

Checklist for State Migrant Education Program (MEP) Evaluation

The following checklist is based on the statute and regulations related to State and local evaluation of MEPs. The checklist contains four parts:

1. Activities before the Evaluation
2. The Evaluation Plan
3. The Written Evaluation Report
4. Additional Expectations

Please note that the **boldface, bulleted items** are required of each State MEP. Items that appear in plain type are best practices and based upon MEP Guidance, but are *not* OME requirements. State MEP directors may use this checklist as a quick reference guide to help determine if an evaluation plan and written evaluation report meet federal requirements.

Activities before the Evaluation:

- The State MEP collects performance results data on state performance targets related to Performance Goals 1 and 5 (the percentage of students attaining proficiency in Reading/Language Arts and Mathematics for each grade, and the percentage of students who graduate from high school), disaggregated for Priority for Services (PFS), other migrant (i.e., non-PFS), and non-migrant students (34 CFR Sections 200.83 and 200.84).**
- The State MEP collects performance results data on additional State performance targets for school readiness and other needs, disaggregated for PFS, other migrant and non-migrant students, if applicable (34 CFR Sections 200.83 and 200.84).**
- The State MEP collects performance results data on Measurable Program Outcomes (MPOs) established in the SDP for all MEP activities and services, disaggregated for PFS and non-PFS migrant students (34 CFR Section 200.83).**
- The State MEP collects performance results data on Government Performance and Results Act (GPRA) measures and reports it annually to the Office of Migrant Education, to be used in the evaluation of the Federal MEP (34 CFR Section 80.40).**
- The State MEP notifies local MEPs in advance of specific data needed for the statewide evaluation and provides guidance for how to collect the necessary data.
- The State MEP provides guidance to local MEPs on what to evaluate locally and how to evaluate it.

The Evaluation Plan:

- The State MEP includes an evaluation plan in the statewide Service Delivery Plan (SDP), which specifies how the state will collect data related to the implementation of MEP activities and services as well as the performance results achieved through these services and activities (34 CFR Section 200.83).

The Written Evaluation Report:

- The State MEP documents the evaluation in a written report (34 CFR Section 200.84).
- The State MEP provides specific implementation results that demonstrate the level of fidelity in the implementation of regular year and summer/intersession activities and services contained within the SDP (34 CFR Section 200.84).
- The State MEP provides performance results data for PFS and other migrant students compared to all other students and the State's performance targets (34 CFR Section 200.84).
- The State MEP provides implications and recommendations for improvement of services, based upon implementation results and performance results data (34 CFR Section 200.85).
- The State MEP provides a full evaluation report every two to three years.
- The State MEP determines the level of effectiveness of specific instructional and support service models contained in the SDP.

Additional Expectations:

- The State performs an annual performance results evaluation, in order to inform SEA decision-making.
- Upon the results of the full evaluation, the State describes specific changes to the SDP and services that were made based upon the evaluation of implementation results and performance results (34 CFR 200.85).
- The State ensures that local MEPs conduct a written evaluation report every two to three years.
- The State determines if local MEPs are making substantial progress toward measurable outcomes, and requires changes of local MEPs if substantial progress toward measurable outcomes is not evident.