



## DEPARTMENT OF EDUCATION

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**DATE:** September 6, 2017  
**TO:** Delaware District Superintendents and Charter Heads  
**FROM:** Gregory Fulkerson, Director, Language Acquisition  
**THROUGH:** Michael Watson, Chief Academic Officer/Associate Secretary  
**SUBJECT:** Agricultural Work Survey

The Title I, Part C Migrant Education Program requires that district/charter schools **screen** for migratory students who are eligible for program services. As a support to districts/charters, the Delaware Department of Education is providing an agricultural work survey as a **screening tool**. The attached agricultural work survey is to be included in the district/charter registration packet for all schools/campuses beginning **September 5, 2017**. A copy of this memo and the accompanying survey should be distributed to each campus within the district/charter.

The **original** completed form must be submitted to the Delaware Department of Education Migrant Education Program office **within 10 days of the student's enrollment**. Please send forms using State Mail Code D370B. A **copy** must be retained in the student's cumulative folder.

The agricultural work survey is required for **all students each year** of enrollment during any semester. For district/charter convenience, the form is provided in a bilingual two-sided format in English/Spanish, and English/Haitian-Creole.

**The SEA Migrant Education Program determines migrant eligibility** on an individual basis and will notify the district/charter when a student is determined to be eligible. The district/charter's designated migrant liaison will be contacted by the SEA to support additional supplemental services to migrant students.

For questions regarding the agricultural work survey or instructions, please contact the DDOE Title I, Part C Office by email:

Alicia Balcerak at [Alicia.Balcerak@doe.k12.de.us](mailto:Alicia.Balcerak@doe.k12.de.us)

Maria Mendoza at [Maria.mendoza@doe.k12.de.us](mailto:Maria.mendoza@doe.k12.de.us)