Specialist / Advocate Log for SAMPLE School District printed on (DATE). For the month/year of: (Mo/Yr) _____

Specialist/Advocate Name: _____

Enrolling School	Student Name	Student ID	Service Approach		Grade	Enrollment Date	Withdrawal Date	Insert Date of Service					PFS	Comments
			CASE MANAGEMENT (MGS)	STUDENT ADVOCACY (MSA)				ACADEMIC GUIDANCE	CAREER ED AND POST SECONDARY PREP	NON-ACADEMIC GUIDANCE	SOCIAL WORK OUTREACH	STUDENT LEADERSHIP / ENGAGEMENT		
SAMPLE BUILDING	SAMPLE FIRST AND LAST NAME	33333333	MGS ONLY "X" when supplemental service is logged for student	MSA ONLY "X" when supplemental service is logged for student	11	9/6/2012		9/1/2012 9/15/2012	9/21/2012	9/1/2012 9/15/2012			Y	

*All above services are documented by the MGS or MSA. Services may be logged, by student, whenever contact with the student, collaboration or outreach takes place for more than 15 minutes at a time. All direct services are reported in MSIS by the records clerk no later than at time of student withdrawal. Questions about documentation efforts may be directed to your local Migrant Program Field Office.

Before you start:
- ❏ Download blank or prefilled log at www.msdr.org ◄
- ❏ Save for required reporting to desktop or other file as applicable
- ❏ Corroborate MGS/MSA logging procedures with school documentation system ◄
- ❏ Review definitions of major functions (summary)

Each month it is strongly recommended:
- ❏ To log activities on a daily basis
- ❏ Print, file and share a copy of the completed log each month with migrant records clerk.
- ❏ Review the Student Needs Assessment (select the caseload of PFS students to be served, including new students, and re-print updated Log)
- ❏ Archive these confidential files (on an annual basis for auditing purposes)
- ❏ Document in the comments section of the Student Needs Assessment OR Specialist/Advocate Log, the reason a PFS student may not have been selected for the caseload or student roster e.g. participation in GEAR UP, BRIDGES Program, etc) ◄

NOTE:

◄ The MGS or MSA documentation log and template are available for download at www.msdr.org. To access the pre-filled log with all enrolled migrant students and the last time they received service in the specified area , simply login to the database, select the "Quick-Link Menu"/ "Ed" Tab/"Specialist/Advocate Log". To access the "Specialist/Advocate Documentation Template" simply click on the "MEP clearinghouse"/"Secondary" Tab.

◄ The school may replace this log and create its own documentation as long as information reported includes all major functions of the MGS/MSA and direct services are reported in MSIS. Other school records which include personally identifiably information may be kept as documentation of MGS or MSA activity in accordance with school policy.