

MIS2000 User Guide

Alaska Migrant Web System

2026-2027



Alaska Department of Education and Early Development

Table of Contents

MIS2000 Overview	5
About MIS2000	5
Background	5
Alaska Migrant Web System (Web System)	5
Migrant Student Information Exchange (MSIX)	6
Updates to the Web System	7
COE Recert Updates	7
COE Subtab Updates	7
Reports Tab Updates	7
User Roles in MIS2000	9
Recruiter Role	9
Create and Submit Certificates of Eligibility (COEs)	9
Create and Submit COE Recertifications (COE Recerts)	9
Records Manager Role	10
View Migratory Child Data	10
Manage In Process Certificates of Eligibility (COEs)	10
Manage In Process COE Recertifications (COE Recerts)	10
Title I-C Reporting	10
District Coordinator Role	11
View Migratory Child Data	11
Title I-C Reporting	11
Accessing MIS2000.....	12
User Agreement Forms	12
Creating User Accounts	13
Activating User Accounts: Initial Set-Up	13
Helpful Tips	18
Setting Up MFA Using an Internet Browser Extension	19
Using Google Authenticator Browser Extension on Chrome	19
Setting Up MFA on Mobile Devices	22
Using Google Authenticator on Mobile Devices	22
Using Microsoft Authenticator on Mobile Devices	25
Using the “Don’t Require MFA on this Browser” Option	28
Resetting Passwords	29
Resetting MFAs	32
Resetting Passwords and MFAs Together	37
Removing MFAs from Previous Devices	42
Removing MFAs from Chrome (Google) Browser	42
Removing MFAs from Mobile Devices	43
Online Safety and Security	44
Password Security	44
Multi-Factor Authentication Security	44
Email Security	44
Navigating MIS2000	46
Home Tab	46
Students Subtab	46
COEs Subtab	53
Lists Subtab	59
Reports Tab	63
COE Recerts Tab	64
Filtering COE Recerts	64

Sorting COE Recerts	65
Resources Tab	66
“For RM” Folder	66
“Submit to MEO” Folder	67
“zMEP Information” Folder	67
Help Tab	68
General MIS2000 Functionalities	69
Flash Messages and Alerts	69
Automatic Log Out	69
COEs in MIS2000	70
Overview	70
COE Statuses	70
COE Review Flowchart	71
Recruiter COE Responsibilities.....	72
Create COEs and Submit to Records Manager for Review	72
Gather Signatures on COEs	75
Add Required Attachments to COEs	81
Records Manager COE Responsibilities	83
Review Incomplete (In Process) COEs	83
Review and Submit COEs to DEED for Review	84
Reject COEs Back to the Recruiter for Corrections	98
Track Approved COEs.....	99
Recruiter & Records Manager Shared Responsibilities.....	100
Correct Rejected COEs	100
Transfer COE Ownership to Another User.....	106
Delete In Process (Not Yet Approved) COEs	109
Important Notes Regarding COEs in MIS2000	110
Errors and Warnings	110
COEs Need Your Attention Notice.....	110
General	110
Field Types	111
Tips by COE Section	112
Key Charts	117
COE Recerts in MIS2000	118
Recruiter COE Recert Responsibilities	118
Create COE Recerts and Submit to Records Manager for Review	118
Correct Rejected COE Recerts	125
Records Manager COE Recert Responsibilities	127
Track In Process COE Recerts.....	127
Review and Approve COE Recerts.....	128
Reject COE Recerts Back to the Recruiter for Corrections.....	129
Track Approved COE Recerts	130
Recruiter & Records Manager COE Recert Shared Responsibilities	131
Transfer COE Recert Ownership to Another User	131
Print COE Recerts	131
Delete In Process (Not Yet Approved) COE Recerts	132
Important Notes Regarding COE Recerts in MIS2000	133
Errors and Warnings	133
COE Recerts Need Your Attention Notice	133
General	133
Field Types	133
Tips by COE Recert Section	134

Transmitting Data & Reports in MIS2000 135
 Receive Data and Reports from DEED 135
 Send Data and Reports to DEED 137
Pulling Child Lists in MIS2000 139
 Snap Reports Available to Districts 139
 Pulling Reports in the Web System..... 142
 Snap Report Details 143
 District Display Codes (Used for Pulling Snap Reports)..... 150
Viewing Child Records in MIS2000..... 151
 View Migratory Child Record on Edit Student Page 151
 View Migratory Child Record on a PDF 157
Errors and Warnings in MIS2000 160
 COE Errors, Submission Checks, and Warnings 160
 COE Recert Errors, Submission Checks, and Warnings..... 174
Glossary 176
 Acronyms and Abbreviations..... 176
 Definitions..... 177
DEED Title I-C Program Contacts 186

MIS2000 Overview

Please note that all data and pictures of data shown throughout this user guide are fictitious. This is done to protect child privacy and give the user an accurate look at systems and requirements.

About MIS2000

Background

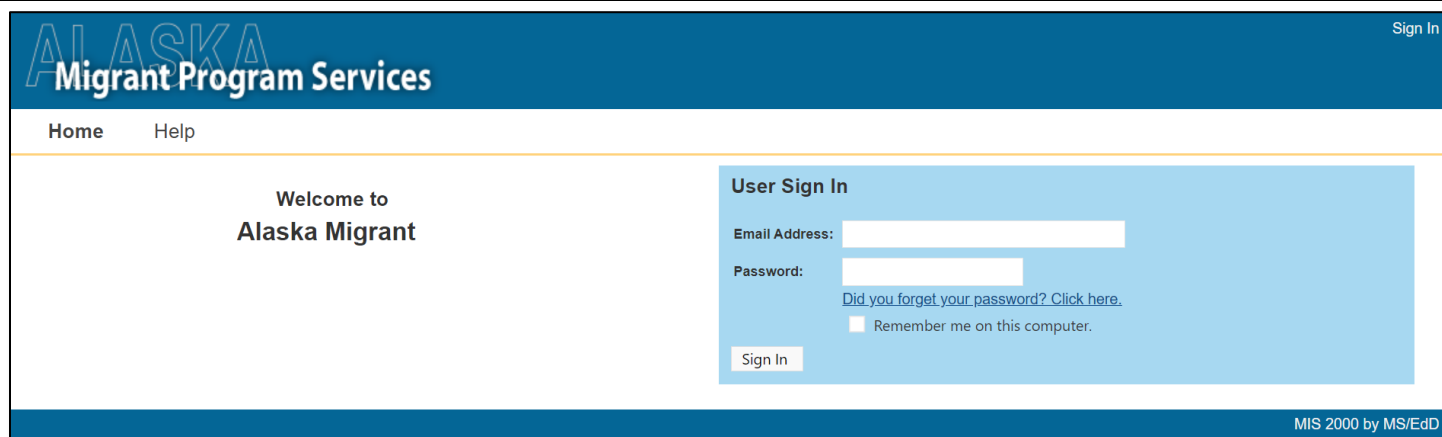
MIS2000 is the database used to store all migratory child data for the Alaska Title I, Part C Program. MIS2000 is a firebird-based, Microsoft Windows-compatible, database program which stores all COE and enrollment information for Alaska's migratory children. MIS2000 was developed by MS/EdD of Little Rock, Arkansas, and has been adapted to meet the unique data needs of Alaska's Title I-C Program.

The data held in MIS2000 is used for all migratory child eligibility decisions. All information regarding enrollment and withdrawal dates, supplemental program information, and family contact information is contained in MIS2000. Furthermore, the database is used by the Title I-C Program to complete federally mandated reports and to allocate funds to school districts. Data in MIS2000 comes from the COEs and COE Recerts submitted by the district and from district reports requested by the Alaska Department of Education & Early Development's (DEED) Title I-C team.

Districts access MIS2000 through the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com). All recruiter and records manager duties are completed through use of the Alaska Migrant Web System (Web System). Unless otherwise noted, all usages of "MIS2000" in this guide refer the MIS2000 database from which the Web System pulls information.

For more information on MIS2000, general questions, further assistance, or to report a problem, please contact the DEED Title I-C team. Refer to page 186 for [DEED Title I-C Program Contacts](#).

Alaska Migrant Web System (Web System)

The screenshot shows the 'ALASKA Migrant Program Services' website. At the top right is a 'Sign In' link. Below the header are 'Home' and 'Help' links. The main content area has a 'Welcome to Alaska Migrant' message on the left and a 'User Sign In' box on the right. The sign-in box contains fields for 'Email Address:' and 'Password:', a link for 'Did you forget your password? Click here.', a checkbox for 'Remember me on this computer.', and a 'Sign In' button. The footer indicates 'MIS 2000 by MS/EdD'.

The [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com) is a secure website utilized in several ways to help streamline Alaska's Title I-C Program. Listed below are some of the applications of the Alaska Migrant Web System:

- A **SECURE TRANSMISSION** portal of migratory child data between recruiters, records managers, and the Alaska Department of Education & Early Development (DEED).
- A **RECRUITING TOOL** for recruiters and records managers to use to complete a Certificate of Eligibility (COE) or Certificate of Eligibility Recertification (COE Recert) and submit them to DEED.
- A generator of migratory child **SNAP REPORTS/LISTS**.

Migrant Student Information Exchange (MSIX)

To achieve the goal of facilitating the transfer of education records between States and districts in those States to which migratory children move, Section 1308(b)(1) of the ESEA, as amended, requires the Office of Migrant Education (OME) to “assist States in the electronic transfer of student records and in determining the number of migratory children in each state.” Furthermore, Section 1308(b)(2) requires OME, in consultation with the States to “ensure the linkage of migratory child record systems for the purpose of electronically exchanging, among the States, health and educational information regarding all migratory students eligible under this part.”

Established and administered by U.S. Department of Education (USED) contract, the Migrant Student Information Exchange (MSIX) system is the technology that allows States to share educational and health information on migratory children who travel from State to State and who, as a result, have student records in multiple States' information systems. MSIX works in concert with the existing migratory child information systems that States currently use (MIS2000 in Alaska) to manage their Title I-C data to fulfill its mission to ensure the appropriate enrollment, placement, and accrual of credits for migratory children nationwide.

In Alaska, DEED primarily utilizes MSIX on the districts' behalf to:

1. Check migratory status of children newly arrived in the State, at the districts' request.
2. Send move notifications when children leave the State.
3. Receive move notifications from other States when children move to Alaska.

Districts should work directly with DEED's Title I-C staff if they have questions regarding a child's migratory status in another district or State. If a child is migratory eligible in another State, the DEED Title I-C staff can obtain that child's records to help facilitate recruitment and ensure placement in appropriate classes and grade levels. When a migratory child leaves the State, the district should notify the DEED as soon as possible regarding when and where a child is transferring. This ensures that a child will continue to receive Title I-C services in their new location.

Updates to the Web System

COE Recert Updates

COE Recert Errors and Warnings Updates

Child Data Section Warning: Child Not Eligible for Recruitment

Users will receive a pop-up warning when editing a child's recertification status on a COE Recert if that child that has graduated or is no longer eligible to be recruited into the program. The pop-up message will occur when the user clicks the update button on the child data entry panel. If it is believed that the child is still eligible for the program and should be recruitable, contact DEED (page 183).

Warning will read as follows:

- Child's Name: Is unable to be enrolled in the program, eligibility for the child has permanently ended. If the eligibility data in MIS2000 is believed to be incorrect, please contact the DEED Title I-C team to resolve the issue.

COE Subtab Updates

COE Errors and Warnings Updates

Child Data Section Warning: Child Name Mismatch

Users will receive a warning when completing a child merge on a COE in New Status (records manager level) when the child's name in the Child Data section does not match the name in MIS2000.

After the merge is completed, the child data row on the COE will display the child's name exactly as the original record in MIS2000. If the user discovers that the wrong child was added to the COE, they should remove the child by selecting the **DEL** link to the right of the child's row in the Child Data Section. If the child's name in the COE was updated to match MIS2000 but is missing the child's full legal name, such as a full middle name, the user should [contact DEED](#) (page 186) and request that the record be corrected.

Warning will read as follows:

- The selected student's name, sex, and birthdate don't exactly match the COE. Merge again to confirm.

Reports Tab Updates

Renamed Various Snap Reports

To enhance usability, DEED has updated the titles of the multiple Snap reports within the Web System to more accurately represent the data they provide. Table below presents a crosswalk.

Previous Snap Report Name	New Snap Report Name
01 PrePrints Top	In Process COEs List
06 Eligibility Status Report	Approved COEs List
07 COEs ACTIVE and the children on each COE	Certified & Recertified Migratory Children List
12 Monthly Eligible_Updated	Priority for Services (PFS) Children List
14 Priority for Service Students	In Process COEs List
Facility Lists	MIS2000 School Names List

New Snap Report: Approved COE Recerts List

Produces a list of migratory children who have approved COE Recertifications (COE Recerts) for the district based on the School Year provided. The list displays each child along with the COE Recert(s) that has been approved for them for the specified school year.

Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about this Snap report and how to pull it.

New Snap Report: Children Near End of Eligibility List

Produces a list of migratory children whose eligibility will end within 6 months of the date the report was pulled. This list includes children who are close to aging out or are approaching the end of their three-year eligibility period. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased as of the date the report was pulled.

Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about this Snap report and how to pull it.

New Snap Report: Eligible Children Without an Enrollment List

Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased.

Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about this Snap report and how to pull it.

New Snap Report: Recently EOE'd Children List

Produces a list of children whose migratory eligibility ended within 12 months of the date the report was pulled. The list excludes children who have aged out, graduated from high school, or are deceased.

Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about this Snap report and how to pull it.

User Roles in MIS2000

Access to information/features of the Alaska Migrant Web System (MIS2000) is based on which role a specific user has been assigned. At the district level, there are three different user roles that Title I-C staff can request/be assigned. All users are required to complete and submit a [Web System User Access Form](#) (education.alaska.gov/forms) before being granted access.

Role	Permissions Overview
Recruiter	Create and submit COEs and COE Recerts to the records manager. This role has limited permissions.
Records Manager	Run Snap reports; upload/download files to/from the folders in the district's RESOURCES tab; view student records; create COEs and COE Recerts; view all in-process COEs and COE Recerts for the district; manage COE approval processes (i.e., attaching children to COE, rejecting COEs back to recruiter); and approve COE Recerts and limited data editing abilities. All districts must have at least one individual designated as the primary records manager. This role gives the most permissions to the user.
District Coordinator	Run Snap reports; upload/download files to/from the folder in the district's RESOURCES tab; and view student records. This role does not include permissions around COE or COE Recert approval or data editing abilities.

Recruiter Role

Recruiters have the most restricted access to information in the Web System. Recruiter access is, generally, restricted to creating new COEs and COE Recerts with limited ability to view student information.

The sections below highlight the main responsibilities of this type of role in the Web System and provides where to go within this guide for more information.

Create and Submit Certificates of Eligibility (COEs)

Recruiters are responsible for creating and submitting COEs to the records manager for review.

Responsibility	Page
Create COEs and Submit to Records Manager for Review	72
Correct Rejected COEs	100
Transfer COE Ownership to Another User	106
Delete In Process (Not Yet Approved) COEs	109

Create and Submit COE Recertifications (COE Recerts)

Recruiters are responsible for creating and submitting COE Recerts to the records manager for review.

Responsibility	Page
Create COE Recerts and Submit to Records Manager for Review	118
Correct Rejected COE Recerts	125
Delete In Process (Not Yet Approved) COE Recerts	132

Records Manager Role

Records managers have the most access within the Web System. This role allows a user to create new COEs and COE Recerts, review/approve/reject COEs and COE Recerts, access the **RESOURCES** tab, pull **SNAP REPORTS (LISTS)**, and view detailed student information. More information about records manager privileges in the Web System can be found below.

The sections below highlight the main responsibilities of this type of role in the Web System and provides where to go within this guide for more information.

View Migratory Child Data

Records managers can view the entirety of a child's Title I-C record in the Web System (e.g. Title I-C enrollment information, course history data, assessment results, priority for service status, Title I-C supplemental services). This role can pull various **SNAP REPORTS (LISTS)** from the Web System.

Responsibility	Page
View Migratory Child Records	151
Pull Snap Reports (Lists)	139

Manage In Process Certificates of Eligibility (COEs)

Records managers are responsible for managing the review and submission process for all COEs.

Responsibility	Page
Review Incomplete (In Process) COEs	83
Review and Submit COEs to DEED for Review	84
Reject COEs Back to the Recruiter for Corrections	98
Correct Rejected COEs	100
Track Approved COEs	99
Transfer COE Ownership to Another User	106
Delete In Process (Not Yet Approved) COEs	109

Manage In Process COE Recertifications (COE Recerts)

Records managers are responsible for managing the review and approval process for all COE Recerts.

Responsibility	Page
Track In Process COE Recerts	127
Review and Approve COE Recerts	127
Reject COE Recerts Back to the Recruiter for Corrections	129
Track Approved COE Recerts	130
Transfer COE Recert Ownership to Another User	131
Delete In Process (Not Yet Approved) COE Recerts	132

Title I-C Reporting

Records managers have access to the **RESOURCES** tab where files (e.g., Title I-C reports) can be securely uploaded to DEED and where records managers can download files securely uploaded by DEED.

Responsibility	Page
Receive Data and Reports from DEED	135
Send Data and Reports to DEED	137

District Coordinator Role

The district coordinator user role allows a user to pull **SNAP REPORTS (LISTS)**, access the **RESOURCES** tab, and view migratory child information. This role does not have COE or COE Recert editing or approval privileges.

The sections below highlight the main responsibilities of this type of role in the Web System and provides where to go within this guide for more information.

View Migratory Child Data

District coordinators can view the entirety of a child's Title I-C record in the Web System (e.g., enrollment information, course history data, assessment results, priority for service status, Title I-C supplemental services). This role can pull various **SNAP REPORTS (LISTS)** from the Web System.

Responsibility	Page
View Migratory Child Records	151
Pull Snap Reports (Lists)	139

Title I-C Reporting

District coordinators have access to the **RESOURCES** tab where files (e.g., Title I-C reports) can be securely uploaded to DEED and where district coordinators can download files securely uploaded by DEED staff members.

Responsibility	Page
Receive Data and Reports from DEED	135
Send Data and Reports to DEED	137

Accessing MIS2000

The Alaska Migrant Web System is for the use of the Alaska Department of Education & Early Development (DEED) Title I-C program and may be accessed and used only for official Title I-C program business, and by authorized personnel using district issued computers.

Recruiters, records managers, and other authorized users of the system must annually sign user access agreement forms prior to access being granted access to the Alaska Migrant Web System.

Terms of the agreement include:

- To safeguard the security of any password provided to you by system administrators.
- To not share the system access you have been given.
- To follow FERPA guidelines and not distribute or share any student information or Title I-C records.
- To 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.
- To ensure that the computer used to access the system is protected by anti-virus software with current updates and is free of any malicious code or applications.
- To not download and save student information from the Web System to a personal computer.
- To have encryption software installed if the computer used is a laptop.
- To immediately notify DEED of any potential data breaches.

Termination of user access to the Web System may occur at any time for reasons such as recruiting being complete for the school year, employees changing jobs, employees resigning, etc. It is the responsibility of the records manager/Title I-C coordinator to immediately notify DEED (refer to page 186 for [DEED Title I-C Program Contacts](#)) when authorized personnel have been terminated or no longer have a business need for access to the system.

The duration of access to the Web System for recruiters is determined by the Title I-C coordinator/records manager and is marked on the [Web System User Access Form](#) (education.alaska.gov/forms). Access will be granted for either of the terms described below:

- July 1st to December 31st, or
- July 1st to June 30th.

Once the term is completed, users are disabled in the Web System until a new access form has been completed.

User Agreement Forms

For district staff to have access to the Alaska Migrant Web System (MIS2000), the [Web System User Access Form](#) (education.alaska.gov/forms) must be completed and submitted to the eligibility specialist at DEED. Refer to page 186 for [DEED Title I-C Program Contacts](#). By completing this form, the individuals agree to safeguard and use the Alaska Migrant Web System appropriately. Access to the Alaska Migrant Web System will not be granted until DEED receives a completed form.

Each user is given specific permission based on their role(s) in the Title I-C program and on the [Web System User Access Form](#) (education.alaska.gov/forms) submitted for them.

Creating User Accounts

The [Alaska Migrant Web System](#), otherwise known as MIS2000 or the Web System, is located at [ak.msedd.com](#). After the signed [Web System User Access Form](#) ([education.alaska.gov/forms](#)) is received by the DEED eligibility specialist (see [contact information](#) on page 186), a profile will be built in the system for each user.

- **USERNAME** – The username for each Title I-C staff member will be their district-issued email address.
- **PASSWORD** – Users create their own passwords for the Web System.
 - Passwords must contain a minimum of eight (8) characters, have a mixture of upper case and lower-case letters, numbers, and special characters (#, @, !, etc.), and be changed periodically.
 - Passwords may not be shared with others, remembered using a browser's "remember password" feature, written down or kept in an area where they are easily discoverable.
- **MULTI-FACTOR AUTHENTICATION (MFA)** – Users set up a Multi Factor Authentication (MFA).
 - For instructions, refer to the [Activating User Accounts: Initial Set-Up](#) section on page 13.

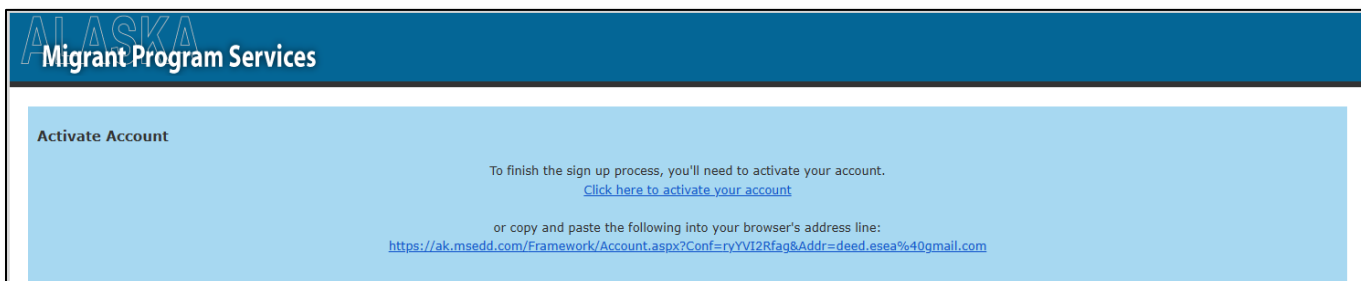
Activating User Accounts: Initial Set-Up

Steps to setting up a password and Multi-Factor Authentication (MFA) for the Alaska Migrant Web System:

1. After the DEED eligibility specialist receives the user access agreement and creates a user profile, an activation email from [support@msedd.com](#) will be auto generated and sent to the user at their district email address.



2. The automated email will prompt the user to activate their account by clicking on the included hyperlink or copying and pasting the customized web address into their internet browser. This will take the user to the **ACCOUNT INFORMATION** page in the Web System to set up the user's password and MFA.



3. On the **ACCOUNT INFORMATION** page, the user's first and last names will be populated into the **FIRST NAME** and **LAST NAME** fields. No action is needed, skip both fields.

A screenshot of the "Account Information" page. At the top, it says "Need help? Contact us at [support@msedd.com](#)". Below that is a section titled "Update Your Account". It has two input fields: "First name" with the value "TEST" and "Last name" with the value "TEST". Below these is a yellow banner that says "Enter a new password only if you'd like to change your password." Underneath is a section for "Enter your new password" and "And again to confirm", each with an input field. At the bottom left is a "Save" button.

4. Enter the desired password into the field labeled **ENTER YOUR NEW PASSWORD**.

- Passwords must contain a minimum of eight characters and have a mixture of upper case and lower-case letters, numbers, and special characters (#, @, !, etc.).

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

5. Confirm the password by **re-entering** the same password in the box labeled **AND AGAIN TO CONFIRM**.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

6. Click the **SAVE** button.

- The page will refresh and will update to include more fields for the user to set up their MFA.
- At the top the screen, a **GREEN BANNER MESSAGE** will appear at the top of the screen that says, “Your account has been activated.” A **YELLOW BANNER MESSAGE** will appear that says, “MFA is now required. You must configure it before proceeding.”

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Enter your new password

And again to confirm

Enter a new password only if you'd like to change your password.

Use MFA

Scan this with your authenticator app

Or create a new entry with this code
Then enter a test code here

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator (Android and iOS)
- Microsoft Authenticator (Android and iOS)
- Authy (Windows, MacOS, Android and iOS)
- Authenticator (Chrome and Firefox Browser Extensions)

Home Reports COE Records Resources Help

Your account has been activated.

MFA is now required. You must configure it before proceeding.

MIS 2000 by MSE4D

7. On the updated Account Information page, enter the newly created password into the **ENTER YOUR CURRENT PASSWORD** field.
- If the **ENTER YOUR CURRENT PASSWORD** field appears to be pre-filled, **do not** assume the ***** in the **ENTER YOUR CURRENT PASSWORD** field contains the user's password. **Always** retype the current user password before proceeding.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password: *****

Email address: deed.esea@gmail.com
First name: DEED Test User JL
Last name: DEED Test User JL

Enter a new password only if you'd like to change your password.

Enter your new password:
And again to confirm:

☒ Use MFA

Scan this with your authenticator app

Or create a new entry with this code: U2RIELVF5OHX26GBVPRKGWGIW6EUFXCJ
Then enter a test code here: Enter Test Code

Save

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator (Android and iOS)
- Microsoft Authenticator (Android and iOS)
- Authy (Windows, MacOS, Android and iOS)
- Authenticator (Chrome and Firefox Browser Extensions)

8. Skip the **ENTER YOUR NEW PASSWORD** and the **AND AGAIN TO CONFIRM** fields.
- These fields should only be utilized when updating the password.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password: *****

Email address: deed.esea@gmail.com
First name: DEED Test User JL
Last name: DEED Test User JL

Enter a new password only if you'd like to change your password.

Enter your new password:
And again to confirm:

☒ Use MFA

Scan this with your authenticator app

Or create a new entry with this code: U2RIELVF5OHX26GBVPRKGWGIW6EUFXCJ
Then enter a test code here: Enter Test Code

Save

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator (Android and iOS)
- Microsoft Authenticator (Android and iOS)
- Authy (Windows, MacOS, Android and iOS)
- Authenticator (Chrome and Firefox Browser Extensions)

9. Using a preferred authenticator application or browser extension, **SCAN THE QR CODE** or **CREATE A NEW ENTRY** using the code provided in the Web System.
- The user will need an authenticator application or browser extension. The Web System lists some commonly used applications and browser extensions.
 - Instructions on [Using Google Authenticator Browser Extension on Chrome](#) starts on page 19.
 - Instructions on [Using Google Authenticator on Mobile Devices](#) starts on page 22.

- **MFA Recommendation:** Using the Authenticator app on a mobile device is recommended because it allows the user to access the Web System from any computer or browser without having to reset the MFA for that browser or computer. However, if cell service is scarce or inconsistent, the browser extension will work on a single computer.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password:

Email address:

First name:

Last name:

Enter a new password only if you'd like to change your password.

Enter your new password:

And again to confirm:

☐ Use MFA

Scan this with your authenticator app

Or create a new entry with this code: UZRIELVF5OHX26GBVPRKGWGIW8EUFXCJ

Then enter a test code here:

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

10. Enter the test code from the authenticator application into the **THEN ENTER A TEST CODE HERE** field in the Alaska Migrant Web System.

- Either copy and paste the code or type the six-digit MFA code into the field titled **THEN ENTER A TEST CODE HERE**.
 - Do not include a space when entering the six digits.
- The code changes every 60-90 seconds. Be sure to enter the code and click **SAVE** before the code changes.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password:

Email address:

First name:

Last name:

Enter a new password only if you'd like to change your password.

Enter your new password:

And again to confirm:

☐ Use MFA

Scan this with your authenticator app

Or create a new entry with this code: UZRIELVF5OHX26GBVPRKGWGIW8EUFXCJ

Then enter a test code here:

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

11. Click the **SAVE** button.

- If the account has successfully been updated, a **GREEN BANNER MESSAGE** at the top of the screen in the Alaska Migrant Web System will be displayed.

Your information has been updated.

- If the test code changed prior to the user clicking **SAVE**, a **RED BANNER MESSAGE** at the top of the screen in the Web System will appear indicating setup was unsuccessful. The user will need to go back to step 7 above and re-enter their current password into the **ENTER YOUR CURRENT PASSWORD** field. Then continue to proceed through all the steps again to enter a new code.

The MFA test code you supplied is not valid

- The user may receive a **RED BANNER MESSAGE** indicating incorrect password if the user did not type or retype their current password before entering the test code and saving.

Incorrect password.

12. Once the password and MFA have been successfully set up, the system will navigate the user to the **HOME** tab within the Web System.

Note:

- Each time the user logs into the Alaska Migrant Web System (MIS2000), the user will be prompted to enter a six-digit MFA code from their Authenticator application or browser extension.
- The user may select **DON'T REQUIRE MFA ON THIS BROWSER** if on a district computer. For more information, refer to the [Using the "Don't Require MFA on this Browser" Option](#) section on page 28. This option will not permanently remove the MFA requirement. The user may be required to enter a new MFA code in the future using the same application or browser to get the new authentication code the user had previously set up.
- For Helpful Tips, refer to the [Helpful Tips](#) section below on page 24.

Helpful Tips

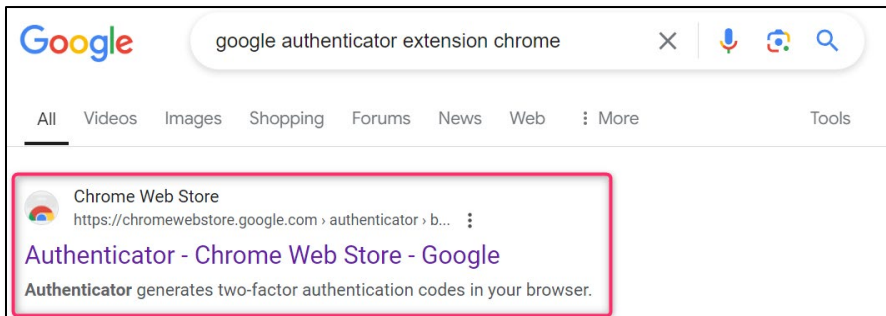
Below are helpful tips for when activating user accounts.

- **ENTER THE CURRENT PASSWORD** each time prior to entering the new six-digit MFA code and clicking the **SAVE** button.
 - The user must enter their current password for each attempt. The system does not save the user's current password, even if it may appear to save it.
- Wait until the code refreshes in the Authenticator application and then quickly enter the code (without spaces) and immediately click **SAVE**.
 - Internet speed can affect whether the six-digit MFA test code registers with the system. Waiting until the code refreshes may mitigate some of the issues that arise due to slow internet speeds.
 - The system time on the phone authenticator and/or the computer may cause MFA codes to incorrectly verify, causing invalid code errors. The user may need to reset their time on their devices and retry the full steps of code entry again beginning with step 7 of Entering your current password above.
- Enter the six-digit MFA code without any spaces.
- If the user is experiencing difficulties using a phone Authenticator application, consider switching to using the Google Authenticator browser extension instead.
- One benefit of using a phone Authenticator app rather than an internet browser app is the user can change computers and sign in using the phone Authenticator app, whereas using an internet browser authenticator locks the user to the computer the authenticator was set up with. The user would then need to reset and create a new MFA on another computer when changing computers to sign into the Alaska Migrant Web System.
- For users that utilize the Google Authenticator browser extension: If the user attempts to login to the Alaska Migrant Web System from a different computer or browser, the Authenticator browser extension code will not work. Each browser and/or computer will require the user to set up a new MFA code specifically on that browser or computer.
- If the MFA process is preventing the user from accessing the Alaska Migrant Web System, please reach out to the ID&R specialist at DEED. [DEED Title I-C Program Contacts](#) can be found on page 186.
 - If too many attempts have been made, the system may require that the password be reset.
 - If the user has changed their current password and is still having difficulties, DEED may need to send a new activation email to the user's email to begin the process over.

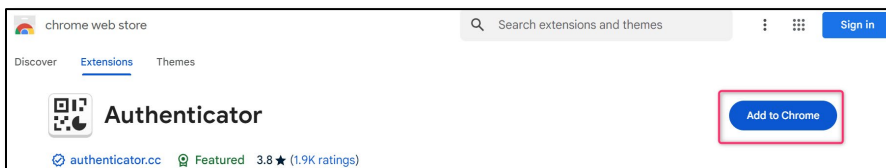
Setting Up MFA Using an Internet Browser Extension

Using Google Authenticator Browser Extension on Chrome

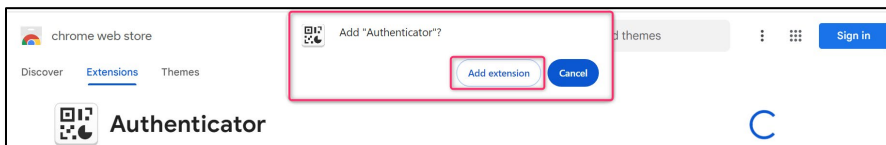
1. Open the Google Chrome browser.
2. Navigate to [Google](https://www.google.com) (google.com) and search for **GOOGLE AUTHENTICATOR EXTENSION CHROME**.
3. Select the **GOOGLE AUTHENTICATOR BROWSER EXTENSION** search result.



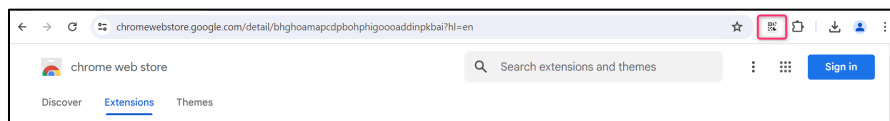
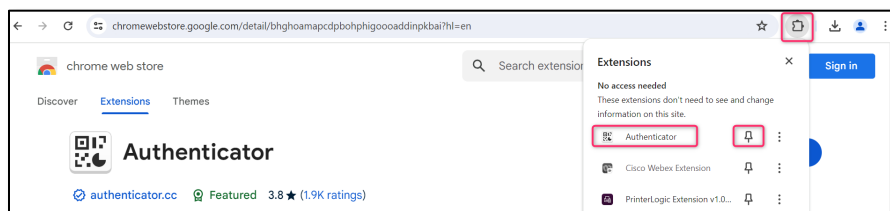
4. Click on the **ADD TO CHROME** button.



5. A pop-up window will appear asking to add the Authenticator extension. Select **ADD EXTENSION**.

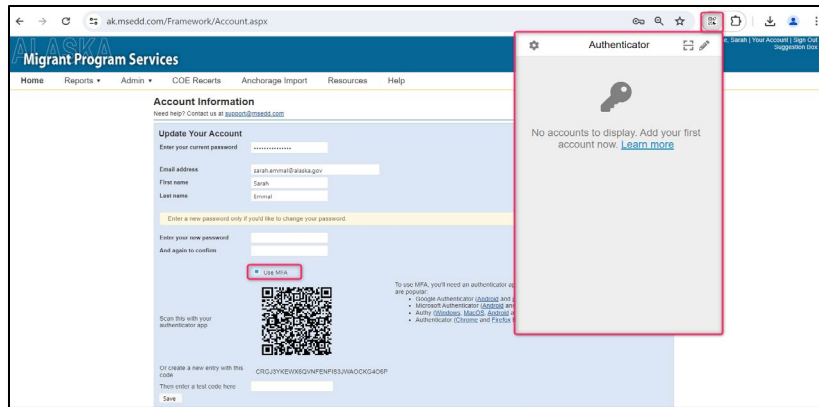


6. To access the Authenticator browser extension, click on the **PUZZLE PIECE** at the top right of the browser. This will open a drop-down menu with all browser extensions currently added to the computer's browser. In the drop-down menu, there will be an Authenticator extension.
 - For easier access to the Authenticator browser extension, click the **PIN ICON** next to the Authenticator extension to pin the extension to the top of their browser in the toolbar. This will add a small QR code icon to the toolbar at the far top right of the browser.

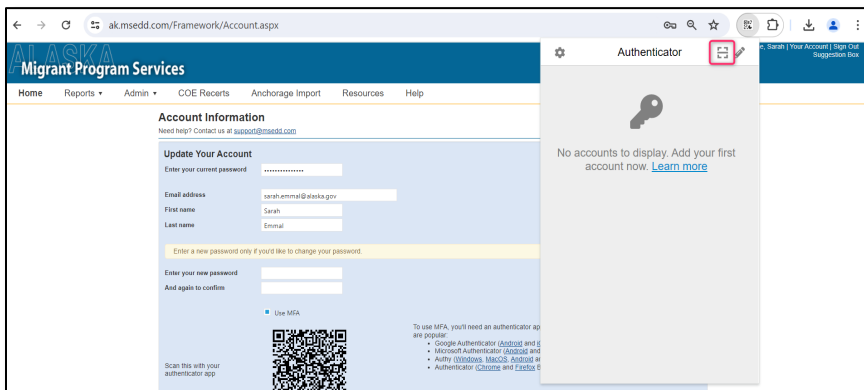


7. Navigate to the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com) and begin the process of setting up the MFA.
 - Refer to the [Activating User Accounts: Initial Set-Up](#) section starting on page 13 for detailed instructions on how to set-up MFA.

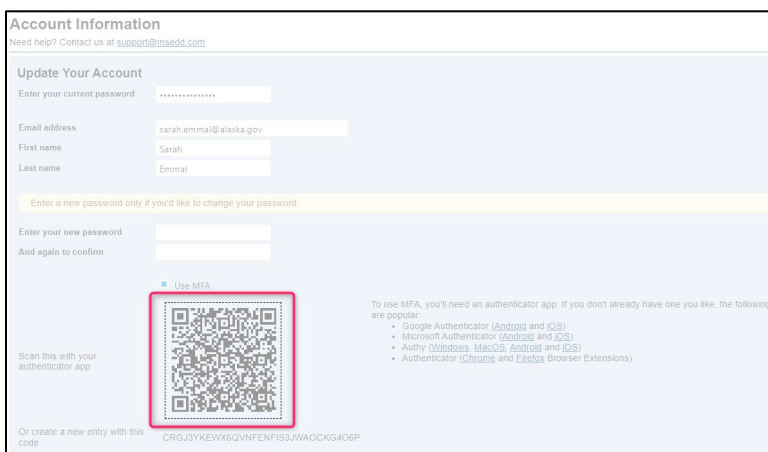
- To remove previously set-up MFAs, refer to [Removing MFAs from Previous Devices](#) on page 42.
 - To manage updating MFAs, refer to [Resetting MFAs](#) on page 32.
8. Once the Account Information Page in the Web System is updated and a **QR CODE IS DISPLAYED**, open the Authenticator browser extension.
- If the user pinned the Authenticator icon, click on the **QR CODE ICON** in the toolbar in the top right corner of the browser.
 - If the user did not pin the Authenticator icon, click on the **PUZZLE PIECE ICON** in the toolbar in the top right corner of the screen. Then, select the Authenticator browser extension from the dropdown.



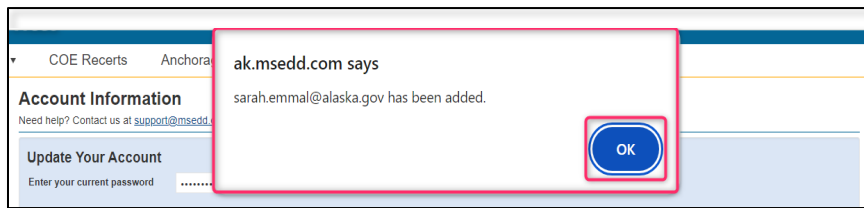
9. In the Authenticator browser extension, click on the icon that looks like a box with a horizontal line through the middle [-].



10. The browser will prompt the user to use their mouse to **DRAG A BOX AROUND THE PERIMETER OF THE QR CODE**. Use the mouse to drag a box around the perimeter of the QR code provided in the Alaska Migrant Web System. The screen will be grayed out until the user drags a box around the QR code.

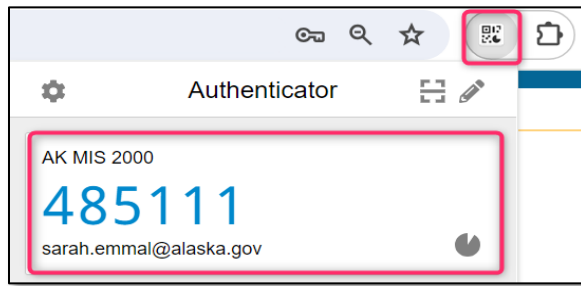


11. A message will appear upon successfully capturing the QR code. Click **OK**.



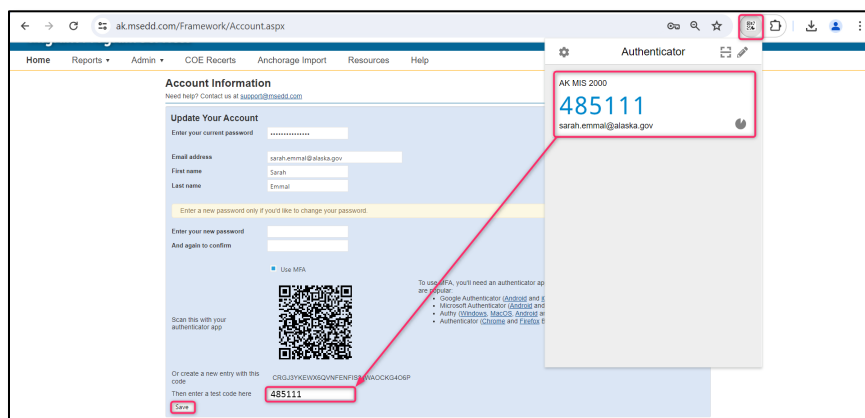
12. Once the QR code has been scanned, there will be a six-digit MFA code in the Authenticator browser extension.

- The name of the Web System code in the Authenticator will start with **AK MIS 2000**.



13. Enter the six-digit MFA code from the Authenticator browser extension into the **THEN ENTER A TEST CODE HERE** field found within the Web System. Do not use a space when entering the six digits.

- Users can quickly copy the six-digit MFA code by clicking on the code displayed in the Authenticator browser extension and then paste it into the **THEN ENTER A TEST CODE HERE** field. Alternatively, the user can type to six-digit MFA code directly into the **THEN ENTER A TEST CODE HERE** field.
- The six-digit MFA code in the Authenticator browser extension will refresh. There is a circle icon on the far right of the row that depicts how long until the code refreshes. It is recommended that the user waits until the code refreshes before entering it into the Alaska Migrant Web System.
- The code refreshes every 60-90 seconds. Enter the code and click **SAVE** before the code changes.



14. Click **Save** in the Alaska Migrant Web System.

Helpful Tip

- If the user attempts to login to the Alaska Migrant Web System from a different computer or browser, the Authenticator browser extension code will not work. Each browser and/or computer will require the user to set up a new MFA code specifically on that browser or computer. Refer to the [Removing MFAs from Previous Devices](#) section on page 42 for detailed instructions on how to remove old MFA codes.

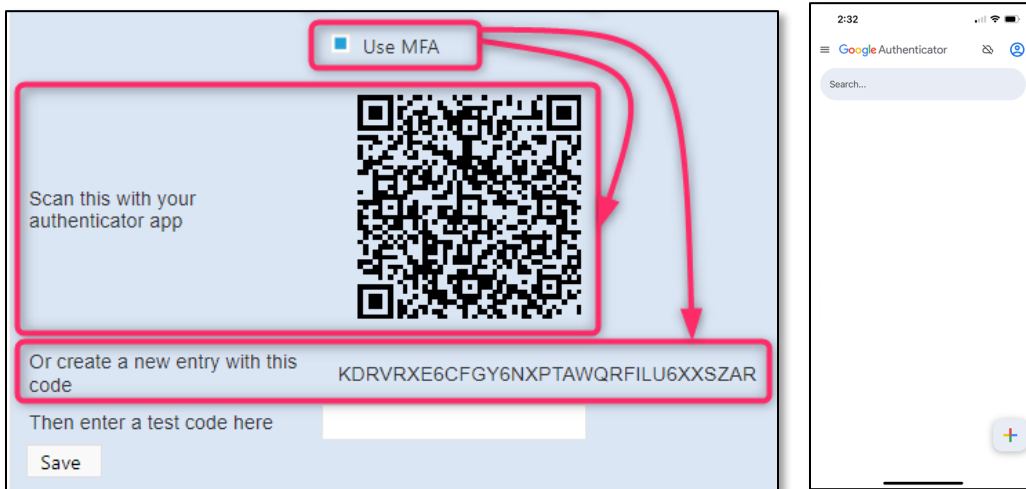
Setting Up MFA on Mobile Devices

Using Google Authenticator on Mobile Devices

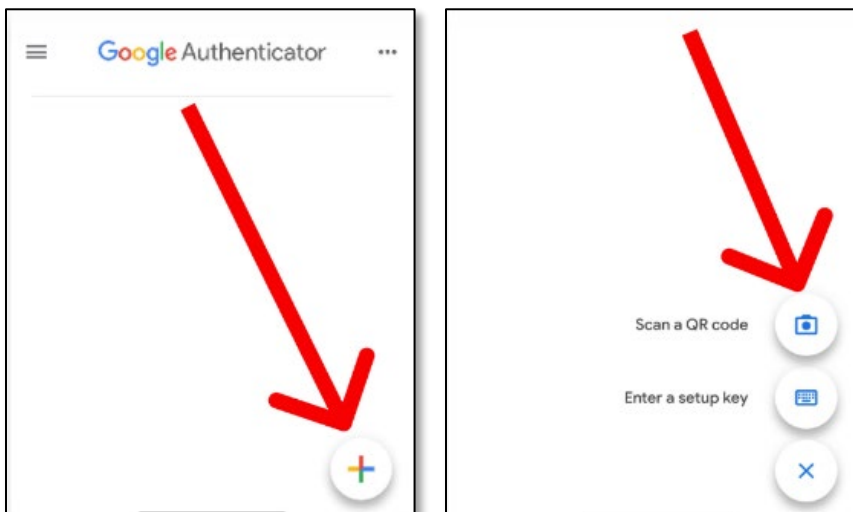
1. Navigate to the Apple App Store (iPhone Users) or the Google Play Store (Android Users) and search for Google Authenticator. The icon of the application looks like a star/snowflake in Google's colors.



2. Download/Install the Google Authenticator application.
3. Once the **USE MFA** checkbox has been selected in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com) and a QR code is displayed, open the user's phone Google Authenticator application.



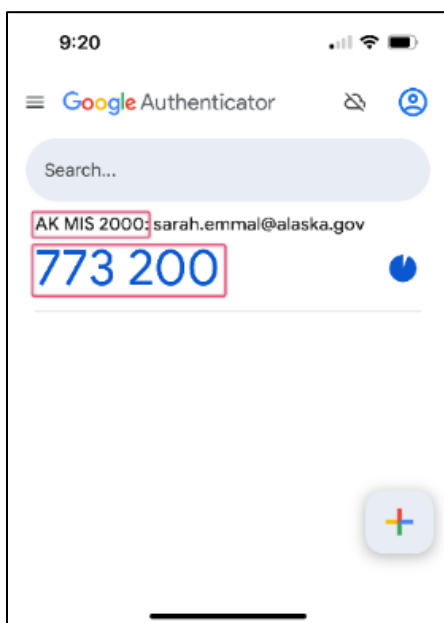
4. In the phone's Google Authenticator application, click on the **PLUS SIGN (+)** in the lower right corner of the screen. Two options will be displayed: **ENTER A SETUP KEY** and **SCAN A QR CODE**.



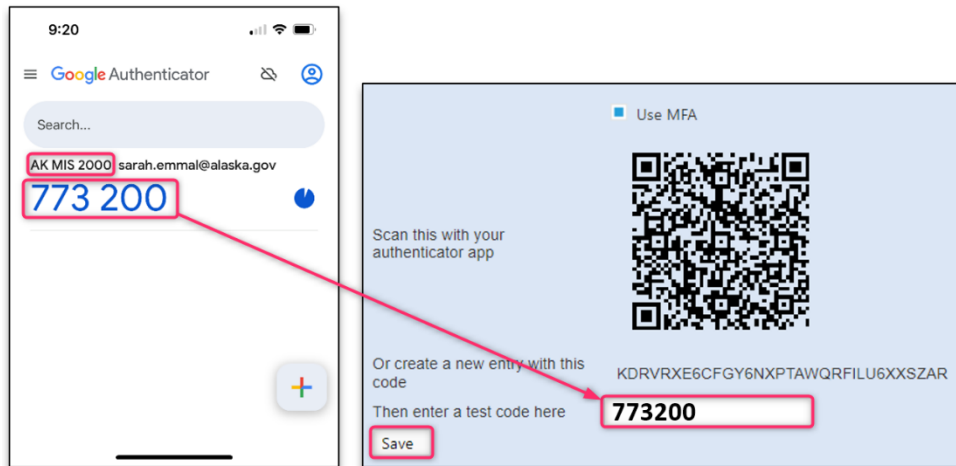
5. In the Web System, there are two options to add an authenticator to the user's account. The user can scan a QR code, or they can create a new entry with a code. This aligns with the two options in the Google Authenticator application.
- If the user would like to Scan the QR code, select the **SCAN A QR CODE** button in the phone's Google Authenticator application. The phone's camera will open. Use the camera to scan the QR code found within the Web System. This is the recommended process.
 - If the user would like to manually enter the code, select the **ENTER A SETUP KEY** button in the phone's Google Authenticator application. Enter the code found within the Web System into the Google Authenticator application.



6. Once the QR code has been scanned or the setup key has been entered, there will be a six-digit MFA code in the phone's Google Authenticator application.
- The name of the Alaska Migrant Web System code in the phone's Google Authenticator application will start with **AK MIS 2000**.



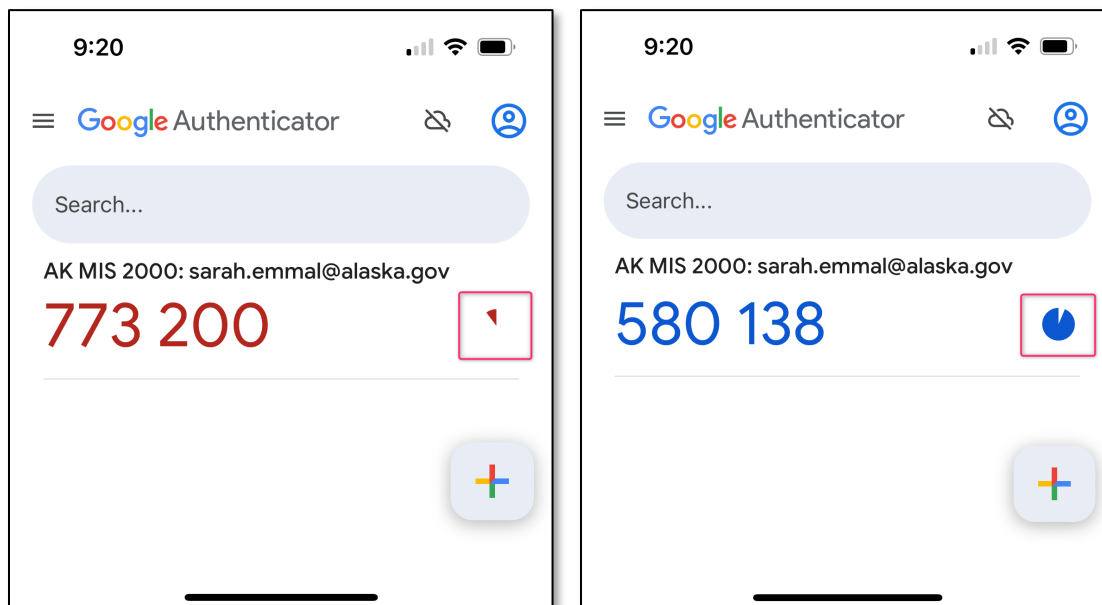
7. Enter the six-digit MFA code from the phone's Google Authenticator application into the **THEN ENTER A TEST CODE HERE** field found within the Alaska Migrant Web System. Do not use a space when entering the six-digit MFA test code.
- The code in the Google Authenticator application will refresh. There is a circle icon on the far right of the row that depicts how long until the code refreshes. It is recommended that the user waits until the code refreshes before entering it into the Web System.
 - The code refreshes every 60-90 seconds. Be sure to enter the code and click **SAVE** before the code changes.



8. Click **SAVE** in Web System.

Helpful Tips

- If the user has multiple **AK MIS 2000** codes in their Google Authenticator application, it is recommended that the user deletes the old codes from the Google Authenticator application to help prevent the user from using the old/inactive codes. Refer to the section on [Removing MFAs from Google Authenticator App on Mobile Device](#) on page 43 for more information.
- The six-digit MFA code in the Google Authenticator application will refresh every 60-90 seconds. There is a circle icon on the far right of the row that depicts how long until the code refreshes. It is recommended that the user waits until the code refreshes before entering it into the Alaska Migrant Web System

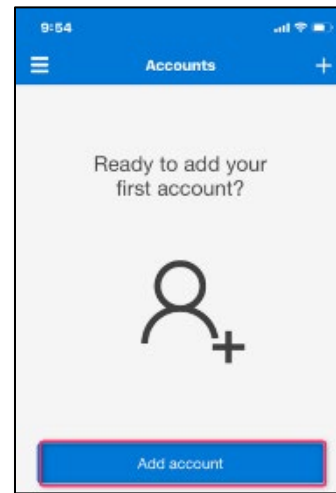
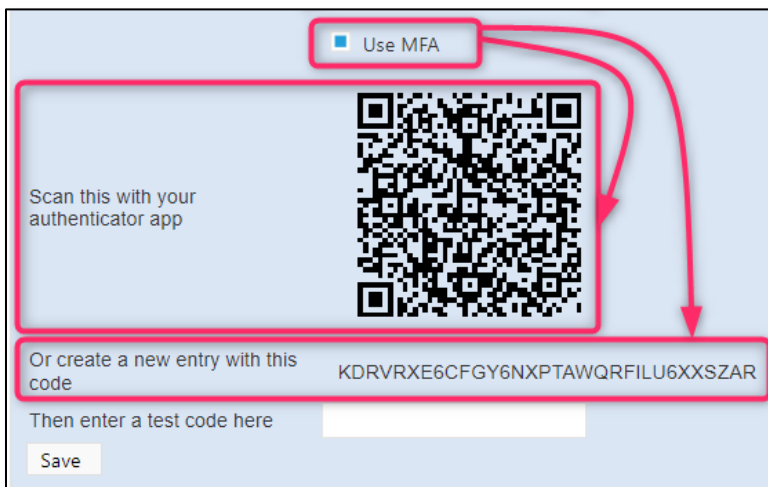


Using Microsoft Authenticator on Mobile Devices

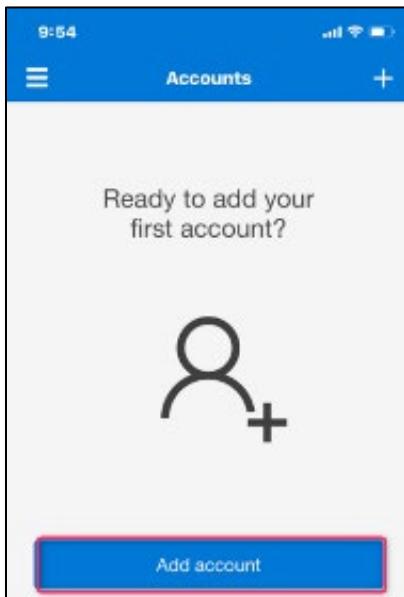
1. Navigate to the Apple App Store (iPhone) or the Google Play Store (Android) and search for Microsoft Authenticator. The icon of the application looks like a blue lock with the outline of a person inside.



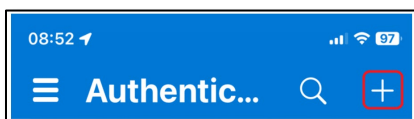
2. Download/Install the Microsoft Authenticator application.
3. Once the **USE MFA** checkbox has been selected in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com) and a QR code is displayed, open the user's phone Microsoft Authenticator application.



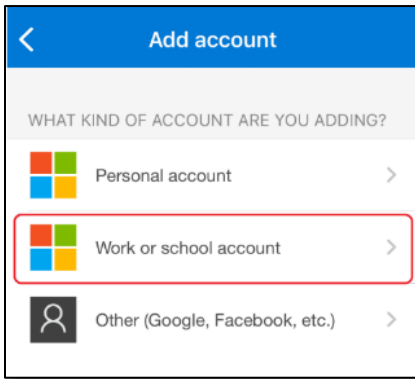
4. Select **ADD ACCOUNT** on the Microsoft Authenticator application on the user's mobile device.



5. Tap the **PLUS SIGN (+)** to add a new account.

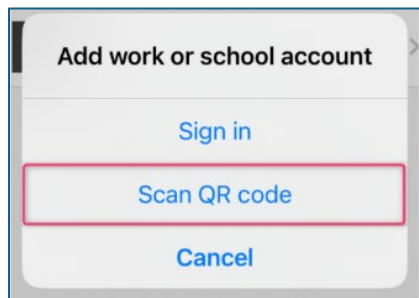


6. Choose the **WORK OR SCHOOL ACCOUNT** option.



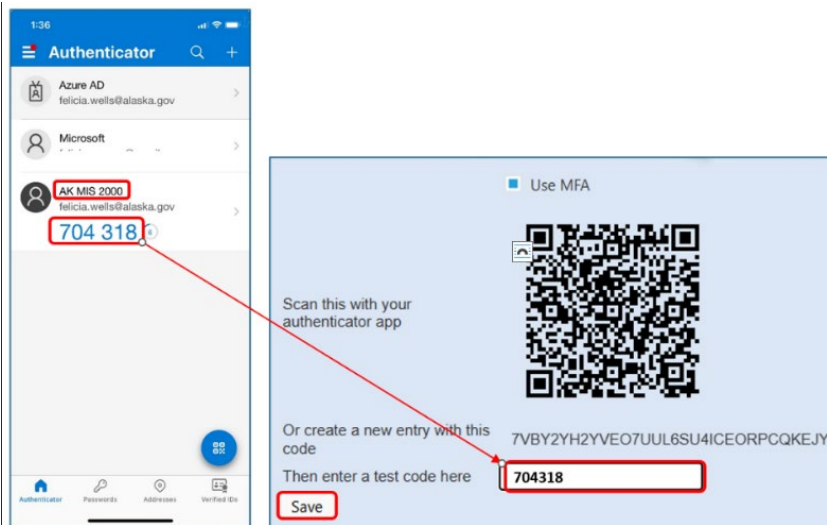
7. In the Web System, there are two options to add an Authenticator to the user's account. The user can scan a QR code, or they can create a new entry with a code. This aligns with the two options in the Microsoft Authenticator application.

- If the user would like to scan the QR code, select the **SCAN A QR CODE** button in the phone's Microsoft Authenticator application.



- The phone's camera will open. Use the camera to scan the QR code found within the Web System. This is the recommended process.
- If the user would like to manually enter the code, select the **ENTER A SETUP KEY** button in the phone's Microsoft Authenticator application. Enter the code found within the Alaska Migrant Web System into the Google Authenticator application.

8. Once the QR code has been scanned or the setup key has been entered, there will be a six-digit code in the phone's Microsoft Authenticator application. The name of the Web System code in the phone's Microsoft Authenticator application will start with **AK MIS 2000**.



9. Click **SAVE** in the Alaska Migrant Web System.

Helpful Tips

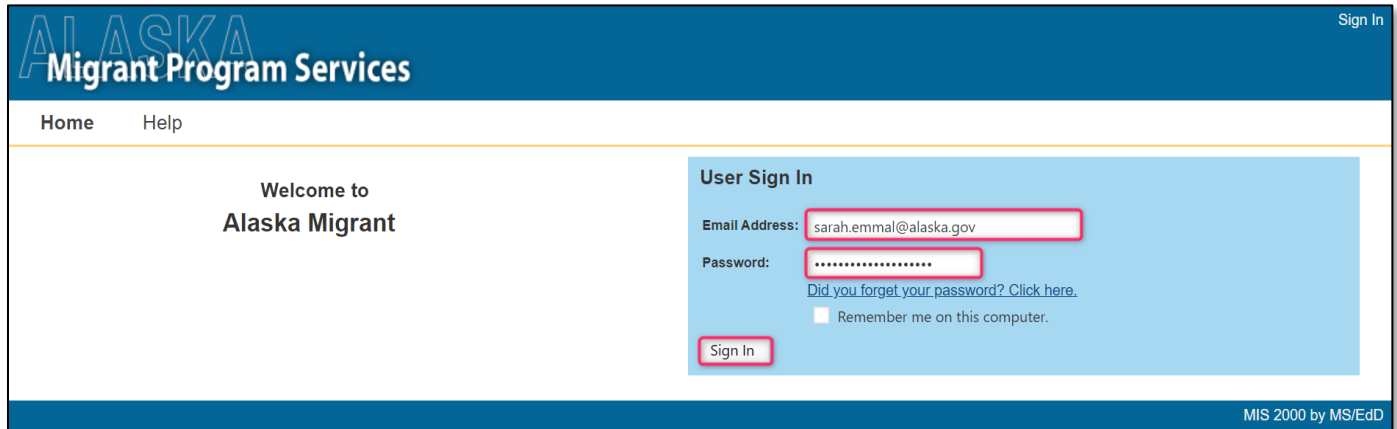
- If the user has multiple **AK MIS 2000** codes in their Microsoft Authenticator application, it is recommended that the user delete the old codes from the Microsoft Authenticator application to help prevent the user from using the old/inactive codes. Refer to the section on [Removing MFAs from Microsoft Authenticator App on Mobile Device](#) on page 43 for more information.
- The six-digit MFA code in the Microsoft Authenticator application will refresh every 60-90 seconds. There is a circle icon with a countdown timer to the right of the six-digit MFA code that depicts how long until the code refreshes. It is recommended that the user waits until the code refreshes before entering it into the Web System.



Using the “Don’t Require MFA on this Browser” Option

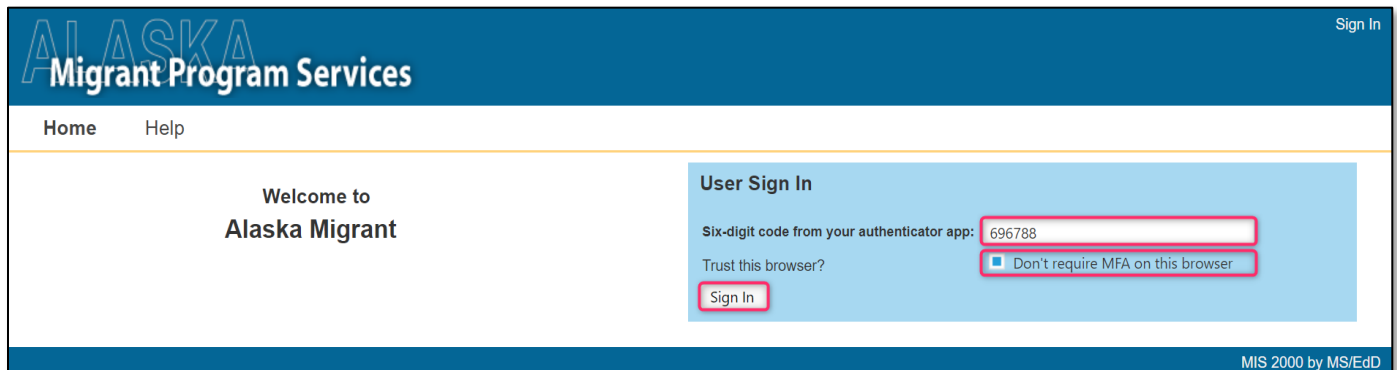
Once the MFA is set up, users may select the **DON’T REQUIRE MFA ON THIS BROWSER** option. If selected, the user will not be required to enter the six-digit MFA code for up to 30 days when signing into the Alaska Migrant Web System from the same device.

1. Navigate to the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com) and log-in to the system.
2. Enter the user’s **EMAIL ADDRESS** and **PASSWORD** and then select **SIGN IN**.



The screenshot shows the 'ALASKA Migrant Program Services' login page. The header includes 'Home' and 'Help' links. The main content area is split: the left side says 'Welcome to Alaska Migrant', and the right side is titled 'User Sign In'. In the 'User Sign In' section, there are two input fields: 'Email Address' with the value 'sarah.emmal@alaska.gov' and 'Password' with masked characters. Below the password field is a link 'Did you forget your password? Click here.' and a checkbox labeled 'Remember me on this computer.' which is currently unchecked. A 'Sign In' button is at the bottom of the form. The footer of the page reads 'MIS 2000 by MS/EdD'.

3. Enter the six-digit MFA code from the user’s Authenticator application on the user’s phone or browser extension.
4. Select the **DON’T REQUIRE MFA ON THIS BROWSER** check box.
5. Click **SIGN IN**.



This screenshot shows the same login page as before, but at the MFA step. The 'Email Address' and 'Password' fields are no longer visible. Instead, there is a 'Six-digit code from your authenticator app:' field containing the code '696788'. Below this is a 'Trust this browser?' section with a checkbox labeled 'Don't require MFA on this browser' which is now checked. The 'Sign In' button remains at the bottom. The footer still reads 'MIS 2000 by MS/EdD'.

Note: The user will not be required to enter the six-digit MFA code for up to 30 days when signing into the Web System from the same device and browser.

Resetting Passwords

1. Navigate to the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Click **DID YOU FORGET YOUR PASSWORD.**

The screenshot shows the 'User Sign In' section of the Alaska Migrant Program Services website. It includes fields for 'Email Address' and 'Password'. A red box highlights the link 'Did you forget your password? Click here.' below the password field. There is also a 'Remember me on this computer.' checkbox and a 'Sign In' button. The page header includes 'ALASKA Migrant Program Services' and 'Home Help' links. The footer says 'MIS 2000 by MS&ED'.

3. Enter user **EMAIL ADDRESS** in the designated field.

The screenshot shows the 'Reset Password' section of the Alaska Migrant Program Services website. It prompts the user to 'Please enter your email address below:' with a text input field containing 'jannessa.lueria@alaska.gov'. Below the field, it says 'We'll send you an email with instructions on how to reset your password.' There are 'Request Password Reset' and 'Cancel' buttons. The page header includes 'ALASKA Migrant Program Services' and 'Home Help' links. The footer says 'MIS 2000 by MS&ED'.

4. Click **REQUEST PASSWORD RESET.**

This screenshot is identical to the previous one, but with a red box highlighting the 'Request Password Reset' button.

5. Check email for **ALASKA MIGRANT PASSWORD RESET.**
6. Click on the **CLICK HERE TO RESET YOUR PASSWORD** link or copy and paste the address into the browser.

The screenshot shows an email from 'Alaska Migrant <support@msedd.com>' to 'Lueria, Jannessa M (EED)'. The email body contains a 'Password Reset' section with the text: 'A request has been made to change the password for your account'. Below this is a blue button labeled 'Click here to reset your password'. Further down, it says 'or copy and paste the following into your browser's address line:' followed by the URL 'https://ak.msedd.com/Framework/Account.aspx?Conf=aGhjo4nG77&Addr=jannessa.lueria%40alaska.gov'. The email header includes a 'CAUTION' warning and a timestamp of 'Thu 5/15/2025 2:50 PM'.

7. Enter new password into the **ENTER YOUR NEW PASSWORD** field. **Note:** If either of the password fields appear pre-filled, the user should assume the pre-filled password field is incorrect, delete the pre-filled password and retype the new password into the field.
- Passwords must contain a minimum of eight characters and have a mixture of upper case and lower-case letters, numbers, and special characters (#, @, !, etc.).

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name: Jannessa
Last name: Luerra

Enter a new password only if you'd like to change your password.

Enter your new password: [Redacted field with red border]
And again to confirm: [Redacted field]

☒ Use MFA ☐ Reset MFA

Save

8. Type new password into the **AND AGAIN TO CONFIRM** field.

ALASKA Migrant Program Services Sign In

Home Help

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name: Jannessa
Last name: Luerra

Enter a new password only if you'd like to change your password.

Enter your new password: [Redacted field]
And again to confirm: [Redacted field with red border]

☒ Use MFA ☐ Reset MFA

Save

MIS 2000 by MS/EdD

9. **USE MFA** is checked by default. Unchecking the box is not permitted.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name: Jannessa
Last name: Luerra

Enter a new password only if you'd like to change your password.

Enter your new password: [Redacted field]
And again to confirm: [Redacted field]

☒ Use MFA ☐ Reset MFA

Save

10. Do not check **RESET MFA** checkbox. This field should remain unchecked.

11. Click the **SAVE** button.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name: Jannessa
Last name: Luerra

Enter a new password only if you'd like to change your password.

Enter your new password:
And again to confirm:

☒ Use MFA ☐ Reset MFA

Save

12. The user should receive a **GREEN BANNER MESSAGE** with confirmation that reads: “Your password has been reset.”

Your password has been reset.

13. Click **I AGREE** to accept the State of Alaska (SOA) assurances.

ALASKA
Migrant Program Services

Welcome, Jannessa | Your Account | Sign Out
Suggestion Box

Home Reports COE Recerts Resources Help

The Alaska Migrant Education Program

You must **READ** and **ACCEPT** the information below to log into the Alaska Migrant Web System.

You are accessing a State of Alaska (SOA) Information system, which includes any SOA device attached to the system (e.g., a state-owned thumb drive), the system does not include any non-SOA device (e.g., a personal cell phone or computer) used to access the system. The system exists for SOA-authorized use only. By using it, you consent to the following conditions:

- The SOA routinely intercepts and monitors communications and data stored on this information system and on any attached non-SOA device for purposes including, but not limited to, penetration testing, maintaining network operations and defense, monitoring for personnel misconduct, conducting law enforcement activities, and undertaking counterintelligence investigations. (The SOA does not intercept or monitor communications or data on personal devices used to access the SOA information system: i.e., as long as such devices are not attached to the system).
- At any time, the SOA may inspect and seize data stored on this information system and on any attached non-SOA device.
- Communications using and data stored on this information system and any attached non-SOA device are not private, such communications and data may be disclosed or used for any SOA-authorized purpose.
- This information system includes security measures (e.g., authentication and access controls) to protect SOA interests. These measures are not for your personal benefit.
- Unauthorized use of this information system is prohibited and may subject the user to disciplinary action (including dismissal) and to criminal and civil penalties.

This Notice applies only to your consent to monitoring when using this information system. It does not affect any other consent by you or any obligations you owe the SOA. For example, it does not affect your obligation to provide the SOA all state records that you have stored on any non-SOA device or non-SOA system, and if you receive an allowance for an employee-owned device. It does not affect your agreement that all records related to the device may be reviewed by the SOA or a court to locate any records related to SOA business. v.3

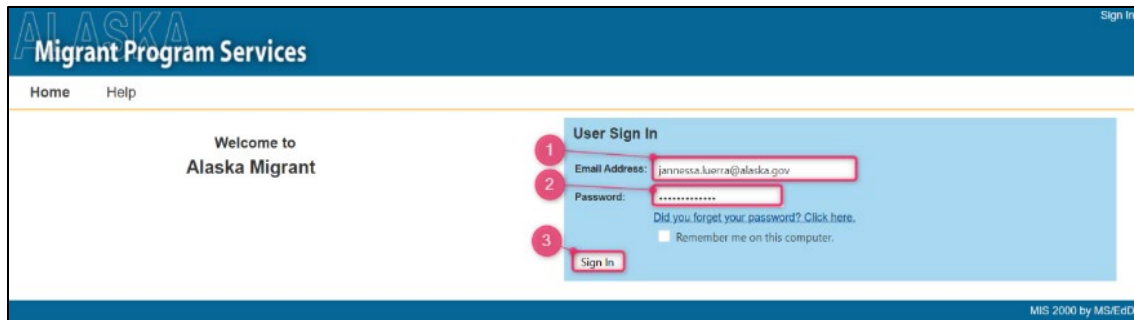
I Agree **I Do Not Agree**

MIS 2000 by MIS/EdD

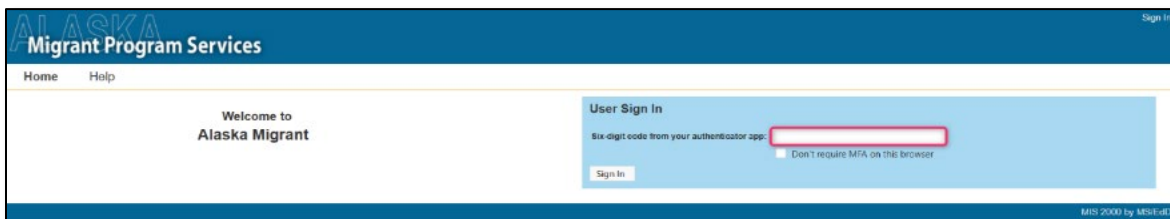
Resetting MFAs

If the user does not have access to the previous MFA/Authenticator application or the MFA is no longer remembered by the browser, the MFA cannot be reset using these directions. Instead, refer to the [Resetting Passwords and MFAs Together](#) section on page 37.

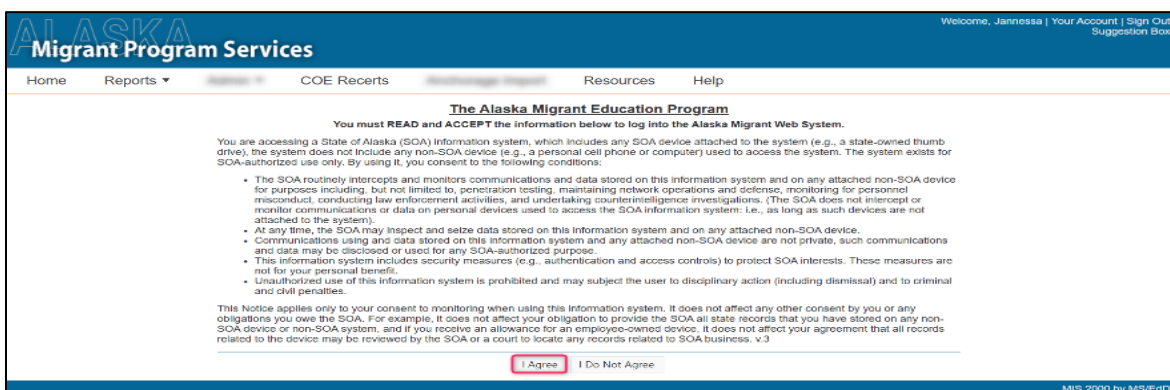
1. Navigate to the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Sign into Alaska Migrant Web System.
 - Enter the user **EMAIL ADDRESS**.
 - Enter the user **PASSWORD**.
 - Click the **SIGN IN** button.



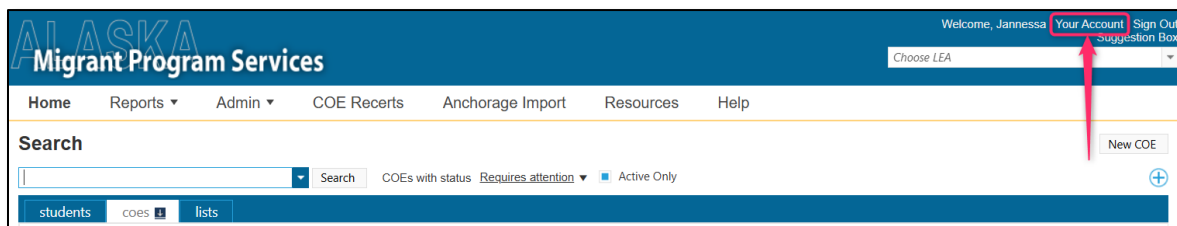
3. If prompted, enter the six-digit MFA code from the current Authenticator application into the **SIX-DIGIT CODE FROM YOUR AUTHENTICATOR APP** field and click **SIGN IN**.



4. Click **I AGREE** to accept the State of Alaska (SOA) Assurances.



5. Click **YOUR ACCOUNT** in the top right on the Web System tab.



6. **Skip** the following fields:

- **ENTER YOUR CURRENT PASSWORD**
- **ENTER YOUR NEW PASSWORD**
- **AND AGAIN TO CONFIRM**

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☐ Reset MFA

7. Click the **RESET MFA** checkbox.

- Note: The **USE MFA** button is grayed out and checked by default. Unchecking the box is not permitted.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☒ Reset MFA

8. Upon clicking the **RESET MFA** checkbox, the page will refresh, and an updated **ACCOUNT INFORMATION** page will appear. Type the user's current password into the **ENTER YOUR PASSWORD** field on the updated page.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☒ Reset MFA

Scan this with your authenticator app

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code 3ALD3KJAZHNHLZQUK6LSJCDBKITYFEPD

Then enter a test code here

9. **Skip** the following fields:

- **ENTER YOUR NEW PASSWORD**
- **AND AGAIN TO CONFIRM**
- Note: These fields should only be utilized when updating the password.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☒ Reset MFA

Scan this with your authenticator app

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code XVPOOCOAEY344NI3LN7PGK4M6DFDXTR6

Then enter a test code here

10. **Skip** the **USE MFA** and **RESET MFA** checkboxes. They are checked by default, and both checkboxes should remain checked.
11. Remove the previously linked **AK MIS 2000** MFA account from the user's Authenticator application.
- For instructions, refer to the [Removing MFAs from Previous Devices](#) section on page 42.

12. **SCAN QR CODE** with the **AUTHENTICATOR APP** of user's choice (phone or browser).

- Instructions on [Using Google Authenticator Browser Extension on Chrome](#) starts on page 19.
- Instructions on [Using Google Authenticator on Mobile Devices](#) starts on page 22.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code: **XVPOOCOAEY344NI3LN7PGK4M6DFDXTR6**

Then enter a test code here

13. Type the new six-digit MFA code into the **THEN ENTER A TEST CODE HERE** field.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password

Email address

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code: **XVPOOCOAEY344NI3LN7PGK4M6DFDXTR6**

Then enter a test code here

14. Click the **SAVE** button.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

Enter your current password:

Email address:

First name:

Last name:

Enter a new password only if you'd like to change your password.

Enter your new password:

And again to confirm:

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app

To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code: 747TV5AHJILF24GBKCBXTIVXHIMHQ5MX

Then enter a test code here:

Save

15. The user should receive a **GREEN BANNER MESSAGE** with confirmation that reads: “Your information has been updated.”



16. Once the MFA has been successfully reset, the system will navigate the user to the **HOME** tab within the Alaska Migrant Web System.

ALASKA Migrant Program Services

Welcome, Jannessa | Your Account | Sign Out | Suggestion Box

Choose LEA

Home Reports Admin COE Recerts Anchorage Import Resources Help

Your information has been updated.

Search

Search COEs with status: Approved Active Only

students coes lists

Page size: 100 0 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	District	Documents

No records to display.

Page size: 100 0 items in 1 pages

MIS 2000 by MS/EdD

Resetting Passwords and MFAs Together

1. Navigate to the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).
2. Click **DID YOU FORGET YOUR PASSWORD.**

The screenshot shows the 'User Sign In' section of the Alaska Migrant Program Services website. It includes fields for 'Email Address' and 'Password'. A red box highlights the link 'Did you forget your password? Click here.' below the password field. There is also a 'Remember me on this computer.' checkbox and a 'Sign In' button. The footer indicates 'MIS 2000 by MS&ED'.

3. Enter user **EMAIL ADDRESS** in the designated field.

The screenshot shows the 'Reset Password' section of the Alaska Migrant Program Services website. It prompts the user to 'Please enter your email address below:' and shows the email 'jannessa.luerra@alaska.gov' entered in the field. A red box highlights the 'Request Password Reset' button. Below the email field, it says 'We'll send you an email with instructions on how to reset your password.' The footer indicates 'MIS 2000 by MS&ED'.

4. Click **REQUEST PASSWORD RESET.**

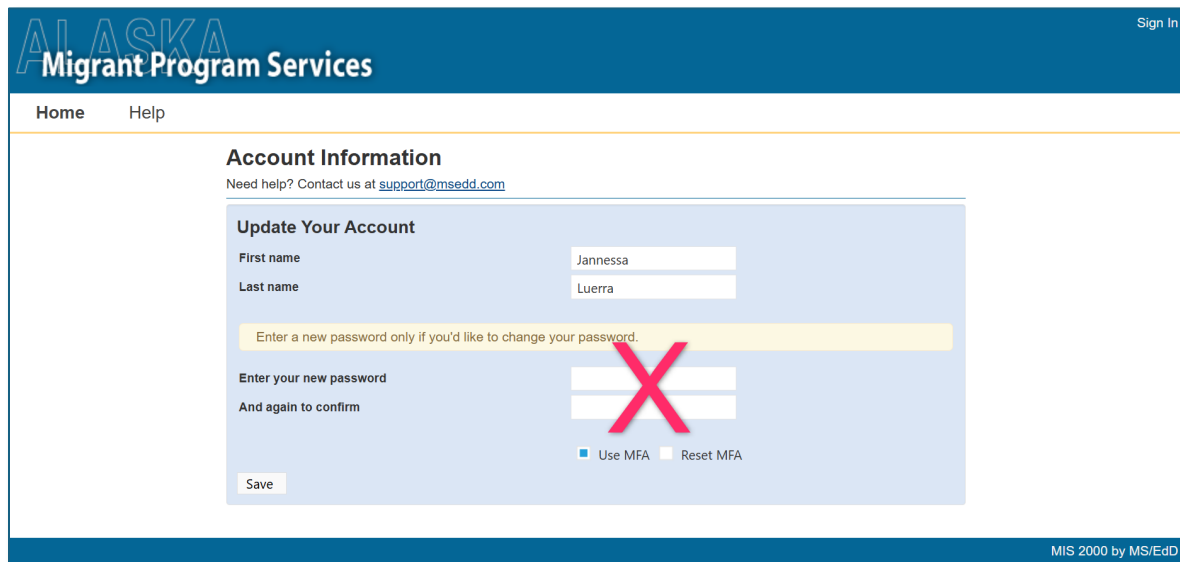
This screenshot is identical to the previous one, showing the 'Reset Password' page with the email 'jannessa.luerra@alaska.gov' entered and the 'Request Password Reset' button highlighted with a red box.

5. Check email for **ALASKA MIGRANT PASSWORD RESET.**
6. Click on the **CLICK HERE TO RESET YOUR PASSWORD** link or copy and paste the address into the browser.

The screenshot shows an email from 'Alaska Migrant <support@msedd.com>' to 'Luerra, Jannessa M (EED)'. The email body contains a 'CAUTION' warning and a 'Password Reset' section. The 'Password Reset' section states: 'A request has been made to change the password for your account'. Below this, a red box highlights the link 'Click here to reset your password'. Further down, it says 'or copy and paste the following into your browser's address line:' followed by the URL: <https://ak.msedd.com/Framework/Account.aspx?Conf=aGhjo4nG77&Addr=jannessa.luerra%40alaska.gov>. The email header shows the date and time as 'Thu 5/15/2025 2:50 PM'.

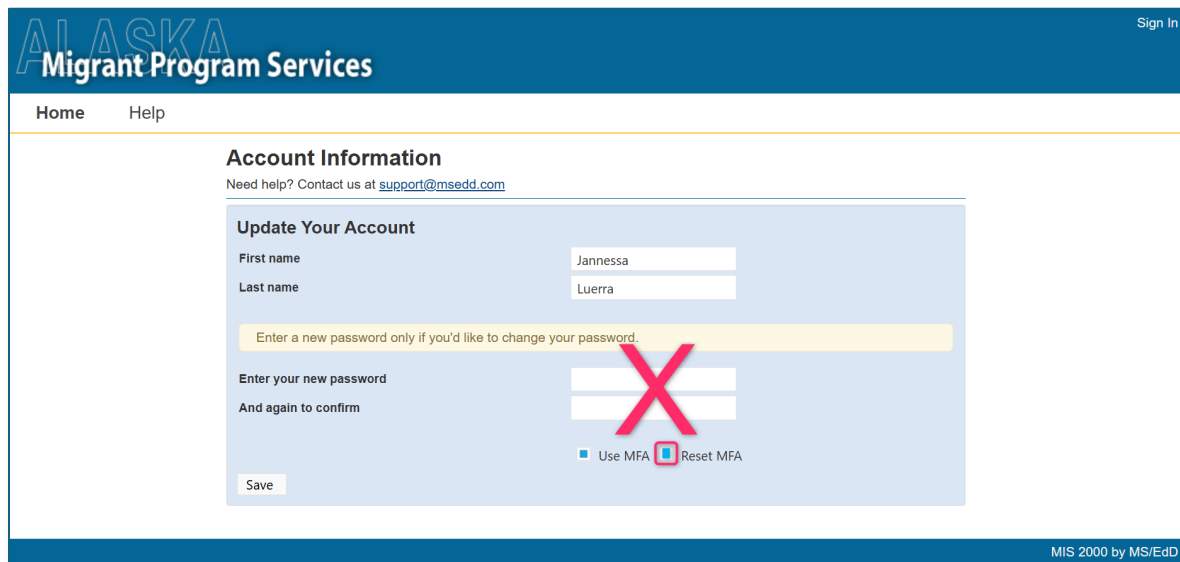
7. On the **ACCOUNT INFORMATION** page, **skip** the following fields:

- **ENTER YOUR NEW PASSWORD**
- **AND AGAIN TO CONFIRM**



8. Click the **RESET MFA** checkbox.

- **Note:** The **USE MFA** button is grayed out and checked by default. Unchecking the box is not permitted.



9. Upon clicking the **RESET MFA** checkbox, the page will refresh, and an updated **ACCOUNT INFORMATION** page will appear. Type the user's new password into the **ENTER YOUR NEW PASSWORD** field on the updated page.

- Passwords must contain a minimum of eight characters and have a mixture of upper case and lower-case letters, numbers, and special characters (#, @, !, etc.).

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☒ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

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- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code **ADLZPPBNIELWORYVCFOEAR6Y4OPMPEXM**

Then enter a test code here

10. Type the new password into the **AND AGAIN TO CONFIRM** field.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☒ Use MFA ☒ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code **ADLZPPBNIELWORYVCFOEAR6Y4OPMPEXM**

Then enter a test code here

11. **Skip** the **USE MFA** and **RESET MFA** checkboxes. They are checked by default, and both checkboxes should remain checked.

12. Remove the previously linked **AK MIS 2000** MFA account from the user's Authenticator application.

- For instructions, refer to the [Removing MFAs from Previous Devices](#) section on page 42.

13. **SCAN QR CODE** with the **AUTHENTICATOR APP** of user's choice (phone or browser).

- Instructions on [Using Google Authenticator Browser Extension on Chrome](#) starts on page 19.
- Instructions on [Using Google Authenticator on Mobile Devices](#) starts on page 22.

Account Information

Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code **ADLZPPBNIELWORYVCF0EAR6Y4OPMPEXM**

Then enter a test code here

14. Type the new six-digit MFA code into the **THEN ENTER A TEST CODE HERE** field.

Account Information

Need help? Contact us at support@msedd.com

Update Your Account

First name

Last name

Enter a new password only if you'd like to change your password.

Enter your new password

And again to confirm

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code **ADLZPPBNIELWORYVCF0EAR6Y4OPMPEXM**

Then enter a test code here

15. Click the **SAVE** button.

Account Information
Need help? Contact us at support@msedd.com

Update Your Account

First name
Last name

Enter a new password only if you'd like to change your password.

Enter your new password
And again to confirm

☐ Use MFA ☐ Reset MFA

Scan this with your authenticator app



To use MFA, you'll need an authenticator app. If you don't already have one you like, the following are popular:

- Google Authenticator ([Android](#) and [iOS](#))
- Microsoft Authenticator ([Android](#) and [iOS](#))
- Authy ([Windows](#), [MacOS](#), [Android](#) and [iOS](#))
- Authenticator ([Chrome](#) and [Firefox](#) Browser Extensions)

Or create a new entry with this code **ADLZPPBNIELWORYVCFOEAR6Y4OPMPEXM**

Then enter a test code here

Save

16. The user should receive a **GREEN BANNER MESSAGE** with confirmation that reads: “Your password has been reset.”

Your password has been reset.

17. Click **I AGREE** to accept the State of Alaska (SOA) assurances.

ALASKA Migrant Program Services

Welcome, Jannessa | Your Account | Sign Out | Suggestion Box

Home Reports COE Recerts Resources Help

The Alaska Migrant Education Program

You must **READ** and **ACCEPT** the information below to log into the Alaska Migrant Web System.

You are accessing a State of Alaska (SOA) information system, which includes any SOA device attached to the system (e.g., a state-owned thumb drive), the system does not include any non-SOA device (e.g., a personal cell phone or computer) used to access the system. The system exists for SOA-authorized use only. By using it, you consent to the following conditions:

- The SOA routinely intercepts and monitors communications and data stored on this information system and on any attached non-SOA device for purposes including, but not limited to, penetration testing, maintaining network operations and defense, monitoring for personnel misconduct, conducting law enforcement activities, and undertaking counterintelligence investigations. (The SOA does not intercept or monitor communications or data on personal devices used to access the SOA information system: i.e., as long as such devices are not attached to the system).
- At any time, the SOA may inspect and seize data stored on this information system and on any attached non-SOA device.
- Communications using and data stored on this information system and any attached non-SOA device are not private, such communications and data may be disclosed or used for any SOA-authorized purpose.
- This information system includes security measures (e.g., authentication and access controls) to protect SOA interests. These measures are not for your personal benefit.
- Unauthorized use of this information system is prohibited and may subject the user to disciplinary action (including dismissal) and to criminal and civil penalties.

This Notice applies only to your consent to monitoring when using this information system. It does not affect any other consent by you or any obligations you owe the SOA. For example, it does not affect your obligation to provide the SOA all state records that you have stored on any non-SOA device or non-SOA system, and if you receive an allowance for an employee-owned device. It does not affect your agreement that all records related to the device may be reviewed by the SOA or a court to locate any records related to SOA business. v.3

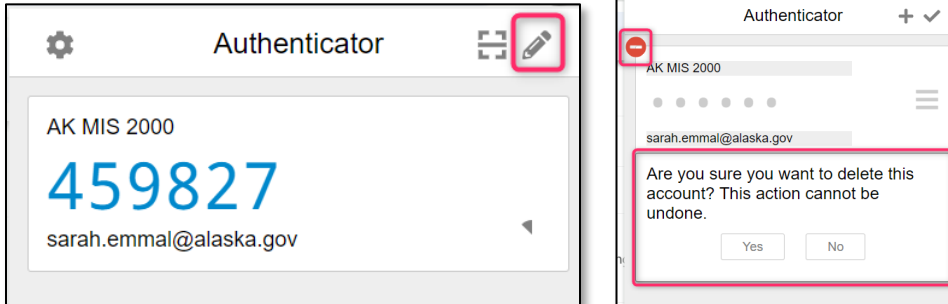
I Agree **I Do Not Agree**

MIS 2000 by MS/EdD

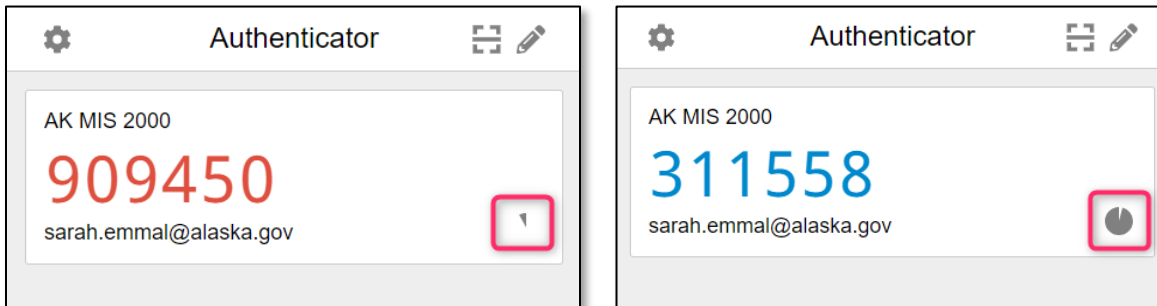
Removing MFAs from Previous Devices

Removing MFAs from Chrome (Google) Browser

1. If the user attempts to login to the Alaska Migrant Web System from a different computer or browser, the Authenticator browser extension code will not work. Each browser and/or computer will require the user to set up a new MFA code specifically on that browser or computer.
2. If the user has multiple **AK MIS 2000** codes in their Authenticator browser extension, it is recommended that the user delete the old codes from the Authenticator browser extension to help prevent the user from using the old/inactive codes. This can be done by clicking on the **PENCIL ICON** of the Authenticator browser extension. Then, for any code that should be removed, select the **RED CIRCLE WITH A WHITE LINE THROUGH IT (NO ENTRY SIGN)**. A pop-up will appear asking the user to confirm.



3. The code in the Authenticator browser extension will refresh. There is a circle icon on the far right of the row that depicts how long until the code refreshes. It is recommended that the user waits until the code refreshes before entering it into the Web System.



Removing MFAs from Mobile Devices

Removing MFAs from Google Authenticator App on Mobile Device

If the user has multiple **AK MIS 2000** codes in their Google Authenticator application, it is recommended that the user deletes the old codes from the Google Authenticator application to help prevent the user from using the old/inactive codes.

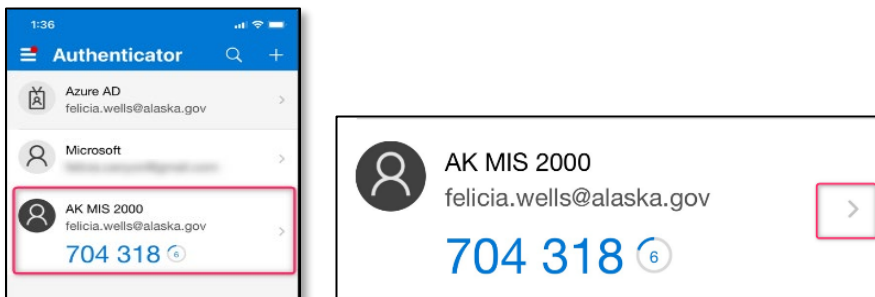
1. Tap on the row of the code the user would like to delete.
2. Hold a finger down and drag it left. A red trash bin will appear.
3. Tap on the red trash bin to delete the row.



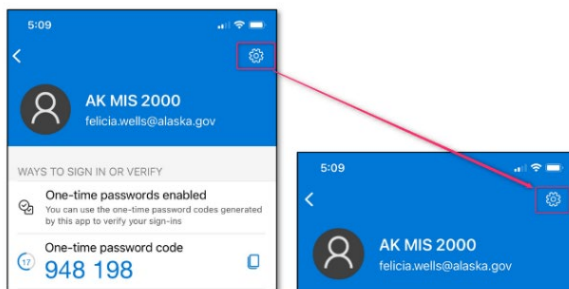
Removing MFAs from Microsoft Authenticator App on Mobile Device

If the user has multiple **AK MIS 2000** codes in their Microsoft Authenticator application, it is recommended that the user delete the old codes from the Microsoft Authenticator application to help prevent the user from using the old/inactive codes.

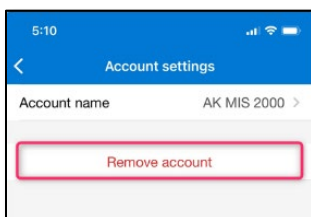
1. Tap on the **RIGHT ARROW** of the **AK MIS 2000** account the user would like to delete.



2. Tap on the **Cog** (settings wheel) on the top right corner.



3. Tap on the **REMOVE ACCOUNT** button.



Online Safety and Security

To protect the information of Alaska’s migratory children, it is important to keep cyber security in mind. Recruiters, records managers, and other Title I-C staff must ensure that child data is secure by utilizing best practices regarding password and email security. Title I-C staff should be careful when accessing or sharing confidential child data. Only those with a business need to know should receive Title I-C data or access to MIS2000 database or district Title I-C data systems.

Some of the most common threats to data security are email phishing and weak passwords. It is important that Title I-C staff recognize such threats and protect their accounts with strong passwords. Passwords, usernames, and other credentials should never be shared. Title I-C child information must only be accessed from official district computers. Computers must be encrypted to ensure the protection of data. District staff accessing Title I-C data from the Alaska Migrant Web System must have official district email addresses. Furthermore, Title I-C staff should only email Title I-C data securely, complying with district policies, with those with a business need to know.

District Title I-C staff must adhere to all district and state cyber security policies to protect Title I-C data. Computers should be locked when unattended. Digital information should be stored in an encrypted format where technically possible. Any information printed from the MIS2000 and other services should be kept securely (locked up) when not in use. **Any security breaches must be reported to the DEED Title I-C team immediately.** See [DEED Title I-C Program Contacts](#) on page 186 for specific contact information.

Password Security

It is important that users have strong passwords and utilize best practices when accessing secure data systems. Passwords for secure systems should meet district policy requirements. Passwords should:

1. contain a minimum of eight characters,
2. have a mixture of upper case and lower-case letters, numbers, and special characters (#, @, !, etc.), and
3. be changed periodically.

It is equally important to know that passwords should not be:

1. shared among users,
2. remembered using an internet browser’s “remember password” feature, or
3. written down or kept in an area where they are easily discoverable.

Multi-Factor Authentication Security

As an added level of security, MIS2000 requires Multi-Factor Authentication (MFA). Directions for setting up Multi-Factor Authentication can be found in the [Activating User Accounts: Initial Set-Up](#) section starting on page 13.

Email Security

District staff must utilize caution when responding to email requests and/or sending Title I-C program data. District staff should follow district policy when emailing Title I-C data and should use official district emails only. Below is a list of best practices:

- Do not open unexpected attachments.
- Do not click on suspicious links within emails.
- Install and update anti-virus software on all devices.
- Learn how to recognize phishing.

- Only give email addresses to websites and services that are trustworthy.

Title I-C staff should only email child data securely to individuals with a business need to know. Title I-C staff must follow district policies and procedures to ensure that data is protected.

Recognizing Phishing

One common threat to data security is email phishing. Phishing is an attempt to obtain sensitive information such as usernames, passwords, and other personal information, often for malicious reasons. The individual phishing will disguise themselves as a reputable entity in electronic communication to gain the user's trust and obtain access to sensitive materials. Users should be wary of emails soliciting identification and/or password information from them. Please be aware that the Alaska Migrant Web System and state Title I-C staff will never email users to ask for their account credentials.

Users must learn how to recognize phishing emails. Some common hallmarks of phishing include but are not limited to:

- Messages that contain threats to shutdown accounts or devices.
- Requests for personal information (passwords, etc.).
- Language pushing the user to act fast, such as "urgent."
- Forged email addresses (ones that look similar to official emails but are not quite right).
- Poor writing and bad grammar emails.

For more information on data security, contact the district's IT department or the DEED Title I-C team. Refer to the [DEED Title I-C Program Contacts](#) section on page 186.

Navigating MIS2000

Upon signing into the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com), MIS2000 or Web System for short), there are several tabs across the top of the screen. User roles and permissions will determine the tabs the user has access to. Recruiter users will not have access to all tabs, and some tabs may not be visible to the user. The five different tabs available across the top of the screen each have important functions for Web System users. The potential tabs available to the user are **HOME** Tab, **REPORTS** Tab, **COE RECERTS** Tab, **RESOURCES** Tab, and **HELP** Tab.

Home Tab

The user will always be brought to the **HOME** tab upon successfully logging in to the Web System.

The screenshot shows the 'Alaska Migrant Program Services' web application. At the top, there's a header with the logo and navigation tabs: Home (highlighted with a red box), Reports, COE Recerts, Resources, and Help. A search bar is located at the top right. Below the header, there's a 'Search' section with a search bar and filters for 'Matches for All Students', 'School Year 24/25', 'Type', 'Enrolled', and 'Active Only'. The main content area has three subtabs: 'students' (selected), 'coes', and 'lists'. Below these, there's a table with columns for Student ID, Last, First, Middle, DOB, and MIS2000 ID. The table is currently empty, showing 'No records to display.' and '0 items in 1 pages'.

The **HOME** tab consists of the **STUDENTS**, **COEs** and **LISTS** subtabs.

Students Subtab

Using the **STUDENTS** subtab, the user can search for the individual records of children and youth who are currently (or have been) migratory eligible. Users will only have access to student information through the Web System, if the child has previously been certified as migratory eligible in their district.

This screenshot is a zoomed-in view of the 'students' subtab. It shows the search bar, filters, and the empty table with columns for Student ID, Last, First, Middle, DOB, and MIS2000 ID. The table is currently empty, showing 'No records to display.' and '0 items in 1 pages'.

Searching for Students

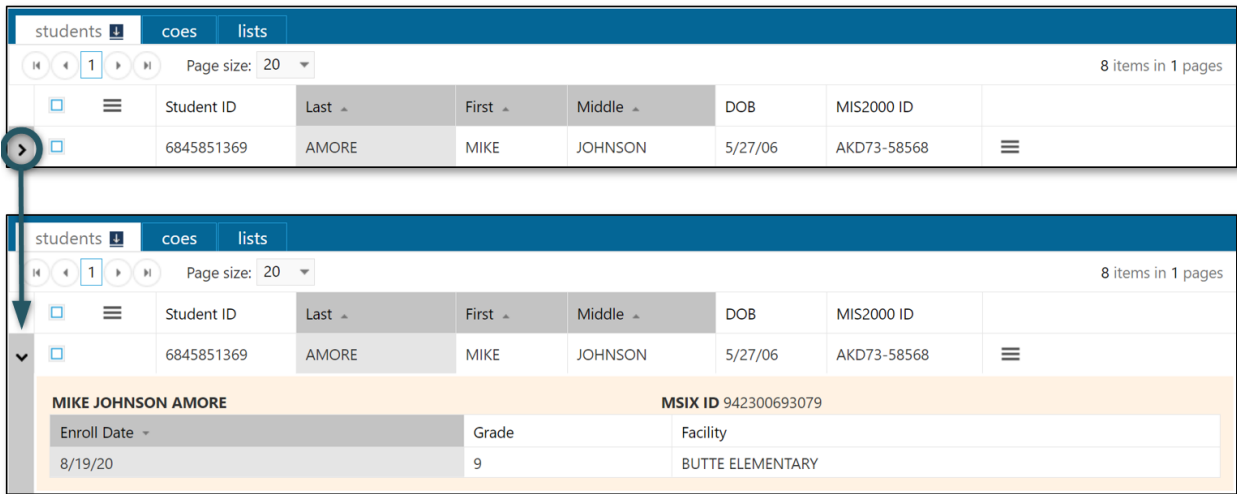
Users can search for the records of individual migratory children from their district in MIS2000 using the search bar provided.

Basic Search

To search for a specific child, type their name or part of their name, in the search bar. Click the **SEARCH** button or use the enter key to complete the search. Ensure that the filter for **ALL STUDENTS** is selected. A list of matching results (if any) will be displayed.

This screenshot shows the search bar at the top of the application. It includes a search input field, a 'Search' button, and filters for 'Matches for All Students', 'School Year 24/25', 'Type', 'Enrolled', and 'Active Only'.

To view the enrollment information for a particular child, click on the **ARROW** button to the left of the desired child. Clicking on the **ARROW** will expand to show available school history and enrollment information.



Student ID	Last	First	Middle	DOB	MIS2000 ID
6845851369	AMORE	MIKE	JOHNSON	5/27/06	AKD73-58568

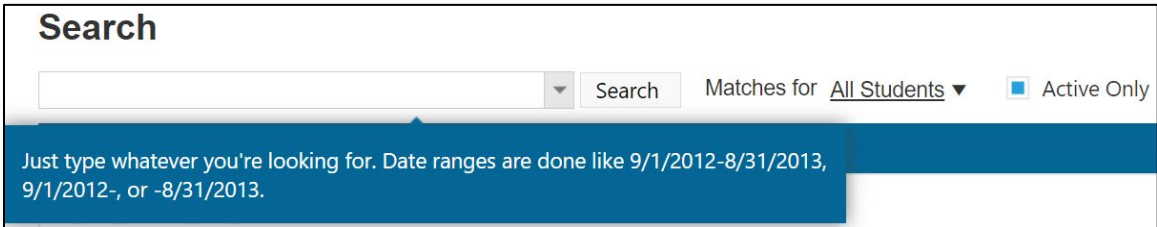
MIKE JOHNSON AMORE MSIX ID 942300693079

Enroll Date	Grade	Facility
8/19/20	9	BUTTE ELEMENTARY

Searching Tips

In addition to searching for names or partial names, the basic search bar has the capability to search for dates.

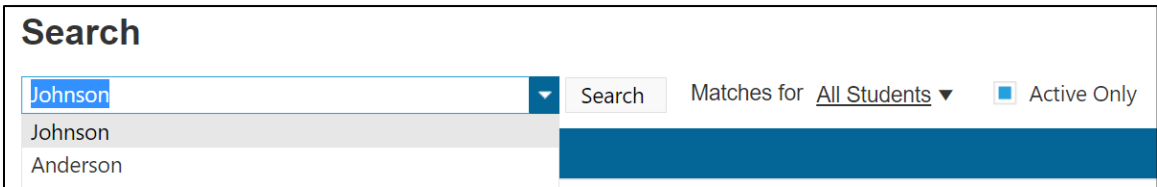
- To search for specific date range type dates like: **MM/DD/YYYY-MM/DD/YYYY**.
- For a date range with no end date: **MM/DD/YYYY-**.
- Hover over the drop-down **ARROW** to see instructions for searching.



Search

Just type whatever you're looking for. Date ranges are done like 9/1/2012-8/31/2013, 9/1/2012-, or -8/31/2013.

- The drop-down **ARROW** will show a list of the user's recent searches.



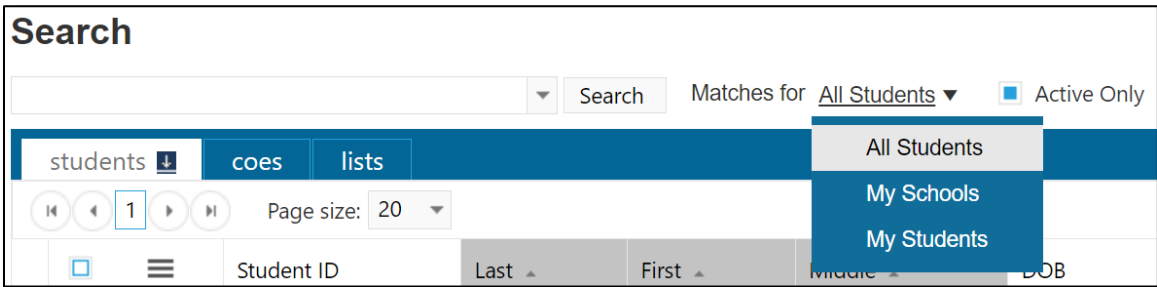
Search

Johnson

Johnson

Anderson

- Be sure the search is set for **ALL STUDENTS**, to see the most complete list of search results.



Search

Matches for **All Students**

students | coes | lists

Page size: 20

Student ID | Last | First | Middle | DOB

Enrolled Children Search

Users may search for children enrolled, or certified, in the program for a given school year and type of enrollment using the **ENROLLED** search feature or they may search for children who are currently eligible using the **ACTIVE ONLY** search feature. This section describes how to use the **ENROLLED** search feature. For instructions on how to search for children using the **ACTIVE ONLY** search feature, refer to the [Active Only Children Search](#) section on page 49.

- **Note:** The enrolled children search results may include migratory children who:
 - were previously recruited by the user's district Title I-C program, **and**
 - were recruited by another district's Title I-C program for the selected **SCHOOL YEAR**.

1. Select the **ENROLLED** checkbox to the right of the search box.

The screenshot shows the 'Search' header with a search bar, a 'Search' button, and filters for 'Matches for' (My Students), 'School Year' (24/25), and 'Type'. The 'Enrolled' checkbox is highlighted with a red box. Below the search bar are tabs for 'students', 'coes', and 'lists'.

2. Select the desired filtering options from the **MATCHES FOR**, **SCHOOL YEAR**, and **TYPE** drop-down menus.
 - The list of results should be updated automatically with each filter change; however, it may take a few minutes to produce results.

This screenshot shows the search filters with three red circles and boxes highlighting the 'Matches for' dropdown (labeled 1), the 'School Year' dropdown (labeled 2), and the 'Type' dropdown (labeled 3). The 'Enrolled' checkbox is also visible.

- The **MATCHES FOR** dropdown includes: **ALL STUDENTS**, **MY SCHOOLS**, and **MY STUDENTS**.

The screenshot shows the 'Matches for' dropdown menu open, with options 'All Students', 'My Schools', and 'My Students'. A red circle and box labeled '1' highlight the dropdown. The search results table below shows columns for Student ID, Last, First, Middle, and DOB.

- The **SCHOOL YEAR** dropdown includes all school years between 00/01 and 99/00.

The screenshot shows the 'School Year' dropdown menu open, displaying a list of school years from 21/22 to 27/28. A red circle and box labeled '2' highlight the dropdown. The search results table below shows columns for Student ID, Last, First, Middle, and DOB.

- The **TYPE** dropdown includes **REGULAR** school year and **SUMMER** Title I-C program enrollments.

The screenshot shows the 'Type' dropdown menu open, with options 'Regular' and 'Summer'. A red circle and box labeled '3' highlight the dropdown. The search results table below shows columns for Student ID, Last, First, Middle, and DOB.

- Once the results are displayed, the list of children can be expanded using the **EXPAND (>)** arrow to the left of the child's name. This will allow the user to see all enrollments for the child that pertain to the user's district.

Search

Search Matches for **My Schools** School Year **24/25** Type **R** ☐ Enrolled ☐ Active Only

students | coes | lists

Page size: 20 8 items in 1 pages

	Student ID	Last	First	Middle	DOB	MIS2000 ID	
>	9999090834	Adams	Hannah	Sue	8/5/03		
>	0000333444	Bellamy	Brandon	Blake	8/5/10		
>	1123456777	Browning	Raymond	Alan	9/4/13		
>	0000100100	Davis	Daisy	Duke	6/13/14		
>	8988990398	LUERRA-NAUER	ALEXAVIAN	EZEKIEL FRANCIS	10/31/18		

ALEXAVIAN EZEKIEL FRANCIS LUERRA-NAUER

Enroll Date	Grade	Facility	MSIX ID
8/12/24	K	SNOWSHOE ELEMENTARY	None
	00	MAT-SU SCHOOL DISTRICT	

>	0000123456	test	test	test	6/14/10		
>	1101198600	WALKER	LUCIEN		2/2/15		

- Note:** If the most recent enroll date does not pertain to the selected **SCHOOL YEAR**, the child has an enrollment for the selected **SCHOOL YEAR** with another school district.

Active Only Children Search

Users may search for children enrolled, or certified, in the program for a given school year and type of enrollment using the **ENROLLED** search feature or they may search for children who are currently eligible using the **ACTIVE ONLY** search feature. This section describes how to use the **ACTIVE ONLY** search feature. For instructions on how to search for children using the **ENROLLED** search feature, refer to the [Enrolled Children Search](#) section on page 48.

- To search for a specific child, type their name or part of their name, in the search bar.
- Under the **MATCHES FOR** dropdown, select **ALL STUDENTS**.
- To search for children who are currently eligible, select **ACTIVE ONLY**; otherwise uncheck the box.
- Click the **SEARCH** button. A list of matching results (if any) will be displayed.

Search

Johanna Constantine Search Matches for **All Students** School Year **24/25** Type ☐ Enrolled ☒ Active Only

students | coes | lists

Advanced Search

1. To use the advanced search, click on the **PLUS (+) SYMBOL** on the right-hand side of the webpage.

The screenshot shows the top of the Advanced Search page. It includes a search bar, a 'Search' button, and filters for 'Matches for All Students', 'School Year 24/25', 'Type', 'Enrolled', and 'Active Only'. At the bottom, there are tabs for 'students', 'coes', and 'lists'. A red box highlights a plus symbol in the top right corner.

- Clicking on the **PLUS (+) SYMBOL** will bring up a dialogue box that includes the following fields:
 - STUDENT NAME** – the name, or partial name, of a migratory child as listed in the **CHILD DATA** section of an approved COE.
 - PARENTS** – the name, or partial name, of either parent listed in the **FAMILY DATA** section of an approved COE.
 - RECRUITER** – the name of the recruiter who completed the COE in the Web System.
 - BIRTH DATE** – the birth date of a child listed in the **CHILD DATA** section of an approved COE.
 - QAD** – the Qualifying Arrival Date as listed in **question 3** of the **QUALIFYING MOVES & WORK** section of an approved COE.
 - ENROLL DATE** – the enroll date of a child listed in the **CHILD DATA** section of an approved COE.
 - COE DATE** – the date that a COE was created in MIS2000.
 - EOE DATE** – the end of eligibility date for a child(ren) listed on a particular approved COE. The EOE date is exactly three years after the QAD listed in **question 3** of the **QUALIFYING MOVES & WORK** section.

The screenshot shows the Advanced Search dialogue box. It has a header with filters and a search bar. Below is a table with eight input fields, each with a label and a text box. A red box highlights the entire dialogue box.

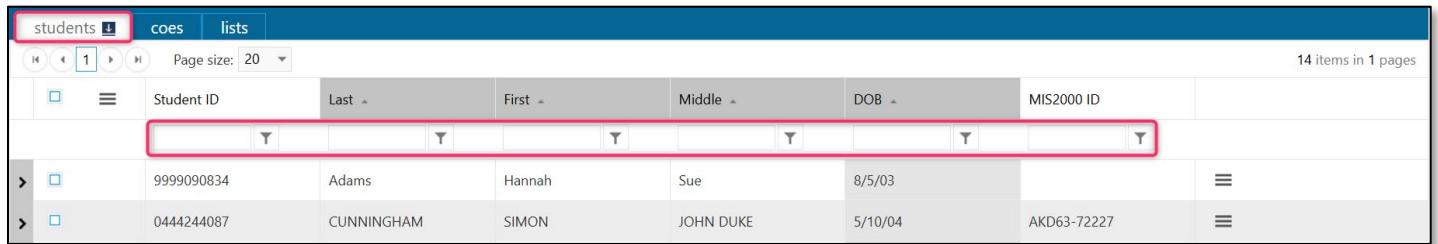
Student Name	Birth Date	Enroll Date
Parents	QAD	COE Date
Recruiter		EOE Date

2. The user can use one or more of these fields during the advanced search. To complete the advanced search, enter information next to the desired field and click the **SEARCH** button.

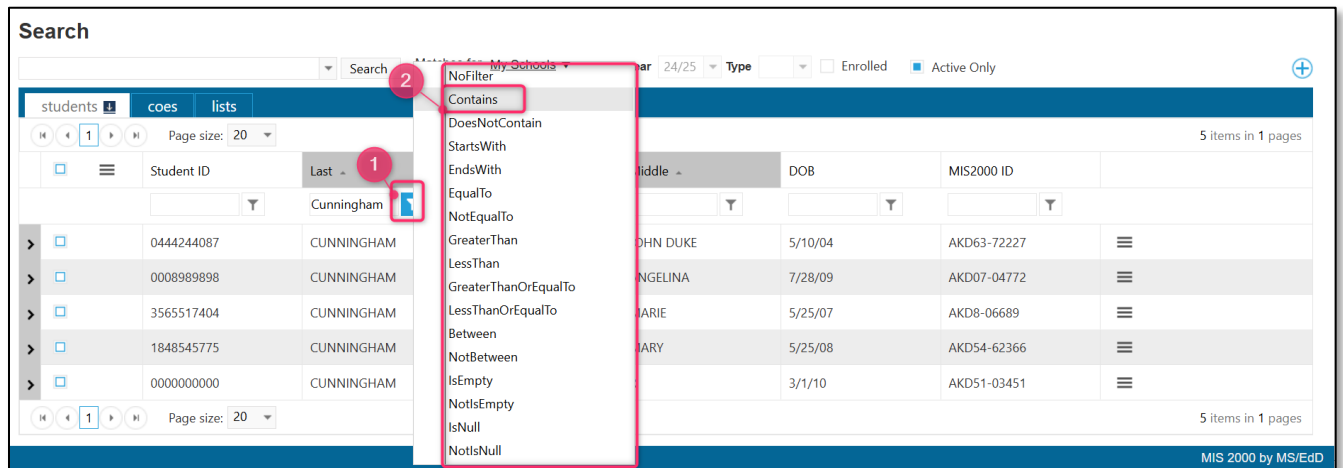
- To cancel the advanced search, click on the **X** symbol in the upper right-hand corner of the **ADVANCED SEARCH** area.

Filtering Student Search Results

Users can filter search results by each of the columns displayed on the **STUDENTS** subtab to narrow down the results.



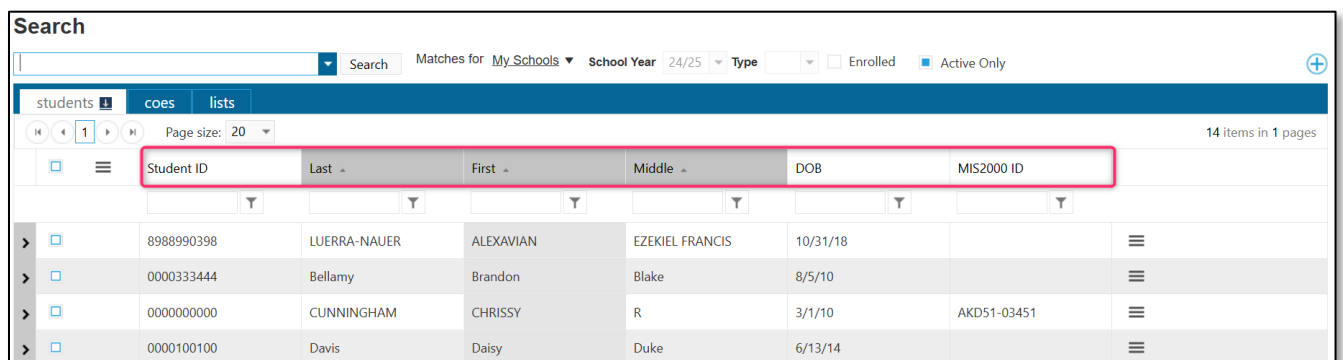
1. Once search results are displayed, provide the text (e.g., name, date, student ID) in which the search results should be filtered by in the filter field under the desired column header.
2. Click on the filter icon (▼) to the right of the text entered in the filter field under the desired column header.
3. Select the appropriate filtering option. Note: Select **NOFILTER** to remove a filter from a column.
 - Example: To find all children with a last name that contains “Cunningham”, type “Cunningham” into the filter field under the **LAST NAME** column header, then select **CONTAINS** from the filter options.



Sorting Student Search Results

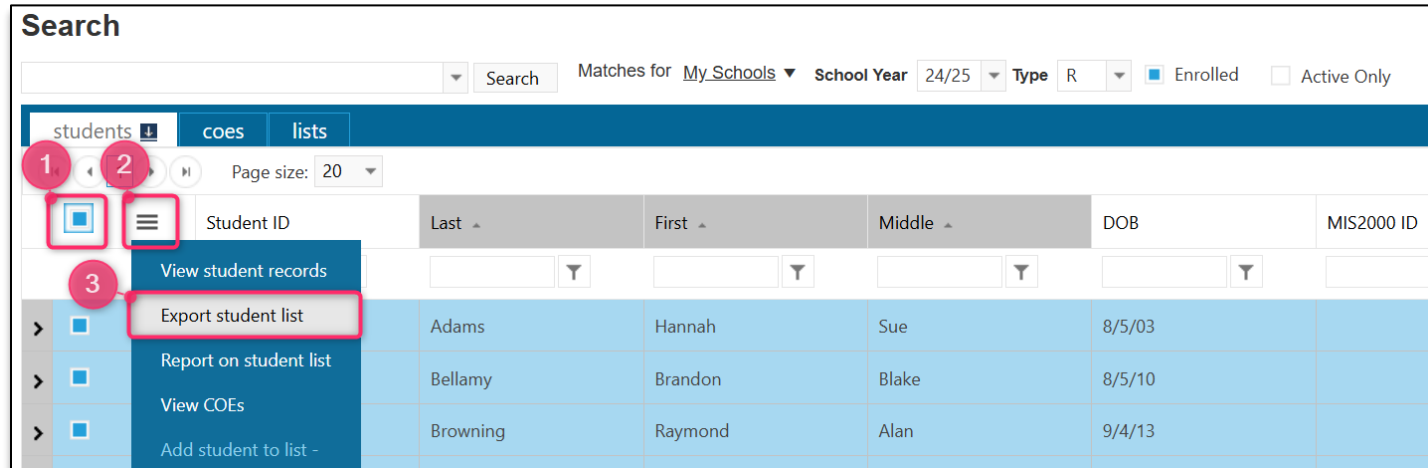
Users can sort search results by each of the columns displayed on the **STUDENTS** subtab by clicking on the desired column header.

- Example: By clicking on the first header column, the results will be sorted alphabetically (A to Z). Clicking on the same header again will sort the results in reverse order (Z to A).



Exporting Student Search Results

Users can export search results on the **STUDENTS** subtab into a CSV file. Exported search results include additional information about the children and their families than what is shown in the search results.



1. Select one or more children using the checkboxes to the left of each child in the results list or click on the **SELECT ALL CHECKBOX** found on the far left of the search results header row. Selected children will be included in the CSV export.
 - Note: Only the select children will be included in the CSV export. If there are multiple pages of results, the children on the other pages will not be included. Each page of results would need to be exported separately. Users can increase the page size to increase the number of results shown on each page. The default page size is 20, but users can increase the page size up to 1000. To change the page size, navigate to the **PAGE SIZE** dropdown just above the Student ID column.
2. Click on the **THREE-LINE HAMBURGER MENU (≡)** to the left of the Student ID column.
3. Click on **EXPORT STUDENT LIST** option from the **THREE-LINE HAMBURGER MENU (≡)**.

COEs Subtab

The **COEs** subtab can be used to search for children and COEs that are fully approved, newly created, or partially through the eligibility determination process. The **COEs** subtab is primarily used to create COEs for eligible and potentially eligible migratory children and youth. The **COEs** subtab is also utilized to complete the COE Recert for children who are currently Title I-C eligible but have not made a new qualifying move.

Searching for COEs

The **COEs** subtab has the same **BASIC** and **ADVANCED** search options that are available in the **STUDENTS** subtab. Recruiters will only be able to view results for children and COEs who are Title I-C eligible in their district.

Search results are displayed based on the parental information included on the COE rather than the **CHILD DATA** section information. Displayed fields also include **COE ID**, **QAD**, **COE DATE**, **RECRUITER** (if entered through the Web System), **OWNER** (if applicable), and **DOCUMENTS**.

SearchNew COE

Search

COEs with status **Requires attention** ☒ Active Only

students

coes

lists

Page size: 20 3 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
> AK0-24-147190	Crockett, Natasha		6/1/24	4/29/25	New	Jannessa Luerra <jannessa.luerra@alaska.gov>		
> AK0-24-147998	Williams, Mary	Williams, Mike	7/7/24	5/2/25	New	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
> AK0-24-148021				5/8/25	Incomplete	DEED RM2 Pelican <rm2@deed.com>	DEED RM2 Pelican <rm2@deed.com>	

Page size: 20 3 items in 1 pages

MIS 2000 by MS/EdD

Basic Search

To search for a specific COE, type the COE ID or the student's name or part of their name, in the search bar. Click the **SEARCH** button or use the enter key to complete the search. Ensure that the filter for **ALL** is selected. A list of matching results (if any) will be displayed.

Search

COEs with status **All** ▼ ☐ Active Only

Using general search criteria (i.e., searching just for a letter or partial name), will result in a larger results list. The results will include every child and every parent who meets the search criteria.

Search

New COE

dav

Search

COEs with status Requires attention ▼

☐ Active Only

+

students | coes | lists

1

Page size: 20

1 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents

Search results can be expanded by clicking on the **ARROW** on the left of each line. The expanded information lists each child on the COE.

students | coes | lists

1

Page size: 20

1 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	Documents												
AK0-24-147996	Davis, Dora	Davis, Donald	7/22/24	4/24/25	Download documents												
200 Foxtrot Ave., Wasilla, AK 99654 <table> <thead> <tr> <th>Student ID</th> <th>MSIX ID</th> <th>Last</th> <th>First</th> <th>DOB</th> <th>Facility</th> </tr> </thead> <tbody> <tr> <td>0000100100</td> <td></td> <td>Davis</td> <td>Daisy</td> <td>6/13/14</td> <td>COLONY MIDDLE SCHOOL</td> </tr> </tbody> </table>						Student ID	MSIX ID	Last	First	DOB	Facility	0000100100		Davis	Daisy	6/13/14	COLONY MIDDLE SCHOOL
Student ID	MSIX ID	Last	First	DOB	Facility												
0000100100		Davis	Daisy	6/13/14	COLONY MIDDLE SCHOOL												

Advanced Search

- To use the advanced search feature, click on the **PLUS (+) SYMBOL** on the right-hand side of the webpage.

The screenshot shows the top of the Advanced Search interface. It includes a search bar with a dropdown arrow, a 'Search' button, and filters for 'COEs with status' (set to 'Requires attention') and 'Active Only' (checked). A red box highlights the 'PLUS (+) SYMBOL' in the top right corner. Below the search bar are tabs for 'students', 'coes', and 'lists'.

- Clicking on the advanced search **PLUS (+) SYMBOL** will bring up a dialogue box that includes the following fields:
 - STUDENT NAME** – the name, or partial name, of a migratory child as listed in the **CHILD DATA** section of an approved COE.
 - PARENTS** – the name, or partial name, of either parent listed in the **FAMILY DATA** section of an approved COE.
 - RECRUITER** – the name of the recruiter who completed the COE in the Web System.
 - BIRTH DATE** – the birth date of a child listed in the **CHILD DATA** section of an approved COE.
 - QAD** – the Qualifying Arrival Date as listed in **question 3** of the **QUALIFYING MOVES & WORK** section of an approved COE.
 - ENROLL DATE** – the enroll date of a child listed in the **CHILD DATA** section of an approved COE.
 - COE DATE** – the date that a COE was created in MIS2000.
 - EOE DATE** – the end of eligibility date for a child(ren) listed on a particular approved COE. The EOE date is exactly three years after the QAD listed in **question 3** of the **QUALIFYING MOVES & WORK** section.

The screenshot shows the Advanced Search dialogue box. It has a search bar and filters. Below the search bar are input fields for 'Student Name' (containing 'Williams'), 'Parents', 'Recruiter', 'Birth Date', 'QAD', 'Enroll Date', 'COE Date', and 'EOE Date'. A red box highlights the entire dialogue box. At the bottom are tabs for 'students', 'coes', and 'lists'.

- The user can use one or more of these fields during the advanced search. To complete the advanced search, enter information next to the desired field and then click the **SEARCH** button.

- Adjusting **COE FILTERS** or checking/unchecking the **ACTIVE ONLY** checkbox may provide different results.

The screenshot shows the Advanced Search dialogue box with the 'COE FILTERS' dropdown menu open. The menu options are 'All', 'Approved', 'Requires attention', and 'In process'. A red box highlights the dropdown menu. The 'Active Only' checkbox is also checked. The search bar and input fields are visible in the background.

- To cancel the advanced search, click on the **X** symbol in the upper right-hand corner of the **ADVANCED SEARCH** area.

The screenshot shows the Advanced Search dialogue box with the 'X' symbol in the upper right-hand corner highlighted by a red box. The search bar and input fields are visible in the background.

Filtering COE Search Results

Users can filter search results by each of the columns displayed on the **COEs** subtab to narrow down the results.

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AK0-24-147998	Williams, Mary		8/1/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Edit
AK0-24-148002	Peterson, Landon		7/1/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents Edit

- Once search results are displayed, provide the text (e.g., name, date, student ID) in which the search results should be filtered by in the filter field under the desired column header.
- Click on the filter icon (▼) to the right of the text entered in the filter field under the desired column header and select the appropriate filtering option. Note: Select **NoFilter** to remove a filter from a column.
 - Example: To find all COEs with a **PARENT 1** with a name that contains “Bel”, type “Bel” into the filter field under the **PARENT 1** column header, then select **CONTAINS** from the filter options.
 - Records managers may choose to utilize the **COEs** subtab filtering to filter by their status or recruiter names.

Search

students coes lists

Page size: 20

COE ID Parent 1 Parent 2 QAD COE Date Status Recruiter Owner Documents

AK0-24-147998 Williams, Mary

5/2/25 New DEED RECRUITER 01 Pelican <rec1@deed.com> DEED RM2 Pelican <rm2@deed.com>

1 items in 1 pages

MIS 2000 by MS/EdD

Sorting COE Search Results

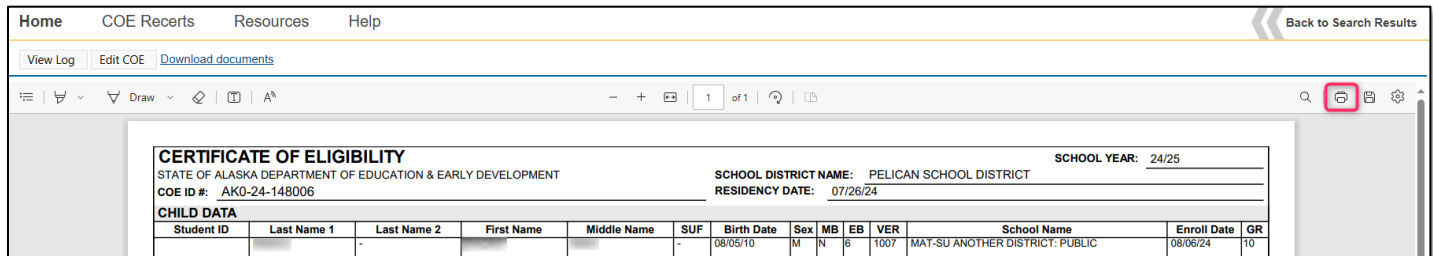
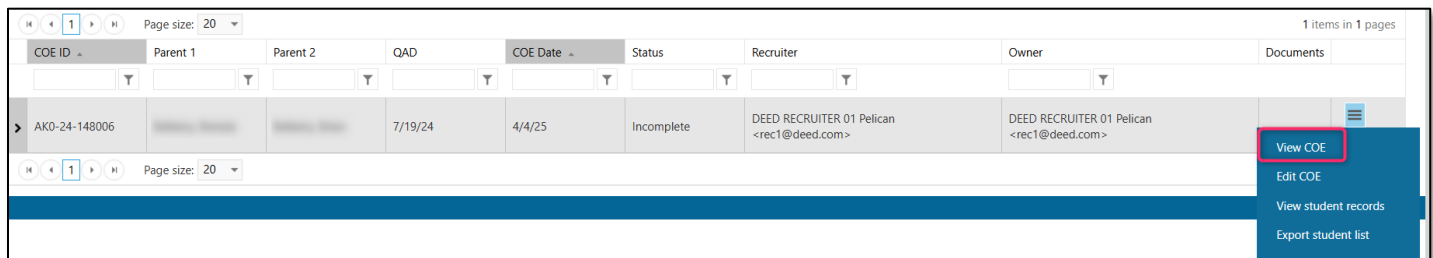
Users can sort search results by each of the columns displayed on the **COEs** subtab by clicking on the desired column header.

- Example: By clicking on COE **DATE** column header, the results will be sorted in chronological order by **COE DATE**.

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AK0-24-147991	Luerra, Jannessa		7/24/24	3/19/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Edit
AK0-24-148002	Peterson, Landon		7/1/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents Edit
AK0-24-148008	Peterson, Landon			4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents Edit

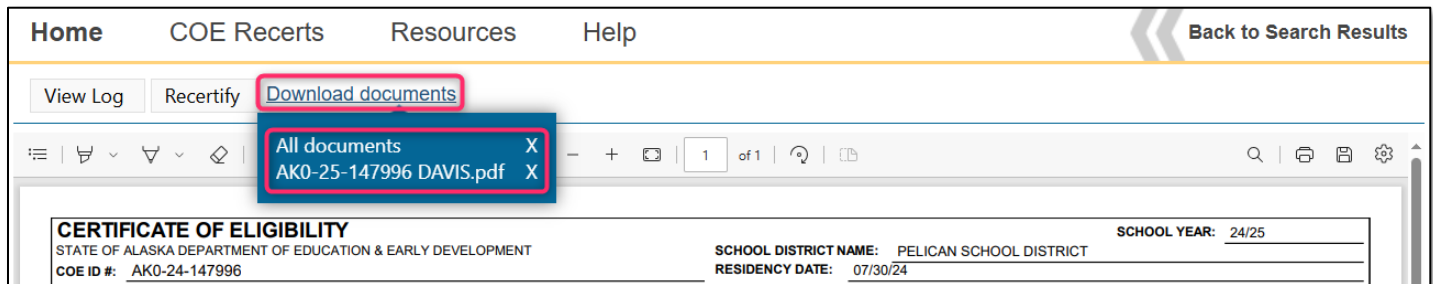
View COEs

COEs are printed from the Web System by hovering over the **THREE-LINE HAMBURGER MENU (≡)** to the far right, selecting **VIEW**, and then using the **PRINT ICON** in PDF viewer.

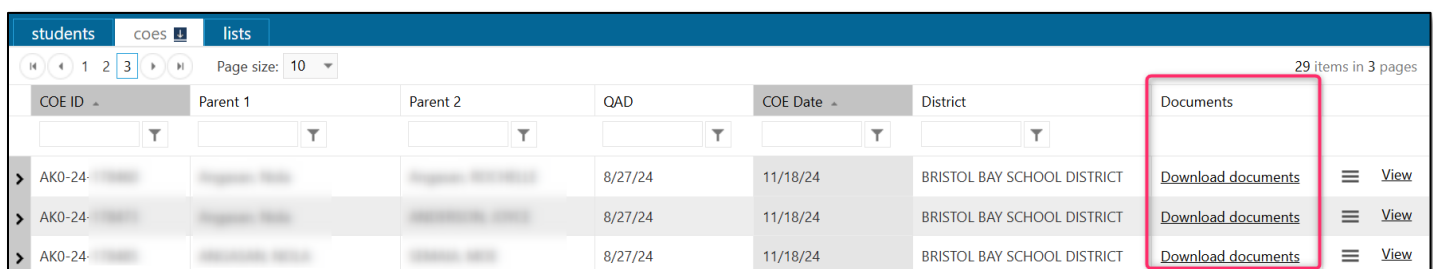


View COE Attachments

COE attachments (COEs with signatures obtained outside of the Web System and/or move maps) for COEs created during school year 2021-2022 and later can be viewed by hovering over the **THREE-LINE HAMBURGER MENU (≡)** to the far right and selecting **VIEW COE**. This opens a PDF of the COE in a new window. Hover over the **DOWNLOAD DOCUMENTS** link on the upper left corner of the screen to select the desired COE attachment (if any) from the drop-down list. Depending on the internet browser used, attachments should open in a new internet tab/window, or in the appropriate computer application. If neither of these happens, check the **DOWNLOADS** folder on the computer.



Alternatively, if documents (e.g., hard copy COEs, maps) have been uploaded to a COE, users can download the attachments from the **COEs** subtab. To do this, click on the **DOWNLOAD DOCUMENTS** link under the **DOCUMENTS** column.



COE With Status in the Web System

Recruiters and records managers must consider the status of the COE when searching for a particular COE in the Web System.

The screenshot shows a search interface for COEs. At the top, there is a 'Search' button and a dropdown menu for 'COEs with status' set to 'Approved'. A checkbox for 'Active Only' is also present. Below this, there are tabs for 'students', 'COES', and 'lists', with 'COES' being the active tab. A sidebar on the left contains a list of status filters: 'All', 'Approved', 'Requires attention', and 'In process'. The main area displays search results with columns for 'COE ID', 'Parent 1', 'Parent 2', 'COE Date', 'District', and 'Documents'. A pagination bar at the bottom indicates '29 items in 3 pages'.

The Web System categorizes COEs as:

- **ALL** – the **ALL** COE group will yield approved COEs in the search results. This COE status does not reliably return search results for unapproved COEs (COEs in **IN PROCESS** or **REQUIRES ATTENTION** status).
- **APPROVED** – COEs that have been fully approved by DEED. These COEs cannot be edited in the Web System or by district staff.
- **REQUIRES ATTENTION** – COEs the recruiter (creator) can edit. These COEs have not been approved by DEED. If the recruiter switches the status of COEs from **ALL** to **REQUIRES ATTENTION**, a list of the COEs the recruiter is currently able to edit will be displayed.
- **IN PROCESS** – COEs that the recruiter cannot edit. These COEs have not been approved by DEED. COEs can show up in the **IN PROCESS** status for a variety of reasons, including:
 - the COE might be in **REQUIRES ATTENTION** status for another district recruiter,
 - the COE has been submitted through MIS2000 to the records manager, and the records manager is currently processing the COE, or
 - the COE is awaiting DEED approval.

Lists Subtab

The **LISTS** subtab can be used to create custom lists of migratory children.

The screenshot shows the 'Lists' subtab interface. At the top, there are navigation links: Home, COE Recerts, Resources, and Help. Below these is a search bar with a dropdown menu, a 'Search' button, and a checkbox for 'Active Only'. On the right side, there is a 'New List' button. The main content area has tabs for 'students', 'coes', and 'lists'. The 'lists' tab is selected. Below the tabs is a table with columns: List Name, Description, Owner, Edit, and Delete. The table is currently empty, showing 'No records to display.' At the bottom, there are pagination controls showing 'Page size: 20' and '0 items in 1 pages'. The footer text reads 'MIS 2000 by MS/EdD'.

Creating a List

1. Navigate to the **LISTS** subtab.
2. Click on the **NEW LIST** button, located in the upper right-hand corner, to create a new list.

This screenshot is identical to the one above, showing the 'Lists' subtab interface with the 'New List' button highlighted in the upper right-hand corner.

3. To rename or edit the newly created list, click on the **PENCIL** under the **EDIT** column.

The screenshot shows the 'Lists' subtab interface with a newly created list. The table now has one row with the following data: List Name: New List, Description: (empty), Owner: DEED RECRUITER 01 Pelican. The 'Edit' column for this row contains a pencil icon, which is highlighted. The 'Delete' column contains an 'X' icon. The pagination controls show 'Page size: 20' and '1 items in 1 pages'. The footer text reads 'MIS 2000 by MS/EdD'.

4. From the expanded list details, rename the list using the **LIST NAME** field. If desired, add a description of the list in the **DESCRIPTION** box below the **LIST NAME** field.

The screenshot shows the expanded list details form. The 'List Name' field is highlighted and contains the text 'Middle School Reading Program'. Below it is a 'Description' text area. To the right, there is a 'Shared With' section with a list of users and their email addresses, each preceded by a checkbox. The footer text reads 'MIS 2000 by MS/EdD'.

5. To share the list with other users, select the appropriate users from the **SHARED WITH** box.

Search New List

Search ☒ Active Only

students coes lists

List Name	Description	Owner	Edit	Delete
New List		DEED RECRUITER 01 Pelican		

List Name

Description

Shared With

When you share a list with someone you give them the ability to do everything you can do with the list except change its name and delete it. If they add or remove students, you will see the changes.

- ☐ Adam Hoffnug-Warantz <adam.hoffnug-warantz@alaska.gov>
- ☐ ak0 - jannessa.luerra@alaska.gov
- ☐ ak11@slope.com - NORTH SLOPE RECORDS MANAGER 1 <NORTH SLOPE>
- ☐ ak12@wrg.com - WRANGELL RECORDS MANAGER 1 <WRANGELL>
- ☐ ak13@craig.com - CRAIG RECORDS MANAGER 1 <CRAIG>
- ☐ ak15@nwa.com - NW ARCTIC RECORDS MANAGER 1 <NORTHWEST ARCTIC>
- ☐ ak16@smsd.com - SAINT MARY'S RECORDS MANAGER 1 <SAINT MARY'S>
- ☐ ak17@galena.com - GALENA RECORDS MANAGER 1 <GALENA>
- ☐ ak18@bssd.com - BERING STRAIT RECORDS MANAGER 1 <BERING STRAIT>
- ☐ ak19@cordova.com - CORDOVA RECORDS MANAGER 1 <CORDOVA>
- ☐ ak20@nome.com - NOME RECORDS MANAGER 1 <NOME>

6. Once all edits have been made to the list, click on the **SAVE LIST CHANGES** button located in the bottom left of the list's **EDIT** panel.

Search New List

Search ☒ Active Only

students coes lists

List Name	Description	Owner	Edit	Delete
New List		DEED RECRUITER 01 Pelican		

List Name

Description

Shared With

When you share a list with someone you give them the ability to do everything you can do with the list except change its name and delete it. If they add or remove students, you will see the changes.

- ☐ Adam Hoffnug-Warantz <adam.hoffnug-warantz@alaska.gov>
- ☐ ak0 - jannessa.luerra@alaska.gov
- ☐ ak11@slope.com - NORTH SLOPE RECORDS MANAGER 1 <NORTH SLOPE>
- ☐ ak12@wrg.com - WRANGELL RECORDS MANAGER 1 <WRANGELL>
- ☐ ak13@craig.com - CRAIG RECORDS MANAGER 1 <CRAIG>
- ☐ ak15@nwa.com - NW ARCTIC RECORDS MANAGER 1 <NORTHWEST ARCTIC>
- ☐ ak16@smsd.com - SAINT MARY'S RECORDS MANAGER 1 <SAINT MARY'S>
- ☐ ak17@galena.com - GALENA RECORDS MANAGER 1 <GALENA>
- ☐ ak18@bssd.com - BERING STRAIT RECORDS MANAGER 1 <BERING STRAIT>
- ☐ ak19@cordova.com - CORDOVA RECORDS MANAGER 1 <CORDOVA>
- ☐ ak20@nome.com - NOME RECORDS MANAGER 1 <NOME>

Refer to the [Adding Children to a List](#) section on page 61 for directions on how to add children a list.

Adding Children to a List

- Once a list has been created, navigate to the **STUDENTS** subtab and search for the children to be added to the list.
 - Refer to the [Creating a List](#) section starting on page 59 for instructions on how to create a new list.
 - Refer to the [Searching for Students](#) section starting on page 46 for instructions on how to search for children.
- To add a single child to a list at a time:
 - Search for the child in the **STUDENTS** subtab,
 - Click on the **THREE-LINE HAMBURGER MENU** (≡) on the child's row, and
 - Select the **CREATED LIST** name to add the child to the list.

Search

students | coes | lists

Page size: 20

	Student ID	Last	First	Middle	DOB	MIS2000 ID	
>	9999090834	Adams	Hannah	Sue	8/5/03		≡
>	0444244087	CUNNINGHAM	SIMON	JOHN DUKE	5/10/04	AKD63-72227	≡
>	0191861100	CONSTANTINE	JOHANNA		3/3/05		≡
>	3565517404	CUNNINGHAM	LYDIA	MARIE	5/25/07	AKD8-06689	≡
>	1848545775	CUNNINGHAM	KITTY	MARY	5/25/08	AKD54-62366	≡
>	0008989898	CUNNINGHAM	PHYLLIS	ANGELINA	7/28/09	AKD07-04772	≡
>	1986110100	WALKER	MARVIN		1/1/10		≡
>	0000000000	CUNNINGHAM	CHRISSY	R	3/1/10	AKD51-03451	≡

14 items in 1 pages

1

2

List COEs for this student

Add student to list -

Middle School Reading Program

Preschoolers

HS Math Support

- To add multiple children to a list at a time,
 - Search for the children in the **STUDENTS** subtab,
 - Either select multiple children by checking their respective boxes on the far left of their rows or click on the **SELECT ALL CHECKBOX** located in the far-left column of the header row to select all children on the page,
 - Click on the **THREE-LINE HAMBURGER MENU** (≡) next to the Student ID column, and
 - Select the **CREATED LIST** name to add the children to the list.

Search

students | coes | lists

Page size: 20

	Student ID	Last	First	Middle	DOB	MIS2000 ID	
>	9999090834	Adams	Hannah	Sue	8/5/03		≡
>	0444244087	CUNNINGHAM	SIMON	JOHN DUKE	5/10/04	AKD63-72227	≡
>	0191861100	CONSTANTINE	JOHANNA		3/3/05		≡
>	3565517404	CUNNINGHAM	LYDIA	MARIE	5/25/07	AKD8-06689	≡
>	1848545775	CUNNINGHAM	KITTY	MARY	5/25/08	AKD54-62366	≡
>	0008989898	CUNNINGHAM	PHYLLIS	ANGELINA	7/28/09	AKD07-04772	≡
>	1986110100	WALKER	MARVIN		1/1/10		≡
>	0000000000	CUNNINGHAM	CHRISSY	R	3/1/10	AKD51-03451	≡

14 items in 1 pages

1

2

3

Export student list

Report on student list

View COEs

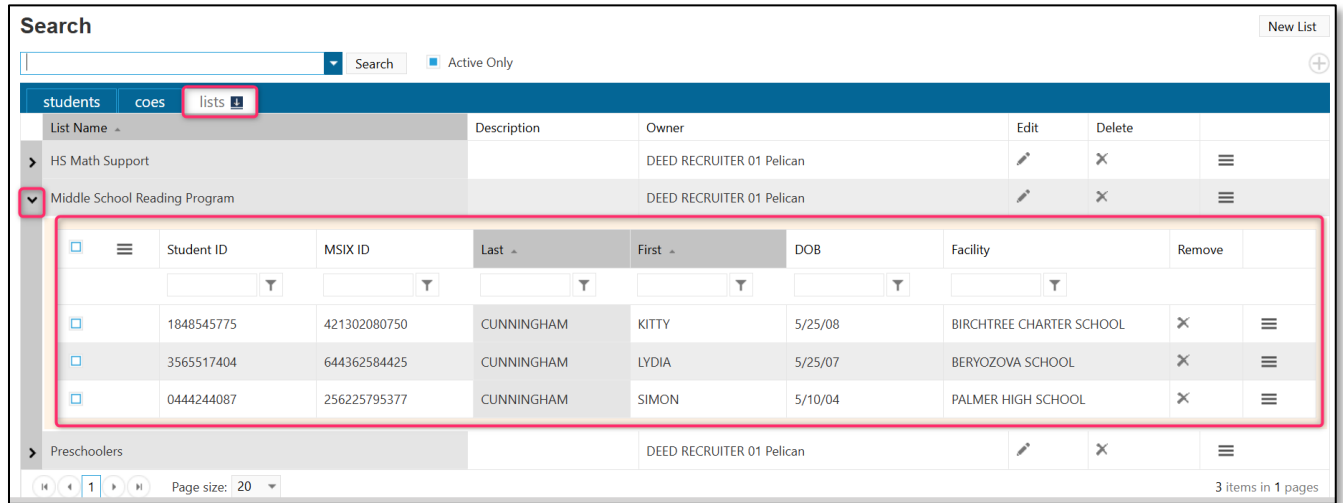
Add student to list -

Middle School Reading Program

Preschoolers

HS Math Support

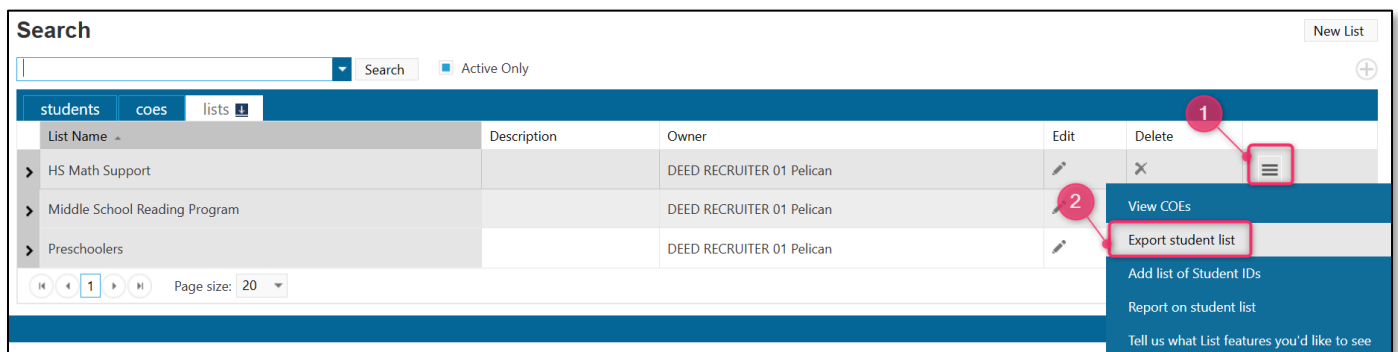
4. Once children have been added to a custom list, return to the **LISTS** subtab to view and manage the lists of children.
 - Users can expand the list to see all children on a particular list by clicking on the **ARROW** button on the far-left side of the desired list's row.



Exporting a Student List

Users can export student lists on the **LISTS** subtab as a CSV file.

1. Navigate to the **LISTS** subtab, find the desired list, and then click on the **THREE-LINE HAMBURGER MENU (≡)** on the far right of the desired list's row.
 - Refer to the [Creating a List](#) section starting on page 59 for instructions on how to create a new list.
 - Refer to the [Adding Children to a List](#) section starting on page 61 for instructions on how to add children to a list.
2. From the three-line hamburger menu's dropdown, select **EXPORT STUDENT LIST**.



Reports Tab

The **REPORTS** tab is where users can go to pull various **SNAP REPORTS**. **Recruiter users will not have access and will not see the REPORTS tab when they log in.** This tab will only be available for records managers and Title I-C coordinator users. Reports tab will allow users to run reports based on student data in the Web System. All records managers will have the ability to pull reports from the Web System.

For detailed instructions on pulling reports in the Web System, see the [Pulling Child Lists in MIS2000](#) section starting on page 139.

The screenshot shows the 'ALASKA Migrant Program Services' web application. The top navigation bar includes 'Home', 'Reports' (highlighted with a red box), 'COE Recerts', 'Resources', and 'Help'. The right side of the header shows a user greeting: 'Welcome, Jaidyn | Your Account | Sign Out | Suggestion Box'. The main content area is a light blue box with three numbered steps: 1. 'Select Report Type' with a dropdown menu showing '-- Select a report --'. 2. 'Pick a field' with a large empty text box. To the right of this box is a section titled 'then a comparison,' with radio button options: '=', '<= (less than)', '>= (greater than)', '<> (not equal)', 'is null', 'is not null', and 'between'. To the right of these options is a section titled 'then your values...' with two empty text boxes and buttons for 'Add Filter' and 'Remove Filter'. Below the 'Pick a field' box is another empty text box. At the bottom right of the filter section are 'Start Date' and 'End Date' fields, with '8/1/2024' entered in the Start Date field and calendar icons. 3. 'Run Report' with a button labeled 'Run Report'. The footer of the page says 'MIS 2000 by MS/EdD'.

COE Recerts Tab

The **COE RECERTS** tab will allow users to view any “in process” COE Recerts, that were entered by the user and have not yet been approved. This could also include COE Recerts that have been submitted to the records manager level for the next level of approval but have not yet been approved. COE Recert stands for Certificate of Eligibility Recertification. Completing a COE Recert will enroll the child for the current school year and allow the district to update the family data and enrollment information for the child.

Refer to the [COE Recerts in MIS2000](#) section starting on page 118 for more information on COE Recerts.

Filtering COE Recerts

Users can filter the COE Recerts displayed on the **COE RECERTS** tab to narrow down the information shown on the screen.

Once the user has a list of COE Recerts displayed on the **COE RECERTS** tab, provide the text (e.g., name, QAD, COE ID) in which the search results should be filtered by in the filter field under the desired column header.

1. Click on the filter icon (▼) to the right of the text entered in the filter field under the desired column header.
2. Select the appropriate filtering option from the dropdown. Note: Select **NOFILTER** to remove a filter from a column.
 - Example: To find all COE Recerts with a **PARENT 1** name that contains “Cunningham”, type “Cunningham” into the filter field under the **PARENT 1** column header, then select **CONTAINS** from the filter options.

Sorting COE Recerts

Users can sort COE Recerts by each of the columns displayed in the COE Recerts tab by clicking on the desired column header.

- Example: By clicking on the QAD column header, the results will be sorted in chronological order by QAD.

Home Reports COE Recerts Resources Help						
All Mine		Download CSV				
COEID	Parent 1	Parent 2	QAD	District Name	Recruiter Name	Owner
AK0-23-146653	Jannessa Luerra	Jannessa Luerra	6/15/23	PELICAN SCHOOL DISTRICT	Felicia Wells	DEED RM2 Pelican <rm2@deed.com>
AK0-24-147188	Matthew Browning	Jessica Browning	6/27/24	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RM2 Pelican <rm2@deed.com>
AK0-23-146341	Teresa Cunningham	Thomas Cunningham	7/1/23	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RM2 Pelican <rm2@deed.com>

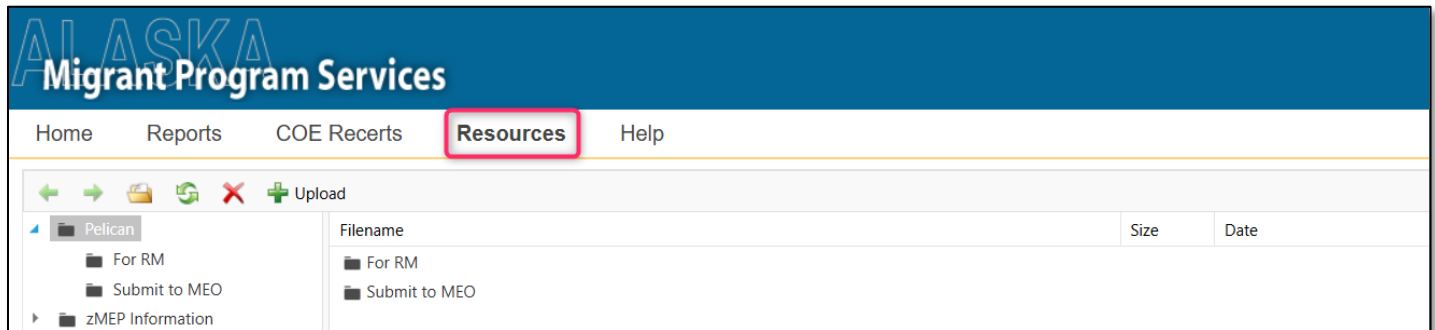
MIS 2000 by MS/EdD

Resources Tab

The **RESOURCES** tab will only be available to records managers or Title I-C coordinators. **Recruiter users may see the tab; however, it will be blank, and recruiter users will not have access to use it.** The **RESOURCES** tab will have subfolders for users with special roles in the Web System, where they can securely upload and download documents and reports to or from DEED.

This is where all records managers will go to submit/receive reports and other correspondence containing student data. Any report or document with personally identifiable information (PII) will need to be sent securely through the Web System. The **RESOURCES** tab contains a district specific folder and two sub folders: **FOR RM** and **SUBMIT TO MEO**. Districts will upload files to the **SUBMIT TO MEO** folder to send files to DEED. In addition, the **RESOURCES** tab contains a general information folder called **zMEP INFORMATION**.

Refer to the [Transmitting Data & Reports in MIS2000](#) on page 135 for more information.



“For RM” Folder

This is where the DEED will post any district specific reports or information that may contain any FERPA-protected information such as student or family PII. DEED provides districts with reports to complete (e.g., Mass Withdrawal and Course History) and/or data to view (e.g., MSDR).

1. Navigate to the **RESOURCES** tab.
2. Double-click on the **FOR RM** folder.
3. View reports uploaded by the DEED in its corresponding file folder.

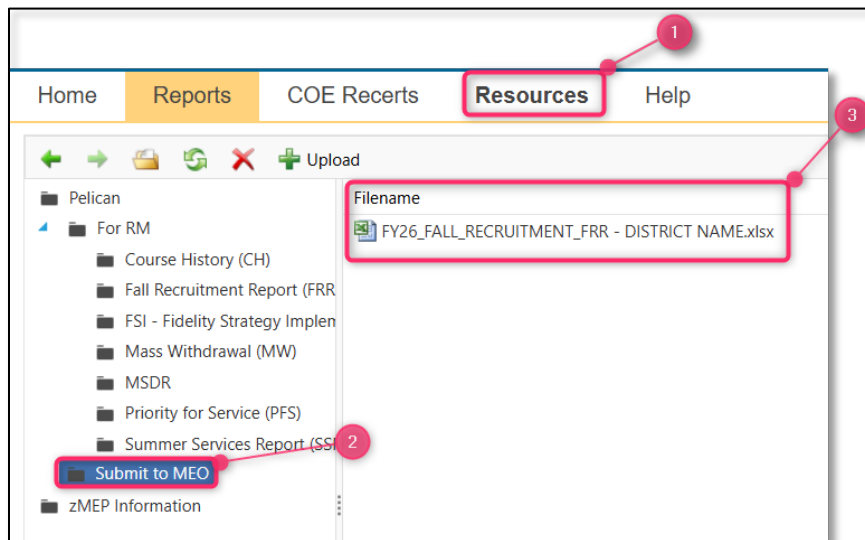


Refer to the [Receive Data and Reports from the DEED Title I-C Team](#) section on page 135 for more detailed information.

“Submit to MEO” Folder

This is where the district will post any completed reports or information that may contain any FERPA-protected information such as student or family PII. Districts will upload files to the “Submit to MEO” folder to submit files to DEED. It is recommended that an email notification email is sent to DEED upon uploading a file to the **SUBMIT TO MEO** folder. Districts will upload completed reports such as the Fall Recruitment Report (FRR) to the **SUBMIT TO MEO** folder once they have been completed.

1. Navigate to the **RESOURCES** tab.
2. Double-click on the **SUBMIT TO MEO** folder to submit file to DEED.
3. View reports uploaded by DEED.

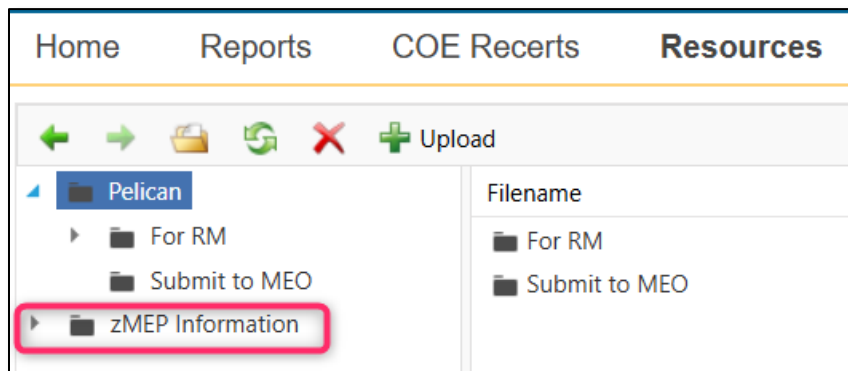


Refer to the [Send Data and Reports to the DEED Title I-C Team](#) section on page 137 for more information.

“zMEP Information” Folder

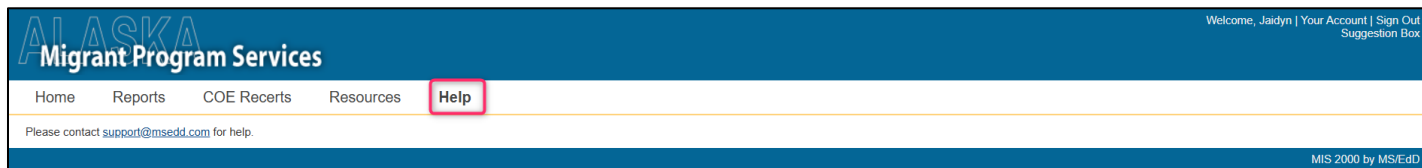
This is where DEED will post any information that all districts should have access to, such as statewide survey results, statewide performance graphs, and instructions on how to complete various reports (e.g., Mass Withdrawal (MW), Course History (CH), and Summer Services Report (SSR)).

1. Navigate to the **RESOURCES** tab.
2. Double-click on the **zMEP INFORMATION** folder.
3. View resources uploaded by DEED.



Help Tab

The **HELP** tab provides users with the MS/EdD support email. Please do not contact MS/EdD directly. If assistance is needed, refer to the [DEED Title I-C Program Contacts](#) section on page 186. DEED staff will contact MS/EdD, if necessary, to resolve user issues.



General MIS2000 Functionalities

Flash Messages and Alerts

Certain actions taken in the Alaska Migrant Web System (MIS2000) can trigger flash messages. Flash messages are informational banner messages that appear at the top of the page, below the header menu, to indicate the outcome of a process or request performed by the user. To remove the message, click the X on the right-hand section of the banner.

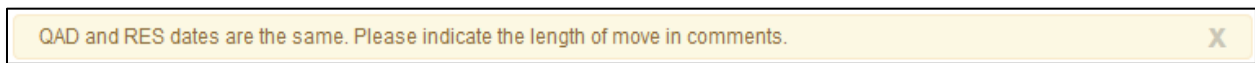
- **GREEN BANNER MESSAGE** – The alert box indicates a successful or positive action.



- **BLUE BANNER MESSAGE** – The alert box indicates a neutral informative change or action.



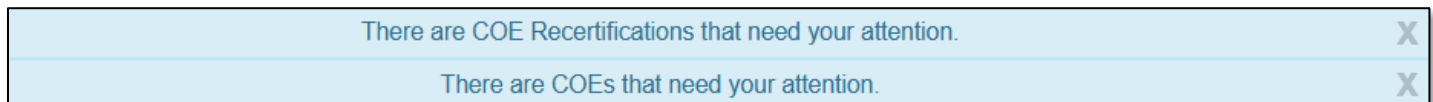
- **YELLOW BANNER MESSAGE** – The alert box indicates a warning that needs attention.



- **RED BANNER MESSAGE** – The alert box indicates an error or potentially negative action.

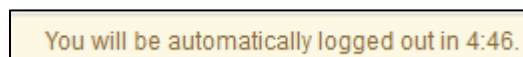


Users may also see informational messages at the top of their screen upon logging into the Web System. Most often, these messages will alert users to COEs or COE Recerts that have the status **REQUIRES ATTENTION** that are waiting for a user to submit/approve them. Other times, DEED may post messages to all Web System users informing them of upcoming deadlines, newly available reports, etc. These messages are blue. Some disappear after navigating to a specific page, while others will remain until users click the **X** on the far-right side of the message.



Automatic Log Out

The Web System is designed to log a user out automatically after 15 minutes of inactivity. A flash message with a five-minute countdown timer will appear across the top of the page, above the header.



Any action made in the Web System such as typing, navigating between tabs, or moving the mouse counts as activity and stops the countdown.

If the user remains inactive when the timer counts down, then he or she will be logged out of the Web System automatically. Any unsaved work will be lost.

COEs in MIS2000

Overview

Within MIS2000 (Alaska Migrant Web System), COEs are created, reviewed, and maintained through a structured process designed to ensure accuracy, compliance, and accountability. This section of the manual provides an overview of COE statuses, a flowchart illustrating the review process, and the specific responsibilities of recruiters and records managers in creating and submitting COEs in MIS2000.

COE Statuses

In MIS2000, each COE is assigned a status that reflects its stage in the review and approval process. These COE statuses provide a structured way to track the progress of a COE from initial creation by the recruiter, through submission and review by the records manager, to final acceptance or rejection by DEED.

Incomplete

- Status of a newly created COE.
- COE is owned by the creator, and editing rights are restricted to them.
- COE has not been submitted to the records manager's level of approval.

New

- Status of a COE while under records manager review.
- COE is available to be owned by the records manager, and editing rights are restricted to them.
- COE has not been submitted to DEED.

Reviewed

- Status of a COE while under DEED review.
- COE is available to be claimed or owned by DEED, and editing rights are restricted to them.
- COE has neither been approved nor rejected by DEED.

Rejected

- Status of a COE that has been returned to the district by DEED, or a COE that has been returned to the recruiter by the records manager.
- COEs rejected by DEED to the records manager:
 - COE is available to be owned by the records manager, and editing rights are restricted to them.
 - COE has neither been rejected back to the recruiter nor has it been resubmitted to DEED.
- COEs rejected by the records manager to the recruiter/creator.
 - COE is owned by the creator.
 - COE can only be edited by the creator.
 - COE has not been resubmitted to the records manager.

Accepted/Approved

- Status of a COE that has been approved by DEED.
- Children listed on COE were determined to be migratory eligible.
- COE cannot be edited by the district.

Canceled

- Status of a COE that has been found ineligible for the program by DEED.
- COE will be deleted from MIS2000.

COE Review Flowchart

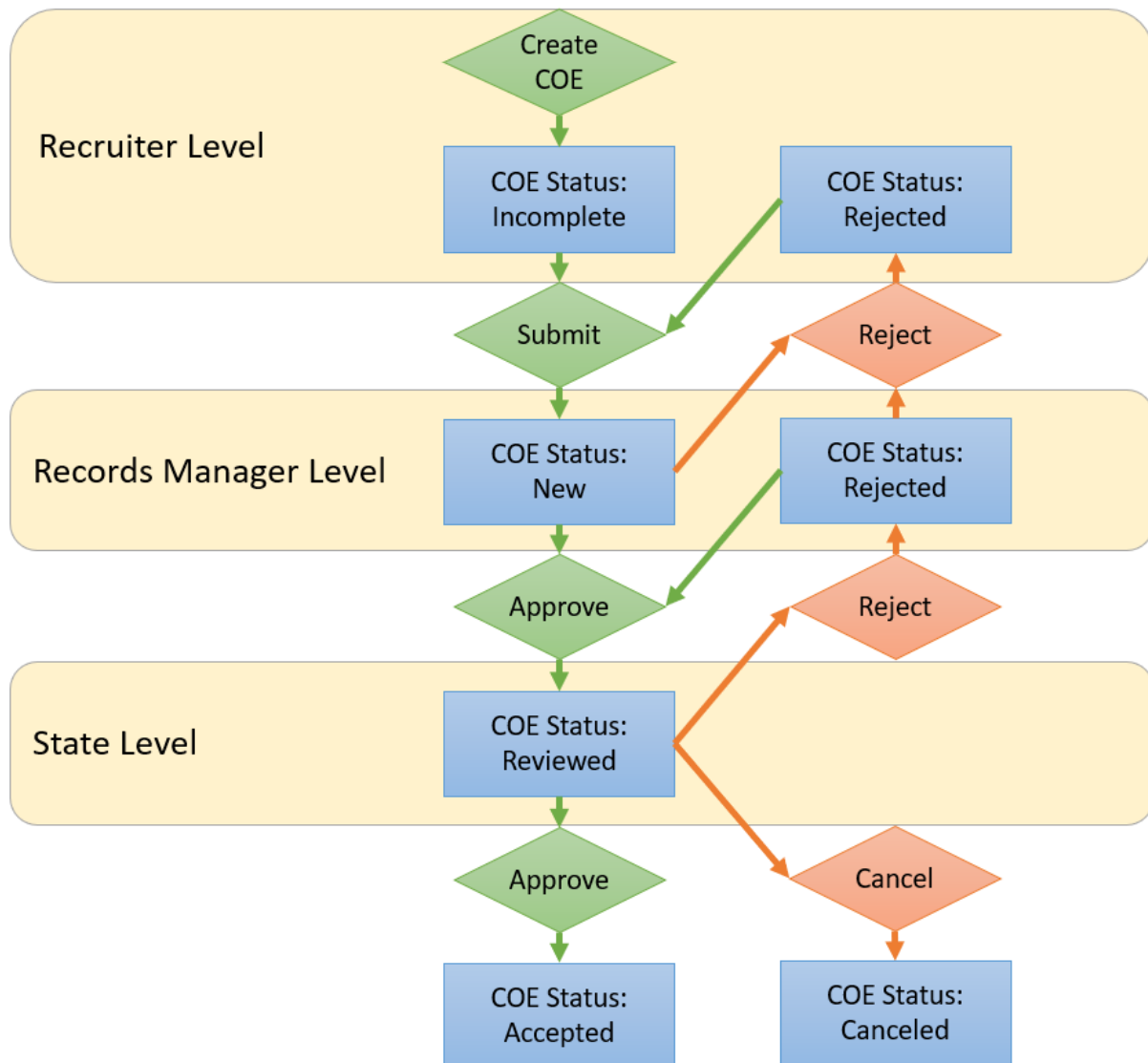
When a recruiter creates a COE in MIS2000 (Alaska Migrant Web System), its initial status is **INCOMPLETE**. Once the recruiter submits the COE for review, it goes to the records manager and is in **NEW** status.

The records manager completes their review of the COE and can either reject it or approve it.

- If the records manager rejects the COE, the COE goes back to the recruiter and the COE is in **REJECTED** status. The recruiter then makes the required updates and resubmits the COE to the records manager (**NEW** status).
- If the records manager approves the COE, the COE goes to DEED and is then in **REVIEWED** status.

DEED completes their review of the COE and can either reject, approve, or cancel it.

- If DEED rejects the COE, the COE goes back to the records manager and is in **REJECTED** status. The records manager either makes the required updates and resubmits the COE to DEED (**REVIEWED** status) or they reject the COE back to the recruiter (**REJECTED** status).
- If DEED approves the COE, the COE is fully approved and is in **ACCEPTED** status.
- If DEED cancels the COE, the COE is not approvable and is in **CANCELED** status.



Recruiter COE Responsibilities

Recruiters play a critical role in the accuracy and integrity of Certificates of Eligibility (COEs) within MIS2000 (Alaska Migrant Web System). As the first point of contact with migratory families, recruiters are responsible for collecting eligibility information, completing COEs, and ensuring that all required data is entered correctly before submission. This section outlines the specific responsibilities recruiters hold in the COE approval process.

Create COEs and Submit to Records Manager for Review

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Click on the **NEW COE** button, located in the upper right-hand corner, to create a blank COE.

The screenshot shows the top navigation bar with 'Home', 'COE Recerts', 'Resources', and 'Help'. Below this is a search bar with a red circle 1 pointing to it. To the right of the search bar is a 'New COE' button with a red circle 3. Below the search bar is a table with columns for 'students', 'COEs', and 'lists'. The 'COEs' tab is selected. Below the table is a 'Page size: 20' dropdown and a '0 items in 1 pages' message. Below this is a table with columns for 'COE ID', 'Parent 1', 'Parent 2', 'QAD', 'COE Date', and 'Documents'. Each column has a dropdown arrow.

4. To add a child to the COE, click on the **BLANK LINE** in the **CHILD DATA** section.

The screenshot shows the 'CHILD DATA' section. At the top, there is a 'School District Name' dropdown set to 'PETERSBURG SCHOOL DISTRICT' and a 'Residency Date (MM/DD/YY)' field set to '01/01/2020'. Below this is a message: 'Click on a row below to Add/Edit Student School History.' Below the message is a table with columns: ID, Last Name 1, Last Name 2, First, Middle, Suf, Birth Date, Age, Sex, MB, EB, VER, School Name, Enroll Date, GR, Imm, Med, and Del. A red circle 4 points to a blank line in the table.

5. A **CHILD DATA** entry panel will appear after clicking on the blank line in the **CHILD DATA** section. Enter data into the blank fields. The user can tab through each field. Some fields cannot be edited at this level and must be completed by the records manager. These are **AK STATE ID**, **IMM AVAIL**, and **MED ALERT**.
6. After completing all the fields, the user must click the **SAVE STUDENT** button shown below. Clicking the **SAVE MY WORK** button at the top of the page will not save child data.

The screenshot shows the 'CHILD DATA' entry panel. At the top, there is a 'School District Name' dropdown set to 'PETERSBURG SCHOOL DISTRICT' and a 'Residency Date (MM/DD/YY)' field set to '01/01/2020'. Below this is a message: 'Click on a row below to Add/Edit Student School History.' Below the message is a table with columns: ID, Last Name 1, Last Name 2, First, Middle, Suf, Birth Date, Age, Sex, Multiple, Ethnicity, VER Code, Facility Name, Enroll Date, Grade, Imm Avail, Med Alert, and Del. A red circle 5 points to the 'AK State ID' field. Below the table is a 'Save Student' button with a red circle 6 pointing to it, and a 'Cancel' button.

7. Complete the rest of the COE. Please review the **CERTIFICATE OF ELIGIBILITY (COE) FORM** section in the current year's [Title I, Part C District Staff Manual](http://education.alaska.gov/esea/TitleI-C) (education.alaska.gov/esea/TitleI-C) for detailed instructions on how to fill out a COE and any specific comments that may be required. For [important notes regarding COEs in MIS2000](#), refer to page 110.

8. Use the **SAVE MY WORK** button often throughout the COE data entry process.

The screenshot shows the top navigation bar with links: Home, COE Recerts, Resources, Help, and a double arrow icon followed by 'Back to Search Results'. Below the navigation bar is a toolbar with buttons: 'Submit COE to RM', 'View Log', 'Check For Errors', 'View COE' (a blue link), 'Save My Work' (highlighted with a red box), 'Return without saving', and 'Delete COE'.

- When changes are saved, a **GREEN BANNER MESSAGE** will appear at the top of the screen with the message **CHANGES SAVED**.

The screenshot shows the top navigation bar with links: Home, Reports, COE Recerts, Resources, Help, and a double arrow icon followed by 'Back to Search Results'. Below the navigation bar is a green banner message that says 'Changes saved' with a close button (X) on the right.

9. Use the **CHECK FOR ERRORS** button to ensure the COE is as complete and correct as possible, prior to obtaining signatures. As part of the error check, the user's work is automatically saved if the **SAVE MY WORK** button was not utilized first.

The screenshot shows the top navigation bar with links: Home, COE Recerts, Resources, Help, and a double arrow icon followed by 'Back to Search Results'. Below the navigation bar is a blue banner message that says 'No errors found.' with a close button (X) on the right. The toolbar buttons are: 'Submit COE to RM', 'View Log', 'Check For Errors' (highlighted with a red box), 'View COE' (a blue link), 'Save My Work', 'Return without saving', and 'Delete COE'.

- If no errors are found, a blue bar will appear at the top of the screen with the message **No ERRORS FOUND**.

The screenshot shows the top navigation bar with links: Home, COE Recerts, Resources, Help, and a double arrow icon followed by 'Back to Search Results'. Below the navigation bar is a blue banner message that says 'No errors found.' with a close button (X) on the right. The toolbar buttons are: 'Submit COE to RM', 'View Log', 'Check For Errors' (highlighted with a red box), 'View COE' (a blue link), 'Save My Work', 'Return without saving', and 'Delete COE'.

- Any errors found are displayed at the top of the screen in a **RED BANNER MESSAGE**. Note: Users will receive errors related to the **SIGNATURE** panel prior to collecting signatures from the interviewee and interviewer. Proceed to correct any other errors, then print the COE for signature, if needed. Do not prefill any signature information to remove the errors or submit with signature information prior to obtaining signatures.

The screenshot shows the top navigation bar with links: Home, Reports, COE Recerts, Resources, Help, and a double arrow icon followed by 'Back to Search Results'. Below the navigation bar is a red banner message listing several errors: 'Upper COE Panel - Residency Date cannot be blank', 'Children Panel - No enrollments have been added to the COE', 'Family Panel - A Parent/Guardian is mandatory (First and Last name are required)', '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', 'Family Panel - Mailing Address cannot be blank', 'Family Panel - Mailing City cannot be blank', and 'Family Panel - Mailing State cannot be blank'. There is a close button (X) on the right.

10. Obtain signatures.

- COEs in the Web System can be submitted with ink signatures, electronic signatures, or a combination of both. Regardless of how signatures are collected on the COE, the following must be observed:
 - The interviewee must sign the COE first.
 - The interviewer/recruiter must sign the COE after the interviewee.
 - By signing the COE, the interviewee and interviewer verify that the information on the COE is complete and correct, and that the moves documented on the COE were made due to economic necessity. The signing of the COE by the interviewee also means they are willing to be re-interviewed by a DEED or a third party.
 - Do not pre-fill any signature fields prior to obtaining the signatures.

- To print or save an electronic PDF of the COE for signature collection outside of the Web System, refer to the [Print COEs for Signatures](#) section on page 78.
- Refer to the following three sections regarding types of signatures collected on the COE:
 - [Electronic Signatures obtained via the Web System](#) on page 75.
 - [Signatures Obtained Outside the Web System \(Ink and Electronic Not Using the Web System\)](#) on page 77.
 - [Combination of Ink & Electronic Signatures](#) on page 77.

11. Once the interviewee & interviewer signatures have been obtained on the COE, enter the signature information into the appropriate COE signature fields for the **INTERVIEWEE & INTERVIEWER** sections. For directions on uploading a COE with signatures collected outside the Web System, refer to [Uploading Attachments](#) on page 81.

- Note that if a COE has any signatures obtained outside the Web System, the signed hard copy COE must be uploaded to the Web System before the COE is submitted to DEED. Consult the district's records manager for the district policy regarding uploading attachments.
 - While users at both the recruiter and records manager levels can upload scans into the Web System, it is ultimately the records manager's responsibility to ensure that the signed hard copy COE and other relevant files have been uploaded prior to submitting the COE to DEED.

12. Use the **SAVE MY WORK** button to save changes.

This screenshot shows the top navigation bar of the COE system. The navigation bar includes links for Home, COE Recerts, Resources, and Help. On the right side, there is a 'Back to Search Results' button. Below the navigation bar, there are several buttons: 'Submit COE to RM', 'View Log', 'Check For Errors', 'View COE', 'Save My Work' (highlighted with a red box), 'Return without saving', and 'Delete COE'.

13. Click on the **SUBMIT COE TO RM** button, located in the upper left-hand corner, to send the electronic COE information to the district records manager. Any errors preventing COE submission will appear in **RED BANNER MESSAGE** at the top of the screen. Do not pre-fill signature information or submit the COE to the records manager prior to receiving the interviewee and interviewer signatures either in the Web System or via hard copy.

This screenshot shows the top navigation bar of the COE system, similar to the previous one. The 'Submit COE to RM' button is highlighted with a red box. The other buttons and navigation links are the same as in the previous screenshot.

14. When the **COE Log** is displayed, click the **SUBMIT** button. Users are not required to add information to the **COE Log**, unless the COE is being rejected.

This screenshot shows a window titled 'LOG'. It contains a table with the following data:

Time	Entry	Condition	User
4/4/2025 10:36:43 AM		Incomplete	rec1@deed.com

Below the table, there is a 'Comment' field. At the bottom of the window, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

15. If applicable, deliver the hard copy COE to the records manager if any ink or electronic signatures are obtained outside the Web System and collected on a COE.

Gather Signatures on COEs

Electronic Signatures Obtained via the Web System

COEs can be signed electronically in the Alaska Migrant Web System (MIS2000) and submitted to the records manager level without needing to print the COE.

Note: If the records manager is not one of the designated SEA reviewers for the district, or they have already signed the COE as an interviewee or interviewer, the records manager can obtain the designated SEA reviewer's signature electronically via the Web System by transferring the COE to another web system user with records manager permissions in MIS2000. Upon signing the COE in the Web System, the designated SEA reviewer can then transfer the COE back to the records manager using the same method. Refer to the [Transfer COE Ownership to Another User](#) section on page 106 for instructions.

Current limitations and restrictions for collecting electronic signatures are:

- Electronic signatures collected via the Web System require the signer to be physically present.
- The recruiter or records manager may use a district assigned tablet or computer to enable the interviewee to sign in the signature field.
- Typed name, date, and relationship (interviewee only) must also be entered.
- Electronic signatures must be signed by the actual individual named. District staff cannot sign on behalf of an interviewee or any other individual.
- Directions for capturing electronic signatures via the Web System electronic signing platform are as follows:

1. Click the **SIGN** button.



The screenshot shows the 'INTERVIEWEE SIGNATURE' section of a web form. It includes a disclaimer: 'I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.' Below this is a large text area for the signature. At the bottom left, there are two buttons: 'Sign' (highlighted with a red box) and 'Clear'. Below the buttons are three input fields: 'Interviewee Signature on file' (checkbox), 'Interviewee Name' (text box), and 'Relationship to the child(ren)' (dropdown menu).

2. Have the appropriate individual write his/her signature in the field. **The individual must legibly sign their full first and last name. Initials are not permitted for the first and/or last name.**

- On touch-sensitive devices, this can be done with a stylus, finger, etc.
- On non-touch-sensitive devices, this must be done with the mouse/cursor.



This screenshot shows the same 'INTERVIEWEE SIGNATURE' form, but now the signature field contains a handwritten signature 'Seth Fisher' in black ink. The signature is enclosed in a red rectangular box. Below the signature field, there is a blue button labeled 'Signature OK' with a circular arrow icon. The other fields and buttons remain the same as in the previous screenshot.

- A signature in progress can be cleared by clicking the refresh symbol. A saved signature can be cleared by clicking the **CLEAR** button. Be sure to **SAVE MY WORK** after each signature.

INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature



Signature OK. 

☐ Interviewee Signature on file

Interviewee Name

Relationship to the child(ren)

3. Enter the **INTERVIEWEE SIGNATURE** information into the appropriate fields.

INTERVIEWEE SIGNATURE

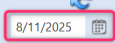
I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature



Signature OK. 

☐ Interviewee Signature on file

Seth Fisher 

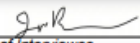
PARENT

4. Repeat these steps for the **INTERVIEWER SIGNATURE** fields.

Note: Collecting signatures using the Alaska Migrant Web System's electronic signing platform will allow the electronic signatures to appear on the **VIEW COE** PDF.

INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.


Signature of Interviewee

Jessica Browning
Printed Name

PARENT
Relationship to child(ren)

08/21/24
Date

ELIGIBILITY DATA CERTIFICATION

I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.


Signature of Interviewer

Felicia Wells
Printed Name

08/21/24
Date

Signatures Obtained Outside the Web System

Districts may collect signatures on COEs outside of the Alaska Migrant Web System (MIS2000). COEs can be printed from the Web System and then either signed by ink or be electronically signed outside of the Web System, using a district approved, FERPA-compliant program, prior to submitting the COE to the records manager. For directions on printing COEs to collect signatures outside the Web System, refer to [Printing COEs for Signatures](#) on page 78.

Note: District staff cannot sign on behalf of the interviewee or any other individual.

Combination of Ink and Electronic Signatures

COEs can have a combination of electronic and ink signatures.

- For directions on printing COEs to collect signatures outside of the Web System, refer to [Printing COEs for Signatures](#) on page 78.
- For directions on how to collect signatures using the Web System, refer to [Electronic Signatures Obtained via the Web System](#) section on page 77.

Note:

- If COEs are not completely signed electronically via the Web System, a single hard copy version with all collected ink and non-Web System electronic signatures will need to be scanned and uploaded to the Web System prior to submitting to DEED. If non-Web system electronic signatures are obtained, the signature confirmation page should also be attached.
- District staff cannot sign on behalf of the interviewee or any other individual.

Print COEs for Signatures

Directions for printing PDFs of electronic COEs to collect ink or electronic signatures outside of the Alaska Migrant Web System's electronic signing platform are as follows:

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the search status to **REQUIRES ATTENTION**.

Home COE Recerts Resources Help

Search

COEs with status: Requires attention

students coes lists

Page size: 20

COE ID Parent 1 Parent 2 QAD Status Recruiter Owner

Requires attention

4. Hover over the **THREE-LINE HAMBURGER MENU** (≡) on the desired COE and click **EDIT COE** from the drop-down list.

students coes lists

Page size: 20

1 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AK0-24-			7/19/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download docu

Edit COE

5. Once the desired COE is open on the **EDIT COE** screen, click on the **VIEW COE** button found in the upper right-hand side to view the PDF version of the COE.

Home Reports COE Recerts Resources Help

Submit COE For Review View Log Check For Errors View COE Save My Work Return without saving Delete COE

6. In the PDF window, click on the **PRINT ICON** located in the upper right-hand corner to print the COE.

Home COE Recerts Resources Help

View Log Edit COE

1 of 1

PRINT

CERTIFICATE OF ELIGIBILITY

STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT

COE ID #: AK0-24-

SCHOOL DISTRICT NAME: PELICAN SCHOOL DISTRICT

RESIDENCY DATE: 07/10/24

SCHOOL YEAR: 24/25

Student ID	Last Name 1	Last Name 2	First Name	Middle Name	SUF	Birth Date	Sex	MB	EB	VER	School Name	Enroll Date	GR
						01/28/22	F	N	6	1007	MAT-SU SCHOOL DISTRICT		00

- After obtaining the required signatures on the hard copy COE, log into the Web System, navigate to the **COEs** subtab and change the search status to **REQUIRES ATTENTION**.

Home COE Recerts Resources Help

Search New COE

COEs with status **Requires attention** ☒ Active Only

students **coes** lists

Page size: 20

COE ID Parent 1 Parent 2 QAD Status Recruiter

Requires attention

- Hover over the **THREE-LINE HAMBURGER MENU** (≡) on the desired COE and click **EDIT COE** from the drop-down list.

students **coes** lists

Page size: 20

COE ID Parent 1 Parent 2 QAD COE Date Status Recruiter Owner Documents

AK0-24- DEED RECRUITER 01 DEED RECRUITER 01 Download

Edit COE

View COE
View student records
Export student list
Add students to new list

- Scroll to the signature fields at the bottom of the COE in the Web System. Begin with the **INTERVIEWEE SIGNATURE** field. Select the **SIGNATURE ON FILE** box next to the appropriate signature field(s).
- The COE must always be signed by the interviewee first. If utilizing ink signatures or electronic signatures obtained outside of the Web System, ensure that the signed hard copy COE is in hand before completing the **INTERVIEWEE SIGNATURE** field and then signing as the interviewer.
 - Even if the interviewee cannot provide an electronic signature using the Web System, the interviewer and designated SEA reviewer can still sign electronically using the Web System after the interviewee.

INTERVIEWEE SIGNATURE

I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.

Signature

Sign Clear

☒ Interviewee Signature on file

Interviewee Name

Relationship to the child(ren)

10. Enter the interviewee signature information in the **TYPED NAME**, **RELATIONSHIP**, and **DATE** fields.

INTERVIEWEE SIGNATURE
I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all of the information I provided to the interviewer is true.
Signature

Sign

Clear

☒ Interviewee Signature on file

8/11/2025

Seth Fisher

PARENT

11. Repeat the above steps for the **INTERVIEWER SIGNATURE** fields, as applicable. Sign electronically in the Web System or click the signature on file checkbox and complete the interviewer signature information in the **TYPED NAME** and **DATE** fields.

12. Note that the signed hard copy COE must be uploaded to the Web System before the COE is submitted to DEED. Consult the district's records manager for the district policy regarding uploading attachments. For more guidance, records managers can refer to the [Uploading Attachments](#) section on page 81.

- While users at both the recruiter and records manager levels can upload scans into the Web System, it is ultimately the records manager's responsibility to ensure that the signed hard copy COE and other relevant files have been uploaded prior to submitting the COE to DEED.

Add Required Attachments to COEs

To reduce the records retention burden for districts, beginning in school year 2021/2022, the MIS2000 database will store all new COEs. As a result, some COEs created in the Alaska Migrant Web System (MIS2000) will require attachments to be uploaded prior to submitting them to DEED. COEs that require an attachment are:

- COEs requiring one or more ink signatures or electronic signatures obtained outside of the Web System.
 - For COEs with two or more pages, signatures must be collected on all pages.
 - For one-page COEs that have an additional comments page attached due to the length of the comments, both pages of the hard copy COE are required to be uploaded into the Web System.
 - For COEs signed with electronic signatures obtained outside of the Web System, the signature confirmation page should also be attached if applicable to the program used to gather the signatures.
- COEs that require a map for moves of 20 miles or more in a 15K+ district.
 - Multiple maps may be required if additional moves were to other locations, and/or if the worker and the children reside in different residences. Maps are required for any moves made within district boundaries for both the worker and the children.
- Note: COEs that are signed entirely electronically using the Web System AND document moves across district boundaries do not require any attachments.

Upload Attachments to a COE

1. When viewing the **EDIT COE** page, click on the **UPLOAD** button in the upper left corner. This will open a window that allows users to search for files on their computer.

CERTIFICATE OF ELIGIBILITY - AK0-24-148006
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant

Incomplete
SCHOOL YEAR: 24/25

Documents Upload

2. Locate the COE/map file that needs to be uploaded, select it, and click the **OPEN** button.
3. Repeat if needed to add another COE/map file.
4. To view the attachments and/or to verify that the attachments have been successfully uploaded, hover over the **DOWNLOAD DOCUMENTS** link in the upper left corner. This will show any attachments that have been added. Click the desired attachment to view or download it. Users can also click on the **DOWNLOAD DOCUMENTS** link, or the **ALL DOCUMENTS** option, to download all attachments in a .zip file.

CERTIFICATE OF ELIGIBILITY - AK0-24-148006
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant

Incomplete
SCHOOL YEAR: 24/25

Documents Upload

Download documents

CHILD DATA All documents X
AK0-24-147996 DAVIS.pdf X

PELICAN SCHOOL DISTRICT

Residency Date (MM/DD/YY): 7/26/2024

5. The Web System allows up to two attachments per COE (one scanned COE with signatures obtained outside of the Web System, plus one attachment for maps). It is acceptable to combine the map(s) and signed COE into a single file, or upload them separately as one COE file, and one combined map(s) file.
 - Upload only one scanned COE with signatures obtained outside of the Web System (e.g., ink or electronic). Make sure all signatures are on the same COE copy. Include all signed pages of the COE and the additional comments page, if applicable.

6. Attachments should be named in the following way:

- COEs: COE ID number followed by last name(s) of children on COE (Ex: COE-AK0-25-123456 SmithFord COE)
- Maps: COE ID number followed by “Map” (Ex: COE-AK0-25-123456 SmithFord Map)

7. Please keep attachment file size as small as possible while still maintaining high enough quality for easy viewing/printing. Ideally, attachments should be less than 1MB in size. This helps prevent the database from becoming too large and slowing down.

- Documents scanned as a PDF with resolution 300 x 300 dpi produce a file that meets the recommendations above.

8. If the COE has only electronic signatures obtained via the Web System and does not require a move map, then the COE can be submitted once the designated SEA reviewer has verified the information on the COE via the Web System and signed it electronically in the Web System. No attachments are required for these COEs.

9. Be sure to click the **SAVE MY WORK** button after uploading/attaching attachments in the Web System.

View Attachments on a COE

1. When viewing the **EDIT COE** page, hover over the **DOWNLOAD DOCUMENTS** link in the upper left corner. This will show any attachments that have been added.

CERTIFICATE OF ELIGIBILITY - AK0-24-148006
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant

Incomplete
SCHOOL YEAR: 24/25

Documents Upload
Download documents

CHILD DATA All documents X
AK0-24-147996 DAVIS.pdf X

PELICAN SCHOOL DISTRICT

Residency Date (MM/DD/YY): 7/26/2024

2. Select the desired attachment from the drop-down list.

- Users can also click on the **DOWNLOAD DOCUMENTS** link, or the **ALL DOCUMENTS** option to download all attachments in a .zip file.

3. Depending on the internet browser used, attachments should open in a new internet tab/window, or in the appropriate computer application. If neither of these happen, check the downloads folder on the computer.

While it is the records manager’s responsibility to ensure these attachments are in place before submitting the COE to DEED, these attachments can be uploaded by either the recruiter or records manager. Each district Title I-C program can decide for itself who is responsible for uploading any required attachments. Records managers should always double-check attachments to make sure they are the correct files before submitting a COE to DEED.

Records Manager COE Responsibilities

Records managers are responsible for ensuring the accuracy, compliance, and proper handling of Certificates of Eligibility (COEs) once they are submitted in MIS2000 (Alaska Migrant Web System). Their role includes reviewing COEs for completeness, verifying eligibility determinations, and managing the approval or rejection process in accordance with federal and state guidelines. This section outlines the specific responsibilities records managers hold in the COE approval process.

Review Incomplete (In Process) COEs

Records managers may choose to review a recruiter's work through the Web System prior to recruiters obtaining interviewee signatures or submitting COEs to the records manager for their approval. This step is a vital quality control process for certain districts. See below for instructions on how to find and view a recruiter COE before signatures are obtained and it is submitted for records manager approval. For instructions on how to review a COE submitted to the records manager, see [Review and Submit COEs to DEED for Review](#) section on page 84.

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](#) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change COE status to be **IN PROCESS**. This will give the records manager a list of COEs that are not yet approved by DEED.
4. Click on the advanced search **PLUS (+) SIGN** symbol in the upper right-hand corner.

The screenshot shows the 'Home' tab selected in the top navigation bar. Below it, the 'Search' section has a search bar (1) and a dropdown menu (2) set to 'COEs with status'. A status filter dropdown (3) is open, showing 'In process' selected. In the top right corner, a 'New COE' button and a plus sign icon (4) are visible. Below the search bar, there are tabs for 'students', 'coes' (selected), and 'lists'. A table of COEs is displayed, but it is empty, showing 'No records to display.' and '0 items in 1 pages'.

5. In the **RECRUITER** field, enter all or part of the recruiter's name for the COEs the user would like to review.
6. Click on the **SEARCH** button to complete the search.

The screenshot shows the 'Search' results page. The search bar (6) contains the text 'Search'. Below it, there are input fields for 'Student Name', 'Parents', and 'Recruiter' (5). To the right of these fields are columns for 'Birth Date', 'QAD', 'Enroll Date', 'COE Date', and 'EOE Date'. The 'Recruiter' field is highlighted with a red box.

7. Use the **THREE-LINE HAMBURGER (≡) MENU** or **VIEW COE** to view the appropriate COE.

The screenshot shows the 'View COE' page. It displays a table with one row of COE data. The table has columns for 'COE ID', 'Parent 1', 'Parent 2', 'QAD', 'COE Date', 'Status', 'Recruiter', and 'Owner'. The 'Recruiter' column contains the text 'ak5@psg.com - PETERSBURG RECORDS MANAGER 1 <PETERSBURG>'. In the top right corner, there is a 'View COE' button (7) with a three-line hamburger menu icon next to it.

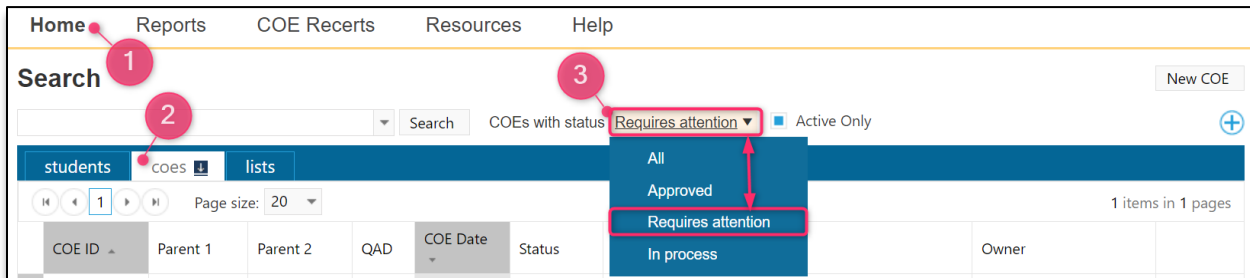
8. Communicate by phone or secure email with the recruiter about any updates needed to the COE. Please note that this communication should follow district policies regarding child privacy.

Review and Submit COEs to DEED for Review

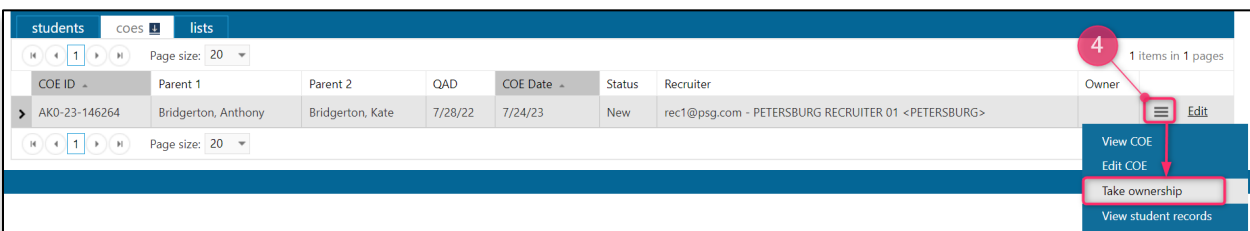
The Alaska Migrant Web System (MIS2000) allows records managers to submit COEs to DEED in the Web System. COEs submitted from status **INCOMPLETE** level will go into a “pool” of unowned COEs that records managers can claim when they are ready to review them. This allows districts to have multiple records manager-level users who can easily and equitably distribute the work of reviewing and approving COEs.

Find and Take Ownership of a COE

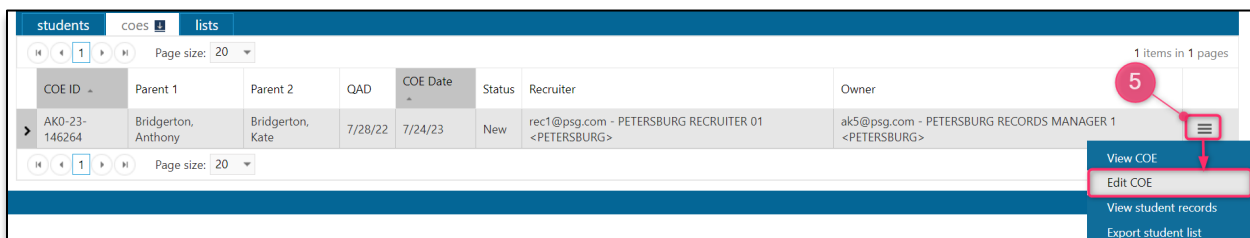
1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the search status to **REQUIRES ATTENTION**.



- COEs that have status **REQUIRES ATTENTION** include those currently owned by the records manager as well as those that are claimable by the records manager.
 - If a records manager has COEs in status **REQUIRES ATTENTION**, he/she will see a message at the top of the screen upon logging into the Web System that reads “**THERE ARE COEs THAT REQUIRE YOUR ATTENTION.**”
4. Hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **TAKE OWNERSHIP** from the drop-down list. This will change the owner to the records manager, and automatically re-direct the user to the **EDIT COE** page.
- Records managers should not take ownership of an unclaimed COE unless he/she has the fully signed hard copy COE on hand or has verified that the interviewee and interviewer signatures have been obtained (if utilizing electronic signatures).
 - If the COE is already owned by the records manager, follow directions in **step 5** to edit the COE.



5. To resume reviewing a COE that a records manager has already taken ownership of, locate the desired COE from the **COEs** subtab (status = **REQUIRES ATTENTION**), hover over the **THREE-LINE HAMBURGER (≡) MENU**, and click **EDIT COE**.



Prepare COE for Submission to DEED

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Find the desired COE to review and prepare for submission to DEED. For directions on finding a COE to review, refer to the [Find and Take Ownership of COE](#) section on page 84.
4. Children on the COE will need to be reconciled with the MIS2000 database, this involves several steps:
 - a. Click the **APPROVE** button to the right of the child's row in the **CHILD DATA** section. For directions on approving a child onto a COE, refer to the [Approve Child\(ren\) onto the COE](#) section on page 86.
 - i. This will search for the child in the MIS2000 database and allow the user to match the child to an existing child in the database. If there are no matches during the search, remove characters in the name and perform the search again.
 1. If the child is found, click on the **MERGE WITH THIS STUDENT** button to the right of the matching child's name.
 2. If the child is not found, select **NEW STUDENT** button and continue with preparing the COE for submission in **step (b)** below. If the child is not found and the child is believed to already exist in the MIS2000 database, contact [DEED](#) (page 186) for assistance.
 - ii. If no, **APPROVE** option shows up to the right of the child's row. The previous step may have already been performed. Continue with the rest of the steps for preparing a COE for submission or contact [DEED](#) (page 186) for assistance.
 - b. Re-click on a child's row to add their **IMM AVAIL** (IM) and **MED ALERT** (MA), and/or Alaska State Student ID (**AKSID**). Refer to the [Add IM, MA, and AKSID Information to Each Child](#) section on page 93 for instructions.
 - c. Click the **SAVE STUDENT** button in the bottom left of the **CHILD DATA** entry panel to save changes.
5. Review all parts of the electronic web COE and compare it with the signed hard copy COE if applicable. Any hard copy COE with signatures must match in its entirety to the electronic web COE. Use the **CHECK FOR ERRORS** button to ensure the COE is as complete and correct as possible, prior to submitting the COE to DEED.
 - a. If corrections are needed to the electronic or web COE, make the appropriate corrections as applicable, including updating and saving a corrected hard copy COE to the web if applicable.
 - b. If corrections require new signatures to be obtained or require the recruiter to make additional corrections, follow directions for [Correcting Rejected COEs](#) on page 100 or [Rejecting a COE Back to the Recruiter](#) on page 98.
6. Click the **SAVE MY WORK** button to save all COE changes. It is recommended to click the save my work button after completing each section of the COE.
7. If applicable, upload any required attachments such as the signed hard copy COE or a required map. Refer to the [Add Required Attachments to COEs](#) section on page 81.
8. Click the **SAVE MY WORK** button to save all COE changes and to save the attachments to the electronic COE.
9. Collect the designated SEA reviewer's signature and type the signature information into the **REVIEWER SIGNATURE** field. Refer to [Completing SEA Reviewer Signature Information](#) on page 94 if needed.
10. Click the **SAVE MY WORK** button to save all COE changes.
11. If ready to submit, click the **SUBMIT TO MEO** button to submit the COE to DEED (the next level of approval). Otherwise, if not ready to submit, click the **BACK TO SEARCH RESULTS** option to exit the COE and return to the **COEs** subtab of the Web System and complete the COE later. Refer to the [Submit COE to DEED](#) section on page 96 for additional information on submitting.

Child Data Section

Approve Child onto the COE

1. The records manager will need to approve each child listed on the COE. Note that, at this stage, an **APPROVE** link will appear on the rightmost column for each child on the COE. This indicates that the child has not been approved onto the COE yet. Click on **APPROVE**.

CERTIFICATE OF ELIGIBILITY - AK0-19-133505 New
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant SCHOOL YEAR: 19/20

CHILD DATA School District Name: DILLINGHAM SCHOOL DISTRICT Residency Date (MM/DD/YY): 7/7/2019

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
	JACKSON		BENJAMIN	LUCAS		12/16/06	M	N	6	1010	AKRGRX	8/26/19	7			Del	Approve

2. This will open a **STUDENT SEARCH** dialog box. The first three letters of the child's last name and first name will already be populated into the search box. Click the **SEARCH** button.
 - Searching by partial last name and first name initial only (e.g., Last Name: JAC, First Name: B for Benjamin Jackson) will provide a more comprehensive list of names.
 - If the user is unable to find a child that is known to be migratory eligible in Alaska, complete the search again, with less information in the **FIRST NAME** and **LAST NAME** fields. This will help match misspelled names.
 - Users can also search based on criteria other than student name, such as **STUDENT ID** and **BIRTH DATE**. It is recommended to use alternate search criteria before creating a new student to prevent creating a duplicate record in MIS2000.
 - A search can lead to multiple results. Users must be cautious in selecting the correct child for the COE. Be aware that many children have similar names.
 - Note: To minimize the merging of separate records, restrictions have been put in place to limit which existing child records are displayed during this student search. Children with a permanent termination code (e.g., **DECEASED (D)**, **GRADUATED (G)**, or **AGED OUT (Y)**) in their record, as well as individuals who are 22 years or older, will not be displayed in the search results. Refer to the [Key Charts](#) section on page 117 for a list of both **PERMANENT** and **TEMPORARY TERMINATION CODES (TERM)**.

CHILD DATA School District Name: DILLINGHAM SCHOOL DISTRICT Residency Date (MM/DD/YY): 7/7/2019

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
	JACKSON		BENJAMIN	LUCAS		12/16/06	M	N	6	1010	AKRGRX	8/26/19	7			Del	Approve

JAC BEN Search New Student

Student ID Last First Middle DOB

No records to display.

Cancel

- Steps 3-6 outline the steps the user should take if:
 - It is believed a child should already be in the database, but they do not appear in the search results.
 - A child has a history with the Title I-C program, and they appear in the search results.
 - A child does not have a history with the Title I-C program, and they do not appear in the search results.
 - A child was mistakenly identified and merged with another child's records.

3. **Child is Missing** – If it is believed a child should already be in the database but cannot be located using **APPROVE CHILD FOR COE** and the **STUDENT SEARCH**, contact [DEED](#) (page 186) for help. This will help prevent duplicating children in MIS2000.
4. **If Child is Found** – This means that the child on the COE has history in the Title I-C program. From the search results, select the appropriate child with the correct information listed by clicking on the **MERGE WITH THIS STUDENT** button. This will link the current COE to the child's previous records in MIS2000. See notes below for important reminders about merging students with previous records. Clicking the **MERGE WITH THIS STUDENT** button will close the Student Search dialog box. The **APPROVE** link on the rightmost column of the selected child's row will also disappear. Once a child has been merged with an existing record, the **AK STATE ID (AKSID)** field may be auto populated if the child had previously been in public school and the AK State ID had previously been entered into MIS2000. The **AK STATE ID** field could appear blank if the child has never been in a public school or is entering public school for the first time in Alaska and the user would need to enter their AK State ID. For directions on entering an AK State ID for a child that is entering public school or who is new to MIS2000 and in public school, see the directions, information about these fields is found in the [Adding IM, MA, and AKSID Information to Each Child](#) section on page 93.

CHILD DATA School District Name: FAIRBANKS SCHOOL DISTRICT Residency Date (MM/DD/YY): 5/1/2020

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del	Approve

La Fi Search New Student

Student ID	Last	First	Middle	DOB		
1981028767	FITZPATRICK	LABELLE	WALTER	11/23/99	Merge with this student	View
9202467009	KETCHUM	BAKERSFIELD	VIOLA	12/3/02	Merge with this student	View
6083174784	HATFIELD	LULA	DARLA	7/22/02	Merge with this student	View

CHILD DATA School District Name: FAIRBANKS SCHOOL DISTRICT Residency Date (MM/DD/YY): 5/1/2020

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del	Del

- a. Click on the student's row. The child data entry panel will appear below the **CHILD DATA** section. This will already be auto-populated with the child's information.

CHILD DATA School District Name: FAIRBANKS SCHOOL DISTRICT Residency Date (MM/DD/YY): 5/1/2020

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del	

AK State ID: 1981028767 Last Name 1: Last Last Name 2: First Name: First Middle Name: Middle Suffix: Middle

Birth Date: 4/1/2020 Sex: F Multiple: N Ethnicity: Mixed Ethnicity VER Code: BIRTH CERTIFICATE Facility Name: FAIRBANKS ANOTHER DISTRICT: PUBLIC Enroll Date: 5/5/2020 Grade: 4 Imm Avail: Med Alert:

Save Student Cancel

- b. Verify that the child data information is correct including the **FACILITY NAME**, **ENROLL DATE**, and **GRADE** chosen.
 - i. If a facility is selected that is not operated by the recruiting school district, a comments box will appear, requiring a comment providing the school's name and what district that school is located within.
 - c. Complete the health-related information fields, **IMM AVAIL** and **MED ALERT**. It is the responsibility of the records manager to gather this information and enter it into the Web System. Information about these fields is found in the [Adding IM, MA, and AKSID Information to Each Child](#) section on page 93.
 - d. Click on **SAVE STUDENT** to save any changes.
- Important **MERGE WITH THIS STUDENT** notes:
 - A search can lead to multiple results. Users must be cautious in selecting the correct child for the COE. Be aware that many children have similar names.
 - Before utilizing the **MERGE WITH THIS STUDENT** button, ensure that all the COE information matches the information auto-populated in the Web System, 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 birth date is incorrect, this could be the parent for which the child is named.
 - If the records manager is attempting to merge two students whose **SEX** and/or **BIRTH DATE** do not match, an error will appear. If this error occurs, do not click on the **NEW STUDENT** button right away. Investigate whether one of the records has inaccurate data and contact [DEED](#) (page 186) if the two students should be merged. This will help prevent duplicating children in MIS2000.

Unable to merge students: Sex does not match, Birthdate does not match. Contact the MEO if you believe these are the same child.

5. **Child is Not Found** – If the child is not found, the student search dialog box will read, “**No RECORDS TO DISPLAY.**” Click the **NEW STUDENT** button to the right of the search dialog box. Clicking this will close the **STUDENT SEARCH** dialog box. The **APPROVE** link on the rightmost column of the selected child’s row will also disappear.

The screenshot shows a search dialog box with a search bar containing 'JAC BEN' and a 'Search' button. Below the search bar, there are fields for 'Student ID' and 'Last'. The message 'No records to display.' is shown, and a 'Cancel' button is at the bottom.

The screenshot shows the 'CHILD DATA' section with a dropdown for 'School District Name: DILLINGHAM SCHOOL DISTRICT' and a 'Residency Date (MM/DD/YY): 7/7/2019'. Below this is a table of student records. A search dialog box is open, showing 'JAC BEN' in the search bar and 'No records to display.' in the results. A 'New Student' button is visible on the right side of the dialog box.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med		
	JACKSON		BENJAMIN	LUCAS		12/16/06	M	N	6	1010	AKRGRX	8/26/19	7			Del	Approve

- The child data entry panel will appear below the **CHILD DATA** section. This will already be auto-populated with the child’s information from the web COE. Complete the following:
 - Alaska State ID:** If a child is enrolled in a public school in Alaska, an AKSID is required in the **AK STATE ID (AKSID)** field. If a child is not yet in school, MIS2000 will generate an ID for that student, and the **AK STATE ID** field should be left blank on the web COE.
 - Health-Related Fields:** Complete the **IMM AVAIL** and **MED ALERT** fields. It is the responsibility of the records manager to gather this information and enter it into the Web System. Information about these fields is found in the [Adding IM, MA, and AKSID Information to Each Child](#) section on page 93.
- Click on **SAVE STUDENT** to save any changes.

6. **Child is Mistakenly Identified** – If a child is mistakenly identified and merged with another child's records, the records manager can remove the child from the COE. Do not submit this COE to DEED with an incorrectly merged or identified child.

- a. Click on the **DEL** link found on the row of the child that the user wants to unmerge.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med	
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del
																Del

- b. A pop-up window will ask for confirmation. Click **OK** to completely remove the child from the COE.

aktest.msedd.com says
 Removing student cannot be undone. They have to be added back manually. Remove student "Bob Loblaw"?

OK
 Cancel

- c. Add the child back in by clicking on a blank row. The user should first complete a search to see if the child is in the database.

- i. If the child is in the database, the child's name should show up in the **SEARCH STUDENT** dialogue box. After confirming that user has the correct student, click on **ADD THIS STUDENT**. Complete the rest of the missing enrollment information such as the **FACILITY NAME**, **ENROLL DATE**, and **GRADE**. Then complete the **IMM AVAIL** and **MED ALERT** fields and the **AK STATE ID** field if the child is in public school in Alaska and does not have a pre-populated **AK STATE ID**.

CHILD DATA
School District Name: FAIRBANKS SCHOOL DISTRICT
Residency Date (MM/DD/YY): 5/1/2020

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med	
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del
																Del

Student ID	Last	First	Middle	DOB		
6157566987	JOHN	MICHAEL	MARIA	2/3/01	Add this student	View
6273652155	CLIFFORD	JOHN	MICHAEL	12/27/03	Add this student	View

- ii. If the child does not show up in the database or does not have history in the program, click on **NEW STUDENT** and re-enter the rest of the information in the **CHILD DATA** section including their **FACILITY NAME**, **ENROLL DATE**, **GRADE**, **IMM AVAIL**, **MED ALERT** and **AK STATE ID**, if applicable.

- d. Click on **SAVE STUDENT** to save any changes.

- Note: For information on how to complete the **FACILITY NAME**, **ENROLL DATE** and **GRADE** fields, refer to the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C). Refer to the [Adding IM, MA, and AKSID Information to Each Child](#) section (page 93) for information about the **IMM AVAIL** and **MED ALERT** fields.

Add Child to the COE

Users can add a child onto the COE before it is sent to DEED for final approval. Note: Before adding a child to the COE, verify the child went on all the qualifying moves listed on the COE. Only children that go on all of the same qualifying moves may be added. Otherwise, add the child to the comment section on the COE and/or complete a separate COE for the child if they have different move information or different dates.

1. Click on a blank row in the **CHILD DATA** section. This will open a **STUDENT SEARCH** dialog box.

CHILD DATA School District Name: **DILLINGHAM SCHOOL DISTRICT** Residency Date (MM/DD/YY): 7/7/2019

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med	
	JACKSON		BENJAMIN	LUCAS		12/16/06	M	N	6	1010	AKRGRX	8/26/19	7			Del

Search New Student

Student ID Last First Middle DOB

No records to display.

[Cancel](#)

2. Conduct a search to see if the child is new to the Title I-C program or has existing history in the program.

CHILD DATA School District Name: **FAIRBANKS SCHOOL DISTRICT** Residency Date (MM/DD/YY): 5/1/2020

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med	
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4			Del

Search New Student

Student ID	Last	First	Middle	DOB		
6157566987	JOHN	MICHAEL	MARIA	2/3/01	Add this student	View
6273652155	CLIFFORD	JOHN	MICHAEL	12/27/03	Add this student	View

[Cancel](#)

- a. Use the first three letters of the child's last name and first name and may already be populated into the search box. Click the **SEARCH** button.
- b. A search can lead to multiple results. Users must be cautious in selecting the correct child for the COE. Be especially aware of family names given to each generation. Do not assume that an old birth date is incorrect, this could be the parent of the child who has the same name.
- c. Before utilizing the **ADD THIS STUDENT** button or the **NEW STUDENT** button, ensure that the child does, in fact, belong on the COE (check with recruiter, interviewee, etc.).

4. A search can yield the following results:

- **Child is Found**

- a. If the child is in the database, the child's name will show up in the **SEARCH STUDENT** dialogue box. After confirming that user has the correct student, click on **ADD THIS STUDENT**.

CHILD DATA																																										
School District Name: FAIRBANKS SCHOOL DISTRICT										Residency Date (MM/DD/YY): 5/1/2020																																
Click on a row below to Add/Edit Student School History.																																										
ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Sex	MB	EB	VER	School ID	Enroll Date	GR	Imm	Med																											
1981028767	Last		First	Middle		4/1/20	F	N	7	1004	AKNLZY	5/5/20	4																													
John mic Search New Student <table border="1"><thead><tr><th>Student ID</th><th>Last</th><th>First</th><th>Middle</th><th>DOB</th><th></th><th></th></tr></thead><tbody><tr><td>6157566987</td><td>JOHN</td><td>MICHAEL</td><td>MARIA</td><td>2/3/01</td><td> Add this student </td><td>View</td></tr><tr><td>6273652155</td><td>CLIFFORD</td><td>JOHN</td><td>MICHAEL</td><td>12/27/03</td><td> Add this student </td><td>View</td></tr><tr><td colspan="7"> Cancel </td></tr></tbody></table>															Student ID	Last	First	Middle	DOB			6157566987	JOHN	MICHAEL	MARIA	2/3/01	Add this student	View	6273652155	CLIFFORD	JOHN	MICHAEL	12/27/03	Add this student	View	Cancel						
Student ID	Last	First	Middle	DOB																																						
6157566987	JOHN	MICHAEL	MARIA	2/3/01	Add this student	View																																				
6273652155	CLIFFORD	JOHN	MICHAEL	12/27/03	Add this student	View																																				
Cancel																																										

- b. Complete the rest of missing child enrollment information including **FACILITY NAME**, **ENROLL DATE**, **GRADE**, **IMM AVAIL** and **MED ALERT** fields. It is the records manager's responsibility to ensure that all information on the web COE is accurate.
- c. Click on **SAVE STUDENT** to save any changes.

- **Child is Not Found**

- a. If the child is not found, the student search dialog box will read "No records to display." Click on **NEW STUDENT** and re-enter the rest of the information in the **CHILD DATA** section.
- b. Complete the rest of missing child enrollment information including **FACILITY NAME**, **ENROLL DATE**, **GRADE**, **IMM AVAIL** and **MED ALERT** fields. It is the records manager's responsibility to ensure that all information on the web COE is accurate.
- c. Click on **SAVE STUDENT** to save any changes.

Add IM, MA, and AKSID Information to Each Child

If manually entering an Alaska Student ID number, please be aware that the **AK STATE ID (AKSID)** 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. Please verify that the child does not have an assigned **ALASKA STUDENT ID NUMBER (AKSID)** before allowing the Web System to generate one.

The records manager completes the health-related information fields, **IMM AVAIL** (immunizations available) and **MED ALERT** (medical alert), when approving a COE. It is the responsibility of the records manager to gather this information and enter it into the Web System.

Immunization Records Flag (IM)

Record whether the district has immunization records on file (not necessarily in the Title I-C files) for each child listed on the COE. The Title I-C program is not required to obtain copies of the child's immunization records. 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 immunization records on file.

Code	Definition
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.

It is anticipated that the district will not have immunization records on file for every migratory child enrolled in the district Title I-C program, as children can potentially be enrolled from birth up to age 20 or 22 with an active IEP. A response indicating that the district does not have immunizations records on file is expected in many cases.

The **IMM AVAIL** field's purpose is to indicate whether immunization records are available for the migratory child to help facilitate the child's enrollment if they transfer to a new school, district, or state. Recruiters should not ask parents for immunization information. **This information will come from the district and is the responsibility of the records manager to obtain.** The records manager could potentially find this information in a student information system, such as PowerSchool, or in the child's cumulative file.

Medical Alert Indicator (MA)

Record if the migratory child has a health condition or problem.

Code	Definition
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.

The **MED ALERT** field's purpose is to ensure that migratory children receive appropriate health support. **This information will come from the district and is the responsibility of the records manager to obtain.** The records manager may find this information in a student information system or in the child's cumulative file.

Recruiters should not ask families if their child(ren) has a health condition. However, if the recruiter observes a health problem or the parent mentions a health problem for the child, the recruiter can record this information in their notes to discuss with the records manager. Specific medical conditions do not need to be recorded on the COE, nor is it necessary for the district Title I-C program to keep specific documentation regarding any such conditions on file outside of the information required in the **MED ALERT** field.

Designated SEA Reviewer Signature Section

Gather Designated SEA Review Signature

After reviewing all the information on the COE, the records manager must collect/enter the designated SEA reviewer's signature information into the appropriate places in the **REVIEWER SIGNATURE** section. Any signature marked with **SIGNATURE ON FILE** must be included on the hard copy COE before the records manager can submit the COE to DEED for final approval. Remember to upload a single copy of the COE with signatures obtained outside of the Web System (ink or electronic) prior to submitting it to DEED.

The screenshot shows a web form titled "REVIEWER SIGNATURE". It contains a paragraph of text certifying the reviewer's satisfaction with the information provided. Below the text is a large rectangular box labeled "Signature". At the bottom of the form, there are two buttons: "Sign" and "Clear". Below these buttons is a checkbox labeled "Reviewer Signature on file". At the very bottom, there is a text input field labeled "Reviewer Name".

If all signatures on the COE were obtained using the Web System, there may not be a hard copy of the COE available. Records managers must verify that the interviewee and interviewer signatures have been completed and then collect the designated SEA reviewer signature.

- If the records manager is the designated SEA reviewer:
 - Complete all steps to [prepare the COE for submission to DEED](#). Refer to page 85 for instructions.
 - Click the **SIGN** button for the appropriate **REVIEWER SIGNATURE** field.
 - Provide the signature in the space provided and then complete the typed **REVIEWER NAME** fields and **REVIEWER SIGNATURE DATE** field.
 - Click the **SAVE MY WORK** button.
 - Click the **SUBMIT TO MEO** button to submit the COE to DEED. Refer to the [Submit COE to DEED](#) section on page 96.
- If the designated SEA reviewer is not the records manager, the records manager will need to have the appropriate individual review the COE and complete the electronic signature process.
 - Complete all steps to [prepare the COE for submission to DEED](#). Refer to page 85 for instructions.
 - The records manager may transfer the COE to the designated SEA reviewer electronically via the Web System, if the designated SEA reviewer has a records manager user role in the Alaska Migrant Web System.
 - Refer to the [Transfer COE Ownership to Another User](#) section on page 106 for more information on transferring a COE.
 - If needed, contact DEED for assistance with the [Web System User Access Form](#) (education.alaska.gov/forms) or the [Designated SEA Reviewer Form](#) (education.alaska.gov/forms). [Contact information](#) for the DEED eligibility specialist can be found on page 186.
 - Once the final signature is obtained, complete the signature information in the COE for the typed **SIGNATURE** fields.

- Click the **SAVE MY WORK** button.
- Click the **SUBMIT TO MEO** button to submit the COE to DEED. Refer to the [Submit COE to DEED](#) section on page 96.
- If the designated SEA reviewer is not the records manager and they do not have access to review and sign the COE electronically via the Web System, then the designated SEA reviewer may have to sign a hard copy of the COE either electronically using a FERPA-compliant program or sign the hard copy COE with a pen.
 - Refer to [Signatures Obtained Outside the Web System \(Ink and Electronic Signatures Not Using Web System\)](#) on page 77 and [Add Required Attachments to COEs](#) on page 81.
 - Complete all steps to [prepare the COE for submission to DEED](#). Refer to page 85 for instructions.
 - Once the final signature is obtained, complete the signature information in the COE for the typed **SIGNATURE** fields.
 - Click the **SAVE MY WORK** button.
 - Click the **SUBMIT TO MEO** button to submit COE to DEED. Refer to the [Submit COE to DEED](#) section on page 96.

Top of COE Section

Add Required Attachments COEs

Refer to the [Add Required Attachments to COEs](#) on page 81 for detailed instruction on how to upload all required documentation for the COE.

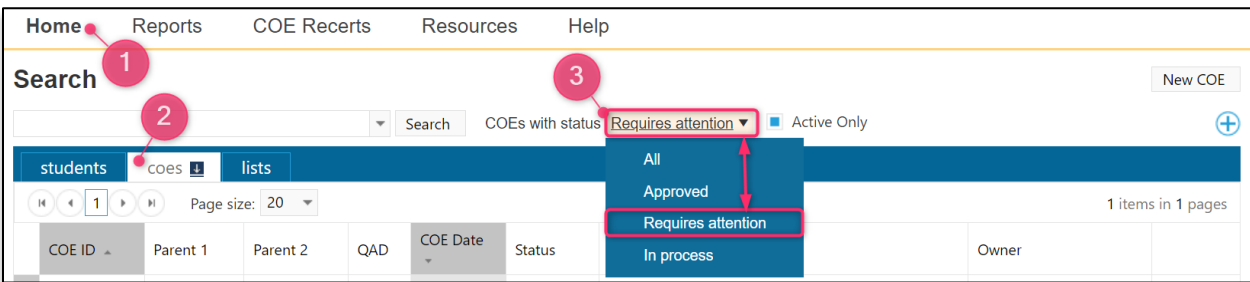
To reduce the records retention burden for districts, beginning in school year 2021/2022, the MIS2000 database will store all new COEs. As a result, some COEs created in the Web System will require attachments to be uploaded prior to submitting them to DEED. COEs that require an attachment are:

- COEs requiring one or more ink signatures or electronic signatures obtained outside of the Web System.
 - For COEs with two or more pages, signatures must be collected on all pages.
 - For one-page COEs that have an additional comments page attached due to the length of the comments, both pages of the hard copy COE are required to be uploaded into the Web System.
 - For COEs signed with electronic signatures obtained outside of the Web System, the signature confirmation page should also be attached if applicable to the program used to gather the signatures.
- COEs that require a map for moves of 20 miles or more in a 15K+ district.
 - Multiple maps may be required if additional moves were to other locations, and/or if the worker and the children reside in different residences. Maps are required for any moves made within district boundaries for both the worker and the children.
- Note: COEs that are signed entirely electronically using the Web System AND document moves across district boundaries do not require the attachment of a signed hard copy COE or map.

Submit COE to DEED

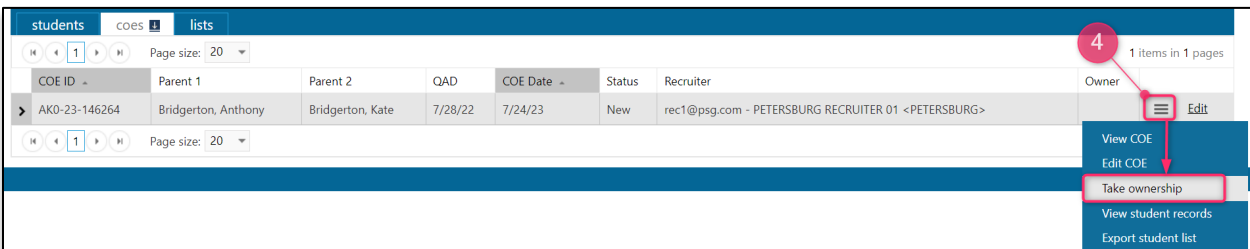
1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the search status to **REQUIRES ATTENTION**. This action lists all COEs that have not yet been approved by DEED and require an action from the records manager. COEs that have status **REQUIRES ATTENTION** include those currently owned by the records manager as well as those that are claimable by the records manager.

- **Note:** If a records manager has COEs in status **REQUIRES ATTENTION**, he/she will see a message at the top of the screen upon logging into the Web System that reads “There are COEs that require your attention.”

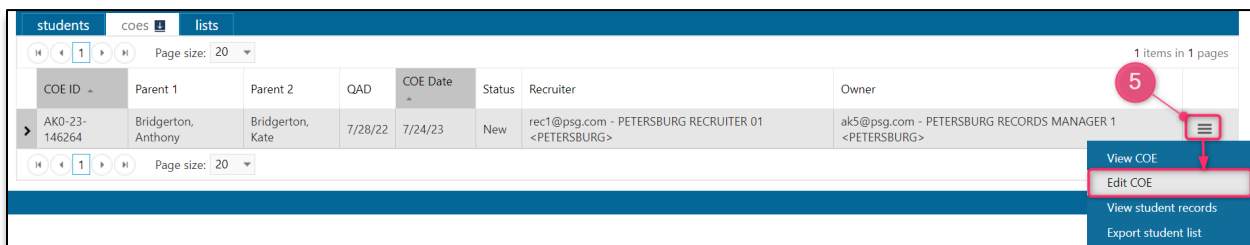


4. Select the COE that is ready to be reviewed and submitted to DEED. Hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **TAKE OWNERSHIP** from the drop-down list. This will change the owner to the records manager and automatically re-direct the user to the **EDIT COE** page. Records managers should not take ownership of an unclaimed COE unless he/she has the fully signed hard copy COE on hand or has verified that the interviewee and interviewer signatures have been obtained (if utilizing electronic signatures).

- **Note:** If **TAKE OWNERSHIP** is not available on the **THREE-LINE HAMBURGER (≡) MENU**, follow directions in **step 5** to edit the COE.



5. To resume reviewing a COE that a records manager has already taken ownership of, locate the desired COE from the **COEs** subtab (status = **REQUIRES ATTENTION**), hover over the **THREE-LINE HAMBURGER (≡) MENU**, and click **EDIT COE**.

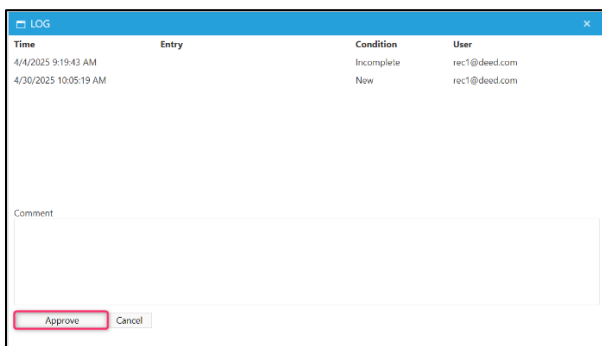


6. Use the **SAVE MY WORK** button frequently to save all changes.

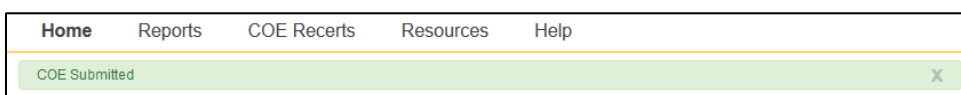
7. If the COE has any signature fields marked with **SIGNATURE ON FILE**, or the COE requires a move map, then the COE will need an attachment(s) before it can be submitted to DEED. Required attachments are:
 - A scanned copy of the COE with any ink or electronic signatures obtained outside the Web System. Attach only one copy of a COE that contains all gathered signatures. Remember, it is acceptable to have a combination of signatures obtained via the Web System, ink, and electronic signatures obtained outside the Web System.
 - A map for 15K+ districts showing an in-district move of 20 miles or more. Maps should have a scale and/or digitally calculated mileage, the start point, end point, and route traveled clearly marked.
 - The Web System allows up to two attachments per COE (one scanned COE with signatures on all pages if applicable, plus one map or more maps electronically submitted as one file). It is acceptable to combine the map and ink-signed COE into a single file.
 - Attachments should be named in the following way:
 - COEs: COE ID number, followed by the last name(s) of children on the COE (Ex: COE-AK0-26-123456 SmithFord).
 - Maps: COE ID number, followed by the last name(s) of children on the COE, followed by "Map" (Ex: COE-AK0-26-123456 SmithFord Map).
 - COE and combined map: COE ID number followed by last name(s) of children, followed by "COE &Map" (Ex: COE-AK0-26-123456 SmithFord COE & Map).
8. If the COE has only electronic signatures obtained via the Web System and does not require a move map, then the COE can be submitted (described below) once the SEA reviewer has verified the information on the COE and signed it electronically in the Web System (no attachments required).
9. Click on the **SUBMIT COE TO MEO** button, located in the upper left-hand corner, to submit the COE and send the electronic COE to DEED for final review. Any errors preventing COE submission will appear in red at the top of the screen.



10. When the **COE LOG** is displayed, click the **APPROVE** button. Users are not required to add information to the **COE LOG** when approving.



11. Once the COE has been approved by the records manager, it will be sent to DEED for review. A confirmation message saying that the COE has been submitted will appear under the header.



12. This COE will now be found under the **COEs** subtab of the **HOME** tab with the status **IN PROCESS**. This lists all COEs that have not yet been approved by DEED and do not require action from the records manager.

Reject COEs Back to the Recruiter for Corrections

1. If changes need to be made to the COE at the recruiter level, click on the **REJECT COE** button, located in the upper right-hand corner. This will send the electronic COE information back to the recruiter. Remember to clear out any signatures (as necessary) prior to rejecting a COE back to a recruiter.

Home Reports COE Recerts Resources Help

Submit COE to MEO View Log Check For Errors View COE Save My Work Return without saving **Reject COE** Delete COE

2. When the **COE Log** is displayed, provide a comment to the recruiter about what needs to be fixed on the COE. Click the **REJECT** button.

LOG

Time	Entry	Condition	User
4/4/2025 9:19:43 AM		Incomplete	rec1@deed.com
4/30/2025 10:05:19 AM		New	rec1@deed.com

Comment
Missing map comment.

☐ Erase signatures?

Reject Cancel

3. A COE that has been rejected to the recruiter level will appear as **IN PROCESS**, under the **COEs** subtab of the **HOME** tab. The **REJECTED** status will be displayed. The user under the **OWNER** column will show the current user with the ability to edit this COE.

COEs with status **In process** Active Only

- All
- Approved
- Requires attention
- In process

Search

COEs with status **In process** Active Only

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AK0-25-148036	Button, Benjamin	Button, Barbara	7/23/25	9/18/25	New	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
AK0-25-148072	Norris, Nicole		7/18/25	3/5/26	New	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
AK0-25-148701	Davis, Dom		7/20/25	4/3/26	New	DEED RM2 Pelican <rm2@deed.com>	DEED RM2 Pelican <rm2@deed.com>	
AK0-25-148066	Browning, David		7/7/25	8/12/25	Rejected	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
AK0-25-148149	Williams, Mary	Williams, Mike	7/3/25	8/22/25	Rejected	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
AK0-25-148547	Williams, Mary	Williams, Mike	7/3/25	9/19/25	Rejected	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RM2 Pelican <rm2@deed.com>	Download documents
AK0-25-148064	Nauer, Conrade		7/15/25	3/5/26	Reviewed	DEED RECRUITER 01 Pelican <rec1@deed.com>		

Track Approved COEs

Records managers are responsible for tracking approved COEs. To view all approved COEs, see the options for pulling snap reports or reviewing child enrollment records below. Tracking approved COEs will help to complete the Fall Recruitment Report and ensure that all eligible children residing in or attending school in the district have an enrollment in MIS2000 for the current school year.

Pull Snap Reports

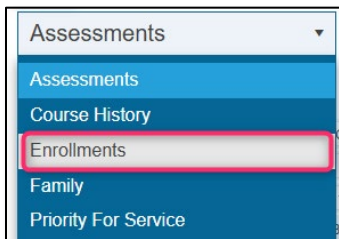
Snap reports are helpful in tracking whether a child has a new enrollment for the current school year. Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about Snap reports.

- **APPROVED COEs LIST:** Produces a list of approved Certificates of Eligibility (COEs) for the district based on the School Year provided. The list includes the children on each COE and the date their COE was approved.
- **ELIGIBLE CHILDREN WITHOUT AN ENROLLMENT LIST:** Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided.

Review Child Enrollment Records

Individual school enrollment can also be checked by searching for a child in the **STUDENTS** Subtab.

1. Navigate to the **HOME** menu in the [Alaska Migrant Education Program](#) (ak.msedd.com)
2. Navigate to the **STUDENTS** subtab.
3. Search for the desired child.
 - a. For instructions on how to search for a child, view the [Searching for Students](#) section starting on page 46.
4. In the **THREE-LINE HAMBURGER MENU** on the desired child's row, select **EDIT STUDENT**.
5. Once on the student's record, select **ENROLLMENTS** from the drop-down menu.



6. View the **SCHOOL YEAR** column and check for a school history line for the current school year. The current school year should show **ELIGIBLE** in the eligibility column, and an approval date should be listed.

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq	Edit	Delete
25/26	KODIAK SCHOOL DISTRICT			8/10/24	8/14/24	8/18/25		10			Eligible	10/13/25	474342	✎	✕
24/25	KODIAK SCHOOL DISTRICT			8/10/24	8/14/24	9/3/24	5/30/25	9			Eligible	11/18/24	435062	✎	✕
23/24	KODIAK SCHOOL DISTRICT			8/26/21	8/29/21	8/28/23	5/24/24	8			Eligible	1/4/24	388616	✎	✕
22/23	KODIAK SCHOOL DISTRICT			8/26/21	8/29/21	7/28/23	7/28/23	7			Eligible	7/28/23	366632	✎	✕

Recruiter & Records Manager Shared Responsibilities

Recruiters and records managers share responsibilities in the approval process of Certificates of Eligibility (COEs) within MIS2000. While recruiters focus on documenting eligibility and records managers ensure compliance and data integrity, their roles intersect when COEs require correction or reassignment. Both are responsible for addressing rejected COEs to ensure accurate eligibility records and for transferring COE ownership, when appropriate.

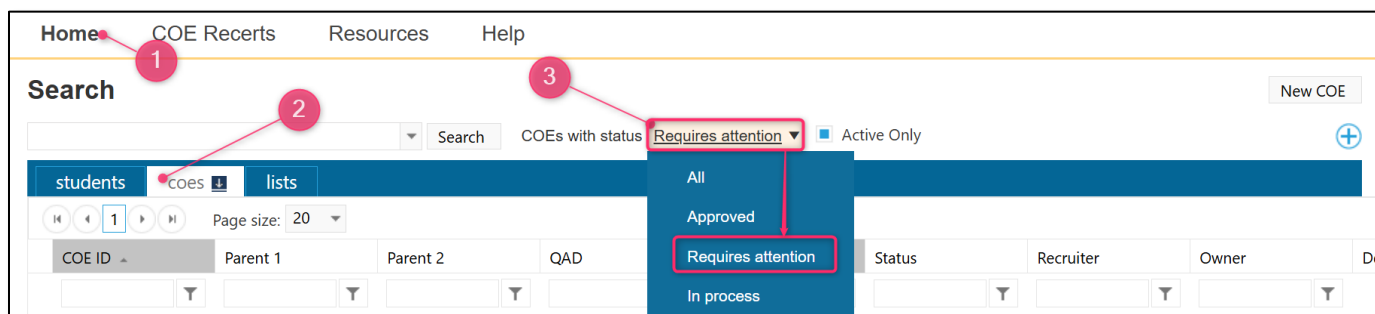
Correct Rejected COEs

DEED or the district records manager can reject a COE if it requires corrections. Once it is at the records manager level, the records manager can choose to make the corrections themselves or reject it back to the recruiter level.

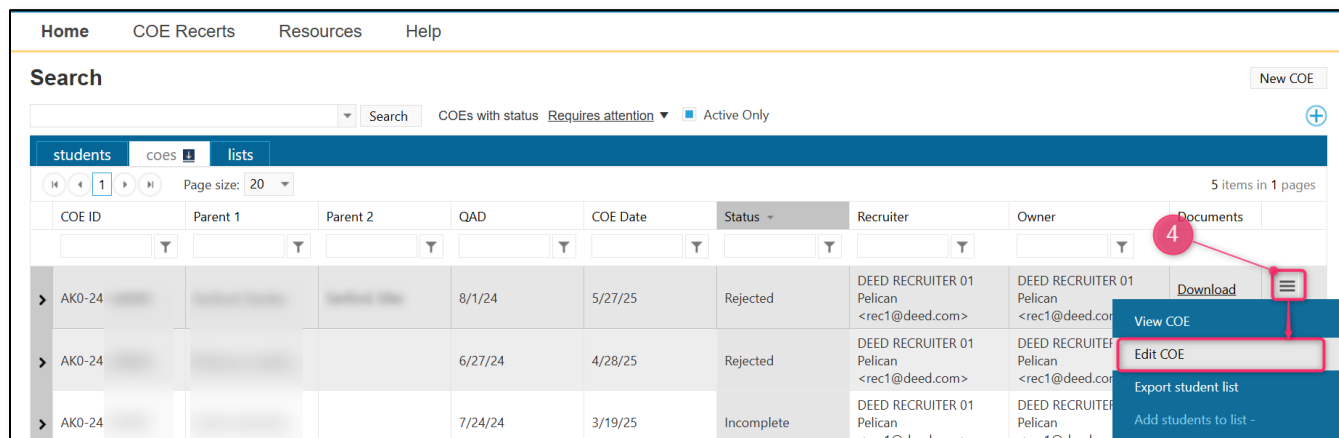
Corrections Not Requiring New Signatures

A COE can be rejected because it is missing a comment, or a correction needs to be made in sections other than the Qualifying Moves & Work section. In instances such as this, the COE can be corrected at the records manager level, or it can be rejected back to the recruiter. The user should:

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the search status to **REQUIRES ATTENTION**.



4. Hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **EDIT COE** from the drop-down list.
- **Note:** If the COE was rejected from DEED back to the records manager, the records manager would first need to hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **TAKE OWNERSHIP** from the drop-down list. Once ownership is taken, the records manager will have the option to **EDIT COE** from the drop-down list.



- Click on **VIEW LOG** on the top of the screen. This displays the **COE Log**, which will include comments on why the COE was rejected.

CERTIFICATE OF ELIGIBILITY - AK0-24- Rejected
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant
SCHOOL YEAR: 24/25

Time	Entry	Condition	User
4/4/2025 8:37:11 AM		Incomplete	rec1@deed.com
4/24/2025 3:00:09 PM		New	rec1@deed.com
4/24/2025 3:03:40 PM	Please verify the berry picking was not on land owned by the family. Initial and date comment. Upload updated hard copy COE and resubmit. JD 04/24/25	Rejected	rm2@deed.com
4/25/2025 7:24:56 AM	Land comment added in Web and hard copy.	New	rec1@deed.com
4/25/2025 9:30:48 AM	1. Move was over 30 days. How often did they engage in the qualifying activity? 2. Add comment to Web and hard copy COE. 3. Initial and date comment. 4. Upload updated hard copy and resubmit.	Rejected	rm2@deed.com
4/25/2025 9:44:22 AM		New	rec1@deed.com
4/25/2025 11:37:41 AM	Updated hard copy COE not attached. Please upload.	Rejected	rm2@deed.com
4/25/2025 11:38:38 AM		New	rec1@deed.com
4/28/2025 8:35:07 AM	Hard copy must match the web COE exactly. Please correct and resubmit. RM 4/28/25	Rejected	rm2@deed.com

- Fix any errors found in the COE. Use the **SAVE MY WORK** button to save any changes. Ensure that any corrections made to the web COE are also made on the signed hard copy COE.
 - If applicable, additional comments should be placed in the **COMMENTS** section of the COE after the initial comments on the COE, and not in the **LOG**. Initial and date all additional comments.
- Depending on whether the COE is at recruiter level or records manager level, follow the instructions to submit the COE to the next level of review.
 - COEs at Recruiter Level:** Click on the **SUBMIT COE TO RM** button, located in the upper left-hand corner, to send the electronic COE information to the district records manager. Any errors preventing COE submission will appear in red at the top of the screen.

Home COE Recerts Resources Help Back to Search Results

Submit COE to RM View Log Check For Errors View COE Save My Work Return without saving Delete COE

- COEs at Records Manager Level:** Click on the **SUBMIT COE TO MEO** button, located in the upper left-hand corner, to send the electronic COE information to DEED. Any errors preventing COE submission will appear in red at the top of the screen.

Home Reports COE Recerts Resources Help Back to Search Results

No errors found.

Submit COE to MEO View Log Check For Errors View COE Save My Work Return without saving Reject COE Delete COE

- If utilizing ink signatures or electronic signatures obtained outside of the Web System, the corrected hard copy COE (all pages) must be re-uploaded as an attachment to the COE, as well as any map(s) when necessary. It is the records manager's responsibility to ensure that all required files have been attached.
8. When the **COE Log** is displayed, click the **SUBMIT** button.
 9. Users are not required to add information to the **COE Log**.

Comment

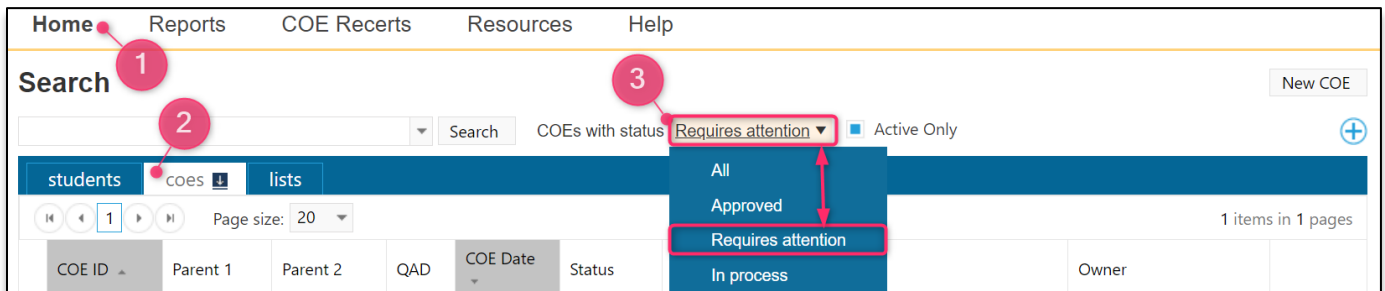
Submit

Cancel

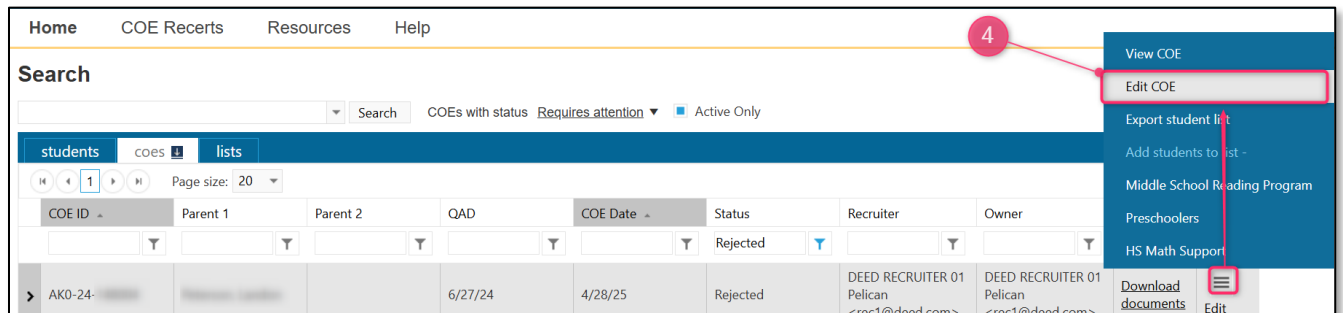
Corrections Requiring New Signatures

There are instances when a COE is rejected because the **QUALIFYING MOVES & WORK** section needs to be corrected. In these cases, the COE needs to be rewritten, printed, and new signatures must be obtained from the interviewee and the interviewer. Records managers can work with recruiters to make corrections and obtain new signatures on the COE while the COE remains at the records manager's level. However, a records manager can also reject the COE back to the recruiter level or the records manager can obtain new signatures for each signer on the COE themselves.

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the search status to **REQUIRES ATTENTION**.



4. Hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **EDIT COE** from the drop-down list.
 - **Note:** If the COE was rejected from DEED back to the records manager, the records manager would first need to hover over the **THREE-LINE HAMBURGER (≡) MENU** on the desired COE and click **TAKE OWNERSHIP** from the drop-down list. Once ownership is taken, the records manager will have the option to **EDIT COE** from the drop-down list.



- Click on **VIEW LOG** on the top of the screen. This displays the **COE Log**, which will include comments on why the COE was rejected.

The screenshot shows the top navigation bar with 'Home', 'COE Recerts', 'Resources' (highlighted with a red circle and '5'), and 'Help'. Below the navigation bar are buttons: 'Submit COE to RM', 'View Log' (highlighted with a red box), 'Check For Errors', 'View COE', 'Save My Work', 'Return without saving', and 'Delete COE'. A dropdown menu for 'Transfer COE to User:' is set to 'select user', and a 'Transfer Ownership' button is present. The main header reads 'CERTIFICATE OF ELIGIBILITY - AK0-24-148004' with 'Rejected' in red and 'SCHOOL YEAR: 24/25' on the right. Below this is a 'LOG' window with a table of entries:

Time	Entry	Condition	User
Help			eed.com
4/24/2025 3:00:09 PM		New	rec1@deed.com
4/24/2025 3:03:40 PM	Please verify the berry picking was not on land owned by the family. Initial and date comment. Upload updated hard copy COE and resubmit. JD 04/24/25	Rejected	rm2@deed.com

- Remove all signature information from the fields at the bottom of the COE in the Web System. This step is only necessary if the COE requires new signatures.

The screenshot shows the 'INTERVIEWEE SIGNATURE' and 'INTERVIEWER SIGNATURE' sections. Each section includes a text area for the signature, a 'Sign' button, a 'Clear' button, a checkbox for 'Signature on file', and input fields for 'Interviewee Name' and 'Relationship to the child(ren)'. The 'Interviewer' section also includes an input field for 'Interviewer Name'.

- Fix any errors found in the COE. Use the **SAVE MY WORK** button to save any changes. Ensure that any corrections made to the web COE are also made on the signed hard copy COE.
 - Additional comments, if any, should be placed in the **COMMENTS** section of the COE, not in the **LOG**. Initial and date all additional comments.
- Obtain the required signatures.
 - For ink signatures or electronic signatures obtained outside of the Web System, COEs must be printed from the Web System and signatures obtained prior to being submitted to the records manager.
 - To print the COE, the recruiter must utilize the **VIEW COE** button at the top of the page. In the PDF viewer displayed, the recruiter can choose to print by clicking on the **PRINT ICON**.

The screenshot shows the top navigation bar with 'Home', 'Reports', 'COE Recerts', 'Resources', and 'Help'. Below the navigation bar are buttons: 'Submit COE to MEO', 'View Log', 'Check For Errors', 'View COE' (highlighted with a red box), 'Save My Work', 'Return without saving', 'Reject COE', and 'Delete COE'. The main header reads 'CERTIFICATE OF ELIGIBILITY' with 'STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT' and 'COE ID #: AK0-24-147998'. The 'SCHOOL DISTRICT NAME' is 'PELICAN SCHOOL DISTRICT' and the 'RESIDENCY DATE' is '08/07/24'. The 'SCHOOL YEAR' is '24/25'. Below the header is a PDF viewer with a toolbar and a 'PRINT ICON' (highlighted with a red box).

- Once the hard copy COE has been signed again, the recruiter will enter the signature information into the COE using the Web System. Refer to the section on ink signatures and electronic signatures obtained outside of the Web System in the [Create COEs and Submit to Records Manager for Review](#) section starting on page 72 for more guidance.
- The newly signed hard copy COE must be re-uploaded as an attachment to the COE, as well as any map(s) when necessary. Remove any incorrect versions of the COE if needed. It is the records manager's responsibility to ensure that all required files have been attached prior to re-submitting the COE to DEED. Users should follow district protocols regarding who attaches signed COEs and maps in the Web System.
- Update the signature fields.
- For electronic signatures obtained via the Web System, signatures must be collected from the interviewee and interviewer through the Web System prior to submission to the records manager. Update the signature fields, when necessary.
- For more information on obtaining signatures, refer to [Create COEs and Submit to Records Manager for Review](#) section starting on page 72 for more guidance.

9. Submit COE for next level of review

- **COEs at Recruiter Level:** Click on the **SUBMIT COE TO RM** button, located in the upper left-hand corner, to send the electronic COE information to the district records manager. Any errors preventing COE submission will appear in red at the top of the screen.

- **COEs at Records Manager Level:** Click on the **SUBMIT COE TO MEO** button, located in the upper left-hand corner, to send the electronic COE information to DEED. Any errors preventing COE submission will appear in red at the top of the screen.

10. When the **COE Log** is displayed, click the **SUBMIT** button.

- Users are not required to add information to the **COE Log**.

Transfer COE Ownership to Another User

Users can transfer an **IN PROCESS** COE from one user to another user within their district. A transferred COE will remain in its current status. COEs can only be transferred to another user with the same editing privileges and user permissions.

Examples of when this feature could be used:

- A recruiter must take an extended leave of absence, and they have several COEs in their queue. A COE in **INCOMPLETE** status (recruiter level) could be transferred to another user (with appropriate permissions) to continue working on the COE. If necessary, the COE could be transferred to the original user.
- A records manager needs the designated SEA reviewer to sign the COE in the Alaska Migrant Web System, but the designated SEA reviewer is in a different location from the records manager. A COE in **NEW** status (records manager level) could be transferred to another user (with appropriate permissions) to review and sign the COE as the designated SEA reviewer and then transfer the COE back to the original user to finish completing the COE and submitting the COE to the next level of approval.

Transferring a COE from one user to another is not submitting the COE to the next level of approval. The **TRANSFER COE** feature is located on the **EDIT COE** page directly beneath the **SUBMIT COE**, **VIEW LOG**, and **CHECK FOR ERRORS** buttons.

The screenshot shows the top navigation bar with links: Home, Reports, COE Recerts, Resources, Help. Below the navigation bar are buttons: Submit COE to RM, View Log, Check For Errors, View COE, Save My Work, Return without saving, Delete COE. A red box highlights the 'Transfer COE to User: select user' dropdown menu and the 'Transfer Ownership' button. Below this is a header for 'CERTIFICATE OF ELIGIBILITY - AK0-24-148021' and 'STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant'. On the right, it says 'Incomplete' and 'SCHOOL YEAR: 24/25'.

1. Navigate to the **HOME** tab of the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Change the COEs with status drop-down to **REQUIRES ATTENTION**.

The screenshot shows the 'Search' section with a dropdown menu for 'COEs with status' set to 'Requires attention'. Below this is a table of COEs. The table has columns: COE ID, Parent 1, Parent 2, QAD, COE Date, Status, Recruiter, Owner, Documents, and a menu icon. The table shows 5 items in 1 page. The first row is highlighted in blue. The second row is highlighted in red, indicating it is the selected COE.

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents	
AK0-24-147991	Luerra, Jannessa		7/24/24	3/19/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>		
AK0-24-148002	Peterson, Landon		7/1/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents	
AK0-24-148008	Peterson, Landon			4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents	
AK0-24-148010	Peterson, Landon			4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents	
AK0-24-148004	Peterson, Landon		6/27/24	4/28/25	Rejected	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>	Download documents	

4. Hover over the **THREE-LINE HAMBURGER MENU (≡)** on the desired COE and click **EDIT COE** from the drop-down list.
 - **Note:** To transfer a COE, the user must own the COE. Users with the records manager role may need to **TAKE OWNERSHIP** of the COE. To take ownership of the COE, the user would first need to hover over the **THREE-LINE HAMBURGER MENU (≡)** on the desired COE and click **TAKE OWNERSHIP** from the drop-down list.

The screenshot shows the 'COE Recerts' page with a table of COEs. The table has columns for COE ID, Parent 1, Parent 2, QAD, COE Date, Status, Recruiter, and Owner. Three COEs are listed, all with status 'Incomplete'. A dropdown menu is open for the third COE (AKO-24-148008), showing options: View COE, Edit COE, Export student list, Add students to list -, Middle School Reading Program, Preschoolers, HS Math Support, Download documents, and a hamburger menu icon. Red circles highlight the 'Edit COE' option and the hamburger menu icon.

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner
AKO-24-147991	Luerra, Jannessa		7/24/24	3/19/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>
AKO-24-148002	Peterson, Landon		7/1/24	4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>
AKO-24-148008	Peterson, Landon			4/4/25	Incomplete	DEED RECRUITER 01 Pelican <rec1@deed.com>	DEED RECRUITER 01 Pelican <rec1@deed.com>

5. Once the COE has opened, click on the **TRANSFER COE TO USER** dropdown located below the **SUBMIT COE**, **VIEW LOG**, and **CHECK FOR ERRORS** buttons. The drop-down list will include users to whom the COE can be transferred.

The screenshot shows the 'CERTIFICATE OF ELIGIBILITY' page for COE ID AKO-24-148002. The status is 'Incomplete' and the school year is '24/25'. Below the title, there are buttons for 'Submit COE to RM', 'View Log', and 'Check For Errors'. A dropdown menu is open for 'Transfer COE to User', showing a list of users with email addresses and roles. A red box highlights the dropdown arrow. The list includes: rec1@pelican.com - PELICAN RECRUITER 01 PELICAN, rec2@pelican.com - PELICAN RECRUITER 02 PELICAN, rec3@pelican.com - PELICAN RECRUITER 03 PELICAN, ak36@pelican.com - PELICAN RECORDS MANAGER 1 PELICAN, rm2@pelican.com - PELICAN RM2 PELICAN, and rm3@pelican.com - PELICAN RM3 PELICAN. There is also a 'Transfer Ownership' button.

6. Select the appropriate user from the **TRANSFER COE TO USER** dropdown.

This screenshot is similar to the previous one, but the user 'rec2@pelican.com - PELICAN RECRUITER 02 PELICAN' is now selected in the 'Transfer COE to User' dropdown. A red box highlights the selected user.

7. Once the appropriate user has been selected, click the **TRANSFER OWNERSHIP** button.

The screenshot shows the 'CERTIFICATE OF ELIGIBILITY' page for COE ID AKO-24-148002. The 'Transfer COE to User' dropdown is now closed, and the selected user 'rec2@pelican.com - PELICAN RECRUITER 02 PELICAN' is displayed. The 'Transfer Ownership' button is highlighted with a red box.

8. When the **LOG** is displayed, click the **TRANSFER** button. Users may choose to include a comment in the log to explain why the COE is being transferred to another user.

LOG

Time

4/4/2025 9:58:49 AM

Entry

Resources Help

Condition

Incomplete

User

rec1@deed.com

Comment

Could you please review this COE for me to be sure I completed it correctly? JL 05/12/25

Transfer

Cancel

9. Once the COE has been successfully transferred, a **GREEN BANNER MESSAGE** at the top of the screen will appear with the message **COE OWNERSHIP TRANSFERRED**.

Home COE Recerts Resources Help

COE Ownership Transferred

Search

Search

COEs with status

Requires attention

Active Only

students

coes

lists

New COE

Note: If the user is unable to transfer the COE to another user, contact DEED for assistance. [DEED contact information](#) can be found on page 186.

108

Alaska Department of Education & Early Development

Delete In Process (Not Yet Approved) COEs

COEs that have not yet been submitted to DEED remain in the Web System under the COEs with status **IN PROCESS** until they are deleted by DEED or the user who owns them.

Users may delete a COE with status **REQUIRES ATTENTION**, if they determine the COE is not approvable. Please note that a COE can only be deleted by its owner; COEs owned by other users or COEs already approved by DEED cannot be deleted.

A user may choose to delete a COE if it is a duplicate COE or if the COE is not approvable (e.g., child(ren) did not make a qualifying move). Users should carefully review any COE before deleting it, as deletions cannot be undone.

Users are not required to delete COEs; DEED deletes all unapproved COEs at the conclusion of the recruiting period (June 30) each year.

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Search for the child, family, or COE ID.
 - a. Ensure that the search criteria is set to **COEs WITH STATUS REQUIRES ATTENTION**.
 - b. Ensure that the **ACTIVE ONLY** box is checked.
4. Click on the **THREE-LINE HAMBURGER MENU** (≡), located to the right of the data displayed.
5. Click on **EDIT COE**.

Reminder: User must be the owner of the COE to be able to edit a COE. Otherwise, the user will receive the message, “Unable to edit COE.”

Unable to edit COE

6. Click on **DELETE COE**. The selected COE will be removed from the Web System.

7. A pop-up window will appear asking, “Are you sure you want to delete this COE and enrollments? Click **OK** to delete.”
 - a. A **GREEN BANNER MESSAGE** will appear stating, “COE Deleted.”

Important Notes Regarding COEs in MIS2000

This section provides important notes regarding the Certificates of Eligibility (COEs) in MIS2000. Because COEs are the foundation for documenting eligibility in the Title I-C program, it is critical that staff understand how to properly enter, review, and maintain this information. This section highlights key considerations, including system-generated errors and warnings, general notes that guide accurate data entry, the different field types used on the COE form, and practical tips organized by COE section.

Errors and Warnings

Error messages and their descriptions are documented in the [COE Errors, Submission Checks and Warnings](#) section starting on page 160.

COEs Need Your Attention Notice

Upon logging into the Web System, if a user has COE(s) that are incomplete, a blue alert reading, “There are COEs that need your attention.” will appear at the top of the internet browser window. Refer to the [Flash Messages/Alerts](#) section on page 69 for additional information on the types of notification messages.

General

- A blank COE in the Web System looks very similar to the paper/PDF versions of the COE. Sections of the COE are labeled and appear in the same order as the paper/PDF COE.
- Do not enter dashes (-) into the Web System.**
- Users can tab through fields in the Web System, or they can click into each field to complete the COE.
- COE ID** numbers are generated by MIS2000 when the **NEW COE** button is clicked. All the **COE ID** numbers generated in the Web System will begin with “AK0.”
- COEs created in the Web System will be marked **INCOMPLETE** until they are submitted to the records manager.

CERTIFICATE OF ELIGIBILITY - AK0-24-147998
STATE OF ALASKA DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT -- TITLE IC Migrant

Incomplete
SCHOOL YEAR: 24/25

- The COE will be auto populated with the recruiter’s school district at the top of the COE. The recruiter will not be able to edit this.

School District Name: KODIAK SCHOOL DISTRICT

- It is best practice to save the COE throughout the entry process using the **SAVE MY WORK** button at the top of the screen. It is recommended to click **SAVE MY WORK** button after completing each section of the COE.

Home COE Recerts Resources Help Back to Search Results

Submit COE to RM View Log Check For Errors View COE Save My Work Return without saving Delete COE

- The **COE LOG** facilitates communication between recruiters and reviewers. When submitting the COE, the recruiter does not need to enter information into the log. However, whenever a COE is **REJECTED BACK** to the recruiter, the reviewer must enter comments. The **COE LOG** can be viewed by clicking on the **VIEW LOG** button.

Home COE Recerts Resources Help Back to Search Results

Submit COE to RM View Log Check For Errors View COE Save My Work Return without saving Delete COE

Field Types

Date Fields

Throughout the web COE, there are several date fields. The calendar icon to the right of each field denotes each date field. The user can directly type desired dates into these fields, or they can click on the calendar icon, and choose the date from the calendar.

- The **RESIDENCY DATE** is in the upper right-hand corner of the COE.

CHILD DATA School District Name: PETERSBURG SCHOOL DISTRICT Residency Date (MM/DD/YY): [Calendar Icon]

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med		
																		Del

- Date fields will automatically format to MM/DD/YYYY format, after the date has been typed in.
 - Dates can be entered with or without dashes.

Residency Date (MM/DD/YY): 073125 [Calendar Icon] → Residency Date (MM/DD/YY): 7/31/2025 [Calendar Icon]

- Dates can be selected by clicking on the calendar icon next to any date field. Use the arrows shown below to change months. The double arrows make the calendar move forward/backward three months. The single arrows make the calendar move forward/backward one month. The user can also click on the month or the year at the top of the calendar to easily change the month or the year.

The left screenshot shows the Residency Date field with the date 7/31/2025 and a calendar icon. Clicking the icon opens a calendar for July 2025, with the 31st highlighted. The right screenshot shows a more detailed calendar view for July 2026, with navigation arrows and a year selector on the right side showing years from 2022 to 2031. The 31st of July is highlighted, and the 'Today' button is visible at the bottom.

Drop-Down Lists

Throughout the web COE, there are fields that consist of drop-down lists. Users can tab or click into these fields and start typing to bring up predictive dropdowns. Users can also click on the downturned arrows to see the entire drop-down list.

Fields that have drop-down lists:

- CHILD DATA** Section:
 - SEX**, **MB** (multiple birth), **EB** (ethnic breakdown), **VER** (birth date verification), **GRADE**, **FACILITY** (school name), **IMM AVAIL** (immunizations available flag), and **MED ALERT** (medical alerts)
- QUALIFYING MOVES & WORK** section:
 - CURRENT CITY**, **FROM A RESIDENCE IN**, **FROM CITY**, **STATE**, **COUNTRY**, **TO A RESIDENCE IN**, **TO CITY**, **GEAR/ACTIVITY**, and **CATCH/CROP/LOGGING CAMP**.

Tips by COE Section

Top of COE

- The user's district is auto populated into the **SCHOOL DISTRICT NAME** field at the top of the COE. The user cannot change the school district.

CHILD DATA School District Name: PETERSBURG SCHOOL DISTRICT Residency Date (MM/DD/YY):

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med	
																	Del

- The **RESIDENCY DATE** field can be found to the right of the **SCHOOL DISTRICT NAME**. For more information on the residency date, see the **CERTIFICATE OF ELIGIBILITY (COE) FORM** section in the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C).

CHILD DATA School District Name: PETERSBURG SCHOOL DISTRICT Residency Date (MM/DD/YY):

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med	
																	Del

Child Data Section

- To add children to the COE, click on the blank line in the **CHILD DATA** section. There is no limit to the number of children that can be added to the **CHILD DATA** section of the COE created in the Web System.
 - If a COE contains more than five children, the COE will print on multiple pages. If collecting any ink or non-Web System electronic signatures, signatures must be obtained on each page of the COE.

CHILD DATA School District Name: PETERSBURG SCHOOL DISTRICT Residency Date (MM/DD/YY):

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med	
																	Del

- The following **CHILD DATA** entry panel will appear after clicking on the blank line in the **CHILD DATA** section. Enter data into the blank fields. The user can tab through each field.

CHILD DATA School District Name: PETERSBURG SCHOOL DISTRICT Residency Date (MM/DD/YY):

Click on a row below to Add/Edit Student School History.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med	
																	Del

AK State ID Last Name 1 Last Name 2 First Name Middle Name Suffix

Birth Date Age Sex Multiple Ethnicity VER Code Facility Name Enroll Date Grade Imm Avail Med Alert

Save Student Cancel

- The **CHILD DATA** entry panel contains fields that cannot be edited by the user. These are **AK STATE ID**, **IMM AVAIL**, and **MED ALERT**. Completing these fields is the responsibility of the district's records manager.

- After completing all the fields, the user must click the **SAVE STUDENT** button. Clicking the **SAVE MY WORK** button at the top of the page will not save child data into the **CHILD DATA** section.
 - The user must enter a **VER CODE** and **GRADE** before the user can save the child's data.
 - Data will be populated into the first blank row in the **CHILD DATA** section.
 - If a mistake has been made in the **CHILD DATA** section, click once on the corresponding line in the **CHILD DATA** section to edit the data populated into the fields.
- If a child is enrolled in a non-public school or a public school operated by another district, a comments box will appear prompting the user to provide the name of the school where the child is enrolled and the school district where the school is located. The **Non-PUBLIC/ANOTHER DISTRICT PUBLIC COMMENT** box does not appear unless an applicable facility is selected.

- Many of the fields listed in the **CHILD DATA** entry panel are a dropdown. Additionally, these dropdowns spell out the full words, rather than codes for the user's convenience. Once the child data is saved, the data will be converted to the required codes on the COE. For specific **BIRTH DATE VERIFICATION** codes, refer to the [Key Charts](#) section on page 117.

ID	Last Name 1	Last Name 2	First	Middle	Suf	Birth Date	Age	Sex	MB	EB	VER	School Name	Enroll Date	GR	Imm	Med	
	Johnson		Sam	George		12/13/15	7	M	N	6	1007	MAT-SU ANOTHER DISTRICT: PUBLIC	8/20/22	1			Del

- To delete a child from the COE, click on the **DEL** button, all the way to the right on the corresponding child data line, as shown above.

Family Data Section

- The COE requires at least one individual listed in the parent/guardian fields in Family Data section.
- Phone number must contain 10 digits and can include hyphens or no hyphens.
- Email addresses are optional but recommended. Double check that email addresses are complete and accurately typed.
- If the mailing address information is the same as the current physical address, users have the option to copy information into the mailing address field by selecting the check box for **SAME AS CURRENT ADDRESS**. Once the user checks the box, the information will be populated into the fields for the mailing address. If the user determines the information for the **CURRENT PHYSICAL ADDRESS** and **MAILING ADDRESS** should not be the same, they can unselect the checkbox and will then be able to edit the data in the mailing address fields.

FAMILY DATA				
	Last	First	Phone	Email
Parent/Guardian 1	Johnson	Jean	Phone	Email
Parent/Guardian 2	Johnson	Steve	Phone	Email
Current Physical Address				
Address	Current Physical Address		City	State Zip
Mailing Address				
Address	Mailing Address		City	State Zip
☐ Same as Current Address				

Qualifying Moves & Work Section

- Check boxes can be changed if the wrong item is initially selected (i.e., the user checks **SPOUSE** instead of **PARENT/GUARDIAN**).
- The **COUNTRY CODE** “USA” is defaulted into **question 1** and **question 3** of the **QUALIFYING MOVES & WORK** section. Additionally, the state abbreviation “AK” is defaulted into the **STATE** fields in **questions 1 and 3**.

QUALIFYING MOVES & WORK				
1. The child(ren) listed on this form moved due to economic necessity				
from a residence in	From District	From City	State	Country
to a residence in	To District	To City	State	

- When the user selects **TO JOIN OR PRECEDE THE WORKER** in **2a**, additional fields will be displayed that the user must complete, (including a separate comments field, for the **2bi** comment).

2. The child(ren) moved (complete both a. and b.):	
a.	☐ as the worker, OR ☐ with the worker, OR ☒ to join or precede the worker.
b.	The worker First and Last Name is ☐ the child or child(ren)'s ☐ Parent/Guardian ☐ Spouse
i. (Complete if “to join or precede” is checked in 2 a.) The child(ren) moved on	
The Worker moved on . (provide comment)	
2bi - To Join or Precede Comments	

- If the move information in **questions 1 and 3** are the same: Users have the option to copy information regarding the child's move (**question 1**) into the question regarding the worker's move (**question 3**) by selecting the check box for **THE SAME AS QUESTION 1**. Once the user checks the box, the information regarding the school districts, cities, states, and country listed for the child's move will be populated into the fields for the worker's move. If the user determines the information in these questions should not be the same, they can unselect the checkbox and will then be able to edit the data regarding the worker's qualifying move in **question 3**.

QUALIFYING MOVES & WORK

1. The child(ren) listed on this form moved due to economic necessity

from a residence in From District From City State Country
 to a residence in To District To City State Country

2. The child(ren) moved (complete both a. and b.):

a. ☐ as the worker, OR ☐ with the worker, OR ☒ to join or precede the worker.

b. The worker First and Last Name is ☐ the child or child(ren)'s ☐ Parent/Guardian ☐ Spouse

i. (Complete if "to join or precede" is checked in 2 a.) The child(ren) moved on

The Worker moved on (provide comment)

2bi - To Join or Precede Comments

3. The worker moved due to economic necessity on

☒ The same as question 1

from a residence in From District From City State Country
 to a residence in To District To City State Country

- When the user selects **ENGAGED IN NEW QUALIFYING WORK SOON AFTER THE MOVE**, a comment box will be displayed. Users should not fill in this box if a worker engaged in qualifying work immediately after the move. Users should **only fill in the box when there are more than 60 days between the QAD and the start of the qualifying activity**.

3. The worker moved due to economic necessity on

☐ The same as question 1

from a residence in From District From City State Country
 to a residence in To District To City State Country

☒ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move) , OR

☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

3. The worker moved due to economic necessity on

☐ The same as question 1

from a residence in From District From City State Country
 to a residence in To District To City State Country

☒ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move)

Provide comment if worker engaged more than 60 days after the move

, OR

☐ actively sought new qualifying work AND has a recent history of moves for qualifying work (provide comment)

- The qualifying work listed under **question 4** is separated into two fields. The first field is **GEAR/ACTIVITY**; the second field is **CATCH/CROP/LOGGING CAMP**.
 - Many gear and catch options are listed in the drop-down menus twice, once as **COMMERCIAL**, and once as **SUBSISTENCE**.
 - **COMMERCIAL** or **SUBSISTENCE** should match both the **gear** and the **catch**. For example, if "Setnet-Commercial" is selected for the **GEAR/ACTIVITY**, then the

CATCH/CROP/LOGGING CAMP, “Salmon-Commercial” should be selected. Both the **gear** and the **catch** should be listed as the same type of fishing, **commercial** or **subsistence**.

- The user should choose **COMMERCIAL**, or **SUBSISTENCE** based on the activity that the worker engaged in for the majority of the move listed in question 3.
- The user should ensure that the gear and catch they select in **question 4** aligns with the selections they make in **question 4a** (**SEASONAL** or **TEMPORARY** employment) and **question 4b** (**AGRICULTURE** or **FISHING WORK**). For example, if the user selects picking berries in **question 4**, then they should select **SEASONAL** in **question 4a** and **AGRICULTURE** in **question 4b**.
- The user must check the **PERSONAL SUBSISTENCE** checkbox if the move listed in the **QUALIFYING MOVES & WORK** section is, even in part, for subsistence. Remember to add a **PERSONAL SUBSISTENCE** comment to the COE.
- **Question 5** is hidden in default view. Only when the user selects **TEMPORARY EMPLOYMENT** in **question 4a** will the additional fields for **question 5** be displayed. The user must complete **question 5** ONLY IF the qualifying work is **TEMPORARY**.

4. The qualifying work* Gear/Activity Catch/Crop/Logging Camp was (make a selection in both a. and b.):

a. ☐ seasonal, OR ☒ temporary employment

b. ☐ agriculture, OR ☐ fishing work

*If applicable, check:
☐ personal subsistence (provide comment)

6. The child(ren)'s Qualifying Arrival Date was

4. The qualifying work* Gear/Activity Catch/Crop/Logging Camp was (make a selection in both a. and b.):

a. ☐ seasonal, OR ☒ temporary employment

b. ☐ agriculture, OR ☐ fishing work

*If applicable, check:
☐ personal subsistence (provide comment)

5. (Complete if "temporary" is checked in #4a) The work was determined to be temporary employment based on:

a. ☐ worker's statement (provide comment), OR

b. ☐ employer's statement (provide comment), OR

c. ☐ State documentation for Employer Name

6. The child(ren)'s Qualifying Arrival Date was

Additional Qualifying Moves Section

- The **ADDITIONAL QUALIFYING MOVES** box will automatically calculate the number nights for each move.
 - The calculated nights will show up after the user clicks the **SAVE MY WORK** button.
 - The user cannot manually enter the number of nights.
 - If the moves are typed out of order, the nights will reorder themselves from most recent to oldest when the COE is printed as a PDF.

Comments Section

- The **COMMENTS** box can be expanded for the user's convenience by clicking and dragging the shaded lower right-hand corner.

COMMENTS

*Must include 2bi, 3a, 3b, 4, 5a, and 5b of the Qualifying Moves & Work Section, if applicable. Must include the Interviewee Signature Section, if applicable.

Key Charts

Sex

Code	Definition
M	Male
F	Female

Multiple Birth (MB)

Code	Definition
Y	Yes (Twin, Triplet, or other Multiple Birth)
N	No (Single Birth)

Birth Date Verification Code

Code	Definition
1003	Baptismal or Church Certificate
1004	Birth Certificate
1005	Entry in Family Bible
1006	Hospital Certificate
1007	Parent's Affidavit
1008	Passport
1009	Physician's Certificate
1010	Previously Verified School Records
1011	State Issued ID
1012	Driver's License
1013	Immigration Document
2382	Life Insurance Policy
9999	Other

Ethnic Breakdown (EB)

Code	Definition
1	White (Caucasian)
2	Black or African American
3	Hispanic/Latino
4	Asian
5	American Indian
6	Alaska Native
7	Two or More Races
8	Native Hawaiian or Pacific Islander

Immunizations Records Flag (IM)

Code	Definition
Y	Yes (Immunizations Records on File at District)
N	No (Immunizations Records not on File at District)

Grade (GR)

Code	Definition
00	Not Yet in School
PS	Preschool
K	Kindergarten
1	First Grade
2	Second Grade
3	Third Grade
4	Fourth Grade
5	Fifth Grade
6	Sixth Grade
7	Seventh Grade
8	Eighth Grade
9	Ninth Grade
10	Tenth Grade
11	Eleventh Grade
12	Twelfth Grade
OY	Out of School Youth

Permanent Termination Codes (Term)

Code	Definition
D	Deceased
G	Graduated
Y	Aged Out

Temporary Termination Codes (Term)

Code	Definition
M	Moved
N	Parental Refusal
O	Dropped Out
U	Unreachable

Type of Enrollment (Type)

Code	Definition
R	Regular School Year
S	Summer Program

Medical Alert Indicator (MA)

Code	Definition
C	Chronic
A	Acute
N	None

COE Recerts in MIS2000

Within MIS2000, COE Recertifications (COE Recerts) are created, reviewed, and maintained through a structured process designed to ensure accuracy, compliance, and accountability. This section provides specific responsibilities of recruiters and records managers for the COE Recert approval process in MIS2000.

Note: A COE Recert can only be created to recertify an eligible migratory child in the recruiter's district if all three of the following criteria are met:

1. a child has an active COE in the recruiter's district,
2. a recruiter has contacted the family to confirm a new move was not made since their last interview, and
3. the child is still living in the recruiter's district, the child is attending school in the recruiter's district, or the child is being served by the recruiter's district with Title I-C funds.

For additional information on requirements for a COE Recert, refer to the **COE RECERTIFICATION (COE RECERT) FORM** section in the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C).

Recruiter COE Recert Responsibilities

Recruiters play a critical role in the accuracy and integrity of COE Recerts within MIS2000. As the first point of contact with migratory families, recruiters are responsible for determining if a COE Recert should be created. Once the recruiter determines that a child should be recertified on a COE Recert, the recruiter then completes and submits the COE Recert to the records manager. The recruiter is responsible for ensuring that all data is entered correctly before submitting the COE Recert. This section outlines the responsibilities recruiters hold in the COE Recert approval process.

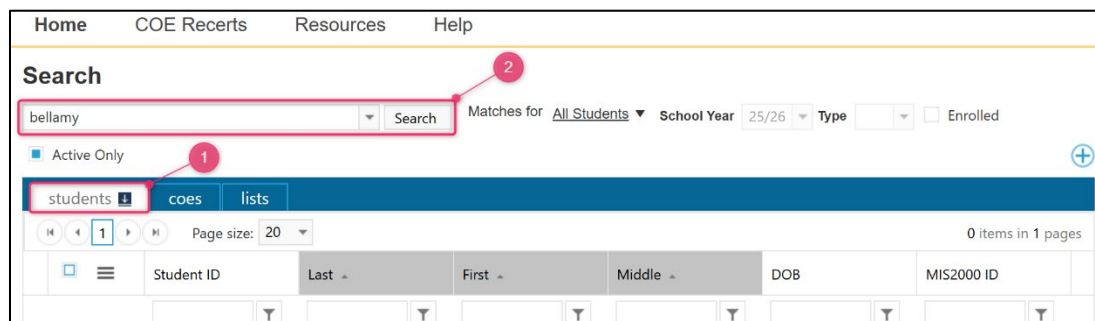
Create COE Recerts and Submit to Records Manager for Review

COE Recerts created in the Web System do not require physical signatures; alternatively, users provide electronic assurances.

To begin the process of creating a COE Recert, search for the child who is eligible for recertification. For instructions on how to search for a child, view the [Searching for Students](#) section starting on page 46.

Create COE Recerts

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](#) (ak.msedd.com).
2. Search for the child to recertify.
 - a. Search for the child using the STUDENTS Subtab
 - i. Navigate to the **STUDENTS** subtab.
 - ii. Search for the desired child by name, partial name, AK State ID, MIS2000 ID or Advanced Search fields.



1. Ensure that the search criteria is set to **MATCHES FOR ALL STUDENTS**.
2. Ensure that the **ACTIVE ONLY** box is checked.

The screenshot shows the 'Search' section of the application. A search bar contains the text 'bellamy'. To the right of the search bar is a dropdown menu labeled 'Matches for' with 'All Students' selected. Below the search bar is a checkbox labeled 'Active Only' which is checked. To the right of the 'Active Only' checkbox is a button labeled 'All Students'. Below the search bar is a tabbed interface with 'students', 'coes', and 'lists' tabs. The 'students' tab is selected. Below the tabs is a pagination bar showing 'Page size: 20' and a '1' in a box. To the right of the pagination bar is a button labeled 'My Schools' and another button labeled 'My Students'. In the bottom right corner, it says '1 item'.

- iii. Once the child has been found, select **LIST COEs FOR THIS STUDENT** from the **THREE-LINE HAMBURGER MENU (≡)**, on the child's line.

The screenshot shows the 'Search' section of the application. A search bar contains the text 'bellamy'. To the right of the search bar is a dropdown menu labeled 'Matches for' with 'All Students' selected. Below the search bar is a checkbox labeled 'Active Only' which is checked. To the right of the 'Active Only' checkbox is a button labeled 'All Students'. Below the search bar is a tabbed interface with 'students', 'coes', and 'lists' tabs. The 'students' tab is selected. Below the tabs is a pagination bar showing 'Page size: 20' and a '1' in a box. To the right of the pagination bar is a button labeled 'My Schools' and another button labeled 'My Students'. In the bottom right corner, it says '1 item'. A table of students is displayed with columns: Student ID, Last, First, Middle, and DOB. The first row of data is: 0000333444, Bellamy, Brandon, Blake, 8/5/10. To the right of the table is a dropdown menu with the following options: 'List COEs for this student', 'Add student to list -', 'Middle School Reading Program', 'Preschoolers', and 'HS Math Support'. A three-line hamburger menu icon is located at the bottom right of the table, with a red circle 'iii' next to it.

- iv. Selecting **LIST COEs FOR THIS STUDENT** will transition the user to the **COEs** subtab with a list of COEs from which select.

The screenshot shows the 'COEs' subtab of the application. The top navigation bar includes 'Home', 'COE Recerts', 'Resources', and 'Help'. Below the navigation bar is a 'Search' section with a search bar containing 'bellamy'. To the right of the search bar is a dropdown menu labeled 'COEs with status' with 'All' selected. Below the search bar is a checkbox labeled 'Active Only' which is checked. To the right of the 'Active Only' checkbox is a button labeled 'New COE'. Below the search bar is a tabbed interface with 'students', 'coes', and 'lists' tabs. The 'coes' tab is selected. Below the tabs is a pagination bar showing 'Page size: 20' and a '1' in a box. To the right of the pagination bar is a button labeled 'My Schools' and another button labeled 'My Students'. In the bottom right corner, it says '1 items in 1 pages'. A table of COEs is displayed with columns: COE ID, Parent 1, Parent 2, QAD, COE Date, Status, Recruiter, Owner, Documents, and View. The first row of data is: AK0-24-148006, Bellamy, Brenda, Bellamy, Brian, 7/19/24, 4/30/25, Accepted, DEED RECRUITER 01 Pelican <rec1@deed.com>, Download documents, and View. Below the table is a section titled '300 River View Dr., PALMER, AK 99645' with a table of student information. The first row of data is: 0000333444, Bellamy, Brandon, 8/5/10, MAT-SU ANOTHER DISTRICT: PUBLIC. A red circle 'iv' is next to the 'View' button in the first row of the COE table.

- v. Review the COEs listed for the child and find the COE with the most recent **QAD**, then click on the **THREE-LINE HAMBURGER MENU (≡)**, located to the rightmost column on the **COE ID** row.
- vi. Click on **VIEW COE**. Proceed to **step 3**.

The screenshot shows the 'COEs' subtab of the application. The top navigation bar includes 'Home', 'COE Recerts', 'Resources', and 'Help'. Below the navigation bar is a 'Search' section with a search bar containing 'bellamy'. To the right of the search bar is a dropdown menu labeled 'COEs with status' with 'All' selected. Below the search bar is a checkbox labeled 'Active Only' which is checked. To the right of the 'Active Only' checkbox is a button labeled 'New COE'. Below the search bar is a tabbed interface with 'students', 'coes', and 'lists' tabs. The 'coes' tab is selected. Below the tabs is a pagination bar showing 'Page size: 20' and a '1' in a box. To the right of the pagination bar is a button labeled 'My Schools' and another button labeled 'My Students'. In the bottom right corner, it says '1 items in 1 pages'. A table of COEs is displayed with columns: COE ID, Parent 1, Parent 2, QAD, COE Date, Status, Recruiter, Owner, Documents, and View. The first row of data is: AK0-24-148006, Bellamy, Brenda, Bellamy, Brian, 7/19/24, 4/30/25, Accepted, DEED RECRUITER 01 Pelican <rec1@deed.com>, Download documents, and View. Below the table is a section titled '300 River View Dr., PALMER, AK 99645' with a table of student information. The first row of data is: 0000333444, Bellamy, Brandon, 8/5/10, MAT-SU ANOTHER DISTRICT: PUBLIC. A red circle 'vi' is next to the 'View' button in the first row of the COE table. A dropdown menu is open next to the 'View' button, showing the following options: 'View COE', 'Export student list', 'Add students to list -', 'Middle School Reading Program', 'Preschoolers', and 'HS Math Support'.

b. Search for the child using the **COEs** Subtab

- i. Navigate to the **COEs** subtab.
- ii. Search for the child, family, or most recently approved COE from the recruiter's district.

Home COE Recerts Resources Help

Search New COE

davis Search COEs with status **All** ☒ Active Only

students **COEs** lists

Page size: 20

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter

1. Ensure that the search criteria is set to **COEs WITH STATUS APPROVED**.
2. Ensure that the **ACTIVE ONLY** box is checked.

Home COE Recerts Resources Help

Search

davis Search COEs with status **Approved** ☒ Active Only

students coes lists

Page size: 20

COE ID	Parent 1	Parent 2	QAD

All
Approved
Requires attention
In process

- iii. Click on the **THREE-LINE HAMBURGER MENU** (≡), located to the right of the data displayed.
- iv. Click on **VIEW COE**. Proceed to **step 3**.

students coes lists

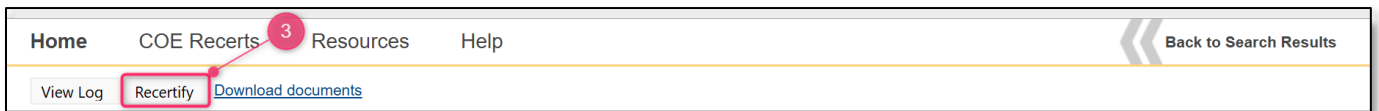
Page size: 20

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AKO-24-147996	Davis, Dora	Davis, Donald	7/22/24	4/24/25	Accepted	DEED RECRUITER 01 Pelican <rec1@deed.com>		Download documents View
AKO-24-147188	Browning, Matthew	Browning, Jessica	6/27/24	5/27/25	Accepted	Jannessa Luerra <jannessa.luerra@alaska.gov>		
AKO-25-148068	Davis, Dora	Davis, Donald	8/1/25	8/22/25	Reviewed	DEED RECRUITER 01 Pelican <rec1@deed.com>	Jannessa Luerra <jannessa.luerra@alaska.gov>	
AKO-25-148269	Davis, Dora	Davis, Donald	8/1/25	9/19/25	Reviewed	DEED RECRUITER 01 Pelican <rec1@deed.com>		
AKO-25-148545	Davis, Dora	Davis, Donald	8/1/25	4/3/26	Accepted	DEED RECRUITER 01 Pelican <rec1@deed.com>		Download documents View

6 items in 1 pages

View COE
Export student list
Add students to list - Middle School Reading Program
Preschoolers
HS Math Support

3. Click on the **RECERTIFY** button, located in the upper left-hand corner.



4. Click on **EDIT** for the first child who should be recertified on the COE Recert.

Submit for review Check For Errors Current Owner: DEED RECRUITER 01 Pelican Delete Recertification Save Changes Print

<rec1@deed.com>

CHILD DATA

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
N	AK0-174460	Davis, DESIREE DAWN				8/1/28	Edit
N	0000567567	Davis, Daisy Duke				8/1/28	Edit
N	0000100100	Davis, Daisy				8/1/28	Edit

5. In the **RECERTIFY** field, change the **N** to a **Y** for Yes.

Submit for review Check For Errors Current Owner: DEED RECRUITER 01 Pelican Delete Recertification Save Changes Print

<rec1@deed.com>

CHILD DATA

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
N	AK0-174460	Davis, DESIREE DAWN				8/1/28	Edit

Recertify: Y

School Name: N

Enroll Date: Y

GR:

Non-Public / Another District Public Comment: Provide the name of the school the child is attending and the district where the school is located

[Update](#) [Cancel](#)

6. Choose the **SCHOOL NAME** the child is attending for the current school year from the drop-down menu in the **SCHOOL NAME** field.

CHILD DATA

Recertify	Student ID	Name	School Name	Enroll Date	GR
N	AK0-174460	Davis, DESIREE DAWN			

Recertify: Y

School Name: PALMER HIGH SCHOOL

Enroll Date:

GR:

Non-Public / Another District Public Comment:

[Update](#) [Cancel](#)

PALMER HIGH SCHOOL
PALMER MIDDLE SCHOOL
PIONEER PEAK ELEMENTARY
SHERROD ELEMENTARY
SNOWSHOE ELEMENTARY
SUSITNA VALLEY HIGH
SUTTON ELEMENTARY

- For additional guidance on how to complete the **SCHOOL NAME** field, refer to the **SCHOOL NAME/ENROLL DATE/GRADE FLOWCHART** and the **SCHOOL NAME/ENROLL DATE/GRADE SCENARIOS** sections in the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C).
- For children enrolled in a non-public school or a public school operated by another school district, provide a comment detailing the name of the school and the school district in which the school is located in the comments box.

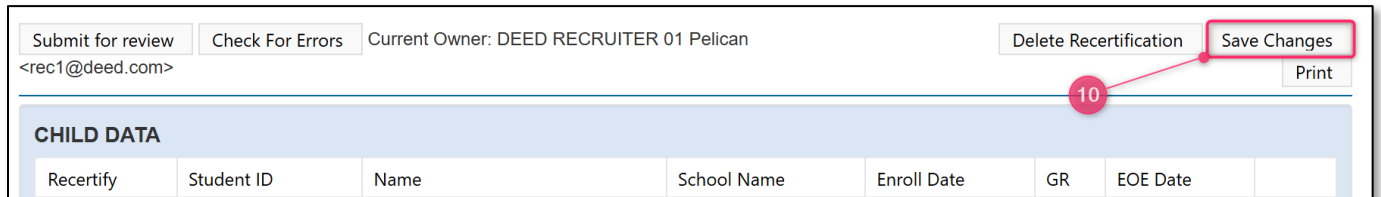
Recertify:	Y
School Name:	MAT-SU ANOTHER DISTRICT: PUBLIC
Enroll Date:	
GR:	
Non-Public / Another District Public Comment:	IDEA Homeschool, Galena School District.
Update Cancel	

- Enter the first day of school the child attended for the current school year in the **ENROLL DATE** field, if applicable.
 - Note:** Children who are not attending any school will not have an **ENROLL DATE**.
 - For additional guidance on how to complete the **ENROLL DATE** field, refer to the **SCHOOL NAME/ENROLL DATE/GRADE FLOWCHART** and the **SCHOOL NAME/ENROLL DATE/GRADE SCENARIOS** sections in the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C).
- Enter the grade for the child in the **GR (GRADE)** field.
 - For additional guidance on how to complete the **GRADE** field, refer to the **SCHOOL NAME/ENROLL DATE/GRADE FLOWCHART** and the **SCHOOL NAME/ENROLL DATE/GRADE SCENARIOS** sections in the [Title I, Part C District Staff Manual](#) (education.alaska.gov/ESEA/TitleI-C).
- Click on the **UPDATE** button.

CHILD DATA							
Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
N	AK0-174460	Davis, DESIREE DAWN				8/1/28	Edit

Recertify:	Y
School Name:	MAT-SU ANOTHER DISTRICT: PUBLIC
Enroll Date:	8/24/2026
GR:	10
Non-Public / Another District Public Comment:	IDEA Homeschool, Galena School District
Update Cancel	

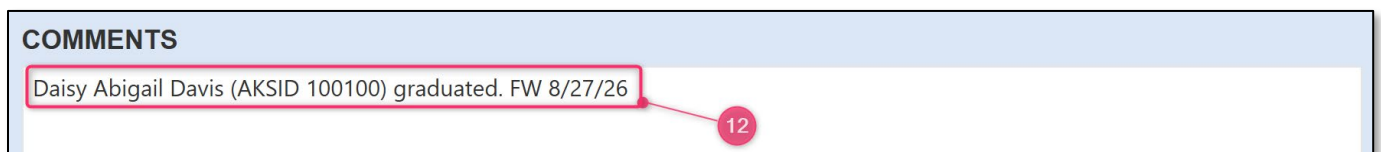
10. Click on the **SAVE CHANGES** button located in the upper right-hand corner of the screen to save the changes that have been made.



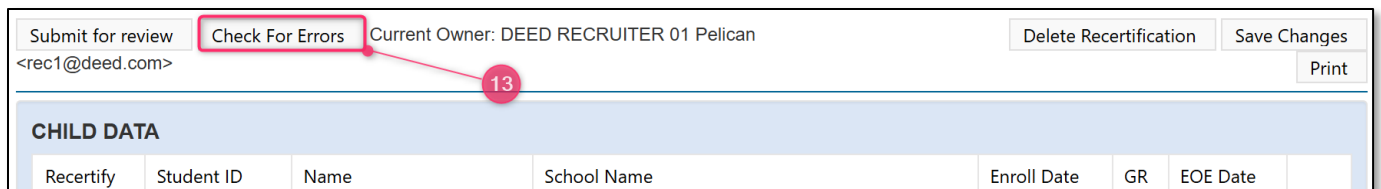
11. Repeat **steps 4-10** for each child who should be recertified on the COE Recert.

- **Note:** It is likely that not all the children listed on a particular COE should be recertified on a COE Recert. It is acceptable for children to be left with **RECERTIFY = N**. Children who should not be recertified on a COE Recert include, but are not limited to:
 - graduates,
 - children who have aged out of the program,
 - children who no longer reside in Alaska,
 - deceased, and
 - children who have made a new qualifying move.

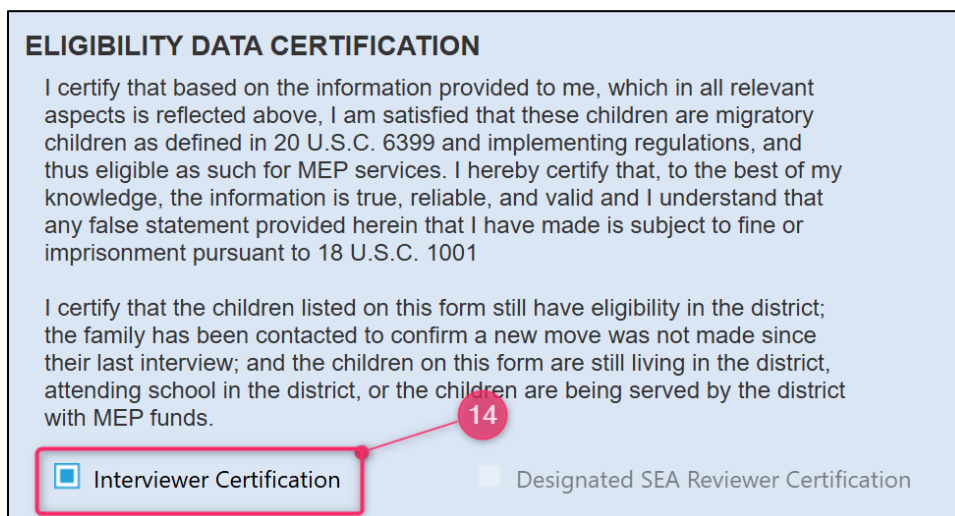
12. Enter any pertinent comments, if any, in the **COMMENTS** field located underneath the **CHILD DATA** section.



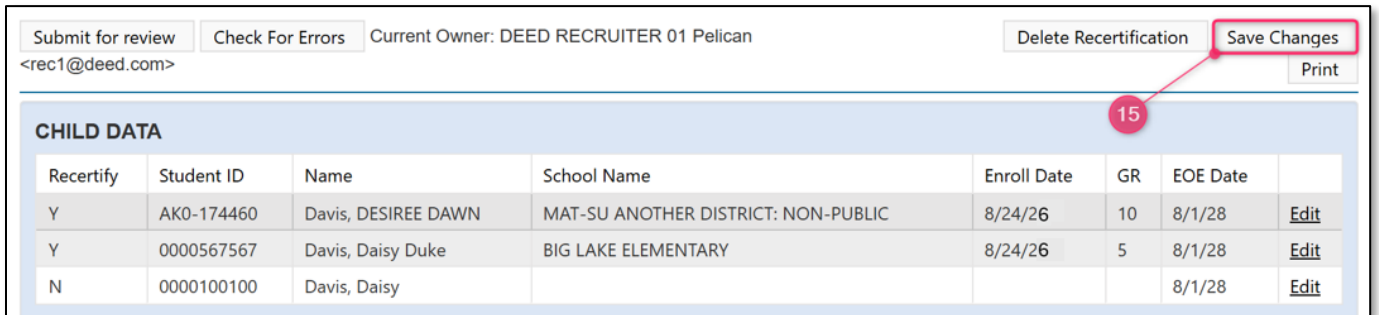
13. Use the **CHECK FOR ERRORS** button to ensure the COE Recert is as complete and as correct as possible.



14. Read the **ELIGIBILITY DATA CERTIFICATION** and check the appropriate checkbox. Checking this box will auto-populate the user's name and date in the appropriate signature field upon submitting the COE Recert.



15. Click on the **SAVE CHANGES** button located in the upper right-hand corner of the screen to save the changes that have been made.



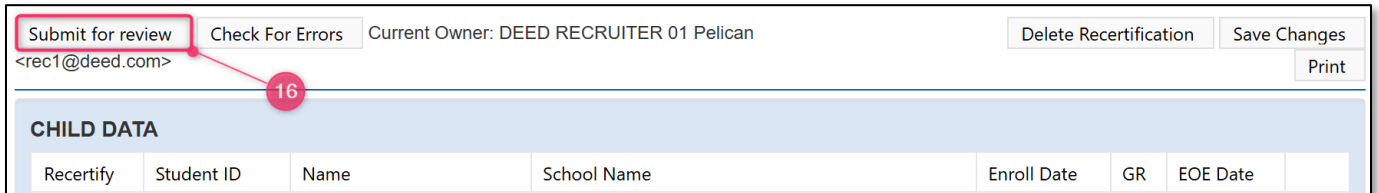
Submit for review Check For Errors Current Owner: DEED RECRUITER 01 Pelican Delete Recertification **Save Changes** Print

<rec1@deed.com>

CHILD DATA

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
Y	AK0-174460	Davis, DESIREE DAWN	MAT-SU ANOTHER DISTRICT: NON-PUBLIC	8/24/26	10	8/1/28	Edit
Y	0000567567	Davis, Daisy Duke	BIG LAKE ELEMENTARY	8/24/26	5	8/1/28	Edit
N	0000100100	Davis, Daisy				8/1/28	Edit

16. Click on the **SUBMIT FOR REVIEW** button to submit to the records manager for their review and approval.



Submit for review Check For Errors Current Owner: DEED RECRUITER 01 Pelican Delete Recertification Save Changes Print

<rec1@deed.com>

CHILD DATA

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	

17. Inform the records manager when COE Recerts have been submitted so they can be reviewed in a timely manner.

Correct Rejected COE Recerts

A COE Recert may require corrections. Recruiters and records managers can correct COE Recerts they own. Once a COE Recert is at the records manager level, the records manager can choose to make any necessary corrections themselves or reject it back to the recruiter level for corrections. The directions that follow pertain to a COE Recert that was rejected back to the recruiter level. To find and correct a rejected COE Recert, follow the procedure outlined below.

1. Click on the **COE RECERTS** tab in the ribbon located at the top of the webpage.

The screenshot shows the top navigation bar with tabs: Home, **COE Recerts** (highlighted with a red box), Resources, and Help. Below the tabs are radio buttons for 'All' and 'Mine' (selected). A 'Download CSV' link is on the right. Below these are filter fields for COEID, Parent 1, Parent 2, QAD, District Name, Recruiter Name, and Owner. A table lists COE Recerts, with the first row highlighted: AKO-24-147618, [REDACTED], [REDACTED], 6/1/24, [REDACTED], [REDACTED], [REDACTED].

- There are two radio buttons: **ALL** and **MINE**. **MINE** is the default view and shows all COE Recerts owned by the user or those that can be claimed and edited by the user. **ALL** shows all COE Recerts that are in process for the district; only users with the records manager role can view All COE Recerts. Users can only edit the COE Recerts that they own.

This screenshot is similar to the previous one but includes a red box around the 'All' and 'Mine' radio buttons. The 'All' radio button is selected.

2. Click on the desired COE Recert from the list provided. After clicking on the desired COE Recert ID, the **COE RECERTIFICATION** panel will open.

The screenshot shows the same interface as before, but the COEID 'AKO-24-147618' in the table is highlighted with a red box.

3. Update the COE Recert as needed using the following actions:

- a. To make a change to the child enrollment or recertification information:

- i. Click **EDIT** to the right of the child's row. The **CHILD DATA** entry panel will open to allow edits to the fields.

The screenshot shows the 'CHILD DATA' entry panel. At the top are links: 'Submit for review', 'Check For Errors', and 'Current Owner: DEED RECRUITER 01 Pelican <rec1@deed.com>'. On the right are buttons: 'Delete Recertification', 'Save Changes', and 'Print'. Below is a table with columns: Recertify, Student ID, Name, School Name, Enroll Date, GR, and EOE Date. The first row has values: Y, 0000567567, Davis, Daisy Duke, ACADEMY CHARTER SCHOOL, 8/5/24, 7, 6/27/27. An 'Edit' button is at the bottom right of the table.

- ii. When updates are completed, click on the **UPDATE** button on the bottom left of the **CHILD DATA** entry panel.

This screenshot shows the 'CHILD DATA' entry panel with the 'Update' button at the bottom left highlighted with a red box. The form fields are: Recertify (Y), Student ID (0000567567), Name (Davis, Daisy Duke), School Name (ACADEMY CHARTER SCHOOL), Enroll Date (8/5/2024), GR (8), and Non-Public / Another District Public Comment (Provide the name of the school the child is at where the school is located).

- b. To make a change to the **COMMENTS** section:
 - i. Click in the **COMMENTS** box.
 - ii. Add the desired comment.
 - iii. Initial and date all comments added.
4. Click on the **SAVE CHANGES** button to save the COE Recert.
- **Note:** Click on the **UPDATE** button, if the **CHILD DATA** section is still open for editing prior to clicking on the **SAVE CHANGES** button.

Submit for review	Check For Errors	Current Owner: [REDACTED]	Delete Recertification	Save Changes	Print
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CHILD DATA							
Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
Y	AK0-173936	[REDACTED]	MAT-SU ANOTHER DISTRICT: PUBLIC	8/5/24	9	6/1/27	Edit
Y	3470493994	[REDACTED]	BIG LAKE ELEMENTARY	8/5/24	3	6/1/27	Edit

5. Complete the **INTERVIEWER CERTIFICATION** checkbox field, if not already complete.
6. Click on the **SUBMIT FOR REVIEW** button to submit to the records manager for their review and approval.

Submit for review	Check For Errors	Current Owner: [REDACTED]	Delete Recertification	Save Changes	Print
--------------------------	------------------	---------------------------	------------------------	--------------	-------

CHILD DATA							
Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
Y	AK0-173936	[REDACTED]	MAT-SU ANOTHER DISTRICT: PUBLIC	8/5/24	9	6/1/27	Edit
Y	3470493994	[REDACTED]	BIG LAKE ELEMENTARY	8/5/24	3	6/1/27	Edit

7. Inform the records manager when COE Recerts have been submitted so they can be reviewed in a timely manner.

Records Manager COE Recert Responsibilities

Records managers are responsible for ensuring the accuracy and proper approval of COE Recerts. Their role includes reviewing COEs for completeness, verifying accuracy, and managing the approval or rejection process in accordance with federal and state guidelines. This section outlines the specific responsibilities that records managers hold in the COE Recert approval process.

Track In Process COE Recerts

Records managers are responsible for tracking in process COE Recerts. Recruiters contact families of currently eligible migratory children. If the child(ren) on the active COE are living in or attending school in the district but have not made any new qualifying moves, the recruiter (or records manager) will enter a COE Recert and submit the COE Recert to the records manager level. The records manager is responsible for consistently checking the COE Recerts tab throughout the recruitment period to complete the process of reviewing and approving COE Recerts.

To view all in process COE Recerts:

1. Navigate to the **COE RECERTS** tab in the Web System.

Home	Reports	COE Recerts	Resources	Help		
☐ All ☒ Mine		Download CSV				
COEID	Parent 1	Parent 2	QAD	District Name	Recruiter Name	Owner
> AK0-23-146341	Teresa Cunningham	Thomas Cunningham	7/1/23	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RM2 Pelican <rm2@deed.com>

2. Click on the **ALL** radio button to view all in process COE Recerts.

Home	COE Recerts	Resources	Help			
☒ All ☐ Mine		Download CSV				
COEID	Parent 1	Parent 2	QAD	District Name	Recruiter Name	Owner
> AK0-24-148060			9/17/24	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RECRUITER 01 Pelican <rec1@deed.com>
> AK0-25-148545			8/1/25	PELICAN SCHOOL DISTRICT	Recruiter Name	DEED RECRUITER 01 Pelican <rec1@deed.com>
> AK0-23-146653			6/15/23	PELICAN SCHOOL DISTRICT	Felicia Wells	DEED RM2 Pelican <rm2@deed.com>
> AK0-23-147250			10/1/23	PELICAN SCHOOL DISTRICT	jannessa luerra	DEED RM2 Pelican <rm2@deed.com>
> AK0-24-147188			6/27/24	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RM2 Pelican <rm2@deed.com>
> AK0-24-148006			7/19/24	PELICAN SCHOOL DISTRICT	Felicia Wells	DEED RM2 Pelican <rm2@deed.com>
> AK0-24-147474			7/25/24	PELICAN SCHOOL DISTRICT	jannessa luerra	Jannessa Luerra <jannessa.luerra@alaska.gov>

Review and Approve COE Recerts

Records managers are responsible for reviewing all COE Recerts for their district and ensuring that the data transmitted to MIS2000 through the Web System is up to date and accurate. This includes ensuring that the children listed on the COE Recerts have an active and eligible COE on file for the district, and that it is appropriate that a COE Recert is being submitted for them.

1. Click on the **COE RECERTS** tab in the Web System.

COEID	Parent 1	Parent 2	QAD	District Name	Recruiter Name	Owner
AK0-23-146341	Teresa Cunningham	Thomas Cunningham	7/1/23	PELICAN SCHOOL DISTRICT	Jannessa Luerra	DEED RM2 Pelican <rm2@deed.com>

2. Click on the original **COE ID** of the COE Recert that should be recertified. Any COE Recerts submitted from the recruiter to the records manager will be listed by the original **COE ID**.
3. Click on the **TAKE OWNERSHIP** button in the upper left corner. This allows the records manager to edit the COE Recert. This feature also allows a district the flexibility to have multiple records managers divide the responsibility of reviewing/approving COE Recerts.

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date
-----------	------------	------	-------------	-------------	----	----------

4. Review the data populated into the online form. Make changes to the online form as needed using the **EDIT** and **UPDATE** buttons for each child, verify the grade and school name information are correct for the current school year and that any school name comments if required are entered and correct, or by adding additional comments to the **COMMENTS** section.
5. Use the **CHECK FOR ERRORS** button to ensure the COE Recert is as complete and correct as possible, prior to approving and submitting the COE Recert.

Approve	Reject Recertification	Check For Errors	Current Owner: DEED RM2 Pelican <rm2@deed.com>	Delete Recertification	Save Changes	Print
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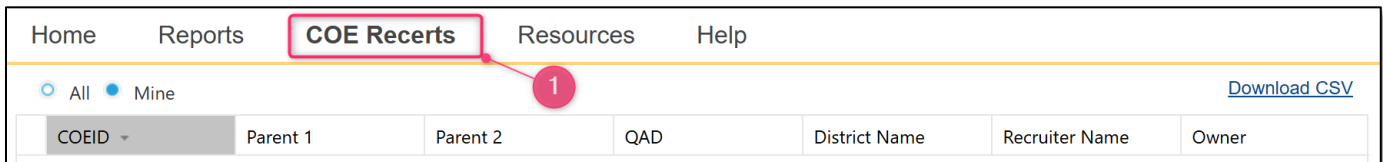
6. Read the **ELIGIBILITY DATA CERTIFICATION** and check the **DESIGNATED SEA REVIEWER CERTIFICATION** checkbox.
 - Once the COE Recert is approved, a comment will be added to the child's **SCHOOL HISTORY LINE** in MIS2000 noting when each user verified/approved the COE Recert.
 - The records manager can provide certification for both the interviewer and designated SEA reviewer. However, districts are still encouraged to have two separate individuals provide these certifications to help ensure data quality.
7. Click the **SAVE CHANGES** button located in the upper right-hand corner.
8. Click the **APPROVE** button located in the upper left-hand corner.

Approve	Reject Recertification	Check For Errors	Current Owner: DEED RM2 Pelican <rm2@deed.com>	Delete Recertification	Save Changes	Print
---------	------------------------	------------------	--	------------------------	--------------	-------

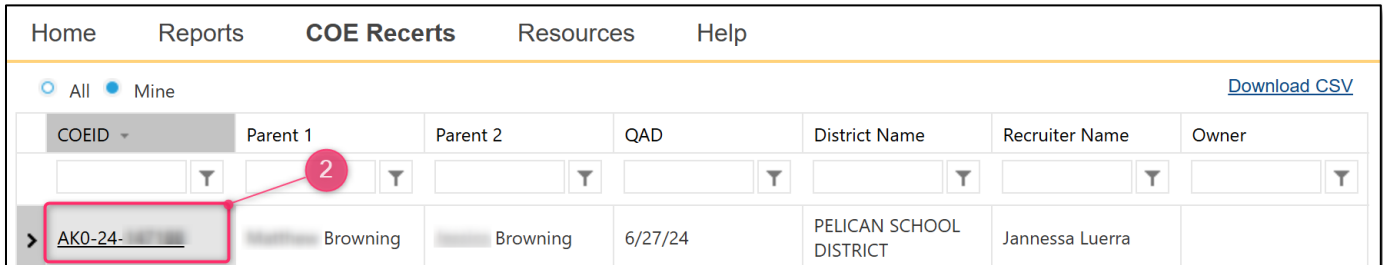
Reject COE Recerts Back to the Recruiter for Corrections

Though the records manager can edit a COE Recert, it is possible for the records manager to reject a COE Recert back to a recruiter. For the sake of timeliness, it is likely in the records manager's interest to make changes themselves rather than utilize this feature.

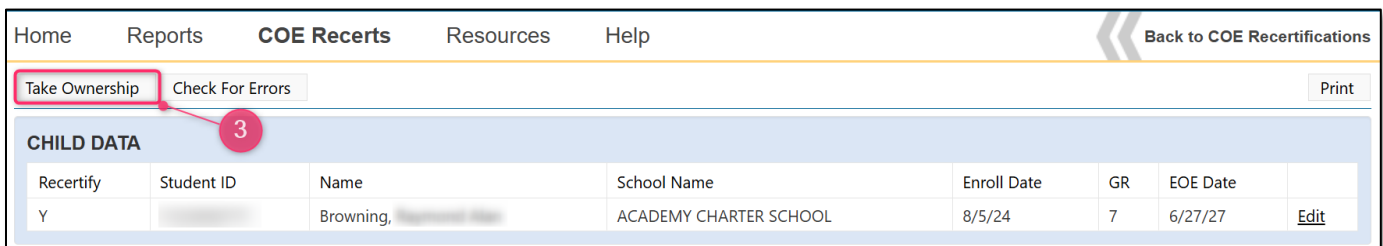
1. Click on the **COE RECERTS** tab.



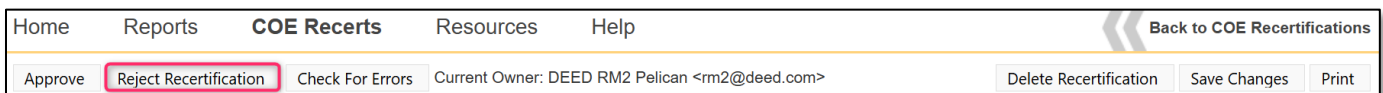
2. Click on the **COE ID** for the COE Recert that needs to be rejected.



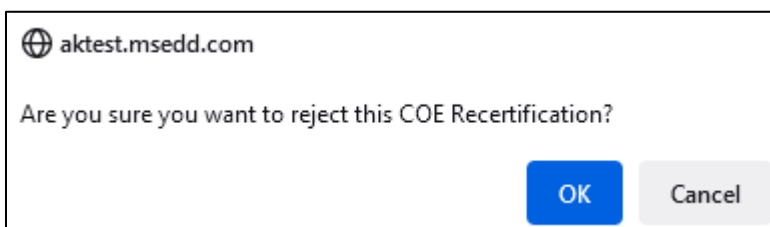
3. If needed, click on the **TAKE OWNERSHIP** button in the upper left corner. This allows the records manager to edit the COE Recert. This feature also allows a district the flexibility to have multiple records managers divide the responsibility of reviewing/approving COE Recerts.



4. Click on the **REJECT RECERTIFICATION** button.



5. Click on the **OK** button when the Web System prompts "Are you sure you want to reject this COE Recertification?"



6. Follow up with recruiter about the changes needed before resubmitting.

Track Approved COE Recerts

Records managers are responsible for tracking approved COE Recerts. To view all approved COE Recerts, see the options for pulling snap reports or reviewing child enrollment records below. Tracking approved COE Recerts will help to complete the Fall Recruitment Report and ensure that all eligible children residing in or attending school in the district have an enrollment in MIS2000 for the current school year.

Pull Snap Reports

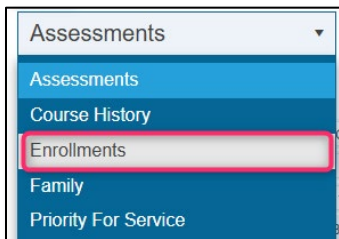
Snap reports are helpful in tracking whether a child has a new enrollment for the current school year. Refer to the [Pulling Child Lists in MIS2000](#) section starting on page 139 for more information about Snap reports.

- **APPROVED COE RECERTS LIST:** Produces a list of migratory children who have approved COE Recertifications (COE Recerts) for the district based on the School Year provided. Displays each child along with the COE Recert(s) that has been approved for them for the specified school year.
- **ELIGIBLE CHILDREN WITHOUT AN ENROLLMENT LIST:** Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided.

Review Child Enrollment Records

Individual school enrollment can also be checked by searching for a child in the **STUDENTS** Subtab.

1. Navigate to the **HOME** menu in the [Alaska Migrant Education Program](#) (ak.msedd.com)
2. Navigate to the **STUDENTS** subtab.
3. Search for the desired child.
 - a. For instructions on how to search for a child, view the [Searching for Students](#) section starting on page 46.
4. In the **THREE-LINE HAMBURGER MENU** on the desired child's row, select **EDIT STUDENT**.
5. Once on the student's record, select **ENROLLMENTS** from the drop-down menu.



6. View the **SCHOOL YEAR** column and check for a school history line for the current school year. The current school year should show **ELIGIBLE** in the eligibility column, and an approval date should be listed.

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq	Edit	Delete
25/26	KODIAK SCHOOL DISTRICT			8/10/24	8/14/24	8/18/25		10			Eligible	10/13/25	474342	✎	✕
24/25	KODIAK SCHOOL DISTRICT			8/10/24	8/14/24	9/3/24	5/30/25	9			Eligible	11/18/24	435062	✎	✕
23/24	KODIAK SCHOOL DISTRICT			8/26/21	8/29/21	8/28/23	5/24/24	8			Eligible	1/4/24	388616	✎	✕
22/23	KODIAK SCHOOL DISTRICT			8/26/21	8/29/21	7/28/23	7/28/23	7			Eligible	7/28/23	366632	✎	✕

Recruiter & Records Manager COE Recert Shared Responsibilities

Transfer COE Recert Ownership to Another User

Occasionally, it may be desirable for ownership of a COE Recert to be transferred from one district user to another (e.g., recruiter creates a COE Recert, doesn't submit for review, and then Web System access expires). With certain limitations, DEED can reassign COE Recerts from one district user to another. If this need arises, contact DEED (refer to [DEED Title I-C Program Contacts](#) on page 186) to determine whether the COE Recert can be reassigned or if a new COE Recert needs to be created.

Print COE Recerts

Districts are not required to print COE Recerts. The addition of electronic **ELIGIBILITY DATA CERTIFICATION** has made printing COE Recerts unnecessary. However, the process is detailed below for districts that may have a local/internal desire to print COE Recerts.

1. Navigate to the **HOME** tab in the [Alaska Migrant Web System](#) (ak.msedd.com).
2. Navigate to the **COEs** subtab.
3. Search for the child, family, or most recently approved COE.
 - a. Ensure that the search criteria is set to **COEs WITH STATUS APPROVED**.
 - b. Ensure that the **ACTIVE ONLY** box is checked.
4. Click on the **THREE-LINE HAMBURGER MENU** (☰), located to the right of the data displayed.
5. Click on **VIEW COE**.

The screenshot shows the Alaska Migrant Web System interface. At the top, there are tabs for 'Home', 'COE Recerts', 'Resources', and 'Help'. Below the tabs is a search bar with the text 'crockett' entered. To the right of the search bar are filters for 'COEs with status Approved' and 'Active Only'. Below the search bar is a table with columns for 'students', 'COEs', and 'lists'. The table contains one row of data for 'AK0-24-...' and 'CROCKETT, ...'. To the right of the table is a hamburger menu icon. Below the table is a 'View COE' button, which is highlighted with a red box and a red circle. Other buttons in the bottom right corner include 'View student records', 'Export student list', and 'Add students to new list'.

6. Click on the **PRINT MOST RECENT RECERTIFICATION** button on the upper left-hand corner. This button will not appear if the COE has not yet been recertified.

The screenshot shows the Alaska Migrant Web System interface. At the top, there are tabs for 'Home', 'COE Recerts', 'Resources', and 'Help'. Below the tabs is a search bar. To the right of the search bar are buttons for 'View Log', 'Recertify', 'Print most recent recertification', and 'Download documents'. Below the buttons is a 'CERTIFICATE OF ELIGIBILITY' form. The form has fields for 'SCHOOL DISTRICT NAME', 'SCHOOL YEAR', 'COE ID #', and 'RESIDENCY DATE'. The 'SCHOOL YEAR' field is set to '24/25'. The 'COE ID #' field is set to 'AK0-24-...'. The 'RESIDENCY DATE' field is set to '06/07/24'.

Delete In Process (Not Yet Approved) COE Recerts

COE Recerts that have not yet been approved remain in the Web System until they are deleted by DEED or the user who owns them. Users are not required to delete COE Recerts; DEED deletes all unapproved COE Recerts at the conclusion of the recruiting period (June 30) each year.

A COE Recert can only be deleted by its owner; COE Recerts owned by other users or are approved cannot be deleted. Users must carefully review any COE Recert before deleting it, as deletions cannot be undone.

Examples of when a user may want to delete a COE Recert include: 1) the children listed on the COE Recert are not currently living in the recruiting district, attending school in the recruiting district, or otherwise being served by the district with Title I-C funds; 2) The children listed on the COE Recert were Title I-C eligible at the time the recruiter started to complete the COE Recert, but they have since EOE'd; and 3) a separate COE Recert has already been approved for the children for the current school year.

1. Click on the **COE RECERTS** tab.

2. Click on the **COE ID** that needs to be deleted. The **COE RECERTIFICATION** panel will open.

- **Note:** If the COE Recert is at the records manager's level and not yet owned by the records manager, the records manager must take ownership of the COE Recert.

3. Click on the **DELETE RECERTIFICATION** button located in the upper right-hand corner of the webpage..

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
Y	AKO-173936		MAT-SU ANOTHER DISTRICT: PUBLIC	8/5/24	9	6/1/27	Edit
Y	3470493994		BIG LAKE ELEMENTARY	8/5/24	3	6/1/27	Edit

4. Click on the **OK** button when the Web System prompts “Are you sure you want to delete this?”

Note: To remove only one child from a COE Recert, simply update the **RECERTIFY** field for a particular child, so that it displays **N** instead of **Y**.

Recertify	Student ID	Name	School Name	Enroll Date	GR	EOE Date	
Y	AKO-173936		MAT-SU ANOTHER DISTRICT: PUBLIC	8/5/24	9	6/1/27	Edit
Y	3470493994		BIG LAKE ELEMENTARY	8/5/24	3	6/1/27	Edit

Important Notes Regarding COE Recerts in MIS2000

This section provides important notes regarding the COE Recerts in MIS2000. Because COE Recerts recertify migratory children, it is critical that staff understand how to properly enter, review, and maintain this information. This section highlights key considerations, including system-generated errors and warnings, general notes that guide data entry, the different field types used on the COE Recert form, and practical tips organized by COE Recert section.

Errors and Warnings

Error messages and their descriptions are documented in the [COE Recert Errors, Submission Checks and Warnings](#) section starting on page 174.

COE Recerts Need Your Attention Notice

Upon logging into the Web System, if a user has COE Recerts that are incomplete, a blue alert reading **“There are COE Recertifications that need your attention”** will appear at the top of the Internet browser window. Refer to the [Flash Messages/Alerts](#) section on page 69 for more on the notification messages.

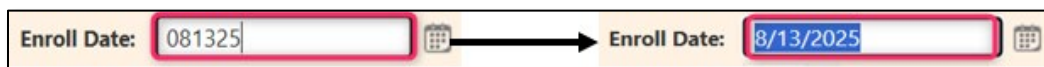
General

- **Do not enter dashes (-) into the Web System.**
- Users can tab through fields in the Web System, or they can click into each field.
- COE Recerts will require two steps of submission to be considered completed: first at the recruiter (creation) level with the **INTERVIEWER CERTIFICATION** checkbox selected, and second at the designated SEA reviewer or records manager level with the **DESIGNATED SEA REVIEWER CERTIFICATION** checkbox selected.
- Use the **CHECK FOR ERRORS** button to ensure the COE Recert is as complete and as correct as possible. Each time the **CHECK FOR ERRORS** button is clicked, the certification checkboxes will un-select and will need to be re-selected prior to clicking the **SUBMIT** button.

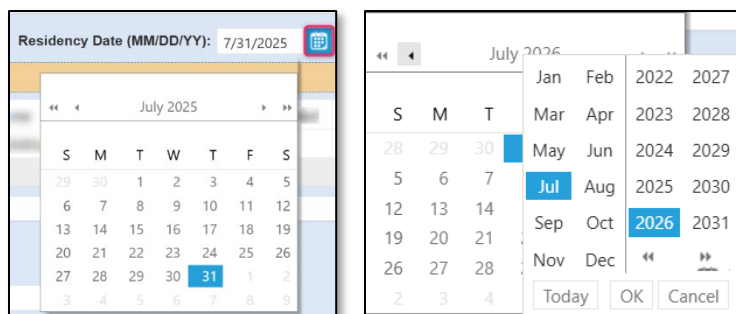
Field Types

Date Fields

- Date fields will automatically format to MM/DD/YYYY format after the date has been entered.
 - Dates can be entered with or without dashes or slashes.



- Dates can be selected by clicking on the calendar icon next to any date field. Use the arrows shown below to change months. The double arrows make the calendar move forward/backward three months. The single arrows make the calendar move forward/backward one month. The user can also easily change the month or year by clicking on the month or year at the top of the calendar and selecting the month or year of their choice.



Drop-Down Lists

- The **CHILD DATA** edit panel in the COE Recert has several fields that consist of drop-down lists. Users can tab or click into these fields and start typing to bring up predictive drop-down lists. Users can also click on the down-turned arrows to see the entire drop-down list.
 - Fields that have Drop-Down Lists: **RECERTIFY (Y/N)**, **SCHOOL NAME**, and **GRADE**.

Tips by COE Recert Section

Child Data Section

- Prior to submitting the COE Recert to the next level, carefully review the **RECERTIFY** column for all children on the COE Recert to be sure that all children that should be recertified have a **Y** in the column and all children that should not be recertified have an **N** in the recertify column.
 - It is acceptable for children to be left with **RECERTIFY = N**.
 - Children who should not be recertified on a COE Recert include, but are not limited to:
 - graduates,
 - children who have aged out of the program,
 - children who no longer reside in Alaska,
 - deceased, and
 - children who have made a new qualifying move.
- Review enrollment information for each child being recertified to be sure the school name, grade and enroll date entered that pertain to the current school year.

Comments Section

- The **COMMENTS** box can be expanded for the user's convenience by clicking and dragging the shaded, lower right-hand corner.

COMMENTS
Must include 2bi, 3a, 3b, 4, 5a, and 5b of the Qualifying Moves & Work Section, if applicable. Must include the Interviewee Signature Section, if applicable.

Eligibility Data Certification Section

- The COE Recert has checkboxes for two levels of review in lieu of collecting signatures.
- The records manager can provide certification for both the interviewer and designated SEA reviewer. However, districts are still encouraged to have two separate individuals provide these certifications to help ensure data quality.
- If the **CHECK FOR ERRORS** button is clicked, **CERTIFICATION CHECKBOXES** will remove the checkbox and need to be re-clicked prior to submitting the COE Recert to the next level in the Alaska Migrant Web System.

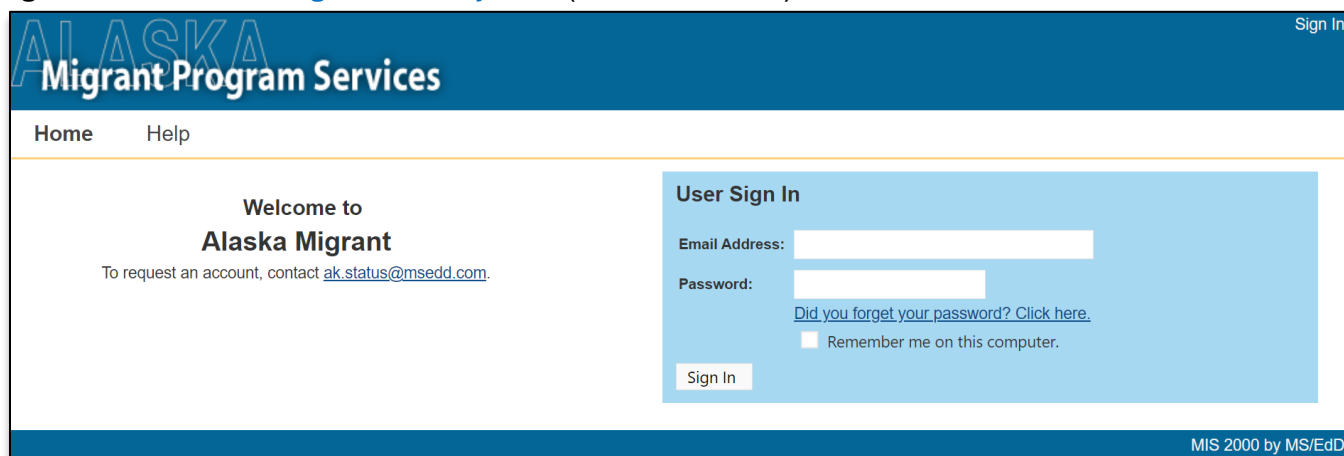
Transmitting Data & Reports in MIS2000

All districts operating a Title I-C program utilize the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com) to securely send and receive student data. The Web System helps to facilitate required data reporting. DEED uploads all Title I-C reports to the Web System for records managers to download and complete. After reports are completed, records managers upload the completed reports back to the Web System for DEED. **Recruiters do not have access to this feature.**

Receive Data and Reports from DEED

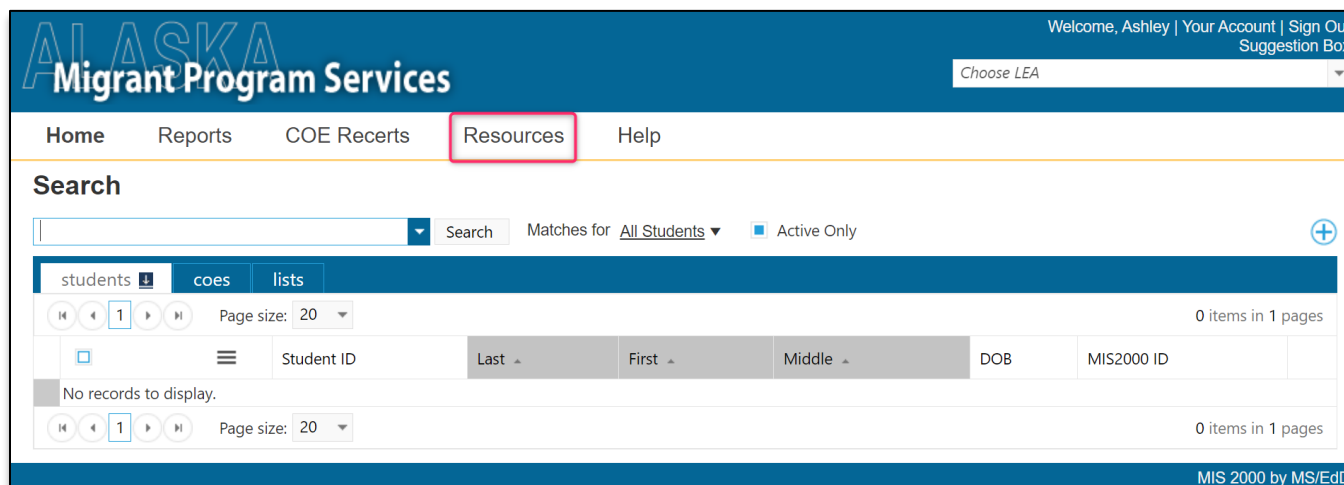
DEED will notify districts when a file has been uploaded to [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com) and is ready for the records manager to download. Examples of reports include Course History, Mass Withdrawal, and Priority for Services K-2.

1. Sign in to the [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).



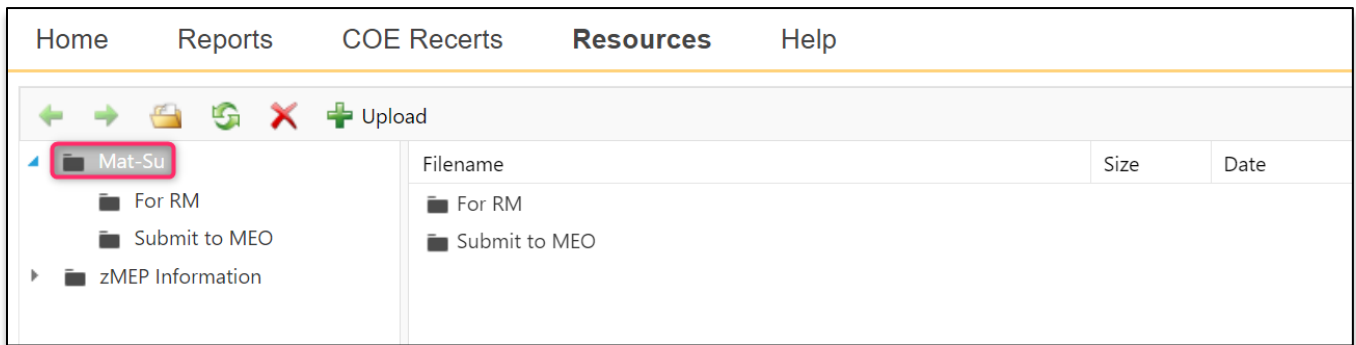
The screenshot shows the login page for the Alaska Migrant Program Services. The header includes the Alaska logo and the text "Migrant Program Services" with a "Sign In" link. Below the header, there are links for "Home" and "Help". The main content area is divided into two sections. On the left, a "Welcome to Alaska Migrant" message states: "To request an account, contact ak.status@msedd.com." On the right, there is a "User Sign In" box with fields for "Email Address:" and "Password:". Below the password field, there is a link: "Did you forget your password? Click here." and a checkbox labeled "Remember me on this computer." A "Sign In" button is located at the bottom of the sign-in box. The footer of the page reads "MIS 2000 by MS/EdD".

2. Click on the **RESOURCES** tab.

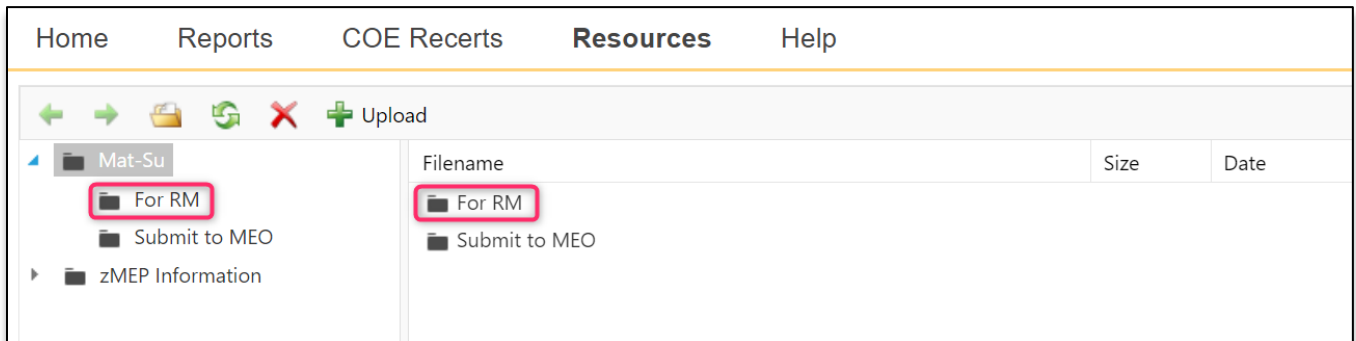


The screenshot shows the "Resources" tab selected in the Alaska Migrant Program Services interface. The header includes the Alaska logo and the text "Migrant Program Services". In the top right corner, there is a user greeting: "Welcome, Ashley | Your Account | Sign Out" and a "Suggestion Box" link. Below the header, there are links for "Home", "Reports", "COE Recerts", "Resources" (highlighted with a red box), and "Help". A "Choose LEA" dropdown menu is also present. The main content area is titled "Search" and includes a search bar with a dropdown arrow, a "Search" button, and filters for "Matches for All Students" and "Active Only". Below the search bar, there are tabs for "students", "coes", and "lists". The "students" tab is selected. Below the tabs, there are pagination controls showing "Page size: 20" and "0 items in 1 pages". A table with columns for "Student ID", "Last", "First", "Middle", "DOB", and "MIS2000 ID" is displayed. The table is empty, and a message "No records to display." is shown. The footer of the page reads "MIS 2000 by MS/EdD".

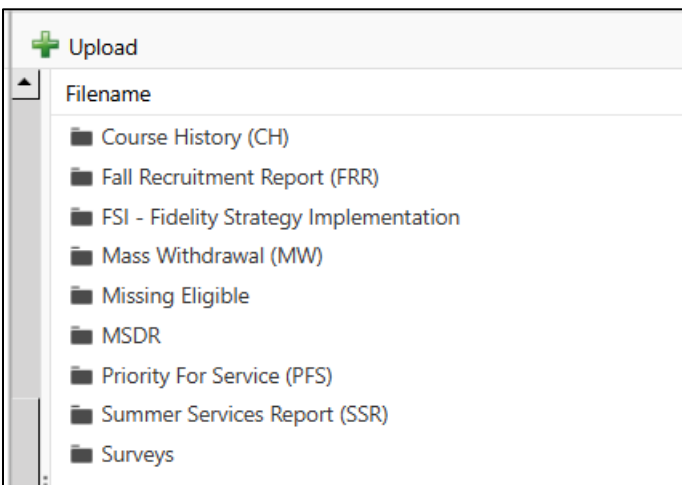
3. Click on the **DISTRICT NAME** folder.



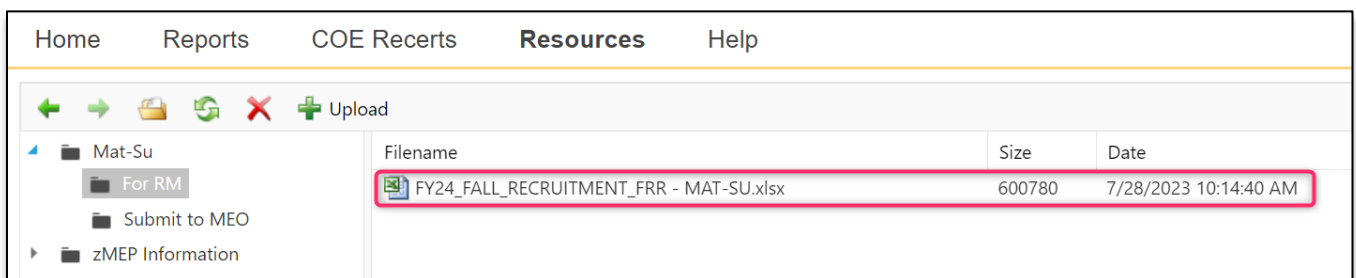
4. Any **FILE** DEED sends that has student data in it will be in the folder called **FOR RM**.



5. Click on the desired subfolder to open. There are folders for the following types of data: Course History (CH), Fall Recruitment Report (FRR), Fidelity Strategy Implementation (FSI) Tool, Mass Withdrawal (MW), Missing Eligible, MSDR, Priority for Service (PFS), Summer Services Report (SSR), and Surveys.



6. Double click on the desired **FILE** to download.



7. Once the **FILE** downloads, click on the downloaded document and save it to a secure location on the district authorized computer. Do not save Title I-C data files to a personal computer.

Send Data and Reports to DEED

Direction on how to send DEED documents that include personally identifiable information (PII) or Title I-C data, such as Course History, Mass Withdrawal reports, etc.

1. Sign in to the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).

The screenshot shows the login page for the Alaska Migrant Program Services. The header includes the Alaska logo and the text "Migrant Program Services" with a "Sign In" link. Below the header, there are links for "Home" and "Help". The main content area has a "Welcome to Alaska Migrant" message and a link to request an account. On the right, there is a "User Sign In" box with fields for "Email Address" and "Password", a "Sign In" button, and a link for "Did you forget your password? Click here." There is also a checkbox for "Remember me on this computer." The footer indicates "MIS 2000 by MS/EdD".

2. Go to **RESOURCES** tab.

The screenshot shows the "Resources" tab selected in the navigation menu. The header includes the Alaska logo and the text "Migrant Program Services" with a "Welcome, Ashley | Your Account | Sign Out" link. Below the header, there are links for "Home", "Reports", "COE Recerts", "Resources" (highlighted with a red box), and "Help". The main content area has a "Search" section with a search bar and a "Search" button. Below the search bar, there are tabs for "students", "coes", and "lists". The "students" tab is selected, showing a table with columns for "Student ID", "Last", "First", "Middle", "DOB", and "MIS2000 ID". The table is empty, displaying "No records to display." The footer indicates "MIS 2000 by MS/EdD".

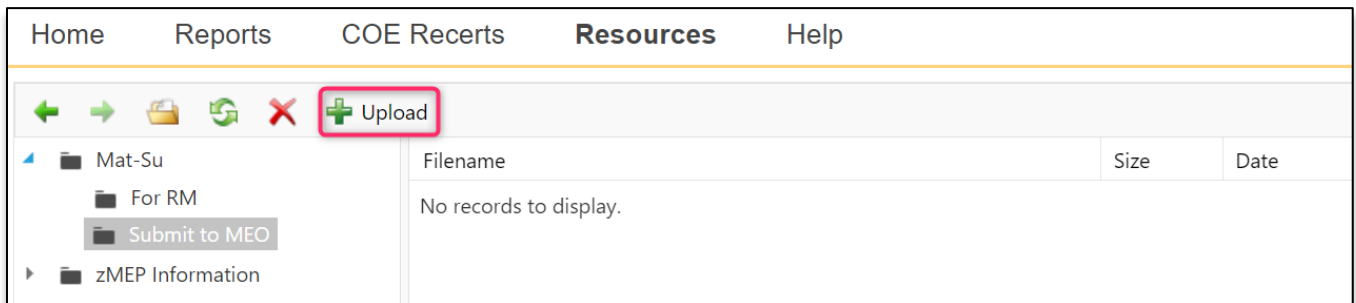
3. Click on the **DISTRICT NAME** folder.

The screenshot shows the "Resources" tab selected in the navigation menu. The header includes the Alaska logo and the text "Migrant Program Services" with a "Welcome, Ashley | Your Account | Sign Out" link. Below the header, there are links for "Home", "Reports", "COE Recerts", "Resources" (highlighted with a red box), and "Help". The main content area has a "Search" section with a search bar and a "Search" button. Below the search bar, there are tabs for "students", "coes", and "lists". The "students" tab is selected, showing a table with columns for "Student ID", "Last", "First", "Middle", "DOB", and "MIS2000 ID". The table is empty, displaying "No records to display." The footer indicates "MIS 2000 by MS/EdD".

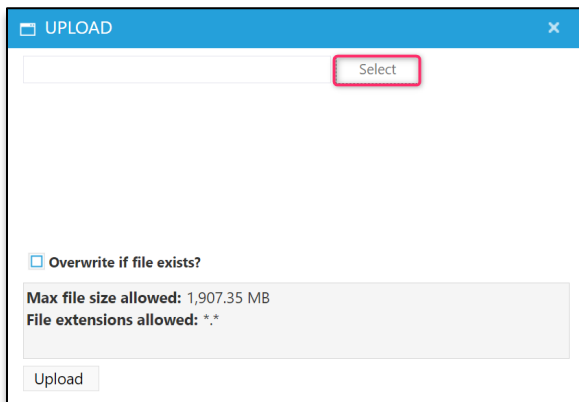
4. Click on the **SUBMIT TO MEO** folder in order to submit to DEED.



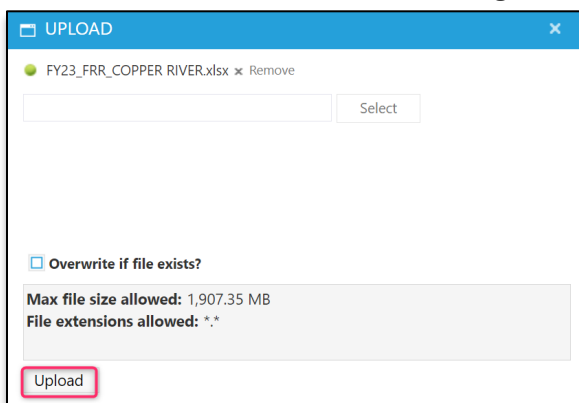
5. Click on **UPLOAD** or the **GREEN PLUS SIGN (+)** button.



6. Click on the **SELECT** tab and locate file to be uploaded to DEED. The file name should not include special characters (#, *, /, etc.) to avoid getting an error message.



7. Click the **UPLOAD** button, in the dialog box.



8. The desired file will appear in the **SUBMIT TO MEO** folder.
9. Send an email to the DEED alerting them that a file has been uploaded and is ready for review.

Pulling Child Lists in MIS2000

MIS2000 has several built-in reports, called **SNAP REPORTS (LISTS)**, that records managers can pull, as needed. This section includes descriptions of each Snap report and how to pull them from the Web System. **Recruiters do not have access to this feature.**

The screenshot shows the MIS2000 Reports interface. At the top, there are navigation tabs: Home, **Reports**, COE Recerts, Resources, and Help. The main content area is a light blue box with three numbered steps:

- 1** Select Report Type: A dropdown menu with the text "-- Select a report --".
- 2** Pick a field: A large empty text box. To its right, under "then a comparison," are radio buttons for:
 - =
 - <= (less than)
 - >= (greater than)
 - <> (not equal)
 - is null
 - is not null
 - between
 To the right of these, under "then your values...", are two empty text boxes, an "Add Filter" button, and a "Remove Filter" button. Below the "Pick a field" box is another empty text box. At the bottom right of this section are "Start Date" and "End Date" fields, each with a calendar icon.
- 3** Run Report: A button labeled "Run Report".

Snap Reports Available to Districts

From the **REPORTS** tab, the records manager can access the following Snap reports.

Snap Report Name	Brief Description	Snap Report Purposes	How to Pull
Approved COE Recerts List	Produces a list of migratory children who have approved COE Recertifications (COE Recerts) for the district based on the School Year provided. The list displays each child along with the COE Recert(s) that has been approved for them for the specified school year.	- Track COE Recert approvals. - Prevent COE Recert duplication. - Data quality control reviews. - Tool for Fall Recruitment Report (FRR) completion.	Pg. 143
Approved COEs List	Produces a list of approved Certificates of Eligibility (COEs) for the district based on the School Year provided. The list includes the children on each COE and the date their COE was approved.	- Track COE approvals. - Prevent COE duplication. - Track when Title I-C services may begin. - Data quality control reviews. - Tool for Fall Recruitment Report (FRR) completion.	Pg. 144

Snap Report Name	Brief Description	Snap Report Purposes	How to Pull
Certified & Recertified Migratory Children List	Produces a list of migratory children who have been certified, or recertified, on a new COE or COE recert based on the Start Date provided. This list excludes children who do not have an approved COE or COE Recert as of the Start Date provided, have graduated, moved, or are deceased.	- Track COE and COE Recert approvals. - Track recruitment efforts. - Track which children have or have not been recruited. - Track when Title I-C services may begin.	Pg. 144
Children Near End of Eligibility List	Produces a list of migratory children whose eligibility will end within 6 months of the date the report was pulled. This list includes children who are close to aging out or are approaching the end of their three-year eligibility period. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased as of the date the report was pulled.	- Recruitment tool. - Track upcoming End of Eligibility (EOE) dates. - Prevent providing Title I-C services beyond EOE date.	Pg. 145
Eligible Children Without an Enrollment List	Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased.	- Recruitment tool. - Track eligible children who have not been recruited.	Pg. 145
In Process COEs List	Produces a list of COEs that have been entered into MIS2000 but have not yet been approved by DEED (i.e., in process, incomplete status, new status, rejected status).	- Recruitment tool. - Track COEs throughout the approval process. - Tool for Fall Recruitment Report (FRR) completion.	Pg. 146
Migrant Lunch List	Produces a list of all children with Qualifying Arrival Dates (QADs) within 36 months of the Start Date provided, regardless of whether they have been certified or recertified on a new COE or COE Recert for the current school year. The list may include children who have moved, graduated, aged out, or are deceased.	- Track all children who have previously been recruited by the district and have Qualifying Arrival Dates within the past three years. - Ensure migratory children receive free meal benefits (provide list to district's Child Nutrition Program).	Pg. 147

Snap Report Name	Brief Description	Snap Report Purposes	How to Pull
MIS2000 School Names List	Produces a list of current schools in the district. Includes both the district's public-school names and the MIS2000 school names used when children are not enrolled in a district-operated public school.	Track all MIS2000 school names available to the district for COE and COE Recert completion.	Pg. 148
PDFs of Approved COEs	Produces PDF copies of all active/eligible COEs in the district based on the Start Date provided.	- Recruitment tool. - View previously approved COEs.	Pg. 148
Priority for Services (PFS) Children List	Produces a list of migratory children who have been identified as Priority for Services (PFS) based on the School Year provided.	- Track PFS students. - Ensure PFS children are prioritized for Title I-C funded services.	Pg. 149
Recently EOE'd Children List	Produces a list of children whose migratory eligibility ended within 12 months of the date the report was pulled. The list excludes children who have aged out, graduated from high school, or are deceased.	- Recruitment tool. - Track children who are no longer eligible but may be eligible again. - Prevent providing Title I-C services beyond EOE date.	Pg. 149

Refer to the [Pulling Reports in the Web System](#) section starting on page 142 for general instruction on how to pull Snap reports from MIS2000. For detailed instructions on how to pull each of the Snap reports listed above, refer to the [Snap Report Details](#) section starting on page 143.

Pulling Reports in the Web System

Records managers have access to a **REPORTS** tab in the [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com). Recruiters do not have access to this tab. For instructions on how to pull each of the Snap Reports, refer to the [Snap Report Details](#) section starting on page 143.

To run a Snap report in the Web System, refer to the instructions below:

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](https://ak.msedd.com) (ak.msedd.com).

The screenshot shows the 'Reports' tab selected in the navigation bar. A red circle with the number '1' points to the 'Reports' tab. Another red circle with the number '2' points to the 'Pick a field' dropdown menu. The interface includes a 'Select Report Type' dropdown, a 'then a comparison' section with radio buttons for various operators, and a 'then your values...' section with input fields and 'Add Filter' and 'Remove Filter' buttons.

2. Use the drop-down list in **NUMBER 1** to select the desired report.
3. In **NUMBER 2** click on filters required for each report and complete the comparison.
 - **DISTRICT DISPLAY CODE** is always a required field. Refer to the [District Display Codes](#) section on page 150 for the district's display code.
4. Under **THEN A COMPARISON**, select the **= (EQUAL SIGN)** button.
5. Under the **THEN YOUR VALUES...** enter the required **DISTRICT DISPLAY CODE** (use all capital letters).
6. Click on the **ADD FILTER** button. When the filter has been successfully added to the report, a line will appear in the box beside the **DATE RANGE** fields.
7. Enter **DATE RANGE**, if applicable.
8. Under **NUMBER 3** click **RUN REPORT** button.

This detailed screenshot shows the report configuration interface with numbered callouts: 1. 'Select Report Type' dropdown set to '12 Monthly Eligible_UPDATED'. 2. 'Pick a field' dropdown showing 'District.DISPLAYCODE'. 3. 'then a comparison' section with the '=' operator selected. 4. 'then your values...' section with 'AKAKAK' entered. 5. 'Add Filter' button. 6. 'Run Report' button. 7. 'Start Date' and 'End Date' fields with a date range of 8/1/2023. 8. A summary box showing 'District.DISPLAYCODE = AKAKAK'.

9. Once the report has run, the report can be saved in either CSV or PDF format.

- The CSV format allows the user to open and manipulate the report in Excel. Additionally, the CSV version often has additional columns of data than what is displayed on the PDF version.

If the report produces no results, users will see the message, “The report produced no results” at the top of the **REPORTS** tab screen.

- **Note:** This message also appears when filters are applied incorrectly. If users receive this message unexpectedly, please double check the use of any filters and try again. If reports are not pulling correctly, please contact [DEED](#) (page 186).

Snap Report Details

Refer to the [Pulling Reports in the Web System](#) section starting on page 142 for general instructions on how to pull Snap reports from MIS2000.

Approved COE Recerts List

Produces a list of migratory children who have approved COE Recertifications (COE Recerts) for the district based on the School Year provided. The list displays each child along with the COE Recert(s) that has been approved for them for the specified school year.

Children certified via only a COE will not appear on this list. To view children certified on a COE refer to the [Approved COEs List](#) Snap report on page 144.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](#) (ak.msedd.com).
2. Choose report **APPROVED COE RECERTS LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON** and enter the District **DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district’s display code.
4. Click **ADD FILTER**.
5. Click **!SCHOOLYEAR** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and enter the current school year (e.g., 26/27) in the **VALUES** box.
6. Click **ADD FILTER**.
7. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

School Year; SH Type; MIS2000 ID; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Age; IEP; EOE Date; PFS; District Name; Facility Name; Priv or Oth Dist Comment; Grade; Enroll Date; Withdraw Date; Term Type; Term Date; COE ID; COS; Approved Date; SH Seq.

Approved COEs List

Produces a list of approved Certificates of Eligibility (COEs) for the district based on the School Year provided. The list **includes** the children on each COE and the date their COE was approved.

Children recertified via only a COE Recert will not appear on this list. To view children recertified on COE Recerts refer to the [Approved COE Recerts List](#) Snap report on page 143.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](#) (ak.msedd.com).
2. Choose report **APPROVED COEs LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON** and enter the **DISTRICT DISPLAY CODE** in the Values box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district's display code.
4. Click **ADD FILTER**.
5. Optional: To have the report only include results based on the COE approval date, click on **SCHOOL HISTORY.APPROVEDDATE** under **PICK A FIELD**, check the **>= (GREATER THAN OR EQUAL TO SIGN)** in the **COMPARISON**, and enter the desired start date (MM/DD/YYYY) in the **VALUES** box. Click **ADD FILTER**.
6. Click on **COE.SCHOOLYEAR** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and enter the current school year (e.g., 26/27) in the **VALUES** box.
7. Click **ADD FILTER**.
8. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

District Code; District Name; COE ID; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Enroll Date; Grade; QA Date; QA3 Date; Facility Name; Facility ID; Non-Public/Another District(Y); School Year; SH Seq; Coe Status (A); Eligible Code (E); Type (R); Approved Date; Student Seq; AK State ID; MIS2000 ID.

Certified & Recertified Migratory Children List

Produces a list of migratory children who have been certified, or recertified, on a new COE or COE recert based on the Start Date provided. This list **excludes** children who do not have an approved COE or COE Recert as of the Start Date provided, have graduated, moved, or are deceased.

To view children recertified only on COE Recerts refer to the [Approved COE Recerts List](#) Snap report on page 143. To view children certified only on COEs refer to the [Approved COEs List](#) Snap report on page 144.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](#) (ak.msedd.com).
2. Choose report **CERTIFIED & RECERTIFIED MIGRATORY CHILDREN LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district's display code. code.
4. Click **ADD FILTER**.
5. Enter the date 08/01/YY (current school year) in the **START DATE** box.
6. Do not enter an **END DATE**.
7. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

District Name; District Code; Facility Name; Facility ID; Student ID; AK State ID; MIS2000 ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Grade; Enroll Date; Term Type; Eligible Code; Res Date;

Funding Date; Approved Date; School Year Move; COE ID; Qa3 Date; QA Date; Current Address; Current City; State; Zip; Mailing Address; Mailing City; State; Zip; Email; Phone; Priority for Service; SH Seq.

Children Near End of Eligibility List

Produces a list of migratory children whose eligibility will end within 6 months of the date the report was pulled. This list **includes** children who are close to aging out or are approaching the end of their three-year eligibility period. The list **excludes** children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased as of the date the report was pulled.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **CHILDREN NEAR END OF ELIGIBILITY LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district's display code. code.
4. Click **ADD FILTER**.
5. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

MIS2000 ID; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Age; IEP; EOE Date; COE ID; School_Year; District Name; Facility Name; Priv_Or_Oth_Dist_Comment; Grade; Enroll Date; Withdraw Date; Term Type; Term Date; Grad_HSE_Ind; Grad_HSE_Date; Parent Guardian 1; Phone 1; Email 1; Parent Guardian 2; Phone 2; Email 2; SH Seq.

Eligible Children Without an Enrollment List

Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided. The list **excludes** children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **ELIGIBLE CHILDREN WITHOUT AN ENROLLMENT LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district's display code. code.
4. Click **ADD FILTER**.
5. Click on **!SCHOOLYEAR** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and enter the current school year (e.g., 26/27) in the **VALUES** box.
6. Click **ADD FILTER**.
7. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

MIS2000 ID; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Age; IEP; EOE Date; COE ID; School_Year; District Code; District Name; Facility Name; Priv_or_Oth_Dist_Comment; Grade; Enroll Date; Withdraw Date; Term Type; Term Date; Grad_HSE_Ind; Grad_HSE_Date; Parent Guardian 1; Phone 1; Email 1; Parent Guardian 2; Phone 2; Email 2; SH Seq.

In Process COEs List

Produces a list of COEs that have been entered into MIS2000 but have not yet been approved by DEED (i.e., in process, incomplete status, new status, rejected status).

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **IN PROCESS COEs LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON** and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes](#) section on page 150 for the district's display code.
4. Click **ADD FILTER**.
5. Optional: To have the report only include COEs in a specific status, click on **COE.APPROVALSTATUS** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and enter the desired code (I, N, V, or C) in the **VALUES** box. Click **ADD FILTER**.
 - Note: This report has other filter options that are not commonly used; however, the district could try different filters to get desired results.
6. Click on **COE.SCHOOLYEAR** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and enter the current school year (e.g., 26/27) in the **VALUES** box.
7. Click **ADD FILTER**.
8. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

District Name; COE ID; Approval Status; Owner User Id; District Code; Coe Seq; StudentLastFirstMiddle; Student ID; School Year; Student Seq; Birth Date; District Code 1; Gen Date; Owner, AK State ID, MIS2000 ID.

COE Approval Status Code Explanation

- **I** – Incomplete: COE is at the recruiter level; recruiter created COE and it needs to be submitted to records manager for review
- **N** – New: COE is at the records manager level; records manager needs to either approve children onto the COE or fix missing or incorrect information; COE needs to be submitted to the DEED Title I-C Team for review
- **V** – Reviewed: COE is at the DEED level; DEED Title I-C Team needs to review COE for final eligibility determination
- **C** – Canceled: COE has been determined to not be eligible and was canceled

Migrant Lunch List

Produces a list of all children with Qualifying Arrival Dates (QADs) within 36 months of the Start Date provided, regardless of whether they have been certified or recertified on a new COE or COE Recert for the current school year. The list **may include** children who have moved, graduated, aged out, or are deceased.

Free Meal Benefits Eligibility

EOE Date	Guidance	Example
EOE on or Before July 1st	The district must contact the families of all migratory children whose eligibility ended before July 1st of the current school year. Starting on the first day of school, these students have a 30-day carryover period for continued free meal benefits. After the 30-day period, they are no longer eligible for the free meal benefits unless they are recruited by their district before the end of the 30 days and a new COE is determined eligible by DEED.	The student meets the end of their eligibility on May 15, 2026. Because the student EOE'd on or before July 1, 2026, starting on the first day of school the student has a 30-day carryover period for continued meal benefits. Note: This applies to USDA meal benefits only.
EOE After July 1st	If a migratory child's eligibility ended after July 1st of the current school year, the migratory child is categorically eligible for free meal benefits until the end of the school year. The families of these students must still be contacted by the district to update eligibility status.	The student meets the end of their eligibility on July 20, 2026. Because the student EOE'd after July 1, 2026 the student is eligible for free meal benefits until the end of the school year. Note: This applies to USDA meal benefits only.
Not EOE'd	If the migratory child still has eligibility (regardless of whether they were recertified), they are categorically eligible for free meal benefits.	Because the student has not EOE'd, the student is eligible for free meal benefits.

If the district does not recertify all eligible children by November 15 each year, they will not be in the district count, and the district will not receive funding for them. However, they are still eligible for, and entitled to receive, Title I-C supplemental program services and free meal benefits.

The DEED Title I-C team provides the DEED Child Nutrition Program with monthly, statewide, migrant lunch lists. These lists are imported into the statewide Child Nutrition Program database, Primero Edge. It is recommended that district Title I-C program staff work with their local child nutrition teams to find students who are migratory eligible but have not been recruited by the district. This will assist districts in identifying and recruiting migratory children that are attending school in their district but have migratory eligibility from other districts.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **MIGRANT LUNCH LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes \(Used for Pulling Snap Reports\)](#) section on page 150 for the district's display code.

4. Click **ADD FILTER**.
5. Click in the **START DATE** field enter date 07/02/YYYY (current school year)
6. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

District Code; District Name; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; Age; IEP; Facility Name; Grade; QA3 Date; Term Type; Term Date; Grad_HSE_Ind; Grad_HSE_Date; COE ID; Current Father; Phone; Email; Current Mother; Phone 2; Email 2; Facility ID; QA Date; Student SEQ; StudentLastFirstMiddle; DOMID; DBID; SH Seq; AK State ID; MIS2000 ID.

MIS2000 School Names List

Produces a list of current schools in the district. **Includes** both the district's public-school names and the MIS2000 school names used when children are not enrolled in a district-operated public school.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **MIS2000 SCHOOL NAMES LIST**.
3. For a list of the district's schools only:
 - a. Click **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - o Refer to the [District Display Codes \(Used for Pulling Snap Reports\)](#) section on page 150 for the district's display code. code.
 - b. Click **ADD FILTER**.
 - c. Click **RUN REPORT**.
4. For a list of all schools in the State of Alaska:
 - a. Do not enter a **DISTRICT.DISPLAYCODE** filter.
 - b. Click **RUN REPORT**.

Fields Included in this Snap Report

Facility Name; Facility ID; Facility Number; NCES Code; District Code; District Name; and Display Code.

PDFs of Approved COEs

Produces PDF copies of all active/eligible COEs in the district based on the Start Date provided.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **PDFs of APPROVED COEs**.
3. Click **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON**, and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes \(Used for Pulling Snap Reports\)](#) section on page 150 for the district's display code. code.
4. Click **ADD FILTER**.
5. Click in the **START DATE** field enter date 08/01/YYYY (current school year).
6. Click **RUN REPORT**.

Fields Included in this Snap Report

This report includes all fields on the last approved district COE but leaves signature fields blank.

Priority for Services (PFS) Children List

Produces a list of migratory children who have been identified as Priority for Services (PFS) based on the School Year provided.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **PRIORITY FOR SERVICE (PFS) CHILDREN LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON** and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes \(Used for Pulling Snap Reports\)](#) section on page 150 for the district's display code.
4. Click **ADD FILTER**.
5. Click on **!SCHOOLYEAR** under **PICK A FIELD**, check the **=** in the **COMPARISON**, and the current school year (e.g., 26/27) in the **VALUES** box.
6. Click **Add Filter**.
7. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

Student Seq; Student ID; Last Name; Last Name 2; First Name; Middle Name; School Year; Pfs Start Date; Pfs End Date; AK State ID; MIS2000 ID.

Recently EOE'd Children List

Produces a list of children whose migratory eligibility ended within 12 months of the date the report was pulled. The list **excludes** children who have aged out, graduated from high school, or are deceased.

How to Pull this Snap Report

1. Navigate to the **REPORTS** tab of [Alaska Migrant Web System](http://ak.msedd.com) (ak.msedd.com).
2. Choose report **RECENTLY EOE'D CHILDREN LIST**.
3. Click on **DISTRICT.DISPLAYCODE** under **PICK A FIELD**, check the **= (EQUAL SIGN)** in the **COMPARISON** and enter the **DISTRICT DISPLAY CODE** in the **VALUES** box (e.g., AKDEED).
 - Refer to the [District Display Codes \(Used for Pulling Snap Reports\)](#) section on page 150 for the district's display code.
4. Click **ADD FILTER**.
5. Click **RUN REPORT**. Save this report in Excel.

Fields Included in this Snap Report

MIS2000 ID; Student ID; Last Name; Last Name 2; First Name; Middle Name; Birth Date; AGE; IEP; EOE Date; COE ID; School_Year; District Name; Facility Name; Priv_Or_Oth_Dist_Comment; Grade; Enroll Date; Withdraw Date; Term Type; Term Date; Grad_HSE_Ind; Grad_HSE_Date; Parent Guardian 1; Phone 1; Email 1; Parent Guardian 2; Phone 2; Email 2; and SH Seq.

District Display Codes (Used for Pulling Snap Reports)

Use the **District DISPLAYCODE** filter in all Snap Reports. Remember to use ALL CAPS

District Name	District Display Code
Alaska Gateway	AKJVML
Aleutians East	AKSKCY
Anchorage	AKQMKN
Bering Strait	AKSSKW
Bristol Bay	AKGQVG
Copper River	AKQQXW
Cordova	AKPGGN
Craig	AKKQXT
Delta/Greely	AKVWPZ
Dillingham	AKPQXP
Fairbanks	AKNLSS
Galena	AKQWPH
Haines	AKJTHT
Hydaburg	AKDMXG
Kake	AKJQYT
Kashunamiut	AKRRQP
Kenai	AKLTVD
Klawock	AKJXHP
Kodiak	AKPGLF
Kuspuk	AKPCKJ
Lake & Peninsula	AKRXZF
Lower Kuskokwim	AKMQZG
Lower Yukon	AKNTRH
Mat-Su	AKHTBJ
Mt. Edgecumbe	AKGZGL
Nenana	AKLWRH
Nome	AKNTWB
Northwest Arctic	AKNCRT
Petersburg	AKPQDY
Saint Mary's	AKJCHF
Sitka	AKMTYD
Southeast Island	AKQXBK
Southwest Region	AKMKKM
Valdez	AKQZCH
Wrangell	AKKTZF
Yakutat	AKRLTS
Yukon/Koyukuk	AKJCLH
Yupiit	AKVRQX

Viewing Child Records in MIS2000

Within the Alaska Migrant Web System (MIS2000), users with records manager or Title I-C coordinator roles can view migratory children's records (e.g., enrollments, course history, assessments, PFS status, services) by either viewing the data within the browser or generating a PDF. **Recruiters do not have access to this feature.**

View Migratory Child Record on Edit Student Page

Users with records manager or district coordinator roles will have view-only access to the **EDIT STUDENT** area of MIS2000 for each child recruited into their program. Like the **STUDENT VIEW** area in the old MIS2000 desktop application, users will be able to view the following information for each student: **ASSESSMENTS, COURSE HISTORY, ENROLLMENTS, FAMILY, PRIORITY FOR SERVICES, and SERVICES.**

Users will only have access to view information attached to the enrollment records for a child pertaining to the user's district. If a child has enrollments from other school districts, the user will not have access to view another district's enrollment records. If any child information in MIS2000 needs to be updated or corrected, DEED via email to request changes. Refer to the [DEED Title I-C Program Contacts](#) section on page 186.

To view the **EDIT STUDENT** area, follow the directions below:

1. Navigate to the **STUDENTS** subtab in the Web System and search for the desired child.
 - For instruction on how to search for a child, view the [Searching for Students](#) section starting on page 46.
2. Once the student has been found, select **EDIT STUDENT** from the **THREE-LINE HAMBURGER (≡) MENU** on the child's line.

The screenshot shows the MIS2000 Search interface. At the top, there is a search bar and filters for 'Matches for My Schools', 'School Year 24/25', 'Type', and checkboxes for 'Enrolled' and 'Active Only'. Below the search bar, there are tabs for 'students', 'coes', and 'lists'. The 'students' tab is selected. Below the tabs, there is a table with columns: Student ID, Last, First, Middle, DOB, and MIS2000 ID. The table contains three rows of student data. A red box labeled '1' highlights the hamburger menu icon on the first student record. A red box labeled '2' highlights the 'Edit student' option in the dropdown menu.

Student ID	Last	First	Middle	DOB	MIS2000 ID
9999090834	Adams	Hannah	Sue	8/5/03	
0444244087	CUNNINGHAM	SIMON	JOHN DUKE	5/10/04	AKD63-72227
0191861100	CONSTANTINE	JOHANNA		3/3/05	

3. Once on the **EDIT STUDENT** page, users can change the data displayed using the drop-down menu in the top left corner of the page. Options include:
 - **ASSESSMENTS:** Displays the child's state summative assessment results, if applicable.
 - **COURSE HISTORY:** Displays the course history data for the child, if applicable.
 - **ENROLLMENTS:** Displays all migratory enrollments for the child.
 - **FAMILY:** Displays the child's family contact information.
 - **PRIORITY FOR SERVICE:** Displays the child's priority for service designations, if applicable.
 - **SERVICES:** Displays all Title I-C funded services the child has received.

Home Reports COE Recerts Resources Help Back to Search Results

Enrollments Enrollments: 8/7/2024 Student ID Search Save Changes

Hannah Sue Adams - 9999090834

Middle	Sue	Last	Adams	Last 2		Suffix	
Birthdate	8/5/2003	Age	21	Ver	1007	Race	Alaska Native
Alg 1		PFS	N	Grade	6	Student IDs	AK0-173865(AK ID)
MIS2000 ID		AK State ID	9999090834	Termination		Term Date	
School		Grad/HSE	Grad/HSE				
School History Updates		New Entry					

- At the top of each page is the child's demographic information.

Home Reports COE Recerts Resources Help Back to Search Results

Enrollments Enrollments: 8/7/2024 Student ID Search Save Changes

Hannah Sue Adams - 9999090834

First	Hannah	Middle	Sue	Last	Adams	Last 2		Suffix	
Sex	F	Birthdate	8/5/2003	Age	21	Ver	1007	Race	Alaska Native
Multiple Birth	N	Alg 1		PFS	N	Grade	6	Student IDs	AK0-173865(AK ID)
MSIX ID		MIS2000 ID		AK State ID	9999090834	Termination		Term Date	
Designated Graduation School	School	Grad/HSE	Grad/HSE						
School History Updates		New Entry							

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq
24/25	PELICAN SCHOOL DISTRICT	TEELAND MIDDLE SCHOOL	AK0-24-147474	7/25/24	8/5/24	8/7/24		6			Eligible	9/25/24	211214

MIS 2000 by MS/EdD

- If the child has any records related to the selected page, applicable records will be listed below the student demographic information on the **EDIT STUDENT** page.
- If the **ENROLLMENTS** page is selected from the drop-down menu, all enrollments for the child should appear listed at the bottom of the screen below the child demographic information at the top.

Home Reports COE Recerts Resources Help Back to Search Results

Enrollments Enrollments: 8/8/2023 Student ID Search Save Changes

SIMON JOHN DUKE CUNNINGHAM - 0444244087

First	SIMON	Middle	JOHN DUKE	Last	CUNNINGHAM	Last 2		Suffix	
Sex	M	Birthdate	5/10/2004	Age	21	Ver	1010	Race	Mixed Ethnicity
Multiple Birth	N	Alg 1		PFS	N	Grade	12	Student IDs	AKD63-72227(AK ID)
MSIX ID	256225795377	MIS2000 ID	AKD63-72227	AK State ID	0444244187	Termination		Term Date	
Designated Graduation School	School	Grad/HSE	Grad/HSE						
School History Updates		New Entry							

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq
23/24	PELICAN SCHOOL DISTRICT	PALMER HIGH SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/8/23		12			Eligible	8/9/23	208859
21/22	ALASKA GATEWAY SCHOOL DISTRICT	PALMER HIGH SCHOOL	AK0-21-143912	6/1/21	6/20/21	8/16/21		11			Eligible	8/5/21	204796

MIS 2000 by MS/EdD

- If the page selected does not have any applicable records for the child, the user will see a message that reads, “No records to display” at the bottom left of the page.

Home Reports COE Recerts Resources Help Back to Search Results

Services Enrollments: 8/8/2023 Student ID Search Save Changes

SIMON JOHN DUKE CUNNINGHAM - 0444244087

First	SIMON	Middle	JOHN DUKE	Last	CUNNINGHAM	Last 2		Suffix	
Sex	M	Birthdate	5/10/2004	Age	21	Ver	1010	Race	Mixed Ethnicity
Multiple Birth	N	Alg 1		PFS	N	Grade	12	Student IDs	AKD63-72227(AK ID)
MSIX ID	256225795377	MIS2000 ID	AKD63-72227	AK State ID	0444244187	Termination		Term Date	
Designated Graduation School	School			Grad/HSE	Grad/HSE				
School History Updates				New Entry					

☐ Show all

Year	Enrolled	Withdrawn	Gr	School	SP Code	Program	Start Date	End Date	SHSeq
No records to display.									

- At the top center of each page is a single enrollment dropdown. If the child has more than one enrollment in their history, the user can utilize the dropdown to view information connected to a particular enrollment applicable to the page.

Home Reports COE Recerts Resources Help Back to Search Results

Enrollments Enrollments: 8/8/2023 Student ID Search Save Changes

SIMON JOHN DUKE CUNNINGHAM - 0444244087

First	SIMON	Middle	JOHN DUKE	Last	CUNNINGHAM	Last 2		Suffix	
Sex	M	Birthdate	5/10/2004	Age	21	Ver	1010	Race	Mixed Ethnicity
Multiple Birth	N	Alg 1		PFS	N	Grade	12	Student IDs	AKD63-72227(AK ID)
MSIX ID	256225795377	MIS2000 ID	AKD63-72227	AK State ID	0444244187	Termination		Term Date	
Designated Graduation School	School			Grad/HSE	Grad/HSE				
School History Updates				New Entry					

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq
23/24	PELICAN SCHOOL DISTRICT	PALMER HIGH SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/8/23		12			Eligible	8/9/23	208859
21/22	ALASKA GATEWAY SCHOOL DISTRICT	PALMER HIGH SCHOOL	AK0-21-143912	6/1/21	6/20/21	8/16/21		11			Eligible	8/5/21	204796

- The applicable information displayed at the bottom of a page and within the child demographic area could change depending on the enrollment that is selected with the single enrollment dropdown. See two sample enrollments below.

Home Reports Admin COE Recerts Anchorage Import Resources Help Back to Search Results

Enrollments 8/15/2023 Student ID Search Delete Student Save Changes

KITTY MARY CUNNINGHAM - 1848545775

First	KITTY	Middle	MARY	Last	CUNNINGHAM	Last 2		Suffix	
Sex	F	Birthdate	5/25/2008	Age	17	Ver	1007	Race	White (Caucasian)
Multiple Birth	N	Alg 1		PFS	N	Grade	11	Student IDs	AKD54-62366(AK ID)
MSIX ID	421302080750	MIS2000 ID	AKD54-62366	AK State ID	1848545775	Termination	Drop Out	Term Date	1/1/2024
Designated Graduation School	School	Grad/HSE	Grad/HSE						
School History Updates	Lydia has a new move and Simon graduated. JL 09/13/23 Submitted by DEED RECRUITER 01 Pelican <rec1@deed.com> on 9/13/2023. Approved by DEED RM2 Pelican <rm2@deed.com> on 12/6/2023.								
New Entry									

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq	Edit	Delete
23/24	PELICAN SCHOOL DISTRICT	MAT-SU NON-PUBLIC SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/15/23		11	Drop Out	1/1/24	Eligible	12/6/23	210456		
23/24	PELICAN SCHOOL DISTRICT	BERYOZOVA SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/8/23		10			Eligible	8/9/23	208853		

Home Reports Admin COE Recerts Anchorage Import Resources Help Back to Search Results

Enrollments 8/8/2023 Student ID Search Delete Student Save Changes

KITTY MARY CUNNINGHAM - 1848545775

First	KITTY	Middle	MARY	Last	CUNNINGHAM	Last 2		Suffix	
Sex	F	Birthdate	5/25/2008	Age	17	Ver	1007	Race	White (Caucasian)
Multiple Birth	N	Alg 1		PFS	N	Grade	10	Student IDs	AKD54-62366(AK ID)
MSIX ID	421302080750	MIS2000 ID	AKD54-62366	AK State ID	1848545775	Termination		Term Date	
Designated Graduation School	School	Grad/HSE	Grad/HSE						
School History Updates									
New Entry									

School Year	District	School	COE ID	QA Date	Res Date	Enroll Date	Withdraw Date	Gr	Term Type	Term Date	Eligibility	Approved Date	SHSeq	Edit	Delete
23/24	PELICAN SCHOOL DISTRICT	MAT-SU NON-PUBLIC SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/15/23		11	Drop Out	1/1/24	Eligible	12/6/23	210456		
23/24	PELICAN SCHOOL DISTRICT	BERYOZOVA SCHOOL	AK0-23-146341	7/1/23	7/20/23	8/8/23		10			Eligible	8/9/23	208853		

- Some pages have the **SHOW ALL** checkbox located to the bottom right of the child demographic information area. Checking the **SHOW-ALL** checkbox will show all data applicable to the page, and unchecking the **SHOW-ALL** checkbox will limit the data shown only applicable to the single enrollment listed in the enrollments dropdown at the top of the page. Examples are shown below.

- SHOW-ALL checkbox not checked

Home Reports Admin COE Recerts Anchorage Import Resources Help Back to Search Results

Assessments 1/22/2024 Student ID Search Delete Student Save Changes

KITTY MARY CUNNINGHAM - 1848545775

First	KITTY	Middle	MARY	Last	CUNNINGHAM	Last 2		Suffix	
Sex	F	Birthdate	5/25/2008	Age	17	Ver	1007	Race	White (Caucasian)
Multiple Birth	N	Alg 1		PFS	N	Grade	0Y	Student IDs	AKD54-62366(AK ID)
MSIX ID	421302080750	MIS2000 ID	AKD54-62366	AK State ID	1848545775	Termination		Term Date	
Designated Graduation School	School	Grad/HSE	Grad/HSE						
School History Updates	Submitted by DEED RM2 Pelican <rm2@deed.com> on 1/22/2024. Approved by DEED RM2 Pelican <rm2@deed.com> on 1/22/2024.								
New Entry									

Year	Enrolled	Gr	School	Test Name	Content	Interpretation	Admin Date	Score Result	SHSeq	Edit	Delete
No records to display.											

Show all

Add Assessment

MIS 2000 by MS/EdD

○ **SHOW-ALL** checkbox checked

The screenshot shows the student record for KITTY MARY CUNNINGHAM - 1848545775. The 'SHOW ALL' checkbox is checked, displaying a table of all assessment records for this student.

Year	Enrolled	Gr	School	Test Name	Content	Interpretation	Admin Date	Score Result	SHSeq	Edit	Delete
13/14	8/21/13	6	ALTERNATIVE LEARNING CENTER	STANDARDS BASED ASSESSMENT - MATH	MATH	BELOW PROFICIENT	04/2014	396	58095		
12/13	8/22/12	5	ALTERNATIVE LEARNING CENTER	STANDARDS BASED ASSESSMENT - MATH	MATH	PROFICIENT	04/2013	180	54434		
11/12	8/16/11	4	MAT-SU ANOTHER DISTRICT: NON-PUBLIC	STANDARDS BASED ASSESSMENT - MATH	MATH	BELOW PROFICIENT	04/2012	314	50632		

- Additional options on the **EDIT STUDENT** page that can be useful to the user are the **STUDENT ID** search field, **STUDENT RECORD SCROLL ARROWS**, and **LIST COEs FOR STUDENT** link.

- Typing in a known student ID into the **STUDENT ID** search field will allow the user to go directly to another child using their student ID.

The screenshot shows the student record for KITTY MARY CUNNINGHAM - 1848545775. The 'STUDENT ID' search field is highlighted with a red box, showing the text 'Student ID Search' and a magnifying glass icon.

- Clicking on the **ARROWS** under the **SAVE CHANGES** button will allow the user to navigate to the first student record in the district's history **1<**, go one page back to a prior student **<**, go one page forward to the next student **>**, or navigate to the last student record in their district's record history **>1**.

The screenshot shows the student record for KITTY MARY CUNNINGHAM - 1848545775. The 'ARROWS' under the 'SAVE CHANGES' button are highlighted with a red box, showing the navigation controls: **1<**, **<**, **>**, and **>1**.

- Clicking on the **LIST COEs FOR STUDENT** link directly below the **STUDENT ID SEARCH** field will take the user to the **COEs** subtab and see a list of all COEs for a child.

Assessments Enrollments 1/22/2024 Student ID Search List COEs for Student Delete Student Save Changes

KITTY MARY CUNNINGHAM - 1848545775

First	KITTY	Middle	MARY	Last	CUNNINGHAM	Last 2		Suffix	
Sex	F	Birthdate	5/25/2008	Age	17	Ver	1007	Race	White (Caucasian)
Multiple Birth	N	Alg 1		PFS	N	Grade	OY	Student IDs	AKD54-62366(AK ID)
MSIX ID	421302080750	MIS2000 ID	AKD54-62366	AK State ID	1848545775	Termination		Term Date	
Designated Graduation School	School	Grad/HSE	Grad/HSE						

- When the user clicks on the **LIST COEs FOR STUDENT** link on the **EDIT STUDENT** page, the user will be directly brought to the **COEs** subtab with all COEs listed for the child. The image below is an example of the **COEs** subtab listing COEs for a child.

Home Reports COE Recerts Resources Help

Search New COE

Search COEs with status All Active Only

students **coes** lists

Page size: 100 1 items in 1 pages

COE ID	Parent 1	Parent 2	QAD	COE Date	Status	Recruiter	Owner	Documents
AK0-22-			5/31/22	2/13/23	Accepted			Download documents

Page size: 100 1 items in 1 pages

MIS 2000 by MS/EdD

View Migratory Child Record on a PDF

1. Navigate to the **STUDENTS** subtab in the Web System and search for the desired child.
 - For instruction on how to search for a child, view the [Searching for Students](#) section starting on page 46.
2. Once the student has been found, select **VIEW STUDENT RECORD** from the **THREE-LINE HAMBURGER (≡) MENU** on the child's line.

Home Reports COE Recerts Resources Help

Search

Search Matches for My Schools School Year 24/25 Type Enrolled Active Only

students coes lists

Page size: 20

	Student ID	Last	First	Middle	DOB	MIS2000 ID	
>	9999090834	Adams	Hannah	Sue	8/5/03		
>	0444244087	CUNNINGHAM	SIMON	JOHN DUKE	5/10/04	AKD63-72227	
>	0191861100	CONSTANTINE	JOHANNA		3/3/05		
>	3565517404	CUNNINGHAM	LYDIA	MARIE	5/25/07	AKD8-06689	View student record
>	1848545775	CUNNINGHAM	KITTY	MARY	5/25/08	AKD54-62366	Edit
>	0008989898	CUNNINGHAM	PHYLLIS	ANGELINA	7/28/09	AKD07-04772	Edit

View student record
Edit student
List COEs for this student
Add student to list -
HS Math Tutoring
Preschoolers
Middle School Reading Program
Edit

- A **MIGRATORY CHILD RECORD** document will be generated for the child. The document will include the child's entire migratory record.

Migratory Child Record						
LYDIA MARIE CUNNINGHAM						
3565517404						
Birth Data			Current Family			
Gender:	F		Parent(s)/Guardian:	Cunningham, Teresa		
Race:	White (Caucasian)		Address:	Cunningham, Thomas		
Birth Date:	05/25/07			123 The Rd.		
Age:	17			Wassila, AK 99999		
Student Data			Mailing Address:	123 The Rd.		
ISD:				Wassila, AK 99999		
PFS:			Email Address(es):	bigham@email.com		
				dadeemail@email.com		
Qualifying Date			Phone Number(s):	9079999999		
COE ID:	AKD-23-160341			9074655531		
QA Date:	07/01/23					
EOC:	07/01/26					
Enrollments						
School Year	Enrolled	Withdrawn	Grade	Termination	Facility	District
2024	08/08/23		11		BERKHOVEN SCHOOL	PELICAN SCHOOL DISTRICT
2022	08/16/21		9		BERKHOVEN SCHOOL	COPPER RIVER SCHOOL DISTRICT
2021	08/24/20		7		BERKHOVEN SCHOOL	KENAI SCHOOL DISTRICT
1920	08/20/19	08/21/20	8		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
18/19	08/28/18	08/08/19	8		DEWANA SCHOOL	LAKE AND PENINSULA SCHOOL DISTRICT
18/19	08/21/18	08/22/19	8		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
17/18	08/28/17	08/30/18	4		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
16/17	08/23/16	08/30/17	3		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
15/16	08/18/15	08/18/16	2		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
14/15	08/18/14	08/20/15	1		BURCHELL HIGH SCHOOL	TWANA SCHOOL DISTRICT
Services						
School Year	Code	Description	Start Date	District		
1920	H	Education	08/20/19	TWANA SCHOOL DISTRICT		
1920	008	Career Education Instruction	08/20/19	TWANA SCHOOL DISTRICT		
18/19	H	Education	08/28/18	LAKE AND PENINSULA SCHOOL DISTRICT		
18/19	H	Education	08/28/18	LAKE AND PENINSULA SCHOOL DISTRICT		
18/19	007	Family Support Services	08/28/18	LAKE AND PENINSULA SCHOOL DISTRICT		
18/19	W	Counseling	08/21/18	TWANA SCHOOL DISTRICT		
18/19	070A	Reading by Teacher	08/21/18	TWANA SCHOOL DISTRICT		
18/19	070B	Language Arts by Paraprofessional	08/21/18	TWANA SCHOOL DISTRICT		
17/18	C	Reading by Paraprofessional	08/28/17	TWANA SCHOOL DISTRICT		
17/18	072	Reading	08/28/17	TWANA SCHOOL DISTRICT		

- The **MIGRATORY CHILD RECORD** document is divided into sections with the child demographic and family information listed at the top of the PDF, followed by separate sections of data pertaining to each page that is applicable to a child's record (**ASSESSMENTS**, **COURSE HISTORY**, **ENROLLMENTS**, **PRIORITY FOR SERVICE (PFS)**, and **SERVICES**). If a child does not have any data applicable to a section, such as no PFS history, those sections will not display on the child's **MIGRATORY CHILD RECORD** document
 - The top of the **MIGRATORY CHILD RECORD** includes the child and family demographic information.

Migratory Child Record	
LYDIA MARIE CUNNINGHAM 3565517404	
Birth Data Gender: F Race: White (Caucasian) Birth Date: 05/25/07 Age: 17	Current Family Parents/Guardians: Cunningham, Teresa Cunningham, Thomas Address: 123 The Rd. Wasilla, AK 99999 Mailing Address: 123 The Rd. Wasilla, AK 99999 Email Address(es): bigfam@email.com dadsemail@email.com Phone Number(s): 9079999999 9074655531
Student Data IEP: PFS:	
Qualifying Data COE ID: AK0-23-146341 QA Date: 07/01/23 EOE: 07/01/26	

- The **ASSESSMENTS** section of the **MIGRATORY CHILD RECORD** displays the child's state summative assessment results, if applicable.

Assessments						
School Year	Test	Date	Score	Interpretation	District	
18/19	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/19	223	FAR BELOW PROFICIENT	TANANA SCHOOL DISTRICT	
18/19	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/19	515	ADVANCED	TANANA SCHOOL DISTRICT	
17/18	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/18	367	BELOW PROFICIENT	TANANA SCHOOL DISTRICT	
17/18	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/18	313		TANANA SCHOOL DISTRICT	
17/18	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/18	480	Far Below Basic	TANANA SCHOOL DISTRICT	
16/17	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/17	367	ADVANCED	TANANA SCHOOL DISTRICT	
16/17	PERFORMANCE EVALUATION FOR ALASKA'S SCHOOLS	04/17	211	L4 MEETS STANDARDS	TANANA SCHOOL DISTRICT	

- The **COURSE HISTORY** section of the **MIGRATORY CHILD RECORD** displays the course history data for the child, if applicable.

Course History							
School Year	Subject	Course	Grade to Date	Hours	Final Grade	Credits	District
24/25	CAREER & TECHNICAL EDUCATION	Intro Career Path			B	0.50	MAT-SU SCHOOL DISTRICT
24/25	LANGUAGE ARTS	English 1 S1			A	0.50	MAT-SU SCHOOL DISTRICT
24/25	LANGUAGE ARTS	Journalism 1 S1	55	66			MAT-SU SCHOOL DISTRICT
24/25	MATH	Algebra 1 S1			C	0.50	MAT-SU SCHOOL DISTRICT
24/25	OTHER	CCCS1			A	0.25	MAT-SU SCHOOL DISTRICT
24/25	SCIENCE	Biology S1			C	0.50	MAT-SU SCHOOL DISTRICT
24/25	SOCIAL STUDIES	Civics			A	0.50	MAT-SU SCHOOL DISTRICT

- The **ENROLLMENTS** section of the **MIGRATORY CHILD RECORD** displays all migratory enrollments for the child.

Enrollments						
School Year	Enrolled	Withdrawn	Grade	Termination	Facility	District
23/24	08/08/23		11		BERYOZOVA SCHOOL	PELICAN SCHOOL DISTRICT
21/22	08/15/21		9		BERYOZOVA SCHOOL	COPPER RIVER SCHOOL DISTRICT
20/21	08/24/20		7		BERYOZOVA SCHOOL	KENAI SCHOOL DISTRICT
19/20	08/20/19	05/21/20	6		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT
18/19	05/28/19	08/09/19	5		DENA'INA SCHOOL	LAKE AND PENINSULA SCHOOL DISTRICT
18/19	08/21/18	05/22/19	5		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT
17/18	08/28/17	05/24/18	4		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT
16/17	08/23/16	05/24/17	3		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT
15/16	08/19/15	05/18/16	2		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT
14/15	08/19/14	05/20/15	1		BURCHELL HIGH SCHOOL	TANANA SCHOOL DISTRICT

- The **PRIORITY FOR SERVICE HISTORY** section of the **MIGRATORY CHILD RECORD** displays the child's priority for service designations, if applicable.

Priority for Service History	
Start Date	End Date
09/01/24	08/31/25
09/01/21	08/31/22

- The **SERVICES** section of the **MIGRATORY CHILD RECORD** displays all Title I-C funded services the child has received.

Services				
School Year	Code	Description	Start Date	District
15/16	F	Language Arts by Teacher	08/19/15	TANANA SCHOOL DISTRICT
15/16	Q	Health/Safety Education	08/19/15	TANANA SCHOOL DISTRICT
14/15	Q	Health/Safety Education	08/19/14	TANANA SCHOOL DISTRICT
14/15	S	Social Studies	08/19/14	TANANA SCHOOL DISTRICT

Errors and Warnings in MIS2000

DEED has implemented a series of pop-up messages throughout the [Alaska Migrant Web System](#) (ak.msedd.com) to avoid common errors with data entry and to ensure the fidelity of historical data. This ensures that information entered and uploaded to the State is complete and correct. Various pop-up errors, warnings, and reminder messages are described on the following pages. For additional questions regarding pop-up messages, please contact staff from the [DEED Title I-C program staff](#) (page 186).

COE Errors, Submission Checks, and Warnings

The Alaska Migrant Web System contains pop-up messages, warning checks, and error checks. After the user hits the **CHECK FOR ERRORS** buttons, any errors will be listed in a **RED BANNER MESSAGE** at the top of the screen. The system will notify the user if information is missing in a data field or formatted incorrectly. This ensures that information entered and uploaded to the State is complete and accurate. Below is a complete list of errors, warnings, and pop-up messages in the Web System.

Section	Error and Warning Messages	Description
Additional Qualifying Moves Section (Eligibility Panel)	Additional Move Date Before QAD Error “Additional move dates must be before the QAD.”	The system does not allow the ADDITIONAL QUALIFYING MOVE dates to be after the QAD.
Additional Qualifying Moves Section (Eligibility Panel)	Additional Move Dates Overlap Error “Eligibility Panel – An Additional Move overlaps by more than 1 day with another additional moves. First Move: From: MM/DD/YY To: MM/DD/YY Second Move: From: MM/DD/YY To: MM/DD/YY”	Users will receive an error message if any additional qualifying move overlaps with another additional qualifying move by more than one day.
Additional Qualifying Moves Section (Eligibility Panel)	Additional Moves Date More than a Year from QAD 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.
Additional Qualifying Moves Section (Eligibility Panel)	Additional Move From Date and To Date are the Same Error “Eligibility Panel - An Additional Move cannot have the same ‘From’ and ‘To’ Dates”	Users receive an error message if any moved ADDITIONAL QUALIFYING MOVE FROM DATE is the same as any ADDITIONAL QUALIFYING MOVE TO DATE listed in the additional qualifying moves fields.
Additional Qualifying Moves Section (Eligibility Panel)	Additional Move From Date Before To Date Error “Additional Move ‘From’ [Move Number] Date must precede Additional Move ‘To’ Date.”	If an additional move is specified, the ADDITIONAL QUALIFYING MOVE FROM DATE must be earlier than the ADDITIONAL QUALIFYING MOVE TO DATE . The FROM DATE is the date when the additional qualifying move begins, while the TO DATE is when the additional qualifying move ends.
Additional Qualifying Moves Section (Eligibility Panel)	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 QUALIFYING MOVE FROM DATE and an ADDITIONAL QUALIFYING MOVE TO DATE . Both dates must be specified or an error will occur.

Section	Error and Warning Messages	Description
Child Data Section (Children Panel)	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.
Child Data Section (Children Panel)	“As the Worker” Child Was Not at Least 14 Years Old Error “Children Panel – CHILD NAME: The child is the worker and was not 14 at time of QAD.” “Children Panel – CHILD NAME: The child is the worker and was not 14 at time of worker's move date.”	Users will receive an error if AS THE WORKER is selected in question 2a and the child in the CHILD DATA section was not at least 14 years old at the time of the WORKER'S MOVE DATE (question 3) and the QUALIFYING ARRIVAL DATE (question 6).
Child Data Section (Children Panel)	Child Name Mismatch Warning “The selected student's name, sex, and birthdate don't exactly match the COE. Merge again to confirm.”	Users will receive a warning when completing a child merge on a COE in New Status (records manager level) when the child's name in the Child Data section does not match the name in MIS2000. After the merge is completed, the child data row on the COE will display the child's name exactly as the original record in MIS2000. If the user discovers that the wrong child was added to the COE, they should remove the child by selecting the DEL link to the right of the child's row in the Child Data Section. If the child's name in the COE was updated to match MIS2000 but is missing the child's full legal name, such as a full middle name, the user should contact DEED (page 183) and request that the record be corrected.
Child Data Section (Children Panel)	Child Not Eligible for Recruitment Error “Child's Name: Is unable to be enrolled in the program, eligibility for the child has permanently ended. If the eligibility data in MIS2000 is believed to be incorrect, please contact the DEED Title I-C team to resolve the issue.”	An error is received when a records manager attempts to merge a child on a COE with a child in MIS2000 that has been determined to be permanently ineligible due to graduation, aging out, or becoming deceased. Users will need to remove the child from the Child Data section of the COE by using the DEL button to the right of the child's row, or contact DEED to resolve the issue.

Section	Error and Warning Messages	Description
Child Data Section (Children Panel)	Child Over Age 20 Warning “Child is over 20 years old. Provide a comment in the comments section clarifying if the child has an active IEP on file with the district.”	To be eligible for the Title I-C program the child needs to be under 20 years of age, or under 22 years of age with an active Individualized Education Program (IEP) on file. An active IEP is a written document required for each child who is eligible to receive special education services. Determining if a student has an active IEP on file is the responsibility of the records manager.
Child Data Section (Children Panel)	Child has Reached Age 22 Error “Child is over 22 years and cannot be modified.”	District staff cannot modify migratory children who have reached age 22. This includes updating their name, birthdate, demographic information, creating a new school history line, or adding the child to a COE. Contact DEED (page 186) 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 Data Section (Children Panel)	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.
Child Data Section (Children Panel)	Date of Birth is After the QAD or Additional Qualifying Move Error “Children Panel – CHILD NAME: This child was born after the QA Date” “Children Panel – CHILD NAME: This child was born after Additional Qualifying Move [move number] ‘from’ date” Children Panel – CHILD NAME: This child was born after Additional Qualifying Move [move number] ‘to’ date”	The child has a date of birth that is after the QUALIFYING ARRIVAL DATE or an ADDITIONAL QUALIFYING MOVE . Children in the child data section must have been born prior to all qualifying moves recorded on the COE.
Child Data Section (Children Panel)	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 .
Child Data Section (Children Panel)	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 (RES DATE) . The ENROLL DATE is the first day of school that the child attends after the qualifying move.
Child Data Section (Children Panel)	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 attended school after the most recent qualifying move.

Section	Error and Warning Messages	Description
Child Data Section (Children Panel)	Enrollment Before Date of Birth Error “Enroll date cannot be prior to student birthdate.”	The ENROLL DATE must be after the student’s date of birth. Children cannot be enrolled before they are born.
Child Data Section (Children Panel)	Enrollments Greater than One Year Error “Difference between enroll and withdraw date exceeds 1 year.”	For children enrolled in school, the withdraw date must be within one year of the ENROLL DATE .
Child Data Section (Children Panel)	Facility Name and Grade Contradiction Error “Child must have a school district with grades 00 or OY.” “Children Panel – Grade must be 00 or OY for District Enrollments.”	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.
Child Data Section (Children Panel)	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 COE Recert) 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.
Child Data Section (Children Panel)	Missing an AK Student ID, but Enrolled in Another District Public School Error “Children Panel – An AKSID is required for this student.”	All children enrolled in a public school in the state of Alaska are required to have an AKSID entered into MIS2000.
Child Data Section (Children Panel)	Missing an AK Student ID, but Enrolled in Public School Operated by the Recruiter’s District Error “The AK State ID must be assigned.”	All children enrolled in a public school in the state of Alaska are required to have an AKSID entered into MIS2000.
Child Data Section (Children Panel)	Missing Another District Public or Non-Public School Name and District Comment Error “Children Panel – Child Name: Non-Public / Another District Public Comment cannot be blank”	If a child is enrolled in a NON-PUBLIC SCHOOL or a PUBLIC SCHOOL OPERATED BY ANOTHER SCHOOL DISTRICT , a comment must be provided detailing the name of the school the child is enrolled in and the school district in which the school is located.
Child Data Section (Children Panel)	Missing Birthdate Error “Field ‘Birth Date’ must have a value.”	Each child listed on the COE must have the BIRTH DATE field complete.
Child Data Section (Children Panel)	Missing Birth Date 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.
Child Data Section (Children Panel)	Missing Children on COE Error “Children Panel – No enrollments have been added to the COE”	The Child Data section of the COE does not currently have a child saved to this section. The user must enter a child in the Child Data section and click the SAVE STUDENT button.
Child Data Section (Children Panel)	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 ENROLL DATES listed on the COE. Children marked as grade 00 or OY, will not receive this error.

Section	Error and Warning Messages	Description
Child Data Section (Children Panel)	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.
Child Data Section (Children Panel)	Missing Facility Error “Field ‘Facility’ must have a value.”	Each child listed on the COE must have a SCHOOL (FACILITY) NAME .
Child Data Section (Children Panel)	Missing Grade Error “Field ‘Grade’ must have a value.”	Each child listed on the COE must have a grade in the Grade field.
Child Data Section (Children Panel)	Missing Immunizations Record Flag (IM) “Field ‘Imm Avail’ must have a value.”	IMM AVAIL (immunizations record flag) cannot be left blank in COE draft view. Select Y if the district has an immunizations record on file for the child or N if the district does not have an immunizations record on file for the child.
Child Data Section (Children Panel)	Missing Medical Alert Indicator (MA) “Field ‘Med Alert’ must have a value.”	MED ALERT (medical alert indicator) cannot be left blank. This indicator must be completed for each child in COE draft view.
Child Data Section (Children Panel)	Missing Multiple Birth Error “Field ‘Multiple birth 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.
Child Data Section (Children Panel)	Missing Sex Error “Field ‘Sex’ must have a value.”	The SEX field must be specified for each child listed on the COE. This field cannot be blank.
Child Data Section (Children Panel)	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.
Child Data Section (Children Panel)	Past Enroll Date Error “Enrollment date must be in the correct school year. The school year for this enrollment begins (specified date).”	If the ENROLL DATE is not in the current school year, an error will occur.
Child Data Section (Children Panel)	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 BIRTH DATE and SEX must match to merge students.
Child Data Section (Children Panel)	Worker Is Not Listed In Child Data Section Warning “ Name Mismatch: The worker name in Section 2b ('Mad Williams') does NOT match one of the names in the Child Data section ('Matthew Williams, Madison Williams'). A match is expected since the child(ren) moved 'as the worker' in section 2a AND the worker is 'the child' in section 2b.”	If the name of the worker listed in question 2b (WORKER NAME) field of the Qualifying Moves & Work section, does not match the child’s name listed in the Child Data section, and AS THE WORKER was selected in question 2a, users will receive a warning advising them that the worker is not listed in the Child Data section and does not match.

Section	Error and Warning Messages	Description
Family Data Section (Family Panel)	Current Address Cannot Be P.O. Box Warning “Family Data – P.O. Box addresses are not considered physical addresses.”	CURRENT PHYSICAL ADDRESS is validated by certain characteristics: If the current address field has P.O. Box or PO Box , users will receive a warning in the YELLOW BANNER MESSAGE , informing the user to update the current address if incorrectly listing a P.O. Box in the CURRENT PHYSICAL ADDRESS field. This field must have a current physical address; no post office boxes are accepted.
Family Data Section (Family Panel)	Email Address Not Valid “Family Panel – Parent/Guardian 1 email address is not valid.” “Family Panel – Parent/Guardian 2 email address is not valid.”	PARENT/GUARDIAN 1 and PARENT/GUARDIAN 2 EMAIL addresses are validated by certain characteristics, such as the @ sign, to make sure an email address appears to be complete. Users will receive an error if the email is not written in email address format.
Family Data Section (Family Panel)	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 PHYSICAL ADDRESS is required on all COEs. This information must be completed in the Family Data section: CURRENT PHYSICAL ADDRESS (street address or description), CURRENT CITY , STATE , and Zip are all required fields.
Family Data Section (Family Panel)	Missing Mailing Address Errors “Family Panel – Mailing Address cannot be blank.” “Family Panel – Mailing City cannot be blank.” “Family Panel – Mailing State cannot be blank.” “Family Panel – Mailing Zip cannot be blank.”	The MAILING ADDRESS is required on all COEs. This information must be completed in the Family Data section: street address (or physical address description), city, state, and zip are all required fields. MAILING ADDRESS may be the same as the CURRENT PHYSICAL ADDRESS .
Family Data Section (Family Panel)	Missing Parent/Guardian Error “Family Panel – A Parent/Guardian is mandatory (First and Last Name are required).”	At least one PARENT/GUARDIAN must be listed in the Family Data section.
Family Data Section (Family Panel)	Missing Phone Number Error “Family Panel – At least 1 Telephone must be specified for Parent 1 or Parent 2.”	At least one 10-digit telephone number must be provided. PHONE numbers can be provided for PARENT/GUARDIAN 1 , PARENT/GUARDIAN 2 , or both parents/guardians.
Family Data Section (Family Panel)	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.

Section	Error and Warning Messages	Description
General COE	Future Date Error “COE Future Date Errors – (specified date) cannot be in the future.”	Future dates are not allowed. All dates on the COE must be on or before the current date.
Qualifying Moves & Work Section (Eligibility Panel)	3a or 3b Not Specified Error “Eligibility Section 3 – 3a or 3b must be specified.”	Users must select either 3a or 3b from Qualifying Moves and Work data section. The worker must have either ENGAGED IN NEW QUALIFYING WORK SOON AFTER THE MOVE (3a) or ACTIVELY SOUGHT NEW QUALIFYING WORK and have a RECENT HISTORY OF MOVES FOR QUALIFYING WORK (3b). If no selection is made an error will occur.
Qualifying Moves & Work Section (Eligibility Panel)	Agricultural Move Warning “Agricultural was checked. Provide a note in the Comments section specifying whether or not immediate or extended family members own the land the qualifying work took place on.”	The user will receive a pop-up message when they select AGRICULTURE in the Qualifying Moves & Work section. The pop-up message will remind the user to provide an AGRICULTURAL COMMENT in the Comments section. Comment should indicate if immediate or extended family owns the land the qualifying work occurred on.
Qualifying Moves & Work Section (Eligibility Panel)	As the Worker Relationship Error “As the worker with a relationship other than ‘Child’, is contradictory and not allowed.”	If the child is the worker and AS THE WORKER was selected in 2a in the Qualifying Moves & Work section, the relationship chosen in 2b must be the child.
Qualifying Moves & Work Section (Eligibility Panel)	As the Worker Multiple Children Error “As the worker cannot be selected when multiple children are listed in the Child Data Section.”	If AS THE WORKER is selected in the Qualifying Moves & Work section and there may not be more than one child listed in the Child Data section. A separate COE would need to be created for any children that traveled with or to join/precede the worker.
Qualifying Moves & Work Section (Eligibility Panel)	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 also be the worker as marked in 2b of the Qualifying Moves & Work data section.
Qualifying Moves & Work Section (Eligibility Panel)	City Name Restrictions Error “Eligibility Section 1 – Moved From and To City cannot be the same” “Eligibility Section 3 – Moved From and To City cannot be the same.”	Error checks have been implemented in the Web System to ensure that if the district names listed in question 1 or 3 of the Qualifying Moves & Work section are the same for both the FROM DISTRICT and TO DISTRICT , the FROM CITY and TO CITY must be unique.
Qualifying Moves & Work Section (Eligibility Panel)	Country Selection Error “Eligibility Panel - Eligibility Section 1 - Moved From Country must be USA when an AK district is selected.” “Eligibility Panel - Eligibility Section 3 - Moved From Country must be USA and an AK district is selected.”	Users will receive an error message if any Alaska school district name is listed in question 1 (CHILD(REN)’S MOVE) or question 3 (WORKER’S MOVE) in the Qualifying Moves & Work section and the COUNTRY selected is not USA (United States of America).

Section	Error and Warning Messages	Description
Qualifying Moves & Work Section (Eligibility Panel)	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 questions 3 and 4 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, DEED will reject the COE back to the records manager.
Qualifying Moves & Work Section (Eligibility Panel)	Missing 3b Comment Error “Eligibility Section 3 – 3b requires a comment.”	When 3b is selected in the Qualifying Data section, a comment must be provided.
Qualifying Moves & Work Section (Eligibility Panel)	Missing 5a or 5b Comment Error “Eligibility Section 5 – 5a or 5b requires a comment.”	When TEMPORARY EMPLOYMENT is selected in 4a and WORKER’S STATEMENT (5a) or EMPLOYER’S STATEMENT (5b) is selected in question 5 of the Qualifying Moves & Work section, users must enter a statement in the Comments section.
Qualifying Moves & Work Section (Eligibility Panel)	Missing 5c Employer Name Error “Eligibility Section 5c – Employer Name cannot be blank.”	When TEMPORARY is selected in 4a, and “state documentation” (5c) is selected in 5, of the Qualifying Moves & Work section, users must specify the employer name.
Qualifying Moves & Work Section (Eligibility Panel)	Missing Agriculture or Fishing Error “Eligibility Section 4b – Agriculture or Fishing work must be specified.”	After the work is listed in question 4, a selection must be made in 4b to determine whether the qualifying work was AGRICULTURE or FISHING WORK . If no selection is made, the user will receive an error.
Qualifying Moves & Work Section (Eligibility Panel)	Missing Gear and/or Catch Error “Eligibility Section 4 – Qualifying Work description cannot be blank.”	The qualifying work must be specified in question 4 of the Qualifying Moves & Work section. Leaving the GEAR/ACTIVITY or the CATCH/CROP/LOGGING CAMP field blank will result in an error.

Section	Error and Warning Messages	Description
Qualifying Moves & Work Section (Eligibility Panel)	Missing Move From or To Errors “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 3 – From District cannot be blank,” (for AK school districts only). “Eligibility Section 3 – From City cannot be blank.” “Eligibility Section 3 – From State cannot be blank.” “Eligibility Section 3 – From Country cannot be blank.” “Eligibility Section 3 – To District cannot be blank,” (for AK school districts only). “Eligibility Section 3 – To City cannot be blank.” “Eligibility Section 3 – To State cannot be blank.”	When entering child qualifying move and worker qualifying move data in the Qualifying Moves & Work section, the district must enter the FROM A RESIDENCE IN and the TO A RESIDENCE IN move locations. Required data includes FROM DISTRICT (for all districts in Alaska), FROM CITY, from STATE, from COUNTRY, TO DISTRICT (for all districts in Alaska), TO CITY, to STATE. This applies to the child’s move in question 1 and the worker’s move in question 3. All error messages will be displayed after the user hits the submit button if any of this data is omitted. If the user is trying to record an out-of-state move location, the STATE field must be updated to the state abbreviation that the move was from or to. Selecting a state other than AK will allow the FROM DISTRICT field to be allowed to be left blank for both the child and/or the workers from or to move locations.
Qualifying Moves & Work Section (Eligibility Panel)	Missing QAD Error “Eligibility Section 6 – QAD cannot be blank.”	The COE must have a QUALIFYING ARRIVAL DATE (QAD) listed in question 6 of the Qualifying Moves & Work section. If no QAD is specified, an error will occur.
Qualifying Moves & Work Section (Eligibility Panel)	Missing Seasonal or Temporary Error “Eligibility Section 4a – Seasonal or Temporary must be specified.”	A selection must be made in 4a to determine whether the qualifying work was SEASONAL or TEMPORARY.
Qualifying Moves & Work Section (Eligibility Panel)	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 Moves & Work 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.
Qualifying Moves & Work Section (Eligibility Panel)	Missing Temporary Documentation Error “Eligibility Panel – Eligibility Section 5 must be completed.”	If TEMPORARY is selected in 4a, the user must also complete question 5 in the Qualifying Moves & Work section. If no selection in question 5 is made, when TEMPORARY is selected in question 4a, the error will occur.

Section	Error and Warning Messages	Description
Qualifying Moves & Work Section (Eligibility Panel)	Missing Worker Name Error “Eligibility Panel 2b – Worker name cannot be blank.”	A worker name must be specified in 2b. If the WORKER (FIRST AND LAST NAME) is not specified, the user will receive an error message.
Qualifying Moves & Work Section (Eligibility Panel)	No Longer Migratory Worker Error “Eligibility Section 3 – Moved Date cannot be more than 36 months from today.”	The date of worker engagement as typed in 3a is more than 36 months from today’s date. The individual listed is not considered to be a migratory worker.
Qualifying Moves & Work Section (Eligibility Panel) (Comments Section)	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 Moves & Work 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.
Qualifying Moves & Work Section (Eligibility Panel)	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 RES 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 3 and 6 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, DEED will reject the COE back to the records manager.
Qualifying Moves & Work Section (Eligibility Panel)	QAD More than 36 Months Ago Error “Eligibility Panel – QAD cannot be more than 36 months from today.”	The QUALIFYING ARRIVAL DATE listed in question 6 of the Qualifying Moves & Work section must be within 36 months of the current date. If the QAD is more than 36 months from today, an error will occur.
Qualifying Moves & Work Section (Eligibility Panel)	State Selection Error “Eligibility Panel - Eligibility Section 1 - Moved From State must be AK when an AK district is selected.” “Eligibility Panel - Eligibility Section 1 - Moved To State must be AK when an AK district is selected.” “Eligibility Panel - Eligibility Section 3 - Moved From State must be AK when an AK district is selected.” “Eligibility Panel - Eligibility Section 3 - Moved To State must be AK when an AK district is selected.”	Users will receive an error message if any Alaska school district is listed in question 1 (CHILDREN’S MOVE) or question 3 (WORKER’S MOVE) in the Qualifying Moves & Work section and the state selected is not AK (Alaska).

Section	Error and Warning Messages	Description
Qualifying Moves & Work Section (Eligibility Panel)	Worker Move Date Later than QAD Error “Eligibility Section 3 – Move Date must be the same or prior to the QAD.”	The COE must have a QUALIFYING ARRIVAL DATE (QAD) listed in question 6 of the Qualifying Moves & Work section that is later than the WORKER MOVE date in question 3. If the worker move date is earlier than the QAD, an error will occur.
Qualifying Moves & Work Section (Eligibility Panel)	Worker Is Not Listed in Child Data Section Warning “ Name Mismatch: The worker name in Section 2b ('Mad Williams') does NOT match one of the names in the Child Data section ('Matthew Williams, Madison Williams'). A match is expected since the child(ren) moved 'as the worker' in section 2a AND the worker is 'the child' in section 2b.”	If the name of the worker listed in the question 2b WORKER NAME field of the Qualifying Moves & Work section, does not match the child's name listed in the Child Data section, and AS THE WORKER was selected in question 2a, users will receive a warning advising them that the worker is not listed in the Child Data section and does not match.
Qualifying Moves & Work Section (Eligibility Panel)	Worker Is Not Listed in Family Data Section Warning “The qualifying worker is not listed in the family data section. In the Comment's Section, record the worker's relationship with the child(ren), the worker's physical address, and their phone number.”	If the name of the worker listed in the question 2b WORKER NAME field of the Qualifying Moves & Work section, does not match one of the parent/guardians listed in the Family Data section, users will receive a warning advising them to record the worker's relationship with the children, their physical address, and their phone number in the Comments section.
Qualifying Moves & Work Section (Eligibility Panel)	Worker Moved Date Later than QAD Error “Eligibility Panel - Eligibility Section 3 - Moved Date must be the same or prior to the QAD.”	If the date listed in the question 3 WORKER MOVE date field is after the date listed in the question 6 QUALIFYING ARRIVAL DATE field in Qualifying Moves & Work section, the user will receive an error message.
Signature Section (Signature Panel)	Duplicate Signature Collection Error “Signature Panel – Interviewee Signature on File cannot be checked when an Interviewee Signature has been collected.” “Signature Panel – Interviewer Signature on File cannot be checked when an Interviewer Signature has been collected.” “Signature Panel – Reviewer Signature on File cannot be checked when a Reviewer Signature has been collected.”	Error checks are in place to prevent a COE from being submitted if the SIGNATURE ON FILE has been checked and an electronic signature in the Web System has been collected.
Signature Section (Signature Panel)	Interviewee Signature Date Before QAD Error “Interviewee Sign Date cannot be prior to the QADate.”	The INTERVIEWEE SIGNATURE DATE must be after the QUALIFYING ARRIVAL DATE .

Section	Error and Warning Messages	Description
Signature Section (Signature Panel)	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 REVIEWER SIGNATURE DATE .
Signature Section (Signature Panel)	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 REVIEWER SIGNATURE DATE (signature for the designated SEA reviewer). If the user enters a designated SEA reviewer sign date that predates the interviewer sign date, an error will occur.
Signature Section (Signature Panel)	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 all signature information for the interviewee and interviewer. This data includes INTERVIEWEE NAME , INTERVIEWEE RELATIONSHIP TO THE CHILD(REN) , INTERVIEWEE SIGNATURE DATE , INTERVIEWER NAME , INTERVIEWER SIGNATURE DATE , REVIEWER NAME , and REVIEWER SIGNATURE DATE . An error message will appear if any part of it is not entered.
Signature Section (Signature Panel)	Missing Signature Error “Signature Panel – Interviewee Signature cannot be blank or must be on file.” “Signature Panel – Interviewer Signature cannot be blank or must be on file.”	If an electronic signature panel is blank, then the SIGNATURE ON FILE checkbox for that field must be marked. If the SIGNATURE ON FILE checkbox is not marked, then the electronic signature panel must be signed. If neither the electronic signature panel signed nor the SIGNATURE ON FILE checkbox is marked, an error will occur.
Signature Section (Signature Panel)	Missing Signature Field Error “Signature Panel – Interviewee Sign Name cannot be blank.” “Signature Panel – Interviewee Sign Date cannot be blank.” “Signature Panel – Interviewee Relationship cannot be blank.” “Signature Panel – Interviewer Sign Date cannot be blank.” “Signature Panel – Interviewer Name cannot be blank.” “Signature Panel – Reviewer Sign Date cannot be blank.” “Signature Panel – Reviewer Name cannot be blank.” “Signature Panel – SEA Reviewer Sign Date cannot be blank.”	All signature data fields must be completed regardless of whether the COE contains electronic signatures obtained via the Web System or has an attached printed COE with ink or non-Web System electronic signatures. All error messages will be displayed after the user hits the submit button if any of these data fields are omitted.

Section	Error and Warning Messages	Description
Signature Section (Signature Panel)	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 a REVIEWER (designated SEA reviewer) SIGNATURE date that predates the INTERVIEWEE and/or INTERVIEWER SIGNATURE date, an error will occur.
Signature Section (Signature Panel)	Same Interviewer and Reviewer Error “Interviewer and Reviewer names cannot be the same.”	There must be three unique signatures on the COE. If the REVIEWER SIGNATURE (designated SEA reviewer signature) is the same as the INTERVIEWER SIGNATURE , an error will occur.
Signature Section (Signature Panel)	Signature Dates Cannot Be Before Qualifying Arrival Date (QAD) or Residency (RES) Date Error “Signature Panel – Interviewee Sign Date cannot be prior to the QADate” “Signature Panel – Interviewee Sign Date cannot be prior to the Residency Date” “Signature Panel – Interviewer Sign Date cannot be prior to the QADate” “Signature Panel – Interviewer Sign Date cannot be prior to the Residency Date” “Signature Panel – Reviewer Sign Date cannot be prior to the QADate” “Signature Panel – Reviewer Sign Date cannot be prior to the Residency Date”	All signature dates must be the same as or later than the QAD and RES DATE on the COE.
Top of COE Section (Upper COE Panel)	Attached Map Error “Attached Document Errors – A map attachment is required for in-district moves.”	If the district names listed in question 1 or 3 of the Qualifying Moves & Work section are the same for both the FROM DISTRICT and To DISTRICT , a map must be uploaded to the Web System. If there is no file uploaded, an error will occur.
Top of COE Section (Upper COE Panel)	Missing Residency Date Error “Upper COE Panel – Residency Date cannot be blank.”	RESIDENCY DATE (RES DATE) is a required field on the COE. Enter the residency date. It can be found at the top of the COE.
Top of COE Section (Upper COE Panel)	Residency Date More than Three Years Ago Error “Upper COE Panel – Residency Date cannot be more than 36 months from today.”	Users will receive an error message if the residency date is more than three (3) years in the past from the current date.
Top of COE Section (Upper COE Panel)	Residency Date Prior to QAD Error “Upper COE Panel – Residency Date cannot be prior to QAD.”	RESIDENCY DATE (RES DATE) must occur after the QUALIFYING ARRIVAL DATE .

Section	Error and Warning Messages	Description
Top of COE Section (Upper COE Panel)	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 Moves & Work 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 RES DATE to be more than 30 days after the QAD . 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.
Top of COE Section / Signature Section (Upper COE Panel)	Attached Document Error “A document attachment is required when Interviewee Signature on file is checked.” “A document attachment is required when Interviewer Signature on file is checked.” “A document attachment is required when Reviewer Signature on file is checked.”	Error checks are in place to ensure that a file is uploaded if any of the SIGNATURE ON FILE checkboxes have been checked.

COE Recert Errors, Submission Checks, and Warnings

DEED has implemented a series of pop-up messages throughout the Web System to avoid common errors with data entry and to ensure the fidelity of historical data. Various pop-up errors, warnings, and reminder messages are described on the following pages specifically regarding creating COE Recerts in the Web System. For additional questions regarding pop-up messages, please [contact DEED](#) (page 186).

Error Messages	Description
Certification Checkbox Error “Certification checkbox not checked.”	Users must check the Eligibility Data Certification boxes prior to submitting or approving a COE Recert. If the box is not checked, an error will occur.
Child has EOE'd Error “The QAD Date on this COE is older than three years.”	COE Recerts can only be submitted for children who have not reached their End of Eligibility Date (EOE), based on the approved COE that is being recertified. If the QAD is more than three years from today's date, a COE Recert cannot be completed, and an error will occur.
Child has Graduated Error “Child has a graduation date.”	If a child is marked in MIS2000 as having graduated in a previous school year, they cannot be recertified on a COE Recert. If a recruiter attempts to certify a child that has already graduated as is noted in MIS2000, an error will occur.
Child has Terminated Error “Child has terminated.”	Only active and eligible children are eligible to be recertified using a COE Recert. If a COE Recert is created in the Web System for a child who has been permanently termed out of the Title I-C program (i.e., graduated, deceased, aged out) as is noted in MIS2000, an error will occur.
Child Not Eligible for Recruitment Error “Child's Name: Is unable to be enrolled in the program, eligibility for the child has permanently ended. If the eligibility data in MIS2000 is believed to be incorrect, please contact the DEED Title I-C team to resolve the issue.”	An error is received when a user attempts to recertify a child on a COE Recert that has been deemed permanently ineligible for the program due to graduation, aging out or becoming deceased. The COE Recert will automatically reverse the recertify column from a “Y” to an “N” because this child cannot be recruited on a COE Recert. Contact DEED if the eligibility status in MIS2000 is believed to be incorrect.
Child is Over 20 without an IEP Error “Child is over 20 without an IEP.”	All children listed on a COE Recert must be under the age of 20 at the time the COE Recert is submitted, unless an active IEP is on file with the district and documented in MIS2000. If a child is 20 years or older at the time or recertification and there is no IEP on file based on the data in MIS2000, an error will occur.
Child is Over 22 Error “Child is over 22.”	All children listed on a COE Recert must be under the age of 22 at the time the COE Recert is submitted. If a child is over the age of 22 at the time of the COE Recert submission through the Web System, an error will occur.
COE not Approved Error “The COE has not been approved.”	COE Recerts can only be submitted for children listed on an approved COE for the recruiter's district. If a recruiter tries to create a COE Recert based on a COE created by another district, an error will occur.
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 correct school district name. Any other facility name will cause an error.

Error Messages	Description
Facility Not Authorized Error “Child is not in a school you are authorized for.”	COE Recerts can only be completed by recruitment staff using a specified list of facility names. School names must be chosen based on the list of approved facilities for each district. These lists are customized for each district. Unapproved facility names being used on enrollments will result in an error.
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 COE Recert) 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 before today’s date. Any dates submitted later than today’s date will result in an error.
Grade Validation Warning	Users receive a warning if the grade listed on the COE Recert is the same as, or less than, the grade on the COE being recertified. Warning will read as follows: “CHILD NAME: Verify child’s grade and school enrollment information is accurate. Grade listed is the same or less than the grade listed on the approved COE being recertified.”
Grades 00 or OY cannot have an Enroll Date Error “Child cannot have an enroll date in grades 00 or OY.”	Enrollment dates cannot be submitted on COE Recerts for children who are not attending any school – these are children listed in grades 00 or OY. These children will have no Enroll Date, as they are not currently enrolled in any school. If an enrollment date is submitted for children listed in grades 00 or OY, an error will occur.
Missing Another District Public or Non-Public School Name and District Comment Error “Child Name: Non-Public / Another District Public Comment cannot be blank”	If a child is enrolled in a non-public school or a public school operated by another school district, a comment must be provided detailing the name of the school the child is enrolled in and the school district in which the school is located.
Missing Enroll Date (Children Not in Grades 00 or OY) Error “Enroll Date is required on this enrollment.”	Enroll Dates are required on all enrollments (COE or COE Recert) created in the Web System, unless an enrollment is submitted for a child in grade 00 (too young to be in school) or OY (dropped out of school). Any other grade will require an Enroll Date. If no enrollment date is submitted, when required, an error will occur.
Missing Facility Error “Facility must be specified.”	All enrollments created in the Web System (COE or COE Recert) require a facility to be chosen from the School Name drop-down list. If a facility is not chosen for an enrollment, an error will occur.
Missing Grade Error “Grade must be specified.”	All enrollments created in the Web System (COE or COE Recert) must include a grade. An error will occur if an enrollment is submitted without any grade specified.
No Student to Recertify Error “No students have been selected to recertify.”	At least one child listed on the COE Recert in the Web System, must have the Recertify field showing “Y” for yes. If all children listed on the recertification screen have the Recertify field set to “N” for no, an error will occur.
Unacceptable Grade Error “Child cannot have grade UG.”	Children cannot be submitted on any enrollment (COE or COE Recert) with grade UG. If grade UG is submitted, an error will occur.

Glossary

Acronyms and Abbreviations

Acronym	Meaning
AKSID	Alaska Student ID
CFR	Code of Federal Regulations
CNA	Comprehensive Needs Assessment
CH	Course History
COE	Certificate of Eligibility
COE Recert	Certificate of Eligibility Recertification
COS	Continuation of Services
DEED	Alaska Department of Education & Early Development
EB	Ethnic Breakdown
ED	US Department of Education
EL	English Learner
EOE	End of Eligibility
ESEA	Elementary and Secondary Education Act
ESSA	Every Student Succeeds Act
FERPA	Family Education Rights and Privacy Act of 1974
FRR	Fall Recruitment Report
FSI	Fidelity of Strategy Implementation
FY	Fiscal Year
GED	General Education Diploma
GR	Grade
GPRA	Government Performance and Result Act
ID&R	Identification and Recruitment
IEP	Individualized Education Program
IM	Immunizations Records
MA	Medical Alert
MB	Multiple Birth
MDEs	Minimum Data Elements
MEO	Migrant Education Office at the State of Alaska, DEED
MEP	Migrant Education Program
MPO	Measurable Program Outcomes
MSIX	Migrant Student Information Exchange
MW	Mass Withdrawal
NRG	Non-Regulatory Guidance
OME	U.S. Department of Education's Office of Migrant Education
OSY or OY	Out of School Youth
PAC	State Parent Advisory Council
PFS	Priority for Service
QAD	Qualifying Arrival Date
RES	Residency Date
RM	Records Manager
SDP	Service Delivery Plan
SEA	State Education Agency
SP	Supplemental Programs
SSR	Summer Services Report
TA	Technical Assistance
VER	Birth Date Verification Code

Definitions

Word	Definition	Reference, if applicable
Activities	Activities related to identification and recruitment, parental involvement, program evaluation, professional development, or administration of the program are examples of allowable activities that are not considered services.	
Active/Accepted COE	A COE is active/accepted when the COE has been reviewed and all children on the COE are deemed eligible by DEED.	
Actively Sought	The individual takes positive actions to seek new qualifying work. The process of actively seeking new qualifying work should happen within 60 days of the move. Actively sought is not actual engagement in qualifying work.	NRG, Chapter II, C10
Agricultural Production	Work done at facilities engaged in the growing and harvesting of crops or the keeping of livestock.	NRG, Chapter II, F1
Agricultural Work	The production or initial processing of crops, dairy products, poultry, or livestock, as well as the cultivation or harvesting of trees. It consists of work performed for wages or personal subsistence.	34 C.F.R. §200.81(a)
Alaska Migrant Web System	The Alaska Migrant Web System is a secure website utilized in several ways to help streamline Alaska's Migrant Education Program. Listed below are some of the applications of the Alaska Migrant Web System: • A secure transmission portal of migratory children and youth data between recruiters, records managers and DEED. • A recruiting tool for recruiters and records manager to use to complete a COE and submit it to the district migratory database, MIS2000 • A generator of migratory children and youth reports	
Allocation	Amount of Title I-C funds given by the Alaska Department of Education & Early Development to an eligible school district. The funds are based on a formula and the child count generated by that district.	
Annual Verification	The State of Alaska requires all migratory children to be contacted each year for verification of eligibility in the Title I-C program.	
As the Worker Move	The child is at least 14 years of age and made a qualifying move as a migratory fisher or migratory agricultural worker.	
Canceled COE	The status of a COE which, for a variety of factors, DEED has found the children to not be eligible for the Title I-C program. There are several reasons for cancelling a COE including: move was too short in length, the family did not travel far enough, no economic necessity indicated, etc. Canceled COEs will be deleted from MIS2000 soon after they have been deemed ineligible.	
Certificate of Eligibility (COE)	A form adopted by the U.S. Department of Education and the Alaska Title I-C program that is used to document a child's eligibility. The COE contains the information needed to certify a child as eligible for the Title I-C program.	
Certificate of Eligibility Recertification (COE Recert)	The form used to recertify eligible migratory children in the recruiter's district who have not made any additional qualifying moves since the last interview. A Certificate of Eligibility Recertification (COE Recert) recertifies a child's eligibility in the recruiter's district.	

Word	Definition	Reference, if applicable
Continuation of Services (COS)	School districts may choose to offer services to migratory children whose eligibility has ended under the following conditions: • a child who ceases to be a migratory child during a school term shall be eligible for services until end of such term; • a child who is no longer a migratory child may continue to receive services for one additional school year, but only if comparable services are not available through other programs; and • children who are eligible for services in secondary school may continue to be served through credit accrual programs until graduation.	§1304(c) of ESEA, as amended
Course History	As part of the minimum data elements (MDEs) required by OME, districts report course history information on their migratory children in grades 9-12, three times a year. This information is uploaded to MIS2000.	
Crop	A plant that is harvested for use by people or by livestock.	NRG, Chapter II, F3
Cultivation of Trees	Work that promotes the growth of trees.	NRG, Chapter II, F9
Designated SEA Reviewer	The staff member at the district office that has agreed to be the district's final reviewer on all COEs.	
Emancipated Youth	Children who have not yet reached adult age who are no longer under the control of a parent/guardian and who are solely responsible for their own welfare.	NRG, Chapter II, A6
Economic Necessity	The child and the worker (if the child is not the worker) moved because they could not afford to stay in the current location.	NRG, Chapter II, D3
Emancipated Youth	Children who have not yet reached adult age who are no longer under the control of a parent/guardian and who are solely responsible for their own welfare.	NRG, Chapter II, A6
Engaged In	To do or take part in new temporary or seasonal employment or personal subsistence in agricultural or fishing work.	
Enroll Date	The first day the child attends school in the recruiter's district after making a qualifying move for the current school year.	
End of Eligibility Date (EOE)	Also called the EOE, this date is three years (36 months) from a migratory child's most recent Qualifying Arrival Date. After this date, a child is no longer eligible for the Title I-C program and Title I-C services, unless they make another qualifying move.	
ESEA Consolidated Application	A single, consolidated application for all ESEA formula entitlements, including the following titles: Title I-A, Title I-C, Title I-D, Title II-A, Title III-A, and Title IV-A. The consolidated application is completed using an electronic web-based application, known as GMS.	
Extended Move (30 days or more)	The comment required when the move listed in question 1 or question 4 of the Qualifying Moves & Work section is more than 30 days long. When this occurs, the recruiter must verify the length of time the migratory worker was engaged in the qualifying work.	
Fall Recruitment Report (FRR)	This report is a list of the eligible migratory children in a district from the previous school year (and those who have EOE'd since the previous school year). This report serves as a "to do" list for the district at the start of the school year. The district must contact all children and families on the list prior to the November 15 th recruitment deadline.	

Word	Definition	Reference, if applicable
FERPA	The Family Education Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.	20 U.S.C §1231(g) & 34 C.F.R §99
Fishing Work	The catching or initial processing of fish or shellfish or the raising or harvesting of fish or shellfish at fish farms. It consists of work performed for wages or personal subsistence.	34 C.F.R. §200.81(c)
Fish Farm	A tract of water, such as a pond, a floating net pen, a tank, or a raceway reserved for the raising or harvesting of fish or shellfish. Large fish farms sometimes cultivate fish in the sea, relatively close to shore. The fish are artificially cultivated, rather than caught, as they would be in fishing.	NRG, Chapter II, F17
Grants Management System (GMS)	The electronic web-based grants management system used for the ESEA Consolidated Grant application and reimbursement requests.	
Guardian	Any person who stands in the place of the child's parent, <i>in loco parentis</i> , whether by voluntarily accepting responsibility for the child's welfare or by a court order.	NRG, Chapter II, B2
Guardian Move	Type of qualifying move where the migratory worker is not the children's parent and/or legal guardian. The migratory worker is the guardian of the children during the move only. The guardian must be 14 years or older. The qualifying move must be an economic need for the child(ren)'s primary household. If applicable, the subsistence must go back to support the child(ren)'s primary household.	
Harvesting of Trees	The act of gathering or taking of the trees. Some examples of harvesting are: topping, felling, and skidding. This does not include harvesting for personal use.	NRG, Chapter II, F13-F14
Identification	Determining the location and presence of potentially eligible migratory children.	NRG, Chapter III, A1
ID&R Plan	A document that establishes an identification and recruitment process for a district- level Title I-C program that encompasses training of staff, identifying potential children, and effective recruitment.	
Individualized Education Program (IEP)	A written document required for each child who is eligible to receive special education services that is developed, reviewed, and revised in an annual meeting.	34 C.F.R. §300.22 & §300.320
Initial Processing	Work that is beyond the production stage of agricultural work and precedes the transformation of the raw product into something more refined.	NRG, Chapter II, F 20
Instructional Service	Services that provide evidence-based instruction to migratory children.	
Literacy Grant	The Alaska Department of Education & Early Development's Title I-C Literacy Grant is a grant-based program for the purchase of literary materials for migratory children. Allocation size depends on the number of qualifying migratory children served by the district.	
Literacy Grant Final Report	This report is for districts that choose to participate in the Title I-C Literacy Grant. The report describes what a district did with its literacy grant funds.	
Livestock	Any animal produced or kept primarily for breeding or slaughter purposes, including, but not limited to, beef cattle, hogs, sheep, goats, and horses.	NRG, Chapter II, F6

Word	Definition	Reference, if applicable
Local Education Agency (LEA)	The local agency responsible for the implementation of program services to identify eligible migratory children. In Alaska, this is usually the school district.	
Mass Withdrawal (MW) Report	The end of school year report provided to district records managers. The records manager reports the supplemental program services received by migratory children during the school year on this report. This report also allows DEED to withdraw all migratory children from the program at the end of the school year.	
Measurable Program Objectives (MPOs)	Measurable outcomes are the results the Title I-C program hopes to achieve at the State and district levels through the provision of specific educational or educationally related services. Measurable outcomes help the Title I-C program determine whether and to what degree it has met the unique educational needs of migratory children that the SEA identified through the comprehensive needs assessment. The measurable outcomes at both the State and districts help migratory children achieve the State's performance targets.	NRG, Chapter VIII, B1, 4 §1306(a)(1)
Migratory Agricultural Worker	An individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture, which may be dairy work or the initial processing of raw agricultural products. If an individual did not engage in such new employment soon after a qualifying move, such individual may be considered a migratory agricultural worker if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal agricultural employment.	§1309(2) of ESEA, as amended
Migratory Child	A child or youth under the age of 20 (22 with an active IEP) who made a qualifying move in the preceding 36 months— • as a migratory agricultural worker or a migratory fisher; or • with, or to join, a parent/guardian or spouse who is a migratory agricultural worker or a migratory fisher.	§1309(3) of ESEA, as amended
Migratory Fisher	An individual who made a qualifying move in the preceding 36 months and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in fishing. If the individual did not engage in such new employment soon after the move, the individual may be considered a migratory fisher if the individual actively sought such new employment and has a recent history of moves for temporary or seasonal fishing employment.	§1309(4) of ESEA, as amended
Migratory Worker	Shortened term for migratory agricultural worker or migratory fisher.	
Minimum Data Elements (MDE)	States are required to collect and report minimum data elements (MDEs) to the U.S. Department of Education – Office of Migrant Education (OME). MDEs are data elements that states must collect and maintain in their migratory children and youth databases (i.e., MIS2000) for each of their eligible migratory children to make those data available to other states via the national migratory student database, MSIX.	
MIS2000	The Alaska Migrant database. All Title I-C eligibility information, as well as all MDEs required for the program are entered, stored, and reported through this database.	
Missing Eligible Report	A report that lists the children in the district that still have migratory eligibility but were not recertified for the current school year. This report is useful to districts after fall recruitment is over. DEED can run the missing eligible child list for the district upon request.	

Word	Definition	Reference, if applicable
Monitoring	A review of fiscal and program records to determine if those activities are in compliance with federal and state regulations and in conjunction with the district application.	
Move	A change from one residence to another that occurs due to an economic necessity.	34 C.F.R. §200.81(j)
MSIX	The Migrant Student Information Exchange (MSIX) system is the technology that allows states to share educational and health information on migratory children who travel from state to state and who, as a result, have student records in multiple states' information systems. MSIX works in concert with the existing migratory child information systems that states currently use (MIS2000 in Alaska) to manage their Title I-C data to fulfill its mission to ensure the appropriate enrollment, placement, and accrual of credits for migratory children nationwide.	
Needs Assessment	A needs assessment is a systematic assessment and decision-making process that progresses through a defined series of phases to determine needs, examine their nature and causes, and set priorities for future action.	NRG, Chapter III, A2
Not Yet in School	A child who is usually under the age of 5 and has not yet enrolled in any school. These children will have a grade listed on the COE as 00.	
Out of School Youth (OSY/OY)	Children under the age of 20 who are entitled to free public education in the State and who meet the definition of migratory child, but who are not currently enrolled in a K-12 institution. This term could include children who have dropped out of school or youth who are working on a high school equivalency diploma (GED). This term would not include children in preschool, or children not yet old enough to be enrolled in school	NRG, Chapter II, A5
Parent Advisory Council (PAC)	A council comprised of parents of migratory children representing all regions of the state to provide a means for community and parent input during the planning, operation and evaluation of a Title I-C program project.	
Parent/Guardian	The legal guardian or other person standing in <i>loco parentis</i> (such as a grandparent, stepparent, aunt or uncle, older sibling with whom the child lives, or a person who is legally responsible for the welfare of the child).	NRG, Chapter II, B2
Permanent Move	A move into a new district, where the family intends to remain and live indefinitely. This move could be made by the child individually, to attend school in another school or district (i.e., Mt. Edgecumbe, Galena, etc.)	
Personal Subsistence	The worker and the worker's family, as a matter of economic necessity, consume, as a substantial portion of their food intake, the crops, dairy products, or livestock they produce or the fish they catch.	34 C.F.R. §200.81(m)
Priority for Services (PFS)	A term used to identify children in greatest need of Title I-C services. In providing services with Title I-C funds, the district shall give priority to migratory children who have made a qualifying move within the previous 1-year period and who— (1) are failing, or most at risk of failing, to meet the challenging State academic standards; or (2) have dropped out of school.	§1304(d) of ESEA, as amended

Word	Definition	Reference, if applicable
Production (Agricultural)	Work on farms, ranches, dairies, orchards, nurseries, and greenhouses engaged in the growing and harvesting of crops, plants, or vines and the keeping, grazing or feeding of livestock or livestock products for sale. The term also includes, among other things, the production of bulbs, flower seeds, vegetable seeds, and specialty operations such as sod farms, mushroom cellars, and cranberry bogs.	NRG, Chapter II, F2
Qualifying Arrival Date (QAD)	The date the child and the migratory agricultural worker or migratory fisher (if the child is not the worker) complete a qualifying move to be together. If the child and the worker move at the same time, the QAD is the date they both arrive. If the child's move precedes the worker's move, the QAD is the date that the worker arrived. If the child's move follows the worker's move, the QAD is the date the child arrived.	NRG, Chapter II, E1 & E3
Qualifying Move	A move due to economic necessity— 1. from one residence to another residence; and 2. from one school district to another school district, except— - in the case of a State that is comprised of a single school district, wherein a qualifying move is from one administrative area to another within such district; or - in the case of a school district of more than 15,000 square miles, wherein a qualifying move is a distance of 20 miles or more to a temporary residence.	§1309(5) of ESEA, as amended
Qualifying Work	Temporary or seasonal employment, or personal subsistence in agricultural work or fishing work.	34 C.F.R. §200.81(n)
Quality Control Plan	A document that establishes a quality control process for ensuring the integrity and accuracy of the identification and recruitment policies and procedures of a district-level Title I-C program.	
Records Manager (RM)	The district-level staff member assigned the responsibility of collecting and reporting all pertinent migratory child data in a timely basis and transmitting such information to DEED through MIS2000.	
Recent History of Moves	At least 2 moves that resulted in temporary or seasonal agricultural or fishing employment or personal subsistence (i.e., qualifying work) within the preceding 36 months of the recruiter's interview.	NRG, Chapter II, C13-C17
Recruiter	The district-level staff member assigned to identify and recruit families of migratory children. This person usually conducts the parent interviews and completes the COEs. A recruiter's primary responsibilities are: - to obtain information provided by parents, guardians, and others regarding the child's eligibility for the Title I-C program; - to make initial determinations of eligibility; and - to accurately and clearly record information that establishes that a child is eligible for the Title I-C program on a COE or COE Recert form.	
Recruitment	The process of making contact with families of migratory children, explaining the Title I-C program, securing the necessary information to make a determination that the child is eligible for the Title I-C program, and recording the basis of the child's eligibility on a COE.	NRG, Chapter III, A1
Referred Service	Referred services are those provided to a migratory child by another agency through a referral by the Title I-C program (or Title I-C funded staff).	

Word	Definition	Reference, if applicable
Rejected COE	A COE is marked Rejected if more information is needed, this could be due to missing or inaccurate information on the COE. A rejected COE is only editable by the owner of the COE.	
Residence	A place where one lives and not just visits. In certain circumstances, boats, vehicles, tents, trailers, etc., may serve as a residence.	NRG, Chapter II, D2
Residency Date (RES)	The date the child establishes or reestablishes residency in the recruiter's district after the most recent qualifying move.	
Seasonal Employment	Employment that occurs only during a certain period of the year because of the cycles of nature and that, by its nature, may not be continuous or carried on throughout the year.	34 C.F.R. §200.81(o)
Service Delivery Plan (SDP)	Guiding document for the implementation of the Alaska Title I-C Program. It identifies performance targets, measurable program outcomes, service delivery, and evaluation.	
Snap Report: Approved COE Recerts List	Produces a list of migratory children who have approved COE Recertifications (COE Recerts) for the district based on the School Year provided. The list displays each child along with the COE Recert(s) that has been approved for them for the specified school year. This list only includes children that were recertified on a COE Recert and does not include children that were only on a new move COE.	
Snap Report: Approved COEs List	Produces a list of approved Certificates of Eligibility (COEs) for the district based on the School Year provided. The list includes the children on each COE and the date their COE was approved. Children must be certified on a COE for the current school year to be on this report. Children only recertified through a school history line/COE Recert will not be included.	
Snap Report: Certified & Recertified Migratory Children List	Produces a list of migratory children who have been certified, or recertified, on a new COE or COE recert based on the Start Date provided. This list excludes children who do not have an approved COE or COE Recert as of the Start Date provided, have graduated, moved, or are deceased. This report includes Priority for Services (PFS) status.	
Snap Report: Children Near End of Eligibility List	Produces a list of migratory children whose eligibility will end within 6 months of the date the report was pulled. This list includes children who are close to aging out or are approaching the end of their three-year eligibility period. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased as of the date the report was pulled.	
Snap Report: Eligible Children Without An Enrollment List	Produces a list of eligible migratory children who have not been recertified on a COE or COE Recert for the School Year provided. The list excludes children who have reached the end of their three-year eligibility period, have graduated, aged out, or are deceased. This report is useful to districts for their fall count to find currently eligible migratory children who have not yet been recertified or approved on a new move COE.	
Snap Report: In Process COEs List	Produces a list of COEs that have been entered into MIS2000 but have not yet been approved by DEED (i.e., in process, incomplete status, new status, rejected status). Please note all canceled COEs will be deleted by DEED from MIS2000 at the beginning of the new school year, on or after July 1.	

Word	Definition	Reference, if applicable
Snap Report: Migrant Lunch List	Produces a list of all children with Qualifying Arrival Dates (QADs) within 36 months of the State Date provided, regardless of whether they have been certified or recertified on a new COE or COE Recert for the current school year. The list may include children who have graduated, aged out, or are deceased. The list includes children that the district did not recertify during the current or previous school year. This list contains all children recruited by the district who are within their three years of migratory eligibility as of July 1.	
Snap Report: MIS2000 School Names List	Produces a list of current schools in the district. Includes both the district's public-school names and the MIS2000 school names used when children are not enrolled in a district-operated public school.	
Snap Report: PDFs of Approved COEs	Produces PDF copies of all active/eligible COEs in the district based on the Start Date provided.	
Snap Report: Priority for Services (PFS)	Produces a list of migratory children who have been identified as Priority for Services (PFS) based on the School Year provided.	
Snap Report: Recently EOE'd Children List	Produces a list of children whose migratory eligibility ended within 12 months of the date the report was pulled. The list excludes children who have aged out, graduated from high school, or are deceased.	
Soon After the Move	Within 60 days after the qualifying move.	NRG, Chapter II, C5
Spouse	The husband or wife of the migratory child.	
State Education Agency (SEA)	The government agency responsible for statewide education program supervision and administration. The legal entity in each state recognized by the U.S. Department of Education as being the governing agency eligible to receive Title I-C funds and administer the Title I-C program.	
Summer Services Report (SSR)	This report is provided to districts who run a Title I-C funded summer program or provide Title I-C funded services, and it is very similar to the Mass Withdrawal Report. Title I-C funded supplemental services received during the summer are recorded on this report and returned to the DEED by September 30.	
Supplement, not Supplant	"Supplement, not supplant" is the phrase used to describe the requirement that Title I-C funds may be used only to supplement the level of funds that would, in the absence of Title I-C funds, be made available from non-Federal sources for the education of children participating in Title I-C projects. SEAs and LEAs may not use Title I-C funds to supplant (i.e., replace) non-Federal funds.	NRG, Chapter X, A1
Supplemental Program Services	Services provided to eligible migratory children. The supplemental program services are those educational or educationally related activities that: • directly benefit a migratory child; • address a need of a migratory child consistent with the state's comprehensive needs assessment and service delivery plan; • are evidence-based or, in the case of support services, are a generally accepted practice; and • are designed to enable the program to meet its measurable outcomes and contribute to the achievement of the state's performance targets.	

Word	Definition	Reference, if applicable
Support Service	Services to provide support and advocacy to migratory children.	
Technical Assistance (TA)	Individual identification and recruitment process and procedure training for Title I-C staff at each school district as needed. Need is determined by the district and DEED. Technical assistance is provided by the assigned ID&R specialist or Title I-C program manager. This assistance can be provided on site or through virtual means.	
Temporary Employment	Employment that is conducted for a limited time frame (usually only a few months, but no longer than 12 months).	34 C.F.R. §200.81(p)
Temporary Residence	A place where one lives and not just visits. It is expected that an individual would only live in temporary housing for a limited period of time, usually a few months, but no longer than 12 months.	
Title I-C Coordinator	The district-level staff member responsible for ensuring local quality control of the migratory identification, recruitment, and eligibility certification process. The coordinator also ensures that key tasks are completed by the deadline and may also develop a program plan or be involved with the federal grant application.	
To Join/Precede Worker	When the child and the migratory worker make the qualifying move listed in question 1 of the Qualifying Moves & Works section of the COE separately. The child's move may either precede or follow the worker's move. The date of the child's move must be within 12 months of the date the migratory worker's move. The QAD will be the date the child and the worker complete the move to be together.	

DEED Title I-C Program Contacts

Title I-C Staff Photo



DEED Staff Contact Information and Roles

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- Program Guidance and Questions
- Continuous Improvement Cycle
 - Needs Assessment, Service Delivery Planning, and Evaluation
- Title I-C Funding (e.g., Allocations, Uses of Funds, Applications)
 - Grants Management System (GMS)
 - Consolidation of Title I-C Funds into a Title I-A Schoolwide Program
- State Parent Advisory Council (PAC)
- ESEA Monitoring
- ESEA Federal Programs Weekly Newsletter



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- MIS2000 Support and Technical Assistance
- Title I-C Reporting
 - Mass Withdrawal (MW), Summer Services (SSR), Course History (CH), Fall Recruitment (FRR), Priority for Service (PFS)
 - Fall OASIS, Participation Rate (P-Rate), Summer OASIS
- Fall Training on the Identification and Recruitment of Migratory Children
- Technical Assistance (TA) Visits
- National Title I-C Database (MSIX) Coordinator



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- Re-interviewing - Statewide and Technical Assistance Calls
- Literacy Grant – Paper Applications and Final Reports
- Fall Training on the Identification and Recruitment of Migratory Children
- Technical Assistance (TA) Visits
- COE Quality Control Reviews
- Website and Email Contact List
- Multi-Factor Authentication (MFA) Support



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- COEs - MIS2000 Entries, Eligibility Determinations, COE Submissions
- Eligibility Questions
- Registration for Fall Training
- MIS2000 Support and Technical Assistance
- Title I-C Forms: Designated SEA Reviewer, and Web System User Access