Appendix V: Sample Letters

To Employers

[School District Letterhead]  
[Insert date; e.g., August 15, 2017]  
[Insert employer’s name and address]

SUBJECT: Migrant Education Program Services for Your Employees

I am writing to you on behalf of the [name of district] Migrant Education Program (MEP) because we believe that some of your employees and their children may be eligible for additional educational services through the MEP. In general, the MEP serves children who are below age 22 and who have moved with a parent, spouse, guardian or on their own to find temporary or seasonal employment in agriculture or fishing. In this district, some of the services that the MEP provides include [name services].

Helping the MEP find and enroll migratory children helps you as an employer because migratory workers whose children are enrolled in good school programs are often more productive and less likely to leave their jobs unexpectedly if they have fewer concerns about their children’s well-being. We are pleased to send you the enclosed brochure to introduce our program, explain the benefits for you and your migratory employees, and provide contact information for staff in this district.

We have also enclosed an Employer Survey form to help us determine whether any of your employees or members of their family are likely to be eligible for the MEP. **Please take a moment to complete the survey and return it in the enclosed envelope**. If some of your employees or their family members may be eligible, a MEP recruiter will contact you to get more information. Before a child or youth may receive services, an interview has to be conducted with a parent or other responsible adult to ensure that the child qualifies for the program. The program will only use the information that you provide to determine eligibility for the MEP and to provide services. The MEP will not use it for any other purpose. Immigration status is not a criterion for MEP eligibility and we do not collect information on or report the immigration status of MEP participants.

Thank you for your assistance and support of our community’s migratory students. You are welcome to contact our offices to learn more about MEP services and how we can partner with you in supporting migratory families. And thank you for taking the time to complete the enclosed survey.

Sincerely,

John Doe  
Director

[Name of district] Migrant Education Program

Enclosures

To School Administrators

[SEA Letterhead]  
[Insert date; e.g., August 15, 2017]  
[Insert administrator’s name and address]

SUBJECT: Identification and Recruitment of Migratory Students

The Migrant Education Program (MEP) is a federal education program designed to ensure that all migratory students reach challenging academic standards and graduate with a high school diploma (or complete a High School Equivalency Diploma). Each state MEP is required by federal law to identify and recruit eligible migratory children who reside in that state. We believe that your district might have children who are eligible for additional educational services through the MEP. Districts that have a sufficiently large migratory child population may be eligible to receive funding to provide supplemental educational services to these children.

In general, the MEP serves children who are below age 22 and who have moved with a parent, spouse, guardian or on their own to find temporary or seasonal employment in agriculture or fishing. We are pleased to send you the enclosed brochure, which provides a basic explanation of the program.

If you think your district might have children who are eligible for this program, please contact my office at: [provide contact information]. A MEP recruiter will contact you to get more information and to talk about including the enclosed Migrant Education Program School Survey form in your school registration packet. The Migrant Education Program School Survey form is used to help determine whether any children in your district or members of their family are likely to be eligible for the MEP. Before a child or youth may receive services, a MEP recruiter will conduct an interview to ensure that the child qualifies for the program.

It is important to make additional services available to migratory children since they are at greater risk for academic failure than other children due to their migratory lifestyle. Migratory children face educational disruption and disconnection as a result of moving across state and school district boundaries, and enrolling late and/or withdrawing early due to agricultural seasons. Our state education agency is committed to accurately identifying and recruiting eligible migratory children for services in order to help them succeed in school, graduate, and develop employment skills. We are also committed to helping you and your staff manage influxes of migratory students by providing supplemental education and health services, transferring student records, and coordinating with migratory parents about their child’s education.

Thank you for your assistance and support of migratory children. You are welcome to contact our office to learn more about MEP services and how we can partner with you in supporting migratory families. If you would like more information about the MEP, please feel free to contact [name] by telephone at [telephone number] or by e-mail at [e-mail address].

Sincerely,

John Doe  
Director

[Name] Migrant Education Program

Enclosure