

**CLERK, MIGRANT IDENTIFICATION, RECRUITMENT & DATA (ID&R/NGS)  
Summative Appraisal Form**

Name \_\_\_\_\_ School/Location \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ to \_\_\_\_\_ Date of Review \_\_\_\_\_

**Directions**

The following statements describe the employee who achieves success. Based on cumulative performance information, the evaluator estimates the employee's effectiveness in meeting each criterion. Rate each criterion using the scale below that most closely describes the employee's attainment of that criterion. For each domain, a comment area is provided for general statements and/or recommendations.

**Rating Scale**

- 5 Clearly Outstanding:** Performance is consistently far superior to what is normally expected.
- 4 Exceeds Expectations:** Performance demonstrates increased proficiency and is consistently above expectations.
- 3 Meets Expectations:** Performance meets expectations and presents no significant problems.
- 2 Below Expectations:** Performance is consistently below expectations and significant problems exist.
- 1 Unsatisfactory:** Performance is consistently unacceptable.
- 0 Not Applicable**

**JOB PERFORMANCE STANDARDS**

**Identification & Recruitment (ID&R)**

- \_\_\_\_\_ 1. Actively identifies and recruits eligible migrant children from 0-21, including out-of-school youth (OSY), residing in the school district.
- \_\_\_\_\_ 2. Conducts community canvassing, door-to-door recruitment, home visits, phone calls, and participation in district and community recruitment events.
- \_\_\_\_\_ 3. Interviews families to determine eligibility in accordance with the Texas ID&R Manual and federal regulations.
- \_\_\_\_\_ 4. Completes, processes, reviews, and updates Certificates of Eligibility (COEs), ensuring accurate determination of qualifying and non-qualifying migrant activity.
- \_\_\_\_\_ 5. Recruits eligible students for summer, supplemental, and special migrant programs.
- \_\_\_\_\_ 6. Provides home-based early childhood instruction and parent education for migrant children turning three years old after September 1.

**COMMENTS:** \_\_\_\_\_

**Data Entry, Reporting & Compliance**

- \_\_\_\_ 7. Enters, reviews, and maintains accurate migrant student data in NGS, MSIX, PEIMS, and local student information systems.
- \_\_\_\_ 8. Processes and verifies Certificates of Eligibility (COEs) and related documentation in compliance with federal and state requirements.
- \_\_\_\_ 9. Generates required campus, district, and program reports; maintain auditable records, logs, and data accuracy.
- \_\_\_\_ 10. Ensures timely updates, corrections, and communication of migrant student data and status changes.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Family, School & Community Support**

- \_\_\_\_ 11. Serves as a liaison between migrant families, schools, and community agencies.
- \_\_\_\_ 12. Assists families with referrals to school and community resources.
- \_\_\_\_ 13. Supports parental involvement initiatives, including recruitment and participation in Parent Advisory Council (PAC) meeting and activities.
- \_\_\_\_ 14. Provides regular updates on migrant student status to the Special Revenue & Grants Coordinator and campus personnel.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

**Program Compliance & Professional Responsibilities**

- \_\_\_\_ 15. Maintains accurate documentation of all recruitment activities, home visits, contacts, meetings, mileage, and work logs.
- \_\_\_\_ 16. Attends required ID&R, NGS, ESC, district, and department trainings.
- \_\_\_\_ 17. Maintains confidentiality of student and family information at all times.
- \_\_\_\_ 18. Performs other duties as assigned by the Special Revenue & Grants Coordinator.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

What strengths does \_\_\_\_\_ possess?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are some improvements \_\_\_\_\_ can make to ensure a higher degree of success for this department?

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Summative Conference Comments:

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**Recommendation of Evaluator:** I have read and received a copy of this evaluation. I have reviewed this instrument.

Renewal and/or Extension of Assignment

Non-renewal of Assignment

Termination of Assignment

Non-extension of Assignment

\_\_\_\_\_  
Administrator (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date