

**iGrants Form Package 521
Instructions for Form Completion**

Basic Processing Steps:

1. Complete the contact page by pressing the **Mark Completed** icon.
2. Complete the following sections of the form package and mark completed by pressing the **Mark Completed** icon.

Section A (Staff Employed)

Enter the number of staff employed with Title I C Migrant Education Program Funds (Program 53) during the time period September 1, 2010 through August 31, 2011. FTEs should be calculated based on a full FTE of 1080 hours (certificated) or 2080 hours (classified).

NOTE: 5B is a subset of 5A and as such, should only reflect those staff noted in 5A who meet the highly qualified paraeducators criteria as established under Title I, Part A.

Section B (Priority Students)

Enter the number of priority migrant student served during the regular school year.

Section C (Supplemental Services)

Respond with a yes or no if the district ensured migrant students most at-risk of not meeting state standards and had an interrupted school year received services through the Migrant Education Program or other appropriate program/resource.

Respond with a yes or no if the district ensured all services (academic and support) provided to migrant students were reported into the Migrant Student Information System in a timely and accurate fashion.

Section D (MSIS Supplemental Services Report)

Respond with a yes or no if the district has reviewed the Migrant Student Information System Supplemental Services Report and agrees that the services provided are complete, accurate, and reflect the services to be provided in the approved grant application.

3. Mark the form package finished by pressing the **Finish** icon.
4. Press the **Notify** button to email district officials (Fiscal Officer, Grants

Administrator and iGrants District Administrator) that the form package is ready for internal review.

The iGrants District Administrator will send a request for approval to OSPI for processing.