

# Designated SEA Reviewer Form

Persons Designated to Sign the Alaska Migrant Education Program Certificates of Eligibility (COEs)

2024-2025 School Year

## District Responsibilities

District Name: \_\_\_\_\_

The Certificate of Eligibility (COE) asks for the signature of the Designated State Education Agency (SEA) Reviewer. This is the federal term for the person in the district who reviews the final COE for completeness, accuracy, eligibility, and provides the final signature. In the past, they were called the Authorized District Representative. This person must be someone other than the parent or recruiter.

Training and materials are provided to all Designated SEA Reviewers that explain eligibility for the Migrant Education Program (MEP). It is highly recommended Designated SEA Reviewers attend the annual migrant fall training and understand migrant eligibility in its entirety as well as how to accurately complete a COE for eligibility and review it for errors. If staffing changes occur during the year, Alaska Department of Education & Early Development's Migrant Education Office must be informed of changes to this list of authorized signatures.

Two designated SEA reviewers are permitted per form. If additional SEA reviewers are necessary, please submit additional Designated SEA Reviewer forms.

## District Personnel Designated by the SEA to sign the COE

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

The Alaska Department of Education & Early Development's Migrant Education Office is not able to review COEs in MIS2000 until this completed form is received.

Please return form by **September 15, 2024** to:

**Jacqlene Drulis**

Email: [Jacqlene Drulis](mailto:jacqlene.drulis@alaska.gov) (jacqlene.drulis@alaska.gov)

Phone: 907-269-7987