

Help migrant students earn credit through PASS



Records Clerk Role

The records clerk is essential in ensuring that the migrant PASS student succeeds. He/she has information that will help counseling and high school staff. Please consider doing the following:

- Establish a good working relationship with PASS Contact Person (CP) and Home Visitor in the district to better serve the migrant PASS student.
- Communicate enrollment information so the PASS CP and counselor can identify student academic needs.
 - ⇒ Check educational records in MSIS when enrolling a student and inform counselors of student's credit status. Refer counselor to SEMY (888-727-7123) if further training on interpretation and use of MSIS data is desired.
 - ⇒ Provide updated building lists to counselors and PASS Contact Persons on a consistent basis.
- Report supplemental program code 15 in MSIS for migrant students served in PASS during regular and summer school.
- Report mid term withdrawal grades under unresolved coursework so that student record is complete and available to a new school immediately.
- Inform PASS Contact Person when a PASS student moves out of the district, and facilitate transfer so that student can complete PASS course in the receiving district.
- Give PASS Detailed Report (MSIS Secondary Tab) for students enrolled in summer school (June 15- August 22) to fall high school counselor or PASS CP prior to first day of school so that a transition can be made to continue work that was started in the summer in the fall.
- Call PASS at (888) 727-7123 if you have any questions about PASS that your PASS CP cannot answer. PASS brochures are available in English and Spanish.

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Home Visitor Role

The home visitor is essential in ensuring that the migrant PASS student succeeds. He/she has valuable information that should be relayed to the home and school. Please consider doing the following:

- Establish a good working relationship with PASS Contact Person (CP) and Records Clerk in the district to better serve the migrant PASS student.
- Inform migrant families of the importance of and how to formally withdraw their children from school. A bilingual flyer is available from SEMY/PASS to share with families.
- During recruitment, inform families with children in high school about PASS and the need for high school students to accrue credits toward graduation; extended absences 'hurt' the student due to "seat time" requirement.
 - ⇒ Inform migrant families about the attendance policy of the district and the importance of regular school attendance.
 - ⇒ Share information about school's graduation requirements and that each state has different requirements.
- Work with PASS Contact Person to visit homes of students who are not progressing in their PASS activities.
- Assist the PASS Contact Person to relocate PASS students moving out of your district; follow-up so that the new school can serve student in PASS.
- Call PASS at (888) 727-7123 if you have any questions about PASS that your PASS Contact Person cannot answer. PASS brochures are available in English and Spanish for distribution to students and parents.