

MEP FY23 Grant Application Preparation Checklist

Instructions: To prepare the materials necessary to complete the FY23 Migrant Education Grant Application, review the following checklist to ensure all requested items have been uploaded.

	Items	Included
1.	20-21 LCNA, and other standards-based academic data used to identify migratory children and student needs and design the local MEP	
2.	School day schedule for each school within Project for the 22-23 performance period	
3.	List of days, times, and purposes of all supplemental instructional services and activities funded from all funding sources, including the MEP, for 22-23 performance period	
4.	List of days, times, and purposes of all supplemental support services and activities funded from all funding sources, including the MEP, for 22-23 performance period	
5.	Standard-based academic data for math, English language arts (ELA), and early learning (if applicable)	
6.	Example of attestation of need	
7.	Job descriptions for all staff who will provide MEP-funded instructional and support services	
8.	Job descriptions and/or contracts for all vendors who will provide MEP-funded instructional and support services	
9.	Parent Advisory Committee (PAC) meeting calendar for 22-23 performance period with tentative topics	
10.	Migratory high school student and OSY informational meeting calendar for 22-23 performance period with tentative topics	
11.	Documentation of partnerships with local colleges and universities, such as Arizona Western College (AWC) and Arizona State University College Assistance Migrant Program (ASU CAMP)	
12.	For MEP-funded credit recovery programs, time and effort logs for all staff providing this supplemental instructional service	
13.	MEP staff professional development calendar for the 22-23 performance period with tentative topics to be covered	
14.	Affirmation of Consultation with Private Schools and Affirmation of Consultation with Tribal Representatives	