



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: September 14, 2022
 To: Local Educational Agency Leads
 Route To: District Registrars, District Homeless Liaisons, Principals, School Nurses, All District Staff with Enrollment Responsibilities
 From: Kathy Ehling, Assistant Commissioner
 Division of Educational Services

Mandatory Identification and Recruitment of Migrant Students

Accurate identification and recruitment of eligible migrant children, including securing pertinent information to document the basis of a child’s eligibility, are cornerstones of the Migrant Education Program (MEP). Both processes are critical for the provision and implementation of educational programs that meet the unique needs of these students and their families, because:

- The children who are most in need of program services are often those who are the most difficult to find.
- Many migrant children would not fully benefit from school, and in some cases, would not attend school at all, if they were not identified and recruited into the MEP. This is particularly true of the most mobile migratory children, who may be more difficult to identify than those who have settled in a community.
- Children cannot receive MEP services without a [record of eligibility](#).

Key Steps/Actions

In order to meet the requirements of *ESEA* Section 1304, the New Jersey Department of Education (NJDOE) is required to promote interstate and intrastate coordination of the MEP by providing educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, regardless of whether the move occurs during the regular school year. To assist in this process, school districts must work cooperatively with their [regional Migrant Education Program](#) (i.e., Essex Regional Educational Services Commission or Gloucester County Special Services School District) to:

- **Properly report** all eligible migrant children in the NJDOE’s NJ SMART database; and
- **Accurately identify** as ‘migrant’ all eligible migrant children for the purposes of statewide standardized testing and federal reporting requirements.

Region	Coordinator	Email Contact
1. Bergen, Essex, Hunterdon, Hudson, Morris, Passaic, Somerset, Sussex, Union, Warren	LaMonica R. McIver, Essex Regional Educational Services Commission	L.McIver@eresc.com
2. Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Mercer, Middlesex, Monmouth, Ocean, Salem	Billie Danielle Thomas, Gloucester County Special Services School District	bthomas@gcecnj.org

Please Note: MEP eligibility is based upon a [National Certificate of Eligibility](#) issued by the United States Department of Education (ED); therefore, districts are notified by the regional MEP of a migrant student’s eligibility.

Do not designate a student as migrant in NJSMART, until you are informed by the [regional Migrant Education Program](#) to do so. Upon notification from the region, a district then designates the student's migrant status in NJSMART.

Contact Information

For questions related to the Migrant Education Program (MEP), email migrated@doe.nj.gov.

- c: Members, State Board of Education
- NJDOE Staff
- Statewide Parent Advocacy Network
- Garden State Coalition of Schools
- NJ LEE Group