

Before Leaving Your Current District

There are many things migratory families can do when preparing to leave their current school district. In order to minimize interruption to your child's education, it is important to take the following steps:

One, provide details about the move to campus staff, to officially withdraw your child from school. Contact the campus registrar or front office staff of your child's school and inform them that you will be withdrawing your child. Give them as much information as you currently have regarding the move: the date of the planned withdrawal, the city and state you will be moving to, and if known, a forwarding address.

Two, provide details about the move to MEP staff, to minimize interruption in your child's education. Contact the MEP recruiter, or any other staff member, and provide them with as much information as possible regarding your upcoming move. Examples of helpful information to share include:

The name of the school district, city, and state, to which your family is moving. This is important because MEP staff can send a move notification using the national migratory database, or MSIX to the new district to make them aware of the move. This helps to ensure the children are identified in the MEP in the new district. MSIX also captures educational data, such as credits earned and state assessment results, which is especially important for secondary students to help ensure they graduate on time.

Any updates to your family's contact information, like your new address or a new phone number, the date your family will be moving to the new district, the date your family plans to return to the current district, and the school district in which your child will graduate. In the MEP, this is referred to as the child's "home base district" or "home district." This is especially important if your child is in middle school or high school. Notifying MEP staff of the district in which your child will graduate can help ensure your child is enrolled in the appropriate courses and will earn the credits needed to graduate on time.

Three, ask MEP staff or campus office staff for documentation you can give to your new school. These documents are known as "transfer documents". Transfer documents ensure the family has what is needed for the child to be appropriately enrolled in the new school district.

Four, ask the MEP staff to provide contact information for the MEP in your new district. MEP staff may give you the name of a specific staff member, phone numbers, a physical address, or the email address for the MEP office in the new district. You may also reach out to the Texas Migrant Interstate Program, or TMIP, for information on how to contact MEP staff across Texas and in other states as well.

Parents are strongly encouraged to reach out to the MEP staff member in the new school district, either before moving or upon arrival, in order to ensure the migratory move is captured and documented into MSIX. This will ensure that your child is appropriately placed, and experiences minimal interruptions to their education.