I. Introduction

Overview of NGS Manual

The following policies, procedures and requirements have been developed to assist Local Education Agency (LEA) and/or Education Service Center (ESC) staff in implementing New Generation System (NGS) activities. This NGS manual outlines the *minimum* requirements and procedures for project LEAs and Shared Services Arrangement (SSA) member districts, and for non-project districts where noted. If necessary, a project LEA and/or SSA fiscal agent may develop alternate procedures (consistent with federal regulations and Texas Education Agency policies) to facilitate performance of NGS activities. LEAs should contact their ESCs for further clarification of the following requirements whenever necessary.

LEAs that operate independent migrant projects and ESCs/LEAs that operate SSAs are responsible for NGS data entry efforts. SSA member districts should check with their fiscal agents (ESC or LEA) regarding the data entry of their NGS data.

The Texas MEP has developed NGS policies to be in alignment with the reauthorized Elementary and Secondary Education Act (ESEA) entitled the No Child Left Behind Act of 2001 (NCLB), Title I, Part C of Public Law 107-110, §1308(2)(A)(I)–(IV) and §1304(b)(3).

National Migrant Records Exchange Initiative

Section 1304(b)(3) of the Elementary and Secondary Education Act, as amended by the No Child Left Behind Act of 2001 (NCLB) requires SEAs to promote interstate and intrastate coordination of services for migratory children, and to provide for educational continuity through the timely transfer of pertinent school records, including information on health, when children move from one school to another, whether or not such move occurs during the regular school year. In order to accomplish this task, Congress required the Secretary in Section 1308(b)(2), in consultation with the states, to “ensure the linkage of migrant student record systems for the purpose of electronically exchanging, among the states, health and educational information regarding all migratory students.” Thus, the Migrant Student Information Exchange (MSIX) national database was created.

Maintaining Documentation

Forms that will help the LEA/ESC perform the NGS activities are included in this manual and are considered optional. The LEA/ESC may use other forms as long as the forms capture all of the required data fields on NGS. It is recommended that all data entry documentation related to the COE, including residency verification, be kept on file with the fiscal agent for two school years (current and previous). All other documentation (forms, reports, etc.) used for encoding data on NGS must be kept on file until the end of the current school year. LEAs/ESCs should also follow their local records retention policy when determining the retention and disposition of NGS records. All discarded documentation should always be shredded because of confidentiality. The original auditable COE must be maintained by the fiscal agent. In the case of non-project districts, the ESC is considered the fiscal agent and as such, must maintain the auditable COE. The fiscal agent should maintain both active and inactive files for the migrant families in the district. This includes all changes/corrections and residency verification documentation. Please note that ongoing student enrollments (SSID, enrollment date and grade level) are not considered changes or corrections to the COE. Ongoing enrollments may be documented by NGS multiple enrollments worksheets and recorded on NGS. The NGS enrollment screens should be printed out and attached to the COE to document each new enrollment. Document on the NGS enrollment screen printout that the enrollment data was provided through the NGS multiple enrollment worksheet.

Resources

Maximum benefit can be derived from the use of the *Texas Manual for New Generation System (NGS) Data Management Requirements* when supplemented by:

- The NGS Screen Help (accessed at http://ngsmigrant.com);
- *The 2011-2012 Texas Manual for the Identification and Recruitment of Migrant Children* (accessed at the NCLB website http://www.tea.state.tx.us/nclb from the main menu under Title I, Part C–Migrant); and
- The Migrant Student Information Exchange (MSIX) (accessed at https://msix.ed.gov).

Statewide NGS Help Desk

The NGS Help Desk is available to Texas LEA and ESC staff, in addition to NGS member states, to answer questions regarding data entry for NGS and the NGS required activities. **LEAs should first call their ESC NGS contacts before communicating with the NGS Help Desk.**

NGS Help Desk
Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m. (CST)
Telephone (toll-free): (866) 326-9468 Fax: (206) 426-2230
Email: helpdesk@ngsmigrant.com