

Required Pre-Training Tasks

ID&R Training for New Migrant Education Program Employees



COLORADO
Department of Education

Updated May 8, 2020

A. Instructions

Read through this document in its entirety and complete the 5 tasks highlighted below before attending the training. The three documents listed in Section D. are available through the “ID&R Pre-Training Tasks” folder on the Syncplicity website. Contact Aaron Thompson, ID&R Coordinator, at thompson_a@cde.state.co.us if you have issues accessing the information listed below or if you have any questions or concerns.

B. Family Educational Privacy Act (FERPA) Training

Task 1: Complete all three FERPA training videos. Below are the instructions for completing the FERPA Training:

Step 1: To access the Family Educational Privacy Act (FERPA) Training, click on the link below. Complete all three FERPA training videos. Course duration: 30-40 minutes.

<https://studentprivacy.ed.gov/training/email-and-student-privacy>

Step 2: Click on the [Training] Navigation bar. Then click on the [Online Training Modules].



Step 3: You must complete the three following training videos:

- FERPA 101 For Local Education Agencies – [Click here to access this course.](#)
- FERPA 101 For Colleges & Universities - [Click here to access this course.](#)
- FERPA 201 Data Sharing Under FERPA - [Click here to access this course.](#)

Step 4: You will be directed to sign in. If you have not yet registered, click on the [New User? Register] link. Once you have signed in complete each video, download a copy of the certificate of completion and email all three certificates to Brenda Meyer at meyer_b@cde.state.co.us.

A screenshot of a "Sign In" form. It includes a title "Sign In", a note about cookies, and input fields for "Username*" and "Password*". There is a "Forgot your password?" link and a blue "SIGN IN" button. At the bottom, there is a link for "New user? Register".

C. Module 1, Levels 1 & 2: Background of the MEP

Task 2: Read through the content on the PowerPoint slides for Module 1: Levels 1 & 2 and complete the outlines for Module 1: Levels 1 & 2. You will take your completed outlines to the training for discussion and review.

You can access the PowerPoint slides and outlines for Module 1: Levels 1 & 2 by accessing this link:

<https://results.ed.gov/idr-curriculum>

D. Important Documents for Identification & Recruitment

1. National Certificate of Eligibility Instructions

This document is a reference for detailing required data elements, required data sections, and additional State required or requested data for documenting a migratory child's eligibility information.

Task 3: Review document to become familiar with the data points collected for MEP eligibility purposes.

2. MEP Non-Regulatory Guidance

For information related to child eligibility and general ID&R guidance, refer to "Section III, Identification & Recruitment" pages 9-43.

Task 4: Review pages 9-43 to become familiar with the content related to qualifying work for MEP eligibility.

3. MEP Guidebook for Handling Sensitive Personally Identifiable Information (PII)

The purpose of this document is to establish procedures the Colorado Office of Migrant Education and Regional Migrant Educational Program staff must follow in order to protect confidential information and ensure the appropriate handling of personally identifiable data is protected by FERPA and the Privacy Act. Objectives of this policy include: 1) Protect and safeguard the data of migrant families and their children; 2) Prevent improper exposure of personally identifiable information (PII); and 3) Establish procedures for proper handling and disposal of sensitive information.

Task 5: Review document and sign agreement signifying compliance to the practices outlined within (last page). You will submit your signed copy to your trainer(s).

