

# LOUISIANA MIGRANT EDUCATION PROGRAM



## Family Search Form Protocol

The Louisiana Migrant Education Program (LMEP) is a federally funded program [Title I, Part C] that funds high quality education programs for migratory children.

The LMEP Identification and Recruitment (ID&R) Team is requesting your support in helping to identify potential migratory families and/or children in your area. One way to assist is by having families within your parish complete the “LMEP Family Search Form” and sending the forms to the LMEP ID&R Team for follow up. Below are the instructions for how to submit these forms to the LMEP ID&R Team.

1. **Place the “LMEP Family Search Form” in all school registration packets.** These shall be given to every student in the school district every year. If a student enrolls in the school district in the middle of the year, they shall complete a search form as well. You can obtain the most recent form at the following link: <https://louisianamigrantidr.com/identification-recruitment.php>.
2. **Families complete the Search Form upon school registration.** The families shall answer both questions individually. When convenient, assist the families in completing the search forms so all of the information is accurate.
3. **Send the Search Forms into the LMEP Identification & Recruitment (ID&R) Team.** Send all of the search forms via email to the following email address: [idr.team@louisiana-mep.org](mailto:idr.team@louisiana-mep.org)
4. **Assist the LMEP ID&R Team in identifying these students.** The LMEP ID&R Team will follow up with the contact information provided on the Search Form. However, if they are unable to make contact with the family, they may be reaching out to you for additional or updated information.

With thanks for your support of the LMEP,

Melanie Mayeux, MEP State Director  
Louisiana Department of Education

### Statewide LMEP Staff

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