

***Richard Woods, Georgia’s School Superintendent***

*“Educating Georgia’s Future”*

Title I, Part C – Education of Migratory Children  
Local Staff (SSP, Recruiter, Tutor) Weekly Schedule Template

This package contains a weekly schedule template, examples of weekly schedules, and sample daily time log templates. These documents should be used to ensure an accurate accounting of staff time, an up-to-date record of academic support provided, and an up-to-date record of support services provided to migrant children in youth in the district. Local staff will also use online calendars, plan books, or lesson planning documents of some type to record the actual day to day instruction provided and to record the specifics of support services provided. During meetings with GaDOE MEP staff, schedules, calendars, logs, and planning books will be reviewed.

These templates and samples are provided as examples of how local staff should organize time and documentation as required by the MEP.

Directions

Schedule Template

1. May be used by all MEP funded staff.
2. Schedules are fluid and flexible based on student need.
3. Create a filing system to retain copies of schedules to show ongoing changes that are made.
4. Include student name, classroom/room # and/or teacher name and content area.
5. Highlight Priority for Service (PFS) in yellow.
6. Ensure monitored students are updated, as needed.
7. Distribute copies as indicated on the bottom of the form.

Phone/Contact Log Template

1. May be used by all MEP funded staff.
2. This log may be organized by child name, grade level, or district depending on the local procedures.
3. Include dates, times, purpose of contacts, results, and/or next steps for the individual. (This will be useful documentation if a question arises about a supplemental service code the district submits.)

Activity Log Template

1. May be used by all MEP funded staff.
2. May be used as a daily supplement to the main schedule. Shows additional and specific activities that are provided and/or completed as part of MEP duties.

If you have any questions about creating schedules for local staff, please contact the Resource Specialists in the regional offices:

**Region 1 Region 2**

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**Migrant Education Program Staff Weekly Schedule**

Home Base School: Schools Served:

SSP/Recruiter Name: Work Hours: From To

Total hours worked/week:

First Semester Second Semester School Year

\*\* PFS children must be highlighted in yellow.

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| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
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**PFS and NON-PFS MONITORED:** Currently performing well according to teacher(s) and student grades:

**CURRENT** copy given to: Regional Office System Contact Principal(s) School Secretary **Date of Last Update**:

**Migrant Education Program Staff Schedule** First Semester \_x\_ Second Semester School Year 2022-2023

Home Base School: MIDDLE SCHOOL Schools Served: COUNTY SCHOOLS

SSP/Recruiter Name: SSP NAME

Work Hours: From 7:40 AM to 3:40 PM Total hours worked/week: 8 HOURS

\*\* PFS children must be highlighted in yellow.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| Home visits; Middle School; ID&R | Middle School; OSY; High School | Middle School; home visit | ID&R; High School | Home visits; Middle School |
| 7:40-10:00 Preschool EXITO home visits: 7:40-8:00 travel. 8:00 -8:45 student Charles at his home; 8:45- 9:00 travel. 9:00-9:45 – students Ben & Nancy in their home. 9:45-  10:00 return to middle school. | 7:40-8:05 Classroom  checking e-mails/ working with migrant students who need extra help (homework/quiz/test), occupational survey review, if any | 7:40-8:05 Classroom  checking e-mails/ working with migrant students who need extra help (homework/quiz/test), occupational survey review, if any | 7:00-11:00  ID&R during 3rd and 4th weeks of March – onions are ready. 10:45- 11:00 travel to high school. | 7:40-10:00 Preschool EXITO home visits: 7:40-8:00 travel. 8:00 -8:45 student Billy at his home; 8:45-9:00 travel. 9:00-9:45 – student Marla in her home. 9:45-10:00 return to  middle school. |
| 10:05-10:55 6th grade math with students Sarah, Mark, and Justin. Teacher A. | 8:05-8:55 8th ELA with Margo and Jennifer. Teacher G. | 8:05-8:55 8th ELA with Margo and Jennifer. Teacher G. | 10:05-10:55 6th grade math with students Sarah, Mark, and Justin. Teacher A. |
| 11:00-11:50 8th grade math with students William and Jesus.  Teacher R. | 8:55-9:40 6th ELA with Shirley, Frank, and Michael. Teacher D. | 8:55-9:40 6th ELA with Shirley, Frank, and Michael. Teacher D. | 11:00-11:50 8th grade math with students William and Jesus. Teacher R. |
| 11:50-12:20 Lunch | OSY English Lessons during their lunch break. Travel from 11:45- 12:10. Lessons from 12:10-1:00. 1:00-1:25 travel to high school. | OSY English Lessons during their lunch break. Travel from 11:45- 12:10. Lessons from 12:10-1:00. 1:00-1:25 travel to middle school | 11:00-11:30 Lunch | 11:50-12:20 Lunch |
| 12:20-1:10 7th grade ELA with Maria, Sammy, and Sylvia.  Teacher N. | 11:30-12:20 Coordinate Algebra with Patrick and Suzie. Teacher J. | 12:20-1:10 7th grade ELA with Maria, Sammy, and Sylvia. Teacher  N. |
| 1:10-2:00 8th grade ELA with Beth and Jill. Teacher K. | 1:25-2:15 – 9th Lit with Sherry. Teacher M. | 1:25-1:45 Contacting classroom teachers to prepare for upcoming lessons/student needs | 12:20-1:25 work with Patrick, Suzie, and Sherry to preview next week. (Elective Period - library) | 1:10-2:00 8th grade ELA with Beth and Jill. Teacher K. |
| 2:00 –4:40  ID&R during 3rd and 4th weeks of March – onions are ready. | 2:15-2:40 Contact classroom teachers at the high school to prepare for upcoming lessons/student needs.  2:40 – end of day (1 hr early to account for Monday ID&R) | 1:45-2:00 Planning, materials collection, copies, phone calls. | 1:25-2:15 – 9th Lit with Sherry. Teacher M. 1:10-2:00 | 2:00-2:50 – William on math problem solving in library (Specials Period) |
| 2:50-3:20 – Mark and Justin on long division (Specials Period) |
| 2:00 travel time. 2:30- 3:40 home visit and GED prep support for Martha (DO). | 2:15-2:40 Contact classroom teachers at the high school to prepare for upcoming lessons/student needs. | 3:20-3:40 Contacting classroom teachers to prepare for upcoming lessons/student needs. |

**PFS and NON-PFS MONITORED:** Currently performing well according to teacher(s) and student grades: Student- (4), Student- (4), Student- (4),Student (4), Student (4), Student (4), Student- (3), Student-(2), Student (3), Student- (4), Student- (4), Student-(1), Student- (2), Student-(1), Student- (4),Student (1), Student (3), Student (3), Student (3)

**CURRENT** copy given to: Regional Office Marisela Trejo System Contact

**Date of Last Update**: 3/1/2015

Principal(s) \_x\_ School Secretary \_x\_

EXAMPLE SCHEDULE A

**Migrant Education Program Staff Schedule** First Semester Second Semester \_X School Year 2022-2023

Home Base School: Georgia Middle School Schools Served: Georgia Elem., Middle, High School

SSP/Recruiter Name: April Roberts Work Hours: From 8:00 to 4:00 Total hours worked/week: 40

\*\* PFS children must be highlighted in yellow.

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| --- | --- | --- | --- | --- |
| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| MS and HS; Home visit | MS; HS; Home visits; ID&R | MS and HS | MS and HS | Elem and MS ½ day |
| 8:00-8:30  Contacting classroom teachers to prepare for upcoming lessons/student needs.  8:30-9:00  Preview ELA class with Edvin (library) | 8:00-8:30  Pull-out tutoring – multiplication facts for Edvin, Doral, Alice (library)  8:30-9:00  Pull-out tutoring – multiplication facts for Carmin and Lori (library) | 8:00-8:30  Contacting classroom teachers to prepare for upcoming lessons/student needs.  8:30-9:00  Preview ELA class with Sonia (library) | 8:00-8:45  Writing Essay practice – Leticia and Maria (library)  8:45 – travel to ES | 8:00-9:00  Office work/emails/calls and planning for Saturday class. |
| 9:00-9:40  Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid) | 9:00-9:40  Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid) | 9:00-9:40  Georgia Middle School Edvin & Sonia Gonzales Reading Lab(Mrs.Reid) | 9:00-9:40  Georgia Elem. School Alan Cruz &Dora Paz  ELA/Rdg. Rm. # 208(Mrs.Ross) | 9:00-9:40  Georgia Elem. School Alan Cruz &Dora Paz  ELA/Rdg Rm.#208 (Mrs.Ross) |
| 9:50-10:45  Georgia High School Juan Martinez & Alex Mono  Analytic Geometric Rm. # 201(Mr. Patrick) | 9:50-10:30  Georgia High School Juan Martinez, Alex Mono  Analytic Geometric Rm. # 201(Mr. Patrick) | 9:50-10:45  Georgia Elem. School Juan Cruz, Simon Vela Math  Rm. # 111(Mr. Burke) | 9:50-10:45  Georgia High School Juan Martinez, Alex Mono  Analytic Geometric Rm. # 201(Mr. Patrick) | 9:50-10:45  Georgia Elem. School Juan Cruz, Simon Vela Math  Rm. # 111(Mr. Burke) |
| 10:55-11:55  Georgia Middle School Leticia Solis& Maria Galvan Math Rm. #414 (Mrs. Blue) | 10:55-11:55  OSY/DO  (Corina Mata, Pedro Solis) Taylor Trailer Park Rm.# 3&9 | 10:55-11:55  Georgia Middle School Leticia Solis& Maria Galvan Math Rm. #414 (Mrs. Blue) | 10:55-11:55  Georgia Middle School Nora Paz, Sol Reyes, Jay Ramos  Math Rm. #414 (Mrs. Blue) | 10:55-11:55  Georgia Middle School Nora Paz, Sol Reyes, Jay Ramos  Math Rm. #414 (Mrs. Blue) |
| Lunch and Planning 11:55-12:40 | Lunch and Planning 11:55-12:40 |
| 12:40-1:35  Georgia Middle School Jose Castro, Noe Soto,AnaSoto  Edvin Gonzales ElA/Rdg  Rm. #412(Ms. Haines) | 12:00-2:45  ID&R; occupational survey follow up; employer visits | 12:40-1:35  Georgia Middle School Jose Castro, Noe Soto, Ana Soto  Edvin Gonzales ElA/Rdg  Rm. #412(Ms. Haines) | 12:00-12:45  Georgia High School  Luis Cano, Blas Gil, Tony Gala 9th Lit  Rm.#101 (Mrs. Canon) | **SATURDAY** |
| *6 Week Saturday Class for OSY*  7:00-8:30 travel to site – Miller’s Packing Shed  8:30-9:00 set up class iPads. 9:00-11:00 SEL for OSY  OSY: Samuel, Charles, Mark, Jose, and Phillip. |
| Lunch 12:45-1:15 |
| 1:40-2:40  Georgia Middle School Carmen Mena& Lori Lama  ELA/Rdg Rm.# 412(Mrs.Haines) | 1:40-2:40  Georgia Middle School Carmen Mena & Lori Lama  Ela/rdg Rm.# 412 (Mrs.Haines) | 1:15-2:00Reading/Rm#109 2:00-2:40/Math/ (Ms.Moss)  Georgia Elem. School  Lyla Lama, Joel Peña, Ana Peña |
| 2:45-4:00 Travel/EXITO  Eva Luna, Saul Rios  222 E. Pine St./225 E. Pine St | 2:45-4:00  Georgia Middle School Noel Bravo & Inez Lobo  Liturature Rm.406 (Mrs. Royal) | 2:45-4:00  Georgia Middle School Noel Bravo & Inez Lobo  Liturature Rm.406 (Mrs. Royal) | 2:45-4:00  Georgia Middle School Noel Bravo & Inez Lobo  Liturature Rm.406 (Mrs. Royal) |
| **Contracted Hours on Tues and Wed** | 4:30-5:30 EXITO Pedro and Sandy O. | 4:30-5:30 EXITO Juan and Ana |  |  |

**PFS and NON-PFS MONITORED:** Currently performing well according to teacher(s) and student grades: **Sandra Mata, Irma Vela, Nancy Rios**

**CURRENT** copy given to: Regional Office X System Contact X Principal(s) X School Secretary X

**Date of Last Update**: \_1/15/15

EXAMPLE SCHEDULE B

**COUNTY MIGRANT EDUCATION PROGRAM PARTICIPANT CONTACT DOCUMENTATION**

**Month: SSP/Recruiter Name:**

**Date Parent/Students/DO/OSY Method of Contact Purpose**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | * **Telephone** * **Homevisit** * **School visits/Conference** | * **ID&R** * **Academic Concerns** * **Social Concerns** * **Migratory Issues** * **Other – explain:** |
|  |  | * **Telephone** * **Homevisit** * **School visits/Conference** | * **ID&R** * **Academic Concerns** * **Social Concerns** * **Migratory Issues** * **Other – explain:** |
|  |  | * **Telephone** * **Homevisit** * **School visits/Conference** | * **ID&R** * **Academic Concerns** * **Social Concerns** * **Migratory Issues** * **Other – explain:** |
|  |  | * **Telephone** * **Homevisit** * **School visits/Conference** | * **ID&R** * **Academic Concerns** * **Social Concerns** * **Migratory Issues** * **Other – explain:** |

SSP/Recruiter TIME LOG

Day:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | ACTIVITY | | | | | NOTES |
| TIME | LOCATION | Tutoring | Recruitment | Home Visit/Phone Call | Planning with Teachers | Other |
| **8:00 AM** |  |  |  |  |  |  |  |
| **9:00 AM** |  |  |  |  |  |  |  |
| **10:00 AM** |  |  |  |  |  |  |  |
| **11:00 AM** |  |  |  |  |  |  |  |
| **12:00 PM** |  |  |  |  |  |  |  |
| **1:00 PM** |  |  |  |  |  |  |  |
| **2:00 PM** |  |  |  |  |  |  |  |
| **3:00 PM** |  |  |  |  |  |  |  |
| **4:00 PM** |  |  |  |  |  |  |  |
| **5:00 PM** |  |  |  |  |  |  |  |