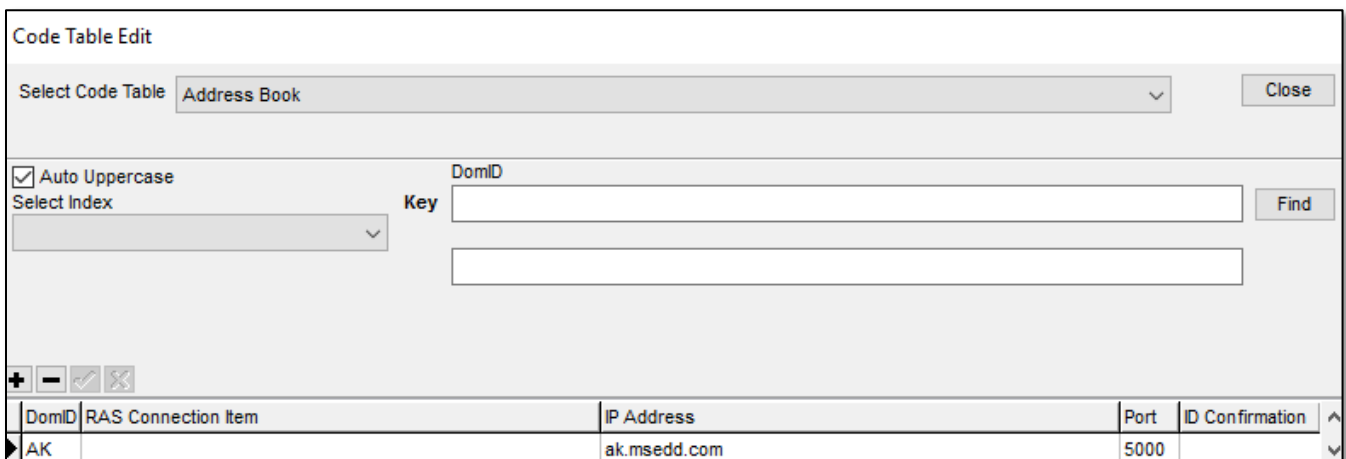Alaska Department of Education & Early Development – Migrant Education Office

Unable to Connect

Below is a quick fix to the **UNABLE TO CONNECT TO SERVER** error message. Please try the procedure below, first. If still unable to connect, contact the MEO. See current *Records Manager Guide* for MEO Contact Information.

1. Click on the **PROCEDURES** drop-down menu in the top left of the Desktop App.
2. Click on **EDIT CODES**. A box will appear.
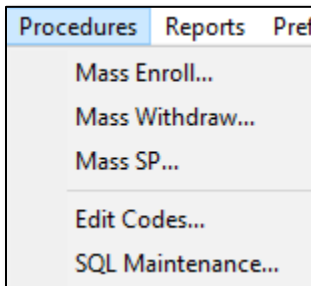
3. Click on the **SELECT CODE TABLE** drop-down menu.
4. Select **ADDRESS BOOK**.
5. The following table with these headings and data is shown:
   - **DOMID** – AK
   - **IPADDRESS** – ak.msedd.com.
     - If numbers appear under **IPADDRESS**, erase them and enter ak.msedd.com.
   - **PORT** – 5000.

6. **CLOSE** the Desktop App, **REOPEN**, and run **UPLOAD CHANGES**.

Desktop App Basics

The next several pages will cover the different views of the database and the associated tabs. There are three main parts to the Desktop App: STUDENT DATA view, COE DATA view, and COE DRAFTS view.

- **STUDENT DATA VIEW** – Where Annual Recertification of No New Moves (ARCs) are entered, and where a variety of migratory data can be reviewed by individual child. For more information regarding ARC entry, refer to page 50. To learn more about this Student Data View, go to page 12.

- **COE DATA VIEW** – Where approved COEs can be viewed from the current and previous school years. This is also where COEs are initially entered through the Desktop App. For more information regarding entering COEs, refer to page 43. To learn more about this COE Data View, go to page 21.

- **COE DRAFTS VIEW** – Where COE data is sent for district records manager to review and complete. COEs are submitted to the MEO for a final eligibility determination through **COE DRAFTS** view. For information regarding Validating COEs Entered through the Alaska Migrant Web System refer to page 38. To learn more about this COE Drafts View, go to page 30. **Note:** While all records managers will be able to view **COE DRAFTS,** only desktop-based users will be able make edits here.

Switching Views in the Desktop App

To switch between views in the Desktop App the user can use the **Go** and **VIEW** menus located at the top of the Desktop App. This menu bar is always visible, regardless of which view or tab a user is in.


The **Go** menu can be used to switch between **STUDENT DATA** view and **COE DATA** view. The **Go** menu allows a user to remain on the records of a particular child when switching Desktop App views.

1. Click on the **Go** menu.
2. Select either **TO STUDENT** or **TO COEs.**
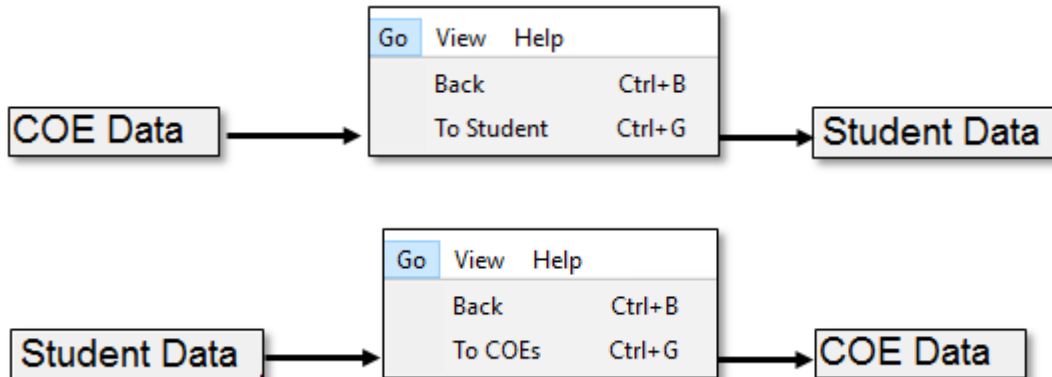
The **VIEW** menu can be used to switch between **STUDENT DATA** view, **COE DATA** view, and **COE DRAFTS** view. The **VIEW** menu does not allow the user to stay on the records of a particular child or family.

1. Click on the **VIEW** menu.
2. Select **STUDENT**, **COE**, or **COE DRAFTS.**
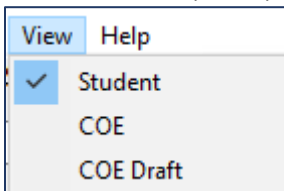
Student Data View

The **STUDENT DATA** view of the Desktop App is organized around viewing individual child records. Users can see a variety of data in this view of the Desktop App. From **STUDENT DATA** view, users can view historical and current school enrollment information, including migrant funded services, credit information, and State assessment data. **STUDENT DATA** view is also the entry point for entering the Annual Recertification of No New Moves (ARC).

Student view data is organized into five tabs:

1. **SCHOOL HISTORY** (current and historical school enrollment information)
2. **PRIORITY FOR SRVC** (Priority for Services status by school year)
3. **SUPPLEMENTAL** (supplemental services provided with Title I-C migrant funds)
4. **CREDIT ACCRUAL** (course history information for children in grades 9-12)
5. **TESTS** (performance on State summative assessments)
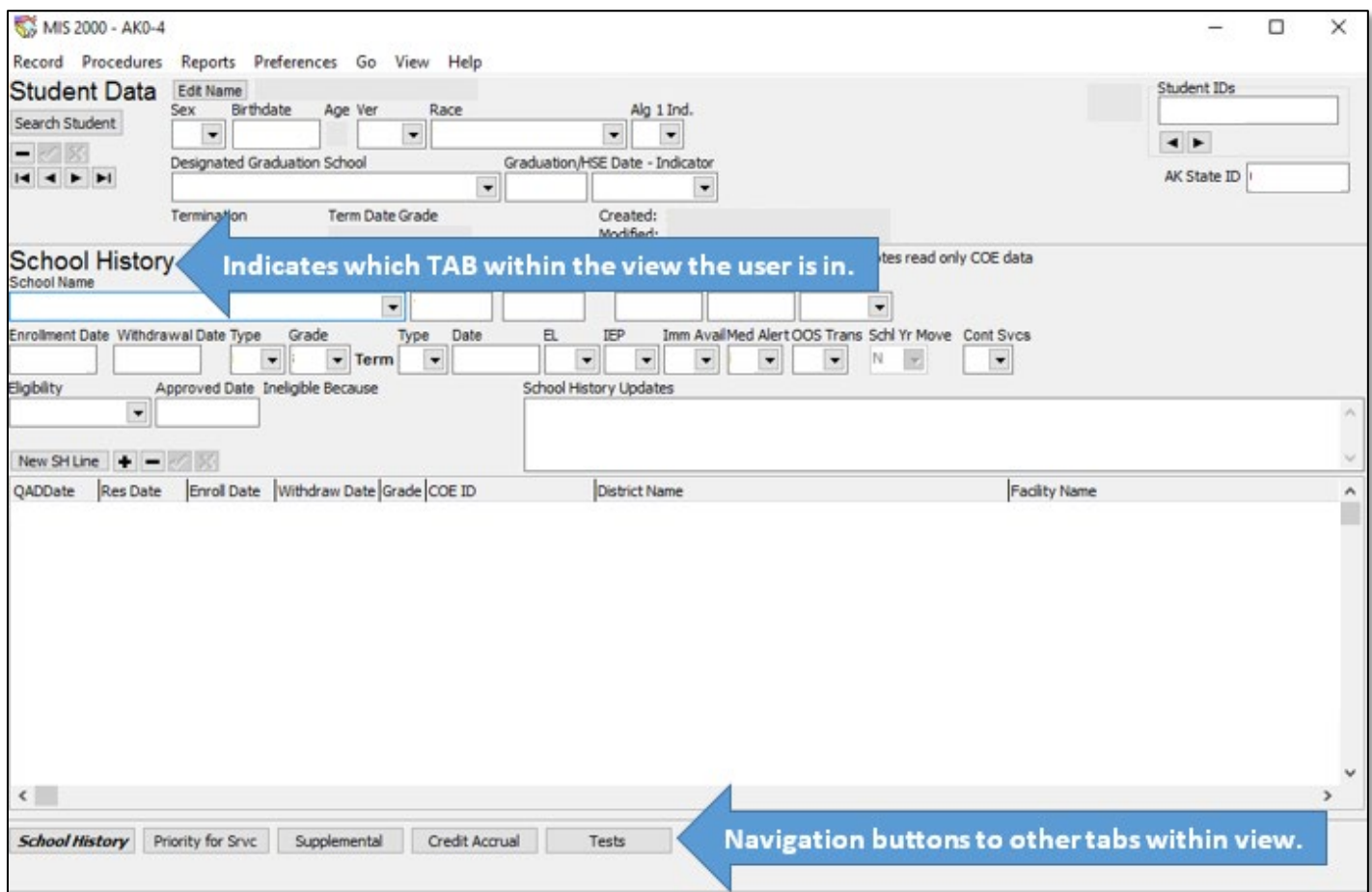
From every tab in **STUDENT DATA** view, the user will see the same information at the top of the screen. This information includes the child name, demographic information, high school graduation status, student IDs, and the **SEARCH STUDENT** button.
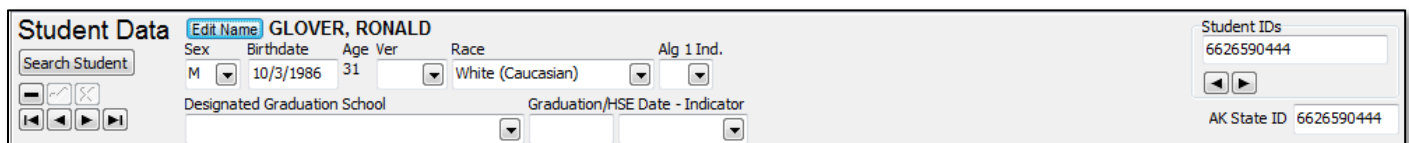
For information regarding entering a new school history line for the Annual Recertification of No New Moves, please refer to page 50.

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Switching to Student Data View

To switch between the **COE DATA** view and **STUDENT DATA** view for a particular child, click on the **GO** menu, and then select **TO STUDENT**. When switching views this way, double check that the desired child appears on **STUDENT DATA** screen.

Users can also switch between **COE DATA** view, **COE DRAFTS** view, and **STUDENT DATA** view using the **VIEW** menu. Click on the **VIEW** menu, and then select **STUDENT**, the user will be taken to the **STUDENT DATA** view of the Desktop App. However, the user will need to search for the desired child by using either the **STUDENT IDS** field or the **SEARCH STUDENT** button. These processes are outlined below.
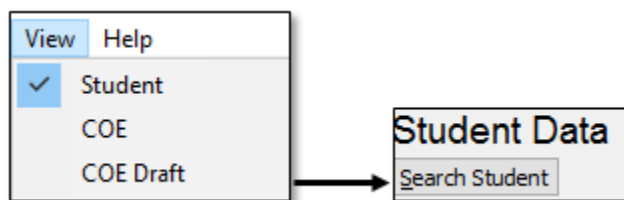
Searching for Children in Student Data View

Student IDs Field

Users can search for specific children in the MIS2000 database easily if they know the child's Alaska Student ID Number, or if they know the child's MIS2000 placeholder ID number. Use the steps below for this search:

1. Click into the **STUDENT IDS** field, located in the upper right-hand corner of the page.
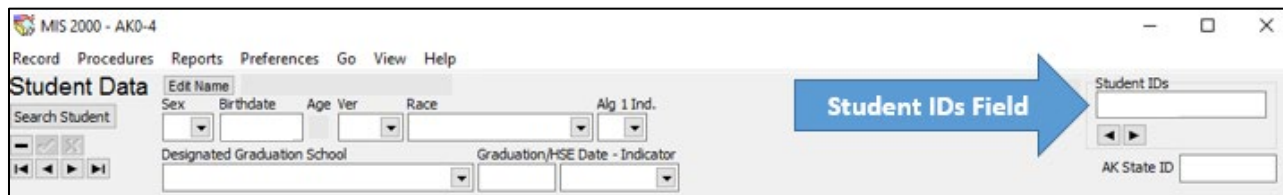
2. Use the backspace or delete key to remove the number currently in the field.
3. Type all 10 digits (including leading zeros) of the Alaska Student ID Number, or if the child has a MIS2000 placeholder, enter the ID number provided by MIS2000 (including the capital letters and dashes).
    * Example Alaska Student ID Number: 0000999999
    * Example MIS2000 placeholder number: AK0-0000
4. Use the enter key on the keyboard to complete the search.
    * If any results are found, the data displayed on the page will change to the Student ID number searched.
    * If the Student ID number or MIS2000 placeholder number searched do not match any student records in MIS2000, an error message will appear saying **STUDENT NOT FOUND**.
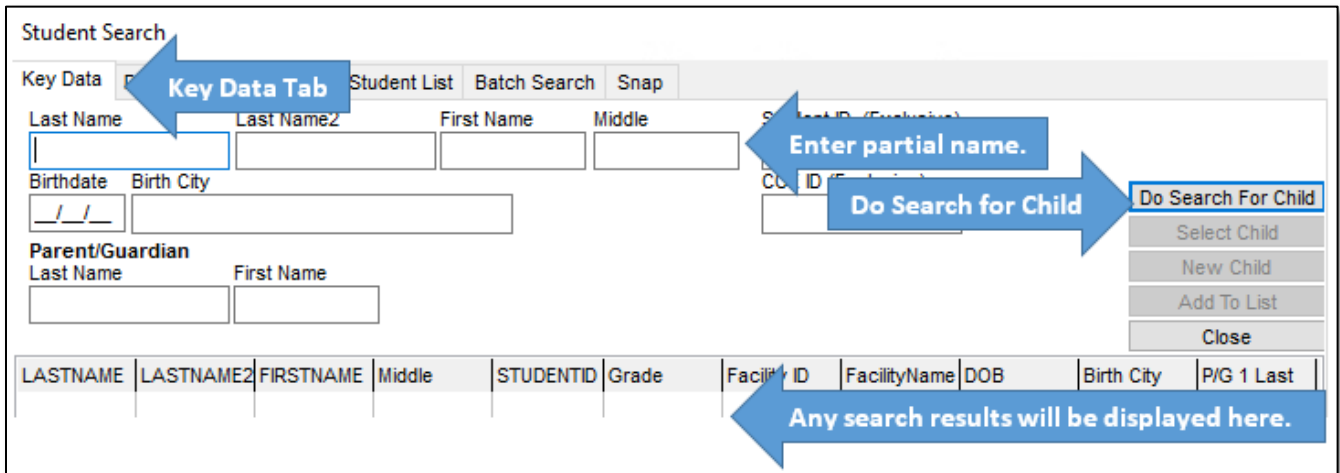
Search Student Button

To search for specific children, follow the steps below:

1. Click on the **SEARCH STUDENT** button.
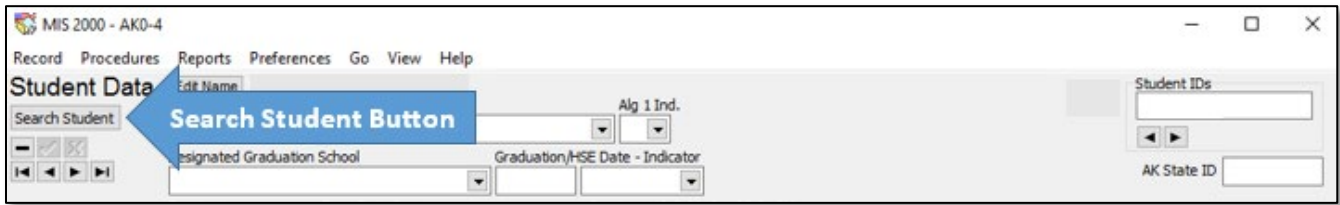
2. A dialog box with six tabs will be displayed. Enter partial last name and first initial (or preferred name combination) into the fields in the **KEY DATA** tab.
   - Searching by partial last name and first name initial only (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names and reduce errors.
3. Click the **DO SEARCH FOR CHILD** button to complete the search.
   - Any search results will be displayed in the bottom section of the dialog box.
4. Use the **SELECT CHILD** button to view the desired child records or double click on the child line displayed.

If it is believed that a student should be in MIS2000, but cannot be located using the **STUDENT SEARCH** button, contact the MEO (see current *Records Manager Guide*) for help.

Student Search Tabs

There are six tabs across the top of the **STUDENT SEARCH** screen. Of these, the following three are the most useful:

- **KEY DATA** – Search the district database and the State database by specific child information.
- **DISTRICT/FACILITY** – Search the database by district or facility.
- **SNAP** – Select students based on a preexisting Snap report.

For more information regarding the other tabs, contact the MEO (see current *Records Manager Guide*).

Editing and Updating a Child Name from Student Data View

If the user finds that the name of the child is incorrect or has an error in MIS2000, the name can be updated from the STUDENT DATA view using the steps below:

1. Confirm the correct spelling of the name with parents, the district information system, and/or the Alaska Student Information System (ASIS).
2. In STUDENT DATA view, perform a search for the desired child using the SEARCH STUDENT button.
3. Click the EDIT NAME button located at the top of the screen to the left of the child's name.
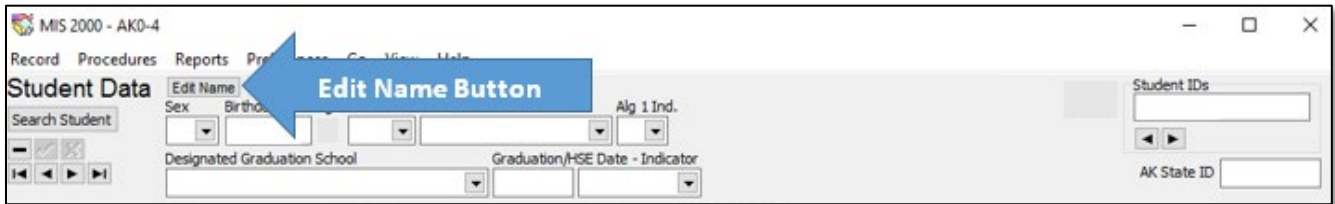
4. In the dialog box, edit the FIRST NAME, MIDDLE NAME, LAST NAME, LAST NAME 2, and/or SUFFIX.

5. Click the CLOSE button to save the data once all edits have been made.
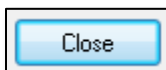
School History Tab

The **SCHOOL HISTORY** tab of the **STUDENT DATA** view includes all school enrollment data for a migratory child as completed on an approved COE or ARC. This screen is where an ARC can be entered for a particular child, enroll and withdrawal dates are viewed, current school enrollment and previous school enrollments are available, and termination codes and dates are viewed and entered. Click on individual lines in the white box in order to see more detailed information in the area above.

Termination Codes, Termination Dates, and Type Codes

TERMINATION CODES (shown as **TERM TYPE** in the picture above) and **TERMINATION DATES** (shown as **DATE** in the picture above) are entered (or imported by the MEO) into the Desktop App. These codes and dates describe why and when a child has left the district MEP before their end of eligibility (EOE) date.

The **TYPE** code (next to grade), describes what type of enrollment a particular school history line is, either regular or summer. Typically district staff only enter type **R**, regular school year lines. Contact the MEO (see current *Records Manager Guide*) prior to entering any type **S** lines.

Permanent Termination Codes	Non-Permanent Termination Codes	Type Codes
D – Deceased	**M** – Moved	**R** – Regular School Year
G – Graduated	**N** – Parent Refusal	**S** – Summer Program (contact the MEO prior to entering)
Y – Aged Out	**O** – Dropped Out	
	U - Unreachable	

School History Updates Box

This box is provided to add comments for the ARC, or any other relevant information regarding the child's migrant eligibility. Comments should pertain to school history or family information. To enter comments, highlight the school history line for the school year to which the comments apply and click in the **SCHOOL HISTORY UPDATES** box.

Examples:
- Student is attending school at Mt. Edgecumbe.
- Student is repeating grade 10.
- Student dropped out of school on 09/25/18.

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Priority for Services Tab

The **PRIORITY FOR SERVICES** tab contains all information regarding a child's Priority for Service status for current and previous years. All students meeting the requirements of Priority for Service for a particular school year will be noted on this screen. This screen is updated by the MEO and cannot be changed by district staff.

Additionally, children marked as PFS for the given time frame (based on the fields **PFS START DATE**, **PFS END DATE**) will have a red PFS flag in the upper right-hand corner of the Desktop App. This will appear on all screens within **STUDENT DATA** view.

See current *Records Manager Guide* for more information on how children are determined to be Priority for Services.

Supplemental Tab

The **SUPPLEMENTAL** tab shows both the supplemental program (SP) information for students and their corresponding school history information. Supplemental programs are the services each district provided to their eligible migratory children and youth during the school year. This screen is helpful for viewing SPs from the previous year.

SP information is added to this screen using an automated process after the MEO has received the Mass Withdrawal Report at the end of the year. On this report, districts will list the Title I-C funded services (SP codes) provided to their migratory children. For more information regarding the Mass Withdrawal Report, see current *Records Manager Guide*.

When looking at this page the blue line on the left indicates a specific service received. The green line on the right indicates the school term the service was received during.

For example, the green line (with school enrollment information) is for the time period 6/30/17 to 6/30/17. During this time, the child received supplemental service code D, "math by teacher." This is indicated by the blue line (the shorter line, on the left-hand side of the screen).

For assistance interpreting this information, contact the MEO (see current *Records Manager Guide*).

Credit Accrual Tab

The CREDIT ACCRUAL tab shows course history information for migratory children in grades 9-12. Course History information is added to this tab through an automated process by the MEO after each receipt of the completed Course History Report (once each semester). The Course History Report requires districts to list the courses, credits received, and grades earned for all migrant eligible children in grades 9-12 on a spreadsheet that is provided to the district by the MEO. For more information about the Course History Reports, see current *Records Manager Guide*.

When looking at this page the blue line on the left indicates, a specific course taken by the migratory child. The green line on the right indicates the school term the course was taken during.

For example, in the picture below, the line to right (green line), indicates that the child was in 11th grade at Port Lions School when they took US History indicated by the line to the left (blue line).

For assistance interpreting this information, contact the MEO (see current *Records Manager Guide*).

Tests Tab

The TESTS tab shows available State assessment data, by year, for a particular migratory child. Districts might see current and previous State assessments, such as PEAKS, AMP, SBA, and HSGQE. This test data is given directly to the MEO by other Alaska Department of Education and Early Development staff. No work is required on the part of districts. This data is entered by the MEO through an automated process.

When looking at this page, the blue line on the left indicates a specific State assessment taken by the migratory child. The green line on the right indicates the school term the assessment was taken during.

For example, the child was enrolled in fourth grade at Anne Wien Elementary School during the 16/17 school year (green line to the right) and took the PEAKS mathematics test (blue line to the left).

For assistance interpreting this information, contact the MEO (see current *Records Manager Guide*).

COE Data View

In **COE DATA** view users are able to view approved COEs from the current and previous school years. **COE DATA** view is also the initial entry point for COEs that are not created using the Alaska Migrant Web System (i.e., COEs written by hand or created using the fillable PDF).

COE DATA view is composed of five tabs. Each tab corresponds to one or more sections of the hard copy COE:

1. **CHILD DATA** (all information contained in the Child Data Section)
2. **FAMILY DATA** (all information contained in the Family Data Section)
3. **QUALIFYING DATA** (all information contained in the Qualifying Moves & Work, Residency Date, and Additional Qualifying Moves Sections)
4. **COMMENTS** (all information contained in the Comments Section)
5. **SIGNATURES** (all information contained in the Interviewee Signature and Eligibility Data Certification Sections)

From every tab in **COE DATA** view the user will see the **SEARCH COE** button, COE **STATUS**, **SCHOOL DISTRICT**, **SCHOOL YEAR**, **RESIDENCY DATE**, **CREATE NEW COE** button, **SUBMIT** button (greyed out if COE is approved), **COE IDS** field, and the **VIEW LOG** button.

For specific information regarding entering a COE using the Desktop App (COE was created by recruiter using a fillable PDF or printed COE) refer to the instructions starting on page 43.

Switching to COE Data View

To switch between the **Student Data** view and **COE Data** view for a particular child, click the **Go** menu, and then select **To COEs**. This will bring the user to the most recently approved COE for a particular child. When switching views this way, double check that the desired child appears in the **Child Data** tab of the displayed COE.
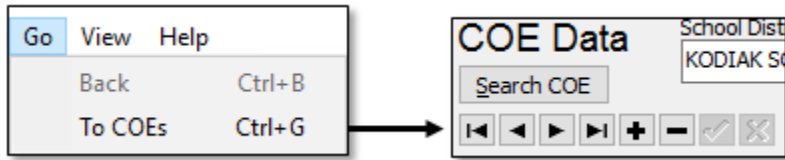
Users can also switch between **Student Data**, **COE Data**, and **COE Drafts** views using the **View** menu. By clicking on the **View** menu, and then selecting **COE**, the user will be taken to the **COE Data** view of the Desktop App. However, the user will need to search for the desired COE by using either the **COE IDs** field or the **Search COE** button. These processes are outlined in the Searching for COEs section (page 23).

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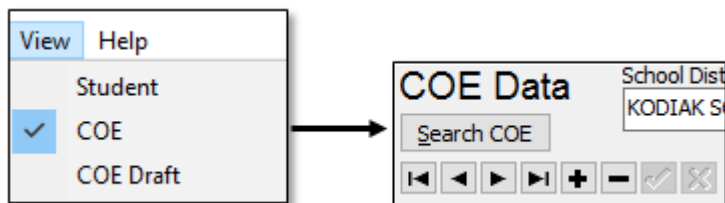
Searching for COEs

The user can search for COEs in the Desktop App in two ways.

1. If the user knows the COE ID number, enter the COE ID number (observing the capitalization and dashes) into the **COE IDS** field and press the enter key on the keyboard.
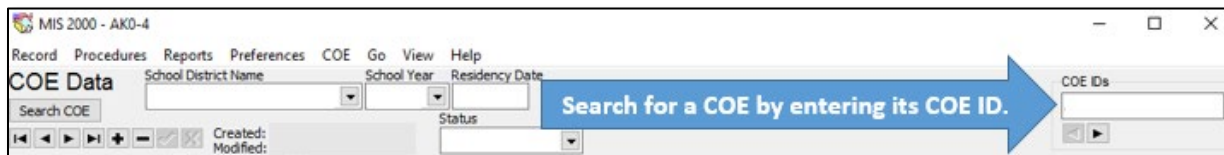
2. Click on the **SEARCH COE** button located in the upper right-hand corner of the page, directly underneath the **COE DATA** label.

A search box with several tab headings will be displayed. Users choose the appropriate tab heading for the search they would like to complete.

- **BY STUDENT** – The most common way to search is by using the partial last name and partial first name of one of the children listed on the COE and clicking the **DO SEARCH** button.

- **BY CURRENT FAMILY** – Users can also search by the names and partial names of the parent/guardians listed in the Family Data section of the COE. Names and partial names can be entered into the parent/guardian field. Click the **DO SEARCH** button to complete the search.

- **RECENTLY APPROVED** – Users can search for COEs that were approved on, or after, a particular date. Enter information into the field provided and click the **DO SEARCH** button.

- **INCOMPLETE COES** – Users can search for COEs that are in incomplete or rejected status. These COEs have no further filtering criteria to input. Click the **DO SEARCH** button.

Child Data Tab

The **CHILD DATA** tab in the **COE DATA** view of the Desktop App contains the information from the Child Data Section of the hard copy COE and is the starting point for entering COEs that are not created through the Alaska Migrant Web System.

The **CHILD DATA** tab includes:

- Demographic information for each child listed on a COE.
- Enrollment information for each child listed on a COE.
- Eligibility Status field for the COE, which is updated by the MEO.

The records manager can create a new COEs by clicking on the **CREATE NEW COE** button in **COE DATA** view (the starting point for entering COEs in the Desktop App). The records manager will enter most COE data into the newly created COE in **COE DATA** view when recruiters use the fillable PDF or printed versions of the COE during the interview.

- Alaska Student ID numbers are **not** entered in **COE DATA** view.

When multiple children are listed on the COE, users can select an individual child in the large white box on the screen. The selected child will be highlighted with a blue line, and expanded information will be shown in the fields above.

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Family Data Tab

The **FAMILY DATA** tab contains the information from the Family Data Section of the hard copy COE.

The **FAMILY DATA** tab includes:

- parent/guardian names,
- physical and mailing addresses,
- phone number, and
- email address (optional new field).

The **FAMILY DATA** tab of the Desktop App, has been aligned to ESSA and the National COE. The Male and Female Parent/Guardian fields were updated to be Parent/Guardian 1 and Parent/Guardian 2 starting July 2017.

Qualifying Data Tab

The **QUALIFYING DATA** tab contains the information from the Qualifying Moves and Work Section of the hard copy COE. Many of the fields in this tab are drop-down menus. When entering COE information into the Desktop App users can utilize these drop-down menus to expedite the entry process. Drop-down menu fields are denoted by the arrow button on the right-hand side of each field.

Starting in the 2018-2019 School Year, the **QUALIFYING DATA** tab in the Desktop App was been broken up into two subtabs. This change allowed recruiters to enter federally required comments as they make selections in the Web System.

For example, if a recruiter selects **TO JOIN OR PRECEDE** in 2a in the Web System, they will be prompted to record a comment, in a unique comment field, detailing why the child and the worker did not make the move(s) at the same time.

This update was made to strengthen quality control processes for recruiters, records managers, and the Migrant Education Office.

In the Desktop App, the subtabs are listed directly underneath the **QUALIFYING MOVES & WORK** label.
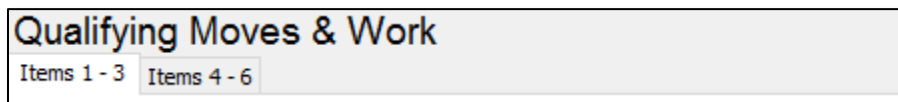
The subtabs are broken up by item number on the hard copy COE:

1. **ITEMS 1-3** Child's Move, Residency Date, and Additional Qualifying Moves
2. **ITEM 4-6** Migratory worker's move and qualifying work

Refer to page 26 for screen shots of each sub tab of the **QUALIFYING DATA** tab.

Records managers should be aware that on July 1, 2017 the **QUALIFYING DATA** tab in the Desktop App was updated and aligned to the new national COE. Please note that if the records manager is reviewing historical data, they may view **QUALIFYING DATA** tabs that reflect the NCLB version of the COE.

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Qualifying Data Subtab 1 – Items 1-3 Child's Move, Residency Date, & Additional Qualifying Moves

The first subtab of the QUALIFYING DATA tab contains information regarding the child's most recent qualifying move, residency date, and any additional qualifying moves. Comments must be added if the user selects TO JOIN OR PRECEDE (2bi) the WORKER (2a).

Qualifying Data Subtab 2 – Items 4-6 (Worker's Move and Qualifying Work)

The second subtab of the QUALIFYING DATA tab includes information relating to the worker's move, and qualifying work. Comments are required if the worker engaged in new qualifying work more than 60 days after the move, or if 4b (did not engage) is selected. Comments are required when the personal subsistence box is checked.

Comments Tab

The **COMMENTS** tab contains the information from the Comments Section of the hard copy COE and the State Comments regarding updates required to be made on the COEs prior to approval. Federally required comments will be collected in specific comments fields throughout the **QUALIFYING DATA** tab. However, additional State required comments must always be written in the **COMMENTS** tab.

The **COMMENTS** tab includes two boxes:

- The first box is for comments from the hard copy COE.
- The second box, labeled **STATE COMMENTS** is for comments from the MEO.
    - The **STATE COMMENTS** are direct correspondences from the MEO concerning changes and corrections that are required on the hard copy COE in order for an eligibility determination to be made.
    - Districts do not have the ability to write in, or change, the **STATE COMMENTS**.
    - Any information listed in **STATE COMMENTS** is also listed in the **COE LOG**. This can be viewed at any time using the **VIEW LOG** button in the Desktop App (**COE DATA** view and **COE DRAFTS** view) and the Web System.

Signature Tab

The **SIGNATURE** tab contains information from the **INTERVIEWEE SIGNATURE** and **ELIGIBILITY DATA CERTIFICATION** sections of the COE. The **SIGNATURE** tab has been updated for the future collection of electronic signatures. New fields have been added to display such signatures. This functionality is not yet available as of spring, 2021. If it becomes available, contact the MEO (see current year *Records Manager Guide*) with questions on how to use this feature.

Migrant staff cannot interview their own families or sign their own COEs as an Interviewee and/or as a district representative (Interviewer). Migrant staff must be interviewed by other migrant staff in order to sign as the Interviewee on their own COEs.

There are error checks in both **COE DATA** view and the Web System which prevent COEs from being submitted to **COE DRAFTS** view if they have not been signed by the Interviewee and Interviewer.

COE Log

The **COE LOG** can be viewed from **COE DATA** view, **COE DRAFTS** view, and the Web System. The **COE LOG** is useful for determining the current owner of a particular COE, and/or why a particular COE has been rejected. To view the **COE LOG**, click on the **VIEW LOG** button beneath the **COE IDS**. To close the log, click the **CLOSE** button.

COE Drafts View

After the recruiter or records manager creates the initial COE in **COE DATA** view or the Alaska Migrant Web System, the data is transferred to **COE DRAFTS** view after the user clicks the **SUBMIT** button. **COE DRAFTS** view looks almost identical to **COE DATA** view in the Desktop App. The differences between COEs located in **COE DATA** view and **COE DRAFTS** view are described below:

1. COEs in **COE DRAFTS** view are in **NEW** or **REJECTED** status only.
   - COEs in **NEW** status have come directly from **COE DATA** view or the Web System via the **SUBMIT** button.
   - COEs in **REJECTED** status have been returned by the MEO for updates before a final eligibility determination can be made.
2. COEs could be awaiting final district data validation by the records manager.
3. COEs could be awaiting final eligibility determination by the MEO.

COE DRAFTS view has the same five tabs as **COE DATA** view:

1. **CHILD DATA**
2. **FAMILY DATA**
3. **QUALIFYING DATA**
4. **COMMENTS**
5. **SIGNATURE**

From every tab in **COE DRAFTS** view the user will see the **SEARCH COE** button, **SCHOOL DISTRICT**, **SCHOOL YEAR**, **RESIDENCY DATE**, **APPROVE COE** button, **DELETE** button, **REJECT** button, **CANCEL** button, **COE IDS** field, and the **VIEW LOG** button.
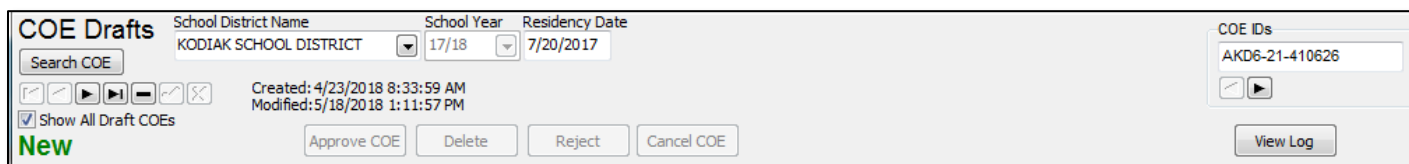
Records managers typically will only be using the **APPROVE COE** and **REJECT** buttons. Contact the MEO (see current *Records Manager Guide*) prior to using the **CANCEL** or **DELETE** buttons in **COE DRAFTS** view.

For specific information regarding validating and approving a COE in **COE DRAFTS** view that was submitted via the Web System, please refer to the Validating COEs Entered through the Alaska Migrant Web System section starting on page 38.

For specific information regarding updating or correcting a COE that was rejected by the MEO, refer to Updating and Correcting Rejected COEs (page 48).

COE Drafts Indicator

When users have COE drafts awaiting their approval, the message **YOU HAVE DRAFT COES AWAITING YOUR APPROVAL** blinks intermittently in the bottom center of the screen.
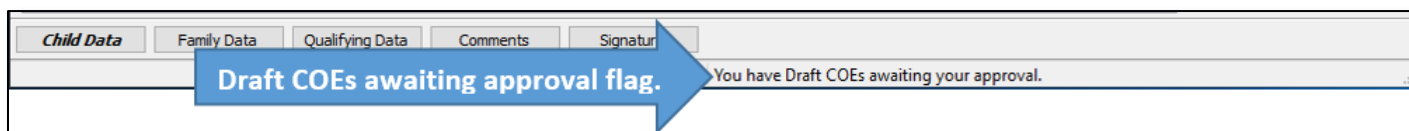
Switching to COE Drafts View

To switch to **COE DRAFTS** view from either **STUDENT DATA** view or **COE DATA** view, users will utilize the **VIEW** menu. By clicking on the **VIEW** menu, and then selecting **COE DRAFTS**, the user will be taken to the **COE DRAFTS** view of the Desktop App.
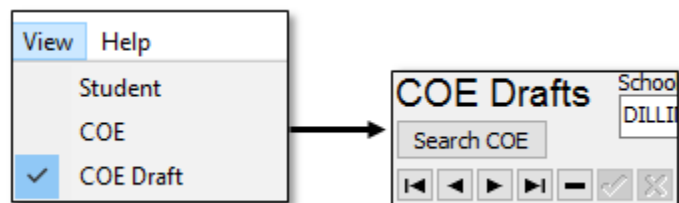
Show All Draft COEs Checkbox

Users can see additional COEs in **COE DRAFTS** view, by clicking on the **SHOW ALL DRAFT COES** check box located beneath the **SEARCH COE** button. This will allow users to see additional COEs (COEs that are in incomplete status in the Web System, for example). If a user has not been successful while searching for a draft COE, clicking this checkbox might help them to find the desired COE.

Searching for COEs

The user can search for COEs in **COE DRAFTS** view of the Desktop App in three ways.

1. If the user knows the COE ID # number, enter the COE ID # (observing the capitalization and dashes) into the **COE IDS** field and press the enter key on the keyboard.
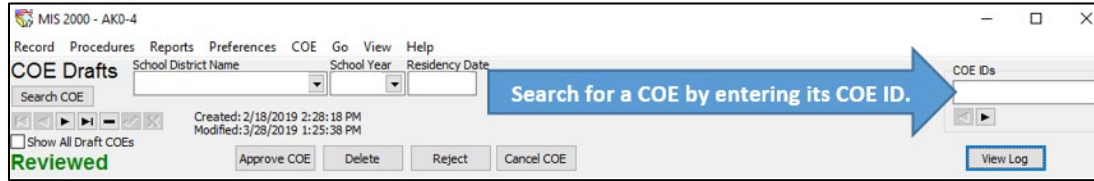
2. Click on the **ARROW KEYS** located in the upper left corner of the page until the desired COE is found.
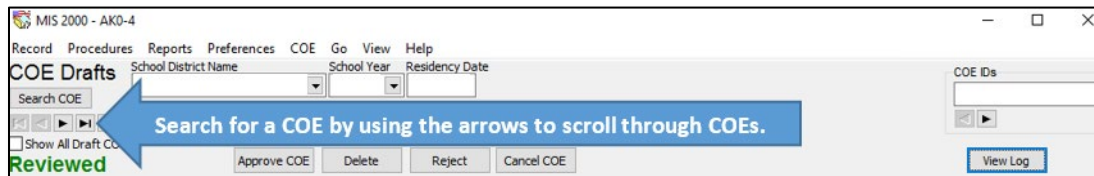
- The singular arrows move forwards or backwards one COE at a time.
- The arrows with lines move to the beginning or end of the COE queue.

3. Click on the **SEARCH COE** button located in the upper right-hand corner of the page, directly underneath the **COE DRAFTS** label. A search box with several tab headings will be displayed. Users choose the appropriate tab heading for the search they would like to complete.

- **BY STUDENT** – The most common way to search is by using the partial last name and partial first name of one of the children listed on the COE and clicking the **DO SEARCH** button.

- **BY CURRENT FAMILY** – Users can also search by the names and partial names of the parent/guardians listed in the family data section of the COE. Names and partial names can be entered into either parent/guardian field. Click the **DO SEARCH** button to complete the search.

- **DRAFT COES** – Users can search for COEs that are in new or rejected status. These COEs have no further filtering criteria to input. Click the **DO SEARCH** button.

COE Drafts View Process Overview

After the recruiter or records manager creates the initial COE in **COE DATA** view or the Alaska Migrant Web System, the data is transferred to **COE DRAFTS** view once the user clicks the **SUBMIT** button. COE data is populated into **COE DRAFTS** view, where the records manager will complete the following tasks:

1. Review the hard copy COE for completeness and accuracy.
2. Obtain the Designated SEA Reviewer Signature on the hard copy COE (if COE was created by a recruiter in the Alaska Migrant Web System).
3. Review the COE data in all sections of **COE DRAFTS** view to ensure accurate data entry, completeness, and correctness of the COE in MIS2000.
4. Search for each child listed on the COE, using the **APPROVE CHILD FOR COE** button. To ensure that each child's migrant records are linked to any previous migrant records, refer to steps 6-8 on of the procedure called Validating COEs Entered through the Alaska Migrant Web System on page 38.
5. Complete the **IM** field (Immunizations Records on file) for each child on the hard copy COE. This information will be entered into the **IMM AVAIL** field in the Child Data tab of **COE DRAFTS** view. For more detailed information refer to Immunizations Records Flag on page 34.
6. Complete the **MA** field (Medical Alert Indicator) for each child on the COE. This information will be entered into the **MED ALERT** field in the **CHILD DATA** tab of **COE DRAFTS** view. For more detailed information refer to Medical Alert Indicator on page 34.
7. Enter the **DESIGNATED SEA REVIEWER SIGNATURE** into the **SIGNATURE** tab.
8. Use the **APPROVE COE** button to send the COE to the MEO for final eligibility determination.

For more specific information regarding this process, please refer to Validating COEs Entered through the Alaska Migrant Web System section starting on page 38.

Corrections/Updates to COEs

When COEs are missing information, or need to be updated prior to being able to make a final eligibility determination, the MEO will return COEs to the district records manager's **COE DRAFTS** view. These COEs will be marked with status **REJECTED** in the upper left-hand corner of the screen.
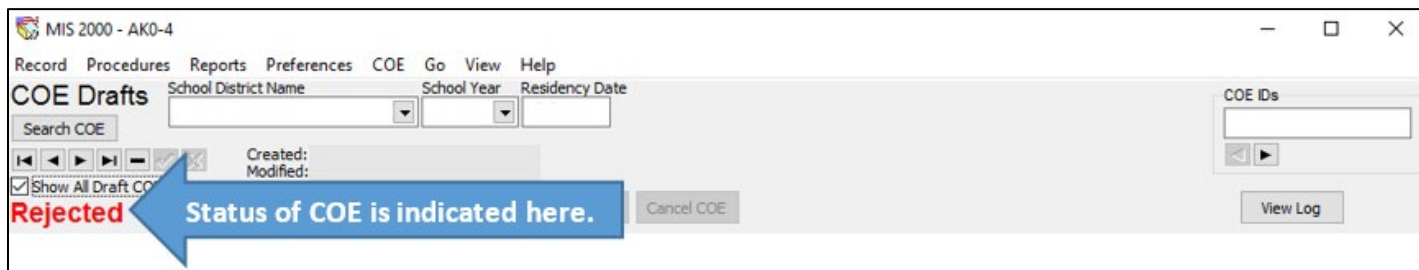
For COEs that have been **REJECTED** by the MEO, records managers must locate the COE in **COE DRAFTS** view and read the **STATE COMMENTS** recorded in the **COMMENTS** tab. Once the records manager and/or recruiter has provided the corrections or missing/needed information for the COE (both on the signed hard copy and in MIS2000), the records manager needs to click the **APPROVE COE** button and complete an **UPLOAD CHANGES** to resubmit the COE to the MEO for review. For specific step by step direction please refer to Updating and Correcting Rejected COEs, page 48.

Records managers must make every effort to update all rejected COEs prior to the annual **November 15** deadline. This will ensure that all children and COEs are eligible for the Federal child count date. Furthermore, records managers should be aware that the MEO deletes all COE drafts from the previous school year starting on July 1 annually. This ensures that MIS2000 is clean and up to date for the start of the next fall recruitment period.

Child Data Tab

Prior to reviewing any information populated into **COE DRAFTS** view in the Desktop App, the records manager must have the completely signed hard copy COE for verification.

The **CHILD DATA** tab of **COE DRAFTS** view is almost identical to that of **COE DATA** view. This tab contains the information from the Child Data Section of the hard copy COE as entered by the recruiter into the Alaska Migrant Web System or as entered by the records manager in **COE DATA** view.

In the **CHILD DATA** tab of **COE DRAFTS** view, the records manager links a child to their pre-existing migrant records by completing a search using the **APPROVE CHILD FOR COE** button. For more information regarding completing COEs in **COE DRAFTS** view, refer to <ins>Validating COEs Entered through the Alaska Migrant Web System</ins>, steps 6 to 8 starting on page 38. Through this process, a child's Alaska Student ID number is added to the COE in MIS2000.

If manually entering an Alaska Student ID number, please be aware that the **AK STATE ID** field requires 10 digits and is the number given by the State of Alaska to all students enrolled in an Alaska public school. If the student has never been enrolled in an Alaska public school, an ID starting with **AK** will be automatically generated by MIS2000. Please make sure to verify the child does not have an assigned Alaska Student ID number (AKSID) before allowing MIS2000 to generate one.

In the **CHILD DATA** tab of **COE DRAFTS** view, the records manager completes the health-related information fields, **IMM AVAIL** and **MED ALERT**. It is the responsibility of the records manager to gather this information, write it on the hard copy COE, and enter it into MIS2000.

Immunization Records Flag (IM)

Record whether or not the district has immunization records on file (not necessarily in the migrant files) for each children listed on the COE. This field does not indicate whether a child is immunized or which immunizations a child has received. This field only indicates that the district has the child's immunizations records on file. For more information refer to the *Recruiter Handbook*.

Code	Description
Y	**Yes**, the district has **immunization records** on file for the child.
N	**No**, the district does not have **immunization records** on file for the child.

Medical Alert Indicator (MA)

Record if the migratory child has a health condition or problem. For more information, refer to the *Recruiter Handbook*.

Code	Description
C	The child has a **chronic** (long term) health problem. **Chronic** health problems last a long time, potentially for a lifetime, and often develop slowly over time.
A	The child has an **acute** (short term) health problem. **Acute** health problems are usually brief in duration and usually occur suddenly, or without warning.
N	**None,** the child **does not** have a health problem.

Family Data Tab

The records manager reviews and updates information detailed in the Family Data Section on the hard copy COE. The records manager can edit the **FAMILY DATA** tab as required in **COE DRAFTS** view. However, the signed hard copy must match MIS2000 exactly. Any changes made in **COE DRAFTS** view must also be made to the hard copy COE.

It is important to note that before records managers review any data populated in **COE DRAFTS** view, they must have received and reviewed the completely signed hard copy COE for verification.

Qualifying Data Tab

The records manager reviews information detailed on the **QUALIFYING DATA** tab. This tab includes information from the Qualifying Moves & Work and the Additional Qualifying Moves Sections of the COE. If a mistake has been made with the data in the Qualifying Moves & Work Section. The COE in **COE DRAFTS** view must be deleted (or rejected back to the recruiter in the Web System for changes to be made), and a new hard copy COE created complete with a new signatures from the interviewee, interviewer, and designated SEA Reviewer.

It is important to note that before the records manager reviews any data populated in **COE DRAFTS** view, they must have received and reviewed the completely signed hard copy COE for verification.

Comments Tab

The records manager reviews and updates information detailed in the Comments Section of the hard copy COE. The records manager can edit the **COMMENTS** tab as required in **COE DRAFTS** view. However, the signed hard copy must match MIS2000 exactly. Any changes made in **COE DRAFTS** view must also be made to the hard copy COE.

It is important to note that before the records manager reviews any data populated in **COE DRAFTS** view, they must have received and reviewed the completely signed hard copy COE for verification.

Signatures Tab

If the COE was entered through the Alaska Migrant Web System, after reviewing the data populated into this section of the COE, the records manager must enter the Designated SEA Reviewer Signature information into the appropriate fields in the **SIGNATURE** tab. All three signatures must be on the hard copy COE and in **COE DRAFTS** view before the records manager can submit the COE to the MEO for final approval.

It is important to note that before the records manager reviews any data populated in **COE DRAFTS** view, they must have received and reviewed the completely signed hard copy COE for verification.

Pulling Reports in the Desktop App

All Snap reports can either be run in the Desktop App or in the Alaska Migrant Web System. The instructions below are for pulling reports in the Desktop App. For more details on pulling reports in the Web System refer to the current *Records Manager Guide*. Once pulled, the Snap reports can be printed and/or saved in Excel. These reports are for internal use in order to ensure quality control of migratory records. Additional reports may be run in response to school district or MEO requests, and for special projects. For detailed information about each of these Snap reports, refer to the current *Records Manager Guide*.

Snap reports can be run by the school district or the MEO. School district migrant staff are welcome to contact the MEO (see current *Records Manager Guide*) to request reports. Upon request, the MEO staff will run reports for a district in any format.

1. To run a Snap report, go to the **REPORTS** drop-down menu and select **SNAP! REPORTS**.
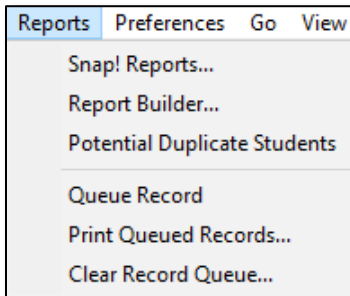
2. In the dialog box that opens, select the desired report from drop-down list in **NUMBER 1**.
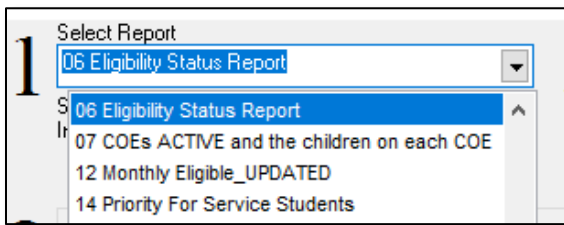
3. From **NUMBER 2**, select the required filter **DISTRICT.DISPLAYCODE**. This filter is required on all MIS2000 Snap reports. A list of district display codes can be found in the current *Records Manager Guide*.
4. Select the **=** button under **THEN A COMPARISON**.
5. Enter the district **DISPLAY CODE**, in all caps, into the **THEN YOUR VALUES** field.
6. Click **ADD FILTER**. When the filter is added, it will appear in the box to the left of the date range.
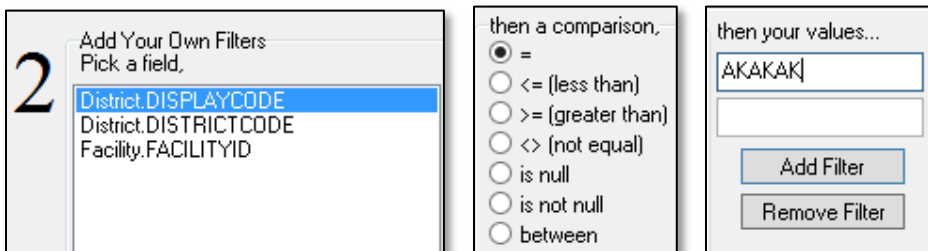
7. Next, enter the **DATE RANGE**.

8. Finally, next to **NUMBER 3,** click on **RUN REPORT**.

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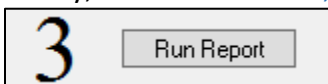
How to Save a Snap Report

Snap reports in the Desktop App can be saved in Excel and PDF formats. To save a snap report, first run a Snap report as described on page 36. Data will load and the Snap report can be saved.

Report (PDF) View:

1. Run the desired snap report.
2. Click on the **PRINT ICON** in left corner of the displayed screen.

3. Click on **PRINT TO FILE** check box, located in the left bottom third of the print dialog box.
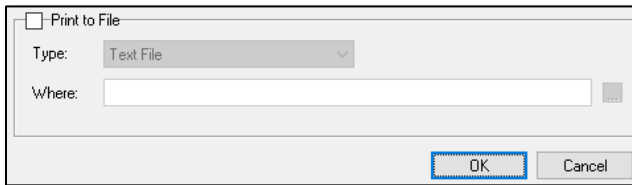
4. Choose PDF from the **TYPE** of document to be saved from the drop-down menu.
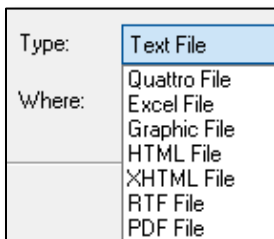
5. Choose a file path for the snap report by clicking on the **…** button to the right of the **WHERE** box.
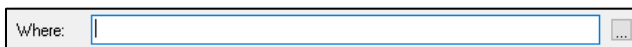
6. Name the report using the **FILE NAME** field and click **SAVE** button.
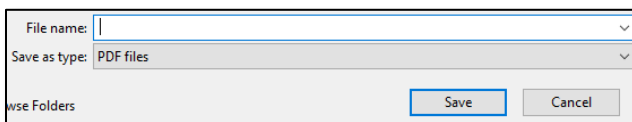
7. Click **OK** button.
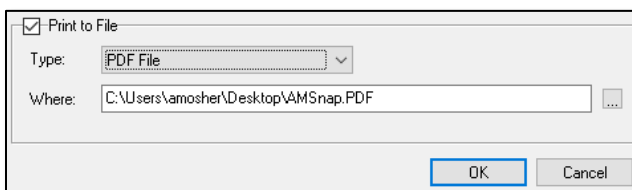
CSV (Excel) View:

1. Run the desired snap report.
2. Click on the **SHOW DATA** button in the right corner of the display screen.

3. Click on **SAVE AS FILE** button.
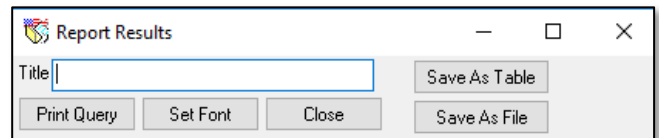
4. Choose a file path and name the snap report using the **FILE NAME** field.

5. Click **SAVE** button.
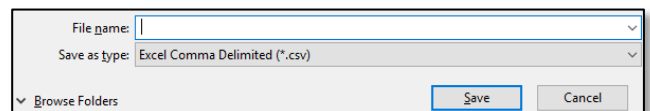
COEs in the Desktop App - Validating, Entering, Rejecting, and Updating

For desktop-based districts, frequently used processes and procedures have been compiled into this section for the user's convenience. Please reference Navigating the Desktop App, which starts on page 5, to find a detailed walk-through of the Desktop App.

Validating COEs Entered through the Alaska Migrant Web System

Even though records managers will need to choose to be either desktop-based or web-based, all recruiters will still have the option of creating COEs in the Web System, even when working with desktop-based records managers.

The following information pertains to desktop-based districts whose recruiters are utilizing the Alaska Migrant Web System (ak.msedd.com) for COE entry only. COEs are automatically populated into COE DRAFTS view through the submittal process.

1. The records manager has the completely signed hard copy COE.
2. The records manager clicks on the PROCEDURES menu and selects UPLOAD CHANGES.
   - Be sure to click the BEGIN UPLOAD button after the system updates is automatically run.
3. Navigate to COE DRAFTS view. Click on VIEW and then COE DRAFT.
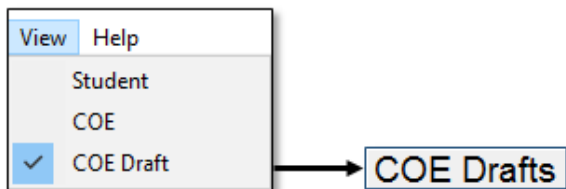
4. Search for the desired COE using the SEARCH COE button.
   - Records managers can also navigate to the desired COEs, by using the ARROW KEYS beneath the SEARCH COE button, or by typing the COE ID into the COE ID box on the right side of the screen.
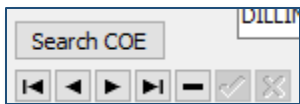
5. The user will now need to approve each child listed on the COE. From the CHILD DATA tab, highlight the first child listed on the COE (the selected child will be highlighted in blue).
   - Note that at this stage the SEARCHED field on the far right of the child's line is blank.

Last Name	First Name	Enroll Date	Facility Name	Grade	Searched
MOSHER	MOCHA		KENAI SCHOOL DISTRICT	00	
MOSHER	MACEE		KENAI SCHOOL DISTRICT	00	

6. Click on the APPROVE CHILD FOR COE button to the right.
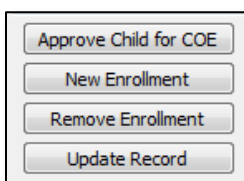
Clicking APPROVE CHILD FOR COE will open a STUDENT SEARCH dialog box.

7. In the **Student Search** dialog box, the first three letters of the child's first and last names will auto-populate. Click the **Do Search For Child** button.
   - Searching by partial last name and first name initial only (e.g., **Last Name**: SMI, **First Name**: L for Lance Smith) will provide a more comprehensive list of names.
   - If the user is unable to find a child that is known to be migrant eligible in Alaska, complete the search again, with less information in the **first name** and **last name** fields. This will help match misspelled names.

Through this process, the following could happen:
- **Child is Found** – Select the child by clicking on the correct information listed, then either double click on the highlighted name or click the **Select Child** button. This will close the dialog box and the **Searched** field next to **Grade** will now have a **Y** (for Yes, student was searched for in MIS2000).
  - Student ID will be auto-populated from **Student Search**.
  - Check to make sure the hard copy COE information matches the information auto-populated by MIS2000. Research any discrepancies and update the hard copy COE or MIS2000, as appropriate.
    - Be aware that many children have similar names. Before utilizing the **Select Child** button, ensure that all information matches, and that two children are really the same child. Be especially aware of family names given to each generation. Do not assume that an old birthdate is incorrect—this could be the parent a child is named for.
    - If the records manager is attempting to merge two students whose Sex and Birthdate do not match, an error will appear.
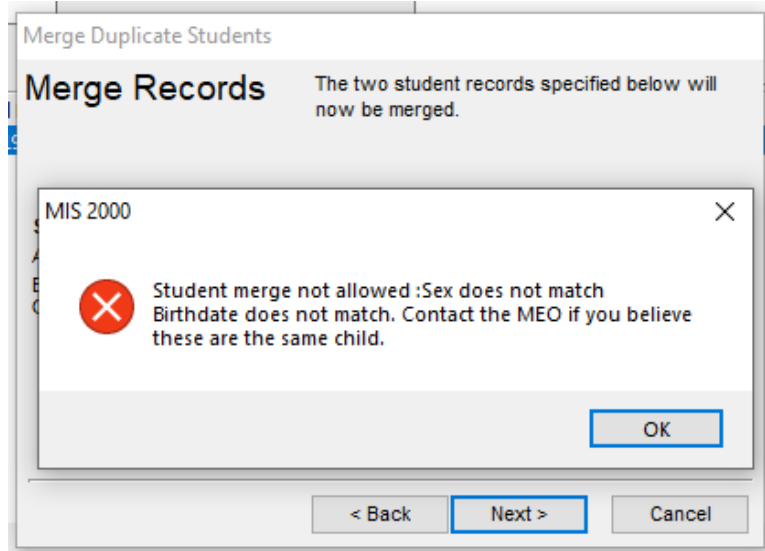
    - If this error occurs, do not click on the **New Child** button right away. Investigate whether or not one of the records has inaccurate data and contact the MEO if the two students should be merged. This will help prevent duplicate students in MIS2000.

- **Child is Not Found** – Click the NEW CHILD button; the SEARCHED field next to GRADE will now have a **Y** (for Yes student was searched for in MIS2000).
  - If a child is enrolled in a public school in Alaska, an AKSID is required in the AK STATE ID Field.
  - If a child is not yet in school, MIS2000 will generate an MIS2000 ID for that student, and the AK STATE ID Field should be left blank in MIS2000.
    - The user can add the placeholder MIS2000 ID to the hard copy COE. The placeholder ID is located to the right of the child information grid, above the APPROVE CHILD FOR COE button. This field is labeled STUDENT IDs.
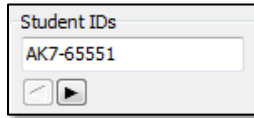
- **Child is Missing** – If it is believed a child should already be in MIS2000, but cannot be located using APPROVE CHILD FOR COE and the STUDENT SEARCH, please contact the MEO (see current *Records Manager Guide*) for help. This will help prevent duplicate children in MIS2000.
- **Child is mistakenly identified** – Use the REMOVE ENROLLMENT button to completely remove the student from the COE. Next use the NEW ENROLLMENT button. The search box will come up through this process. The user will first complete a search to see if the child is in MIS2000. After determining whether the child is new or existing by clicking the applicable button (SELECT CHILD or NEW CHILD), the user re-enters the rest of the school history line as recorded on the hard copy COE. Click the UPDATE RECORD button to save the child information.

8. For each child on the COE, the records manager will enter the required health information in the IMM AVAIL and MED ALERT FIELDS. Click the UPDATE RECORD button to save changes made to the school history line.
   - The records manager must document this health information on the hard copy COE in the (IM and MA fields) in addition to MIS2000. Refer to page 34 for more information about the health fields.
9. Repeat steps 6 through 8 for each child listed on the hard copy COE.
10. The records manager reviews all portions of the hard copy COE and compares to MIS2000 to ensure all information is accurate and that the hard copy matches the database verbatim.
    - If any changes are made, or additional information is added by the records manager, this information must be documented in MIS2000 and on the hard copy completely signed COE.
      - No changes can be made in the Qualifying Moves & Work Section without obtaining new signatures on a new hard copy COE.
11. The records manager will complete the SIGNATURE TAB of the COE in COE DRAFTS view, by typing in the Designated SEA Reviewer Signature fields.
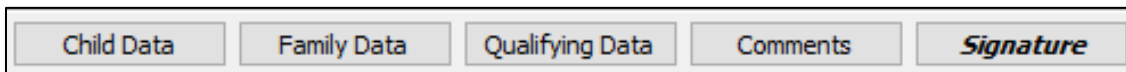
12. Click APPROVE COE button at the top of the screen.
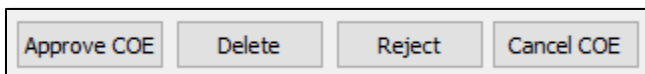
13. The **COE LOG** will appear. The records manager can enter any information the user thinks the MEO may need to know when reviewing the COE for final approval. Close the **COE LOG** by clicking the **OK** button. The only time comments are required in the **COE LOG**, is when the MEO or records manager are rejecting a COE.
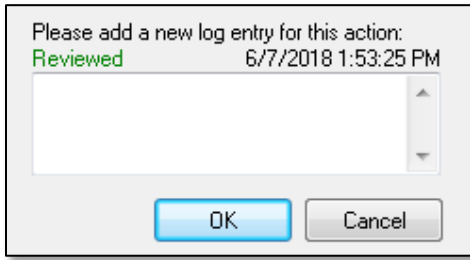
The COE has now gone to **REVIEWED** status.

14. To complete the process and transfer to the MEO for final approval, the records manager must complete an **UPLOAD CHANGES**. Navigate to the **PROCEDURES** menu and select **UPLOAD CHANGES**. Be sure click the **BEGIN UPLOAD** button after the initial systems check runs.
15. To start on the next COE, use the **VIEW** menu to return to **COE DATA** view.
16. Return to the **CHILD DATA** tab and click the **CREATE NEW COE** button at the top of the screen.
17. When finished with COE entry for the day, make sure to run the **UPLOAD CHANGES** to connect and transmit all completed COEs to the State server. To do this, follow the Upload Changes instructions on page 7.

Rejecting a COE in the Desktop App

There may be times when a records manager may wish to reject a COE back to a recruiter. This may be because information is missing, there is an error somewhere, or some other reason. To reject a COE, follow the steps below.

1. The records manager has the completely signed hard copy COE.
2. The records manager clicks on the **PROCEDURES** menu and selects **UPLOAD CHANGES**.
   - Be sure to click the **BEGIN UPLOAD** button after the system updates is automatically run.
3. Navigate to **COE DRAFTS** view. Click on **VIEW** and then **COE DRAFT**.

4. Search for the desired COE using the **SEARCH COE** button.
   - Records managers can also navigate to the desired COEs, by using the **ARROW KEYS** beneath the **SEARCH COE** button, or by typing the **COE ID** into the **COE ID** box on the right side of the screen.
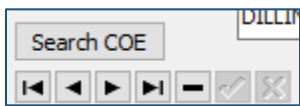
5. Review the information entered into the COE. If the COE is not ready to be approved, click the **REJECT** button at the top of the screen. If the COE requires new signatures, remove the necessary signatures from the **SIGNATURE TAB** before rejecting.

6. This will open the **COE Log**. Enter specific comments to inform the recruiter why the COE was rejected, and what changes need to be made.

7. The COE will now be in **REJECTED** status and available for the recruiter to edit and resubmit through the Web System. If the records manager is the recruiter, the COE will be returned to **COE VIEW** and will be editable in that view.

Entering a COE in the Desktop App

This process is applicable to all records managers who will be entering COEs into the Desktop App. These are COEs that are created by recruiters by using the fillable PDF or paper COEs. All records managers should be familiar with this process in the event that the Web System experiences an outage and recruiters are unable to enter COES using that platform.

1. From the **VIEW** menu, select **COE**. If successful, the user will see the words **COE DATA** in the upper left-hand side of the screen.
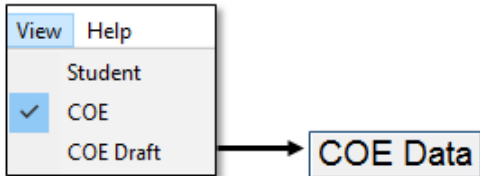
2. Select the **CHILD DATA** tab of **COE DATA** view.
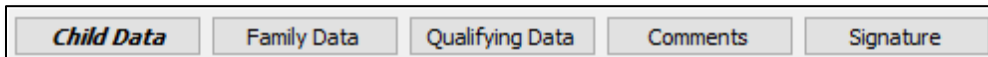
3. Click the **CREATE NEW COE** button located at the top of the screen.
   - A blank child data screen will appear. The user will see that the status of this newly created COE indicated at the left top of the screen is **INCOMPLETE**.

4. To add children to the COE, click the **NEW ENROLLMENT** button on the right side of the screen.
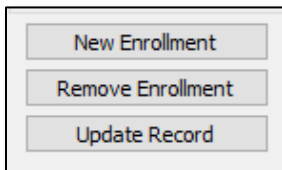
5. Enter the child's Full Name, Date of Birth, Sex, MB, EB, VER Code, School Name, Enroll Date, Grade, and Type (of enrollment).
   - The Alaska Student ID is **not** entered in **COE DATA** view.
   - The enroll date is typically the same as, or after, the residency date.
   - Choose **R** for regular school year, or **S** for summer program in the **TYPE** (of enrollment) field.
     - Very few districts enter **S** lines into the Desktop App. Most **S** lines are entered by the MEO through an automated process. Do not enter an **S** line without contacting the MEO (see current *Records Manager Guide*).

6. Click the **UPDATE RECORD** button located on the right side of the screen.
   - Repeat steps 4 to 6 for every child listed on the hard copy COE before proceeding to the **FAMILY DATA** tab.
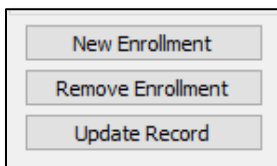
7. Click on the **FAMILY DATA** tab. Enter all information from the Family Data Section of the hard copy COE.
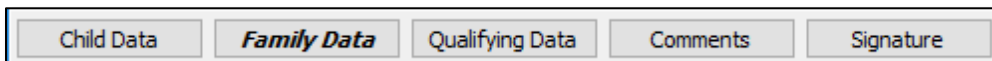
8. Click on the **QUALIFYING DATA** tab and enter all information from the Qualifying Moves & Work Section of the hard copy COE. In addition to this information, this tab also includes information from other portions of the COE such as the Residency Date and the Additional Qualifying Moves. Remember, this tab is broken into two subtabs.

| Child Data | Family Data | *Qualifying Data* | Comments | Signature |
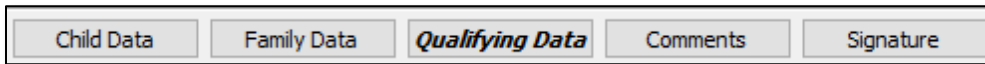
9. Click on the **COMMENTS** tab at the bottom of the screen. Enter all comments found in the Comments Section of the COE, including recruiter's initials and dates.

| Child Data | Family Data | Qualifying Data | *Comments* | Signature |
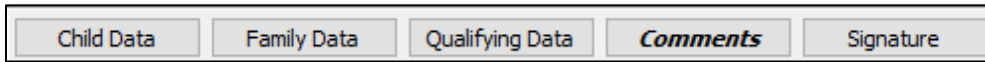
10. Click on the **SIGNATURE** tab at the bottom of the screen. Enter all signature information found in Interviewee Signature and Eligibility Data Certification Sections of the hard copy COE.

| Child Data | Family Data | Qualifying Data | Comments | *Signature* |
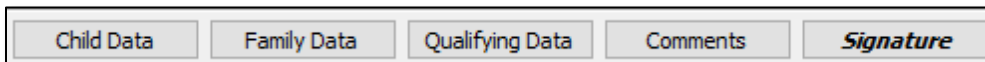
11. Write the MIS2000 generated **COE ID NUMBER** on the hard copy COE in the COE ID# Field. Do this as soon as possible to ensure that this information is transferred to the hard copy COE.

COE IDs
AK7-18-115106
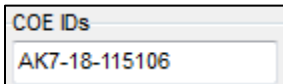
12. After entering all data (except for Student IDs), click the **SUBMIT** button.

Submit
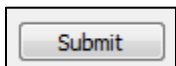
13. Click the **OK** button when the **COE LOG** appears.

OK
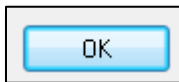
- COE will now be in **NEW STATUS** in **COE DRAFTS** view in the Desktop App.

New

14. Click on **VIEW** and then **COE DRAFTS**.

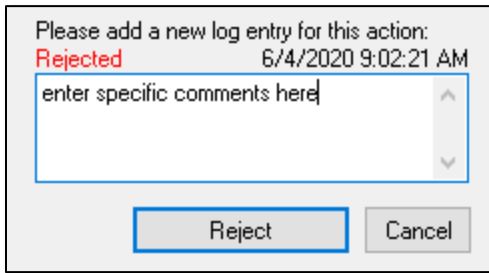View Help
    Student
    COE
✓   COE Draft ➔ COE Drafts

15. Search for the desired COE using the **SEARCH COE** button.
- Records managers can also navigate to the desired COEs, by using the arrow keys beneath the **SEARCH COE** button, or by typing the **COE ID** into the **COE ID** box on the right side of the screen.

Search COE
|◀ ◀ ▶ ▶| ▬ ✓ ✗
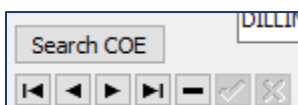
16. The user will now need to approve each child listed on the COE. From the **CHILD DATA** tab highlight the first child listed on the COE (the selected child will be highlighted in blue). Note that, at this stage, the **SEARCHED** field on the far right of the child's line is blank.

Last Name	First Name	Enroll Date	Facility Name	Grade	Searched
MOSHER	MOCHA		KENAI SCHOOL DISTRICT	00	
MOSHER	MACEE		KENAI SCHOOL DISTRICT	00	

17. Click on the **APPROVE CHILD FOR COE** button in the far right of the Desktop App screen. Clicking **APPROVE CHILD FOR COE** will open a Student Search dialog box.
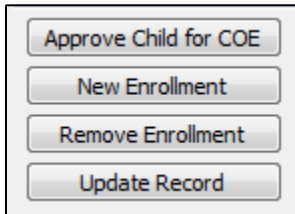
18. In the **STUDENT SEARCH** dialog box, the first three letters of the child's last name and first name will be pre-populated into the search box. Click the **DO SEARCH FOR CHILD** button.
   - *Searching by partial last name and first name initial only* (e.g. Last Name: SMI, First Name: L for Lance Smith) will provide a more comprehensive list of names.
   - If the user is unable to find a child that that is known to be migrant eligible in Alaska, complete the search again, with less information in the first name and last name fields. This will help match misspelled names.

Through this approval process, the following could occur:
   - **Child is Found** – Select the child by clicking on the correct information listed, then either double click on the highlighted name or click the **SELECT CHILD** button. This will close the dialog box and the **SEARCHED** field next to **GRADE** will now have a **Y** (for Yes, student was searched for in MIS2000).
      - Student ID will be auto-populated from **STUDENT SEARCH**.
      - Check to make sure the hard copy COE information matches the information auto-populated by MIS2000. Research any discrepancies and update the hard copy COE or MIS2000, as appropriate.
         - Be aware that many children have similar names. Before utilizing the **SELECT CHILD** button, ensure that all information matches, and that two children are really the same child. Be especially aware of family names given to each generation. Do not assume that an old birthdate is incorrect—this could be the parent a child is named for.

- **Child is Not Found** – Click the NEW CHILD button; the SEARCHED field next to GRADE will now have a Y (for Yes, student was searched for in MIS2000).
  - If a child is enrolled in a public school in Alaska the user must enter the AK Student ID in the AK State ID Field.
  - If a child is not yet in school, MIS2000 will generate a MIS2000 ID for that student, and the AK State ID Field should be left blank in MIS2000.
    - The user can add the placeholder MIS2000 ID to the hard copy COE. The placeholder ID is located to the right of the child information grid, above the APPROVE CHILD FOR COE button. This field is labeled STUDENT IDS.
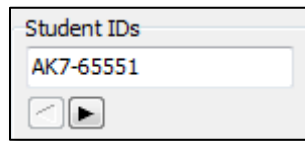
- **Missing Child** – If it is believed a child should already be in MIS2000 but cannot be located using APPROVE CHILD FOR COE and the STUDENT SEARCH, please contact the MEO (see current *Records Manager Guide*) for help. This will help prevent duplicate children in MIS2000.
- **If a child is mistakenly identified** – Use the REMOVE ENROLLMENT button to completely remove the student from the COE. Next, use the NEW ENROLLMENT button. The search box will come up through this process. The user will first complete a search to see if the child is in MIS2000. After determining whether the child is new or existing by clicking the applicable button (SELECT CHILD or NEW CHILD), the user re-enters the rest of the school history line as recorded on the hard copy COE. Click the UPDATE RECORD button to save the child's information.

19. For each child on the COE, the records manager will enter the required health information in the IMM AVAIL and MED ALERT fields. Click the UPDATE RECORD button to save changes made to the school history line.
    - The records manager must document this health information on the hard copy COE in the (IM and MA fields) in addition to MIS2000. Refer to page 34 for more information on the Child Data tab.

20. Repeat steps 16 through 19 for each child on the COE.

21. The records manager reviews all portions of the hard copy COE and compares to MIS2000 to ensure all information is accurate and that the hard copy matches the database.
    - If any changes are made, or additional information is added by the records manager, this information must be documented in MIS2000 and on the hard copy completely signed COE.
      - No changes can be made in the Qualifying Moves & Work Section without obtaining new signatures on a new hard copy COE.

22. The records manager will complete the SIGNATURE tab of the COE in COE DRAFTS view, by typing in the Designated SEA Reviewer Signature fields.
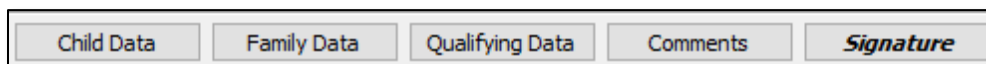
23. Click the APPROVE COE button at the top of the screen.

24. The **COE Log** will appear. The records manager can enter any information they think the MEO may need to know when reviewing the COE for final approval. Close **COE Log** by clicking the **OK** button.
- Comments are only required in the COE log when the COE is being rejected back to the records manager or recruiter.
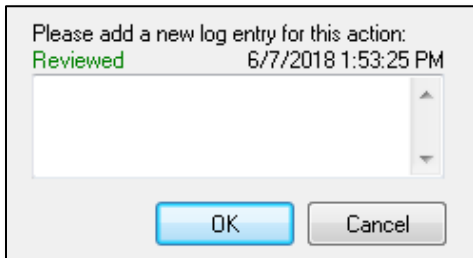
The COE has changed to **Reviewed** status.

25. To complete the process and transfer to the MEO for final approval, the records manager must complete an **Upload Changes**. Navigate to the **Procedures** menu and select **Upload Changes**. Be sure to click the **Begin Upload** button after the initial systems check runs.
- The records manager can choose to complete an upload after every COE, or after a group of COEs have been completed.
26. To start on the next COE, use the **View** menu to return to **COE Data** view.
27. Return to the **Child Data** tab and click the **Create New COE** button at the top of the screen.
28. When finished with COE entry for the day, make sure to run the **Upload Changes** to connect and transmit all completed COEs to the State server. To do this, follow the Upload Changes instructions from page 7.

It is the responsibility of the records manager to review the COE for completeness before entering it into MIS2000 and uploading to the MEO. If mistakes are made during COE entry and approval process by the records manager, please contact the MEO (see current year *Records Manager Guide*). In nearly all cases mistakes made during COE entry can easily be rectified by the MEO staff. However, if mistakes are not pointed out, they can lead to incorrect reporting and corrupted data.

Updating and Correcting Rejected COEs

1. The records manager hovers over the PROCEDURES menu and clicks UPLOAD CHANGES.
   - Be sure to click the BEGIN UPLOAD button after the system updates is automatically run.
2. Navigate to COE DRAFTS view. Click on VIEW and then COE DRAFT.
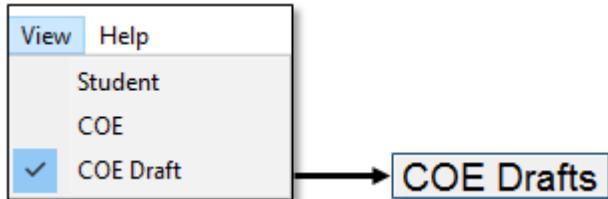
3. Search for the desired COE using the SEARCH COE button.
   - Records managers can also navigate to the desired COEs, by using the ARROW KEYS beneath the SEARCH COE button, or by typing the COE ID into the COE ID box on the right side of the screen.
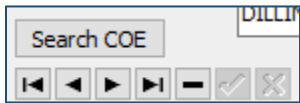
4. The COE will be marked with REJECTED in the upper left-hand corner.

5. Review the STATE COMMENTS box in the COMMENTS TAB for the desired COE.
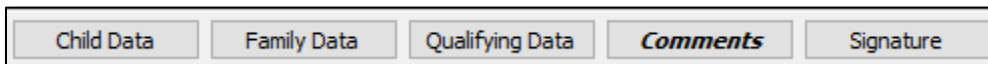
6. Provide updated information on the hard copy COE and in MIS2000.
   - Additional comments must be written underneath the original comments in the COMMENTS tab, and new initials and date provided.
   - Do not delete original comments.
   - If a mistake was made in the Qualifying Moves & Work Section of the hard copy COE, a new hard copy COE with new signatures must be completed.
7. Once updated, use the APPROVE COE button to change the COE status to REVIEWED.
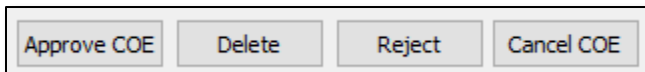
8. Use the PROCEDURES menu to complete an UPLOAD CHANGES to send the updated COEs to the MEO for final eligibility determination.

This process should be repeated for all COEs that are in REJECTED status.

To get a complete list of COEs in REJECTED status, the records manager should utilize Snap reports in the Desktop App or Web System to run an Eligibility Status Report (Snap 6). This report lists the status of all COEs that have not yet been approved by the MEO. Records managers will want to pay particular attention to all COEs marked with N (new/rejected) status. For more information regarding Snap reports, including how to pull them, refer to the current year *Records Manager Guide*.

COE Status Guide – Desktop App

COEs are assigned statuses in MIS2000 in order to differentiate between approved and partially approved COEs. The status abbreviations of **I**, **N**, **V**, **A**, and **C** indicate the status of the COE as listed on a Snap report. Written status INCOMPLETE, NEW/REJECTED, REVIEWED/VERIFIED, APPROVED/ACCEPTED, and CANCELED are listed in the upper left-hand corner in the Desktop App for all COEs in **COE DATA** view and **COE DRAFTS** view.

I – Incomplete

- Status of a newly created COE.
- COE not submitted to **COE DRAFTS** view in the Desktop App.
- COE belongs to the creator.
- COE can only be edited by the creator.
- COEs in the Web System or **COE DATA** view.

N – New/Rejected

- COE status while in the district's Desktop App **COE DRAFTS** view.
- COE belongs to the district records manager.
- COE can be edited by the district records manager.
- Rejected status indicates a COE that has been returned to the district by the MEO.

V – Reviewed/Verified

- District has approved the COE in **COE DRAFTS** view.
- COE is submitted to the MEO to determine eligibility.
- COE belongs to the MEO.
- District cannot edit the COE.

A – Approved/Accepted

- COE is approved by MEO.
- Children are migrant eligible.
- COE cannot be edited by the district.
- COE can be viewed in **COE DATA** view in the Desktop App.

C – Canceled

- COE is not approved by the MEO.
- Children are found to be ineligible for the MEP.
- COE will be deleted from MIS2000.

ARCs in the Desktop App – Entering and Submitting

Entering an Annual Recertification of No New Moves (ARC)

All records managers now have the option of entering, reviewing, and approving ARCs in the Web System. Using the Web System to complete ARCs is faster, simpler, and does not require MEO approval. Any records manager that has chosen to keep the Desktop App (optional for web-based users) will also be able to enter ARCs in the Desktop App.

When a child is listed on an ARC, a NEW SCHOOL HISTORY LINE is required. Follow the steps below to enter a new school history line. New school history lines can only be entered for children who are currently migrant eligible in the records manager's district. This means the district has an active and eligible COE on file for the child. Once a child EOEs the district cannot enter a NEW SCHOOL HISTORY LINE without a new move COE.

1. In the STUDENT DATA view, enter the child's Alaska Student ID in the STUDENT ID box in the top right corner and press the enter key on the keyboard. If the child does not have an Alaska Student ID, select the SEARCH STUDENT button and search for the child by partial first and last names.
2. Click on the SCHOOL HISTORY tab, if not already there.
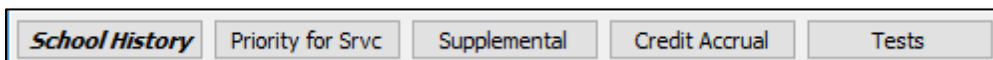
3. Click on the NEW SH LINE button.

4. Enter the child's SCHOOL NAME, ENROLLMENT DATE, and GRADE. The NEW SCHOOL HISTORY LINE will auto-populate with information from the previous school year. Be sure to carefully update all fields.

5. In the TYPE (of enrollment) field choose *R* for regular school year.
6. In the IEP field, click the Y if an IEP is on file for the child.

7. Enter any comments in the SCHOOL HISTORY UPDATES box. All comments added to the SCHOOL HISTORY UPDATES box must be initialed and dated.

8. Click the CHECKMARK button. A NEW SCHOOL HISTORY LINE will appear in the bottom panel. This completes the process of entering an ARC for this child.

9. Repeat this process for all students on an ARC individually. Remember to run UPLOAD CHANGES before closing the Desktop App.

Once the district runs an UPLOAD CHANGES, each SCHOOL HISTORY LINE is reviewed by the MEO Eligibility Specialist. If the student meets the eligibility requirements, the student's current school year status will be updated to eligible. If student does not meet eligibility requirements, the SCHOOL HISTORY LINE will be deleted.

Alaska Department of Education & Early Development – Migrant Education Office

Desktop App Tips and Traps

Tips

- Review COEs/ARCs for any missing or needed information and for accuracy.
- Enter complete and accurate COEs and ARCs as soon as they come in. Do not wait.
- Enter *exactly* what the hard copy COE and ARC says into MIS2000. No changes, additions, or deletions are allowed unless those changes are also made on the hard copy COE or ARC. *No changes can be made to the Qualifying Moves & Work section of the COE.*
- Enter the MIS2000-generated COE ID number on the hard copy COE for all new COEs.
- Search for students in MIS2000 by partial last name and first initial only. This will increase user success in finding the student.
- Enter student IDs for K-12 public school students. All students entered into MIS2000 in grades K-12 must have a State-assigned student ID entered if they have ever been enrolled in any Alaska public school. COEs will be considered incomplete without.
- Make sure the youngest child is listed first on the hard copy COEs and ARCs.
- Make sure there is a phone number listed in the Family Data section. This is required so that the MEO can reach the family, even if it is only to leave messages. This cannot be a school district number.
- Make sure the recruiter has initialed & dated the end of the Comments section. Any comments added after the original interview must also include initials and date.
- Run "Upload Changes" every time before closing out of the Desktop App.
- Utilize the "show all Draft COEs" check box if struggling to find COEs in COE DRAFTS view.
- If a child is mistakenly identified as a "new" or "existing" child, remove the enrollment from the COE in COE DRAFTS view, then use the new enrollment button create a new line to re-enter the child's information. Through this process, the database will search for existing records to link to.

Traps

- Do not enter a space after the last letter of a student's name in the search bar when searching by student name in the Desktop App. No matches will show up, making it appear the child was not found.
- Do not enter any punctuation, such as an apostrophe, for child names. Unless exact name with punctuation is entered the same every time, child will not appear in the search results.
- Do not enter dashes into blank fields in the Desktop App.

Errors and Warnings

Desktop ARC (School History Line)

Error and Warning Messages	Description
Student Graduated Error "Student has graduated and cannot be modified."	District staff cannot modify migratory children who have graduated from high school. This includes updating name, birthdate, demographic information, creating a new school history lines, or adding the child to a COE. Contact the MEO (see current year *Records Manager Guide*) if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district.
Child has Reached Age 22 Error "Student is over 22 years old and cannot be modified."	District staff cannot modify migratory children who have reached age 22. This includes updating name, birthdate, demographic information, creating a new school history line, or adding the child to a COE. Contact the MEO (see current year *Records Manager Guide*) if it is believed that a child's birth date

Error and Warning Messages	Description
	was entered incorrectly or if there is some other reason that the child should be editable by the district.
Edit Current SH Line Warning "Edit Current SH Line?"	When making any changes on the Student Data screen in the Desktop App, a warning pop-up message will appear. This is to ensure that no changes are accidently made by users. Additionally, school history information from prior school years are locked and cannot be changed. To make changes to the current school history line, click **YES** in the warning pop-up message box. Click **NO** in the warning pop-up message box to not make changes to the current school history line.
No Existing Enrollment Error "No existing enrollment found for the district associated with DBID AKXX. A COE needs to be created for this district. Please contact the State office for assistance."	When entering an ARC (new school history line), districts will not be able to enter a school history line unless the child still has eligibility on a COE for their district.
Missing Grade Error "Grade must be specified"	When entering enrollment data for a child on the School History tab, the district must enter a grade in the **GRADE FIELD**. An error message will pop-up if a grade is not entered.
Facility Name Incompatible with Grades 00 or OY Error "Child must have a school district with grades 00 or OY."	Children listed in grades 00 or OY must use the generic facility name for a particular school district. The **SCHOOL NAME field** must be completed with the School District Name. Any other facility name will cause and error to occur.
Future Enroll Date Error "Child must have a non-future enroll date with grades PS-12."	Children cannot be certified on any enrollment (COE or ARC) with a future enrollment date. The **ENROLL DATE field** requires a date to be on or after 8/1 of the given school year and on or after today's date. Any dates submitted later than today's date will result in an error.

COE Alerts

When entering COEs, a series of messages may appear if information is entered incorrectly and/or when a user attempts to submit a COE. The systems will not allow incorrect COE information to be entered/submitted. This ensures that information entered and uploaded to the State is complete and accurate.

Error and Warning Messages	Description
Data Locked Error "This COE data is locked. Updates can only be added to the Comments Field. Please contact the Alaska Migrant Education Office regarding any other changes."	The error message, will appear for one of two reasons: 1. When creating a new COE on the wrong school year, usually the prior school year (if this happens, run an Upload Changes following instructions on page 7 to pull down the current school year). 2. When trying to enter data on a locked COE. Changes to approved COEs made after December 31 of each year require districts to notify the MEO. This is to protect information from being accidentally changed. Additionally, COEs from previous years cannot be changed because they are considered historical information.
New Enrollment Error "You must first add a child to the COE."	This error message will appear when districts try to enter child data without clicking on the **NEW ENROLLMENT** button first.
Student Graduated Error "Student has graduated and cannot be modified."	District staff cannot modify migratory children who have graduated from high school. This includes updating name, birthdate, demographic information, creating a new school

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Error and Warning Messages	Description
	history line, or adding the child to a COE. Contact the MEO (see current year *Records Manager Guide*) if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district.
Child has Reached Age 22 Error "Student is over 22 and cannot be modified."	District staff cannot modify migratory children who have reached age 22. This includes updating name, birthdate, demographic information, creating a new school history line, or adding the child to a COE. Contact the MEO (see current year *Records Manager Guide*) if it is believed that a child's birth date was entered incorrectly or if there is some other reason that the child should be editable by the district.
AK State ID Already in Use Error "The AK Student ID XXXXXXXXXX is already in use by another record."	An error message is received when districts enter an **ALASKA STUDENT ID (AKSID)** for a child and the AKSID is already in use in MIS2000.
No AK Student ID, But Enrolled in Public School Error "The AK State ID must be assigned."	All children enrolled in a public school in the State of Alaska (including statewide correspondence schools) are required to have an **AKSID** entered into MIS2000. COEs cannot be submitted from **COE DRAFT** view without it.
Child Missing First or Last Name Error "Field 'Last Name' must have a value" "Field 'First name' must have a value."	Each child listed on the COE must have both a **FIRST** and **LAST NAME**. If one of these names are missing the COE cannot be submitted to the next level of approval.
Date of Birth is After the QAD Error "This child was born after the QA Date."	The child has a date of birth that is after the QAD. A child must have been born prior to the QAD in order to be listed in the Child Data Section of the COE.
Missing Birthdate Verification Code Error "Birth Verification must be specified."	The **VER (BIRTH DATE VERIFICATION) FIELD** must be completed for each child on the COE. This field cannot be blank.
Missing Sex (Gender) Error "Field 'Sex' must have a value."	The **SEX (GENDER) FIELD** must be specified for each child listed on the COE. This field cannot be blank.
Missing Birthdate Error "Field 'Birth Date' must have a value."	Each child listed on the COE must have the **BIRTH DATE FIELD** complete, and it must be in mm/dd/yyyy format.
Missing Multiple Birth Error "Field 'Multiplebirth Code' must have a value."	Each child listed on the COE must have the **MB (MULTIPLE BIRTH)** field completed. This is a Yes/No field.
Missing Ethnicity Error "Field 'Race' must have a value."	Each child listed on the COE must have their race/ethnicity specified in the **EB (ETHNIC BREAKDOWN) FIELD**.
Missing Facility Error "Field 'Facility' must have a value."	Each child listed on the COE must have a **SCHOOL (FACILITY) NAME**.
Facility Name Incompatible with Grades 00 or OY Error "Child must have a school district with grades 00 or OY."	Children listed in grades 00 or OY must use the generic facility name for a particular school district. The **SCHOOL NAME** field must be completed with the School District Name. Any other facility name will cause the error to occur.
Missing Grade Error "Field 'Grade' must have a value."	When entering enrollment data for a child on the Child Data Section, the district must enter a grade in the **GRADE** field. An error message will pop-up if a grade is not entered.
Missing Enroll Type "Field 'Type' must have a value."	Each child must have the enroll type defined in the Child Data Section. This cannot be left blank. The **TYPE** (enroll type) will be either **R** (regular school year) or **S** (summer term). Districts typically only enter type **R** lines. **S** lines are entered by the MEO through an automated process based off of the Summer Withdrawal Report.

Error and Warning Messages	Description
Enroll Date Must be Later than the QAD "Enrollment date must be later than the Qualifying Arrival Date."	The **ENROLL DATE** must be later than the **QUALIFYING ARRIVAL DATE**. The enroll date is the first day the child is physically in the classroom after the most recent qualifying move.
Enroll Date before QAD or Res Date Error "The Enroll Date entered is before the QAD or Res Date. This is incorrect; please correct the dates."	The **ENROLL DATE** cannot be before the QAD or the **RESIDENCY DATE**. The enroll date is the first day of school that the child attends after the qualifying move.
Enroll Date before Date of Birth Error "Enroll date cannot be prior to student date of birth."	The **ENROLL DATE** must be later than the child's **DATE OF BIRTH**.
Future Enroll Date Error "Child must have a non-future enroll date with grades PS-12."	Children cannot be certified on any enrollment (COE or ARC) with a future enrollment date. The **ENROLL DATE** field requires a date to be on or after 8/1 of the given school year and on or after today's date. Any dates submitted later than today's date will result in an error.
QAD and RES Date are the Same Warning "QAD and RES dates are the same. Please indicate the length of move in comments."	The QAD and Residency Date can be the same on the COE. However, when this occurs a comment is required to describe the length of engagement in the migratory work as listed in questions 4 and 5 of the Qualifying Moves & Works Section. This pop-up will not prevent users from submitting the COE to the next level of approval. However, if this comment is not in the Comments Section, the MEO Eligibility Specialist will reject the COE back to the records manager.
Residency Date Reminder "The RES date is more than 30 days after the QAD Date. Please make a note in the Comments box explaining the duration of the migratory move (start and end date) and why the RES date is much later than the QAD date."	When entering data in the Qualifying Data Section of the COE, this pop-up message may appear if data was entered incorrectly or the data entered needs more clarification. The system does not allow for the Residency date to be more than 30 days after the QAD date. This warning does not prevent the COE from being submitted to the next level of approval. If the Residency date entered is correct and is 30 days or more after the QAD, a comment must be provided in the Comments Section.
Less than Seven Nights on COE Warning "There are less than seven nights listed on the COE. Enter a comment detailing at least seven nights of engagement in qualifying work. Ensure that all additional qualifying moves accounted for. Number of nights is currently X."	When there are less than seven nights listed on the COE (including Additional Qualifying Moves) a warning message will be displayed. When this occurs a comment is required to describe the length of engagement in the migratory work as listed in numbers 4 and 5 of the Qualifying Moves & Work Section. This pop-up will not prevent users from submitting the COE to the next level of approval. However, if this comment is not in the Comments Section, the MEO Eligibility Specialist will reject the COE back to the records manager.
Pole Comment Reminder "Comment is needed verifying pole was not used for Sport or Recreation."	When users select **POLE** for the gear listed in the Qualifying Data Section, a warning will occur. This will not prevent the user from submitting the COE. The message serves as a reminder for a required comment regarding the use of the pole.
Additional Qualifying Move Date Error "Additional move dates must be before the QAD."	The system does not allow the **ADDITIONAL MOVE DATES** to be after the QAD date.
Additional Qualifying Moves Date Restrictions Error "Eligibility Panel – Additional Move From Date is more than 365 Days from QAD."	The start date for **ADDITIONAL QUALIFYING MOVES** must be within 1 year/365 days of the QAD.

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Error and Warning Messages	Description
Missing Additional Move Date Errors "Additional Move <Move Number> To Date must be specified when From Date is specified." "Additional Move <Move Number> From Date must be specified when To Date is specified."	All additional moves require an **ADDITIONAL MOVE FROM DATE** and an **ADDITIONAL MOVE TO DATE**. Both dates must be specified or an error will occur.
Additional Move To Date Before From Date Error "Additional Move From <Move Number> Date must precede Additional Move To Date."	If an additional move is specified, the **ADDITIONAL MOVE FROM DATE** must be earlier than the **ADDITIONAL MOVE TO DATE**. The Additional Move From Date is the date when the additional qualifying move begins, while the Additional Move To Date is when the additional qualifying move ends.
City Name Restrictions Error "Eligibility Section 1 – Moved From and To City cannot be the same" "Eligibility Section 4 – Moved From and To City cannot be the same."	Error checks have been implemented the Web System to ensure that if the district names listed in question 1 or 4 of the Qualifying Moves & Work Section are the same for both the to and from districts, the to and from cities must be unique.
Missing Signature and Date Errors "Interviewee signed by name must be specified." "Interviewee relationship must be specified." "Interviewee signed date must be specified." "Interviewer signed by name must be specified." "Interviewer signed date must be specified."	When entering information into the Signature Sections, the district must enter the all signature information for the Interviewee and Interviewer. This data includes **INTERVIEWEE SIGNED BY NAME**, **INTERVIEWEE RELATIONSHIP**, **INTERVIEWEE SIGNED DATE**, **INTERVIEWER SIGNED BY NAME**, **INTERVIEWER SIGNED BY DATE**, **DESIGNATED SEA REVIEWER NAME**, and **DESIGNATED SEA REVIEWER SIGNED DATE**. An error message will appear if any part of it is not entered.
Missing Immunizations Record Flag (IM) "Field 'Imm Avail' must have a value."	**IMMUNIZATIONS RECORD** Flag cannot be left blank in COE Draft View. Select **Y** if the district has an immunizations records on file for the child or **N** if the district does not have an immunizations record on file for the child.
Missing Medical Alert Indicator (MA) "Field 'Med Alert" must have a value."	**MEDICAL ALERT** Indicator cannot be left blank. This indicator must be completed for each child in COE Draft View.
Missing Residency Date Error "Upper COE Panel – Residency Date cannot be blank."	**RESIDENCY DATE** is a required field on the COE. Enter the Residency date in the Qualifying Data Section, next to the QAD.
Missing Enroll Date Error "Children Panel – [last name, first name]: Enroll Date cannot be blank."	Children listed in grades PS-12 are required to have **ENROLLMENT DATES** listed on the COE. Children marked as grade 00 or OY, will not receive this error.
Missing Current Address Errors "Family Panel – Current Address cannot be blank." "Family Panel – Current City cannot be blank." "Family Panel – Current State cannot be blank." "Family Panel – Current Zip cannot be blank."	The **CURRENT ADDRESS** is required on all COEs. This information must be completed in the Family Data Section. Street address, city, state, and zip are all required fields.
Missing Phone Number Error "Family Panel – Phone Number cannot be blank."	When entering data for the family on the Family Data Section, the district must enter a **TELEPHONE** number in the Phone Field. An error message will appear if a phone number is not entered.
Phone Number Restrictions Error "Telephone must be 10 digits in length."	When entering the phone number in the Family Data tab, the district must enter a 10-digit telephone number, which includes the area code. An error message will appear if the phone number is less than 10 digits.
Missing Move From or To Errors	When entering child qualifying move and worker qualifying move data in the Qualifying Data Section, the district must

Error and Warning Messages	Description
"Eligibility Panel – From School District is required," (for AK school districts only). "Eligibility Panel – From City cannot be blank." "Eligibility Panel – From State cannot be blank." "Eligibility Panel – From Country cannot be blank." "Eligibility Panel – To School District is required." "Eligibility Panel – To City cannot be blank." "Eligibility Panel – To State cannot be blank." "Eligibility Section 4 – From District cannot be blank," (for AK school districts only). "Eligibility Section 4 – From City cannot be blank." "Eligibility Section 4 – From State cannot be blank." "Eligibility Section 4 – From Country cannot be blank." "Eligibility Section 4 – To District cannot be blank," (for AK school districts only). "Eligibility Section 4 – To City cannot be blank." "Eligibility Section 4 – To State cannot be blank."	enter the Move From and the Move To locations. Required Data includes From School District (for all districts in Alaska), From City, From State, From County, To School District (for all districts in Alaska), To City, To State. This applies to the child's move in number 1 and the worker's move in number 4. All error messages will be displayed after the user hits the submit button if any of these data are omitted.
Missing Selection in 2a (As, With, or To Join) Error "Eligibility Panel Section 2a cannot be blank."	A selection must be made in 2a of the Qualifying Data Section, to determine whether the child made the qualifying move AS the worker, WITH the worker, or TO JOIN OR PRECEDE the worker. If no selection is made an error occur.
Missing Worker Name Error "Eligibility Panel 2b – Worker name cannot be blank."	A WORKER NAME must be specified in 2b. If a worker name is not specified the user will receive an error message.
Both To Join and Child Selected Error "Eligibility Section 2 – 'To join or precede the worker' with a relationship of 'Child' are contradictory and not allowed."	The child cannot have moved both TO JOIN OR PRECEDE the worker in 2a and be THE WORKER as marked in 2b of the Qualifying Data Section.
Missing QAD Error "Eligibility Section 3 – QAD cannot be blank."	The COE must have a QUALIFYING ARRIVAL DATE (QAD) listed in question 3of the Qualifying Data Section. If no QAD is specified, an error will occur.
QAD More than 36 Months Ago Error "Eligibility Panel – QAD cannot be more than 36 months from today."	The QUALIFYING ARRIVAL DATE listed in number 3 of the Qualifying Data Section, must be with 36 months of the current date. If the QAD is more than 36 months from today, an error will occur.
No Longer Migratory Worker Error "Eligibility Section 4 – Moved Date cannot be more than 36 months from today."	The date of worker engagement as typed in 4a is more than 36 months from today's date. The individual listed is not considered to be a migratory worker.
4a or 4b Not Specified Error "Eligibility Section 4 – 4a or 4b must be specified."	Users must select either 4a or 4b from Qualifying Data Section. The worker must have either engaged in new qualifying work soon after the move (4a) or actively sought new qualifying work and have a recent history of moves for qualifying work (4b). If no selection is made an error will occur.
Missing 4b Comment Error "Eligibility Section 4 – 4b requires a comment."	When 4b is selected in the Qualifying Data Section comments must be provided.
Missing Gear and/or Catch Error "Eligibility Section 5 – Qualifying Work description cannot be blank."	The QUALIFYING WORK must be specified in question 5 of the Qualifying Data Section. Leaving the gear or the catch field blank will result in an error.
Missing Seasonal or Temporary Error	After the work is listed in question 5, a selection must be made in 5a to determine whether the qualifying work was SEASONAL

Error and Warning Messages	Description
"Eligibility Section 5a – Seasonal or Temporary must be specified."	or TEMPORARY. If no selection is made, the user will receive an error.
Missing Agriculture or Fishing Error "Eligibility Section 5b – Agriculture or Fishing work must be specified."	After the work is listed in question 5, a selection must be made in 5b to determine whether the qualifying work was AGRICULTURAL or FISHING. If no selection is made, the user will receive an error.
Missing Temporary Documentation Error "Eligibility Panel – Eligibility Section 6 must be completed."	If TEMPORARY is selected in 5a, the user must also complete question 6 in the Qualifying Data Section. If no selection in question 6 is made, when TEMPORARY is selected in 5a, the error will occur.
Missing 6a or 6b Comment Error "Eligibility Section 6 – 6a or 6b requires a comment."	When TEMPORARY is selected in 5a, and WORKER'S STATEMENT (6a) or EMPLOYER'S STATEMENT (6b) is selected in question 6 of the Qualifying Data Section, users must enter the statements as comments.
Missing 6C Employer Name Error "Eligibility Section 6c – Employer Name cannot be blank."	When TEMPORARY is selected in 5a, and STATE DOCUMENTATION (6c) is selected in 6, of the Qualifying Data Section, users must specify the EMPLOYER NAME.
Interviewee Signature Date Error "Signature Panel – Interviewer Sign Date cannot be prior to Interviewee Sign Date."	The INTERVIEWEE SIGNATURE DATE must be the same as or before the INTERVIEWER SIGNATURE DATE and SEA REVIEWER SIGNATURE DATE.
Interviewer Signature Date Error "Signature Panel – SEA Reviewer Sign Date cannot be prior to Interviewee Sign Date."	The INTERVIEWER SIGNATURE DATE must be the same as or before the SEA REVIEWER SIGNATURE DATE. If the user enters an SEA Reviewer Sign Date that predates the interviewer sign date, and error will occur.
Interviewee Signature Date Before QAD Error "Interviewee Sign Date cannot be prior to the QADate."	The INTERVIEWEE SIGN DATE must be before the QUALIFYING ARRIVAL DATE.
Reviewer Signature Date Error "Reviewer Sign Date cannot be prior to the Interviewee Sign Date." "Reviewer Sign Date cannot be prior to the Interviewer Sign Date."	If the user enters an SEA REVIEWER SIGNATURE DATE that predates the INTERVIEWEE and/or INTERVIEWER SIGNATURE DATE, an error will occur.
Same Interviewer and Reviewer Error "Interviewer and Reviewer names cannot be the same."	There must be three unique signatures on the COE. If the SEA REVIEWER SIGNATURE is the same as the INTERVIEWER SIGNATURE, an error will occur.
Enrollment before Date of Birth Error "Enroll date cannot be prior to student birthdate."	The ENROLLMENT DATE must be after the student's BIRTHDATE. Children cannot be enrolled before they are born.
Enrollments Greater than One Year Error "Difference between enroll and withdraw date exceeds 1 year."	For children enrolled in school, the WITHDRAWAL DATE must be within one year of the ENROLLMENT DATE. This error will NOT occur for children without an ENROLLMENT DATE (too young, or out of school youth).
Withdrawal Date before Enrollment Date Error "Withdraw date cannot be before enroll date."	For children enrolled in school, the WITHDRAWAL DATE must occur after the ENROLLMENT DATE. This error will NOT occur for children without an ENROLLMENT DATE DATE (too young, or out of school youth).
Future Withdrawal Date Error "Withdraw date cannot be in the future."	The WITHDRAWAL DATE must be a date that has already occurred. An error will occur if the WITHDRAWAL DATE is after the date of entry.
Future Date Error	Future dates are not allowed. All dates on a COE must be on or before the current date.

Error and Warning Messages	Description
"COE Future Date Errors – (specified date) cannot be in the future."	
Unable to Merge Students Errors "Unable to merge students: Sex does not match. Contact the MEO if you believe these are the same child." "Unable to merge students: Birthdate does not match. Contact the MEO if you believe these are the same child."	When approving children onto a COE, the birthdate AND sex must match in order to merge students.
Residency Date Prior to QAD Error "Upper COE Panel – Residency Date cannot be prior to QAD."	RESIDENCY DATE must occur after the QUALIFYING ARRIVAL DATE