

Certificate of Eligibility Review Form

North Carolina Migrant Education
Quality Assurance System



LEA: _____

Date COE was received: ____/____/____

Date COE was reviewed: ____/____/____

Student(s) _____
Name(s): _____

Qualifying Arrival Date: ____/____/____

Recruiter: _____

COE Reviewer: _____

COE item to be reviewed	Not Applicable	Yes	No (Explanation of error or missing data)	Date of corrections
The COE was completed in <u>blue</u> or <u>black</u> ink.				
Any <u>change</u> made is <u>initialed</u> and <u>dated</u> by the person making the change.				
Section I: Family Data				
The parent's/guardian's name includes the <u>first</u> name and <u>last</u> name(s). If the worker <u>is</u> the child, his/her <u>name</u> is written in this section.				
The family's <u>current</u> address is complete.				
Section II: Child Data				
The name of each eligible child includes <u>last name 1</u> , mother's <u>maiden name</u> , <u>first name</u> , and middle name (when applicable).				
" Race " is identified for <u>all</u> students. <u>Ethnicity</u> is identified for <u>Hispanic</u> students.				
The " Birth Date " <u>includes</u> the month, day and year. The " Birth Date " is <u>before</u> the " QAD ."				
The " Birth Place " <u>includes</u> the city, state and country.				
The " Residency Date " <u>includes</u> the month, day and year. This must be completed for each child				
Section III: Qualifying Move & Work				
1. The " from " and " to " information <u>meets criteria</u> of crossing established school district boundaries.				
2.a. <u>One</u> of the boxes is <u>marked</u> for " the child(ren) moved ."				

2.i. If the “to join or precede the worker” box is <u>marked</u> , the worker and child(ren) <u>move dates</u> are included; <u>correct</u> comments are also provided in the “Comments” section.				
2.b. The “worker’s name” <u>includes</u> the first name and last name(s). The <u>relationship</u> is marked.				
3. The “QAD” <u>includes</u> the month, day and year.				
4. The date is specified for “the worker moved due to economic necessity.”				
4. The “from” and “to” residences are indicated for the worker				
4a. If box 4a is checked, but the worker engaged in work more than 60 days after the move, a comment explaining the reason for the delay must be entered into the comments section.				
4b. If “The worker has sought work AND has a prior history of moves” box is marked, a <u>correct</u> comment is included in the “Comments” section (type of work, places, dates, etc).				
5. The “qualifying work” specifies the <u>activity</u> and the <u>crop</u> and corresponds with the “QAD.” The work can only involve production, initial processing, cultivation, and/or harvesting.				
5.a.b. The “seasonal” or “temporary” box is <u>marked</u> and the “agricultural” or “fishing” box is <u>also</u> marked accordingly.				
6.a.b. If the “temporary” box is marked, then the “worker’s statement” or “employer’s statement” box is <u>also</u> marked and a <u>correct</u> comment is included in the “Comments” section.				
Section V: Parent/Guardian/Spouse/Worker Signature				
The interviewee, <u>signed</u> and <u>dated</u> the COE. The interviewee noted the relationship to the child.				
Section VI: Eligibility Data Certification				
The <u>recruiter</u> signed and dated the COE. The “interview date” is <u>on</u> or <u>after</u> the “QAD.”				
In the case of students attending <u>school</u> , the interview was conducted <u>within 30 days</u> after the child was enrolled in a school. If the interview was conducted after the <u>30-day</u> period, a <u>comment</u> is provided.				
Final Review				
Each section of the COE is <u>complete</u>				
Any <u>additional change</u> made is <u>initialed</u> and <u>dated</u> by the person making the change.				