



Louisiana Migrant Education Program
MERIL2 COE Cheat Sheet



COE Checklist

Sign the COE at the same time as the interviewee.
If the student is an OSY, do not put them in the parent/guardian section.
Review all of the information entered on the COE for spelling and consistency.
Consult the MERIL2 Codes documents for country, state and department codes.
Check MSIX, MERIL2 and school enrollment databases to verify the spelling of student names and dates of birth.
Review the comments section to ensure it has the necessary information as required by the MERIL2 COE Instructions.
Review the QAD and the Residency Date to ensure they are both correct.
Ensure section 4 of the eligibility tab details when the migratory qualifying worker made a qualifying move and engaged in qualifying work soon after the move.
The QAD is the last time the child made a qualifying move as with, to join or precede the migratory qualifying worker.
Submit the COE within one business day of the COE date and email the ID&R Team (idr.team@louisiana-mep.org) with the COE ID with any relevant information regarding the COE upon submission.

Grades	
P0-P5	Ages Birth to 5
KG	Kindergarten
01	Grade 1
02	Grade 2
03	Grade 3
04	Grade 4
05	Grade 5
06	Grade 6
07	Grade 7
08	Grade 8
09	Grade 9
10	Grade 10
11	Grade 11
12	Grade 12
OS	Out of School (OSY and dropouts)
Last Grade Field	
If the student is a dropout or an OSY, record the grade that the child last <i>completed</i> , not what grade they last attended	

Mexican (MEX) State	Abbrev.
Aguascalientes	AG
Baja California	BC
Baja California Sur	BS
Campeche	CM
Chiapas	CP
Chihuahua	CH
Coahuila	CU
Colima	CL
Distrito Federal	DF
Durango	DU
Guanajuato	GJ
Guerrero	GR
Hidalgo	HG
Jalisco	JA
Michoacán	MC
Morelos	MR
Nayarit	NA
Nuevo Leon	NL
Oaxaca	OA
Puebla	PU
Queretaro	QE
Quintana Roo	QR
San Luis Potosi	SL
Sinaloa	SI
Sonora	SO
Tabasco	TB
Tamaulipas	TM
Tlaxcala	TL
Veracruz	VE
Yucatan	YU
Zacatecas	ZA

Enrollment Types	
N Non-Participant	The student is not participating in any Migrant Education Program (MEP) projects.
P Participant	MEP Funded Project
R Regular School Enrollment	Basic School Program and Regular Term MEP Funded Project
S Summer School	Summer School/Intersession MEP-Funded Project

DOB Verification Codes	
Choose the code corresponding with the document used to verify student data such as date of birth, birthplace and spelling of names. If there was no supporting documentation to verify student information, choose 1007.	
1003	Baptismal or Church Certificate
1004	Birth Certificate
1005	Family Bible Entry
1006	Hospital Certificate
1007	Parent's Affidavit
1008	Passport
1009	Physician's Certificate
1010	Previously Verified School Records
1011	State-Issued ID
1012	Driver's License
1013	Immigration Document
2382	Life Insurance Policy
9999	Other



International School System Equivalencies

US Schools	Mexican Schools		Guatemalan Schools		Salvadoran Schools	
N/A		1 de Kinder		N/A	<i>Pre-escolar</i>	Pre-Kinder (private school)
pre-K		2 de Kinder				Kinder
Kindergarten		3 de Kinder				<i>Pre-Primaria</i>
1st grade	<i>Primaria</i>	1 grado	<i>Primaria</i>	1er grado	<i>Primaria</i>	1 grado
2nd grade		2do grado		2do grado		2do grado
3rd grade		3er grado		3er grado		3er grado
4th grade		4to grado		4to grado		4to grado
5th grade		5to grado		5nto grado		5to grado
6th grade		6to grado		6to grado		6to grado
7th grade	<i>Secundaria</i>	1er grado	<i>Secundaria</i>	1er grado	<i>Secundaria - Tercer Ciclo</i>	1er grado
8th grade		2do grado		2do grado		2do grado
9th grade		3er grado		3er grado		3er grado
10th grade	<i>Bachillerato/Preparatoria</i>	1 grado		1 grado	<i>Secundaria - Bachillerato (2 or 3 years)</i>	1 grado
11th grade		2 grado		2 grado	<i>Graduate bachillerato general</i>	2 grado
12th grade		3 grado				<i>Graduate bachillerato especializado</i>