An outline of the activities a FPD typically conducts in implementing a successful local Title I, Part C Migrant Education Program.

1. Conduct/facilitate a local needs assessment that identifies the needs of migrant students identified in the school district boundaries.
2. Develop and meet with a local parent advisory council to seek their input in addressing the identified needs. NOTE: Because the program funds would never be sufficient to address all the academic and support needs of migrant students, the FPD would look to coordinate resources with other federal, state, and local programs.
3. Complete the grant application located in the EDS system (iGrants Form Package 206)
4. Supervise the activities of staff employed in the program to ensure services and support activities, including records clerk and recruiting, are completed in accordance with federal and state requirements.
5. Ensure staff attend required trainings as necessary for conducting program activities.
6. Keep track of program funds to ensure the grant is being expended within federal rules and in a timely manner; submit revisions as needed to adjust the support needed for migrant students.
7. Annually evaluate the efforts of the local program and submit annual End-of-Year Report (iGrants Form Package 521)
8. If applicable, complete the grant application and end-of-year reports for Summer Programs funded by Migrant Education Program.

These activities are sometimes split between an FPD and a Program Coordinator, but these are the essential parts.