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*"Making Education Work for All Georgians"*

GEORGIA DEPARTMENT OF EDUCATION (GADOE)  
Office of Technology Services - Technology Management

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# 2012 Student Record Migrant Matching Process

## FY 2012 Migrant Matching Process

Migrant students are reported to the Georgia Department of Education by the Migrant Education Program (MEP). Throughout the school year, the MEP program notifies schools of migrant students enrolled at each school. The school is responsible for coding migrant students, within the local student information system, so that they may be accurately reported during various data collections.

In Student Record, the file of students reported as migrant by the school is compared to the file of students reported as migrant by the MEP program. The records are matched through an automated process. When these records do not match, it is usually due to one of the following reasons:

1. The MEP program has reported a student as migrant, but the school has not flagged him/her as a migrant student (E078).
2. The school has reported a student as migrant, but the MEP program has not reported him/her as a migrant student (E084).
3. Both the MEP and school have reported the student as migrant, but neither the student ID nor GTID matches between the two records.
4. The MEP does not have a student ID or GTID for the student and has reported them with a migrant ID.

The following instructions are provided to help identify and match students reported by the Migrant Education Program (MEP) as migrant students.

On the student level file layout, there are two edits specific for migrant students: E078 and E084.

- **E078 - All students reported as migrant by the Migrant Education Program must be reported in the Student Record (SR) Data Collection. Migrant must also = 'Y'. See Migrant Non-Match report.**

Criteria for edit: Migrant system ID equals SR system ID, and Migrant student ID equals SR student ID, and migrant flag = 'N'.

This edit appears when the student has been reported by the MEP but the student is not flagged as migrant in Student Record OR if the Migrant system ID and student ID do not match the SR system ID or student ID.

To resolve the error, perform the following steps:

- ✓ If the student is found, but the flag is set to 'N', then change the migrant flag to 'Y'.
- ✓ If the student is not found, then review the Migrant Non-Match Report and compare to SR data to see if the student was reported in Student Record with a different student ID.
- ✓ Once data is updated, perform another upload.

- **E084 – If Migrant = "Y," students must also be reported as migrant from Migrant Education Agency. Please verify against data on Migrant Non-Matched Report.**

Criteria for edit: The student has been reported in Student Record with a migrant flag of 'Y' and the student has not been reported by MEP.

To resolve the error, perform the following steps:

- ✓ Verify the names reported with this error against the on the Non-Match Migrant Report.
  - ✓ If after comparing the error list to the Non-Matched Migrant Report, and it is discovered that the student has been reported by MEP with a Migrant ID number (ex. M-123456) then match the student using their Student ID from Student Record.
  - ✓ If it is determined that the student was flagged incorrectly in SR, then change the Migrant flag to 'N'.
- Both the MEP and school have reported the student as migrant, but neither the student ID nor GTID matches between the two records.
  - The MEP does not have a student ID or GTID for the student and has reported them with a migrant ID.

To resolve these errors:

- ✓ The student must be found by name and the student ID must be edited on the Non-Matched Migrant Report.