

California Migrant Student Information Exchange Manual





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Background

What Is the Migrant Student Information Exchange and Why Is It Important?

The Migrant Student Information Exchange (MSIX) is a national online system used to improve the continuity of educational services for migratory children by enabling states to exchange education- and health-related information about these students. Mandated under Title I, Part C, of the Elementary and Secondary Education Act of 1965, as amended by the Every Student Succeeds Act of 2015, the MSIX improves timeliness of school enrollments, accuracy of grade and course placements, and participation in the Migrant Education Program (MEP). Specifically, the system helps:

- **Migratory children** in secondary school to accrue course credits, by providing information on their course histories and academic progress.
- **Teachers** to obtain students' course histories and assessment information to determine their academic needs.
- **Guidance counselors** to obtain previous enrollment information to determine appropriate grade and course placement.
- **MEP recruiters** to obtain information regarding previous moves that may support eligibility determinations.

Purpose of This Manual

This MSIX manual is designed to help California's MEP subgrantees learn to use the MSIX to implement the Migrant Student Records Exchange Initiative. The manual provides detailed policies and procedures based on California's state guidance for MSIX users.

Target Audiences

The target audience for chapter I is **potential or current MSIX users** and any other **frontline educators** interested in migrant student records exchange who are seeking a high-level understanding of the Records Exchange Initiative and the MSIX system.

Chapters II, III, and IV are specifically targeted to potential or already identified **MSIX User Administrators**, **MSIX Data Administrators**, and **MSIX Secondary Users**, respectively, to assist them in the successful fulfillment of their MSIX role(s).

How to Use the Manual

Chapters. Each chapter has a specific target audience, as indicated above. Readers can choose to focus on the chapter(s) relevant to their role(s) or review all chapters as general information.

Appendices. Appendices corresponding to the chapters are included at the end of this manual. The appendices include resources, handouts, and forms.

Icons. Throughout the manual, the following icons are used to highlight specific policies and additional resources:



Policy: This icon indicates a policy that must be followed by California MEP subgrantees and corresponding MSIX users.



Resources: This icon indicates that there are related resources in the appendices to provide readers with additional information and guidance.

Chapter I: MSIX Overview

Chapter I provides general information about the Records Exchange Initiative and how to use the MSIX. This chapter is geared toward potential or current MSIX users and any other frontline educators interested in MEP student records exchange.

 RECORDS EXCHANGE INITIATIVE

 RULES OF BEHAVIOR

 TECHNOLOGICAL REQUIREMENTS

 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

 DATA FLOW

 ACCESS TO THE SYSTEM

 USER ROLES

 CONSOLIDATED STUDENT RECORD

 DATA REQUEST

 CONSOLIDATED STUDENT RECORD REQUESTS FROM PARENTS/GUARDIANS
OR STUDENTS

 DATA REVISION REQUESTS

 REPORTS

 DATA SECURITY BREACH RESPONSE

 SUPPORT

Records Exchange Initiative

The Migrant Student Records Exchange Initiative aims to ensure the appropriate enrollment, placement, and accrual of credits for migratory children. For MEP purposes, a child is considered a migratory child if the following conditions are met (CFR § 200.81):

1. The child is not older than 21 years of age; and
2. The child is entitled to a free public education (through grade 12) under state law, or the child is not yet at a grade level at which the LEA provides a free public education; and
3. The child made a qualifying move in the preceding 36 months as a migratory agricultural worker or migratory fisher, or did so with, or to join or precede, a parent/guardian or spouse who is a migratory worker or a migratory fisher; and
 - a. Regarding the qualifying move identified above, the child moved due to economic necessity from one residence to another residence, and from one school district to another.

Migratory children and youths often enroll in multiple schools each year as they migrate. This migration creates challenges for collecting data on these students and transferring their information, including:

- Lack of advanced move notice, or notice at all
- Lack of timely and accurate transfer of education information
- Delays in school enrollment
- Errors in school grade and course placement
- Loss of course credits needed for high school graduation
- Loss of MEP services

Such challenges prompted a nationwide effort to create a structured and mandatory system for the exchange of migratory children's records. Through a congressional mandate, the United States Department of Education (ED) created the Records Exchange Initiative with the following goals:

1. Create an electronic exchange for the transfer of migratory children's education data among the states.
2. Promote the use of the MSIX system to link the existing state MEP information systems across the nation.
3. Ensure that MSIX Consolidated Student Records are used for enrollment, placement, and accrual of credits.
4. Produce national data on the migratory student population.

The MSIX is the national online system developed through this initiative to facilitate the transfer of MEP student records electronically. It does not replace states' existing migratory child information systems. Rather, it links them together in order to store and consolidate critical education information already

collected by the different state MEPs. The ED has identified 73 minimum data elements that state MEPs are required to transfer into the MSIX (CFR § 200.85). These minimum data elements are grouped into five major categories:

- Demographics
- Qualifying Move(s)
- Enrollment(s)
- Assessment(s)
- Course History

After matching and combining the required minimum data elements from the different states where a child or youth was enrolled in the MEP, the MSIX produces a comprehensive Consolidated Student Record. The information available through the Consolidated Student Record enables school staff, such as guidance counselors and registrars, to:

- Quickly find students' previous enrollment records, course history, and assessments to determine the appropriate placement within the new school
- See the availability of a student's immunization record at previous schools, and any medical alerts

These actions benefit migratory students' educational progress by enabling enrollment into the appropriate grades and courses quickly and efficiently. In addition, students can use printed copies of their Consolidated Student Records to track school data and credit accrual toward their high school diplomas.

Rules of Behavior

In order to be granted access to the MSIX system, users must read, understand, and comply with the MSIX Rules of Behavior, referred to in this manual as the Rules (see appendix A.1: Rules of Behavior for the complete current rules). The Rules detail the responsibilities of all MSIX users to protect the security and privacy of the data stored within the system. The goal of the Rules is to increase security awareness and knowledge so that users can adequately perform their job functions while protecting MSIX information. **Therefore, users must read the Rules in their entirety.** The MSIX will automatically prompt users to reread the Rules annually (or as required when there are changes in the system or regulations). Table 1 displays a summary of the major points contained in the Rules.

Table 1. Major Points of the MSIX Rules of Behavior

Topic	Summary of Related Rules
Responsibilities	<ul style="list-style-type: none"> MSIX users must complete a basic security awareness course prior to being granted access to the system. Users must also complete an annual security awareness refresher training.
Monitoring	<ul style="list-style-type: none"> System usage may be monitored, recorded, and subject to audit by authorized personnel. There is no right of privacy for MSIX users. Unauthorized use of the system is prohibited and is subject to criminal and civil penalties.
User Credentials	<ul style="list-style-type: none"> The username and password are the mechanisms by which the MSIX identifies and verifies users. User IDs uniquely identify each MSIX user and allow MSIX System Administrators (staff who are overseeing the MSIX at the federal level are assigned this role) to link actions taken within the system to a specific user. This tracking is used to enforce user-based accountability within the system.
Privacy of MSIX Information	<ul style="list-style-type: none"> Users are subject to the Privacy Act of 1974, which established a code of fair information practices that govern the collection, maintenance, use, and dissemination of information about individuals.
Protection of MSIX Information	<ul style="list-style-type: none"> Users are required to protect MSIX information in any form, including information contained on printed reports or data downloaded onto computers or computer media.
Other Security Considerations	<ul style="list-style-type: none"> If users suspect or detect a security violation in the MSIX, they must report it within two hours of the suspected breach. Users must report the incident to their supervisor, and to the California MSIX Service Desk at ca_msixsupport@wested.org.

Technological Requirements

The MSIX is a responsive web application that adapts according to the device (e.g., cell phone, tablet, computer) used to access it. No special software or hardware is needed to obtain access, and no software license costs are associated with its use. However, the following system specifications ensure an optimized user experience and help protect student data:

- The MSIX can be accessed through all major internet browsers (i.e., Firefox, Google Chrome, Internet Explorer, Safari). Google Chrome is the recommended browser to access the system.
- The internet browser should be set up so that it does not store internet pages. This will allow MSIX updates and patches to be viewed on the user's device.
- The computer or mobile device must have up-to-date antivirus software.
- The connection to the internet must be secure (i.e., not public access).

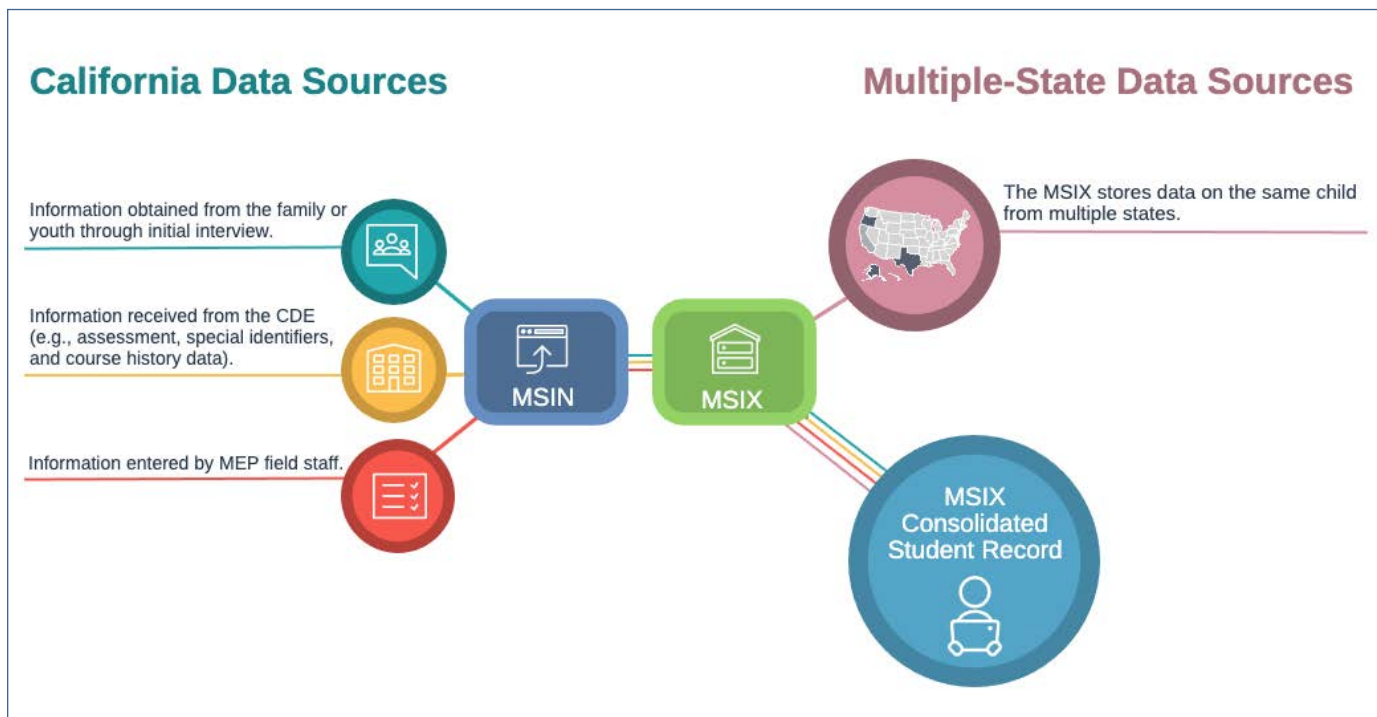
Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) permits state education agencies (SEAs), local education agencies (LEAs), and other local operating agencies to use the MSIX to exchange personally identifiable information contained in academic records on migratory children without written parental consent, as long as the information is used only for official MEP purposes and is in accordance with the MSIX Rules. In addition, as a system of records under FERPA, authorized users may use and disclose information from the MSIX only for the “routine uses” published by the ED in its MSIX system of records notice, which allows disclosure to facilitate a student’s (1) participation in the MEP, (2) enrollment in school, (3) grade or course placement, (4) credit accrual, and (5) unique student match resolution. (See 72 Fed. Reg. 68572-76 [Dec. 5, 2007] for more information.)

Data Flow

In California, MEP student data that is transmitted to the MSIX is collected and combined from multiple state sources through a complex data collection process. Initially, MEP student data is collected by MEP recruiters through an eligibility interview with a parent/guardian of a potentially eligible MEP child, or with a self-qualifying youth or his or her spouse. A child’s or youth’s MEP eligibility is documented on a Certificate of Eligibility (COE). After the COE is verified in California’s Migrant Student Information Network (MSIN), the state’s MEP database, additional information is captured and entered into the MSIN by the MEP field staff. In addition, the California Department of Education (CDE) populates the file submitted to the MSIX with additional student data, including assessment data, course history data (extracted from the California Longitudinal Pupil Achievement Data System), and special student identifiers (e.g., English Learner, Individualized Educational Plan, Priority for Services, and Algebra 1 or equivalent indicator). This data, along with the information in the MSIN, is transmitted to the MSIX in one file containing all the minimum data elements. The MSIX stores the minimum data elements transmitted for the same child or youth from different state MEP databases in order to create a comprehensive MSIX Consolidated Student Record. Figure 1 depicts how data is transmitted from the MSIN and the MSIX to create each MSIX Consolidated Student Record.

Figure 1. Data Flow for Each MSIX Consolidated Student Record



Access to the System

MSIX access is granted only to users with a legitimate need for MEP student information for the purposes of enrollment, placement, and credit accrual. Potential users must request access by completing the training requirements and the California MSIX user application. The MSIX application procedure involves three key roles:

- **Applicant:** A potential user requesting access to the MSIX.
- **Regional User Administrator:** A regional or direct-funded district MEP staff member, appointed by the local MEP Director, who serves as the local verifying authority and approver of MSIX applicants.
- **State User Administrator:** A state-level staff member, appointed by the CDE, who serves as the final approver, creator, and manager of the MSIX accounts.

Each region or direct-funded district in California has at least one Regional User Administrator who can guide potential users or interested individuals on how to request MSIX access. Both State and Regional User Administrators help protect migratory children's data by ensuring that MSIX access is restricted to appropriate users only. Parents, guardians, or migratory children or youths are not appropriate users; therefore, they will not be granted access to the MSIX. The system has integrated security features and requirements to assist users in safeguarding MSIX data. For example, users are required to change their MSIX passwords periodically. For additional information about the MSIX access procedure and MSIX security measures, see chapter II: User Administrators.

User Roles

Different user roles can benefit from the MSIX information to support MEP students with their academic and social needs. MSIX user roles are divided into three levels: state, regional, and district or school. The user roles in California are:

- State User Administrator
- State Data Administrator
- State Regional Administrator
- Regional User Administrator
- Regional Data Administrator
- Secondary User

State-level users interact with the MSIX primarily for administration, compliance, and technical assistance purposes. The State Regional Administrator role allows staff at the state level to establish and maintain the regional structure by assigning districts to the corresponding region in California.

Regional-level users find the MSIX valuable to reference student records to support their work with migratory children. Frontline educators at the district and school levels are able to access migratory children's data to make time-sensitive and appropriate decisions on school enrollment, grade or course placement, and credit accrual for high school graduation.

In California, the District Data Administrator and Primary User roles are currently disabled because there are other roles that have the same functions. In addition, the Regional User Administrator role is disabled in the MSIX system because the state MEP office has retained the responsibility for creating MSIX accounts. In California, each subgrantee has at least one person appointed by the local MEP Director as an acting Regional User Administrator responsible for the local verification of user account applications and overall account management; however, that user role is not assigned in the MSIX. Table 2 displays the enabled MSIX user roles in California. Note that the checked boxes represent the allowable system functions for each role. For a comprehensive table of all MSIX user roles, active MSIX users can access the MSIX Online Help.

Table 2. Enabled MSIX User Roles and System Functions

Function	State User Administrator	State Data Administrator	State Regional Administrator	Regional Data Administrator	Secondary User
My Account	✓	✓	✓	✓	✓
Search, Display, and Print Student Records in All States		✓		✓	✓
Access, Filter, and Export MSIX Reports	✓	✓		✓	✓
Move Notifications: Send and Reply		✓		✓	✓
Move Notifications: Dismiss and Reassign		✓		✓	
Data Requests: Send and Reply		✓		✓	✓
Data Requests: Resolve and Reassign		✓		✓	
Initiate Student Record Merges and Splits		✓		✓	
Validate/Reject Student Record Merges and Splits		✓		✓	
Access Regional Worklist Items				✓	
Access State Worklist Items		✓			
Create or Modify State User-Level Accounts	✓				
Create or Modify Regional User-Level Accounts	✓				

Function	State User Administrator	State Data Administrator	State Regional Administrator	Regional Data Administrator	Secondary User
Create or Modify School or District User-Level Accounts	✓				
Reset Passwords	✓				
Enable Regional Functionality			✓		
Create or Modify Regions			✓		

Consolidated Student Record

The Consolidated Student Record is the default view in the MSIX that displays the most recent student information. It also displays the combined demographic, enrollment, assessment, and course history data from any states in which a student was enrolled in the MEP. This information helps frontline educators facilitate prompt school enrollment, accurate grade and course placement, accrual of high school credits, and participation in the MEP.

The Consolidated Student Record view provides Data Administrators with the ability to flag a record to be merged with or split from another record belonging to the same child or youth. It also allows Secondary Users to send other MSIX users within or outside the state a secure notification within the system upon a student's arrival or departure.

In accordance with MSIX Regulations (see appendix A.2 for the full Regulations), each SEA that receives MEP funds must:

- Require each of its LEAs to use the Consolidated Student Record for all migratory children who have changed residence to a new school district within the state or in another state; and
- Encourage LEAs that are not local operating agencies receiving MEP funds directly to use the Consolidated Student Record for all migratory children.



Policy on the Use of the Consolidated Student Record

All California MEP subgrantees are expected to use the MSIX Consolidated Student Record as part of their local processes and daily operations to identify, enroll, serve, and support migratory students and youths.

Figure 2 displays a sample snapshot of the Consolidated Student Record view screen. The image shows the six categories of data captured in each record: student overview, qualifying move information, academic information, enrollments, assessments, and course history. The image does not contain real student data.

Figure 2. Fictitious Sample of a Consolidated Student Record

STUDENT RECORD

Adan Flores

Historical View

Raw View

Data Request

Flag for Merge

Move Notice

Export

MSIX ID: 235946779334

SUBMITTING STATES: CA

ADD TO LIST

Student Overview

Birth Date 05/23/1992 (Age: 29)

Birth Place San Miguel Chica, Oaxaca, Mexico

Birth Date Verification Parent's Affidavit

Multiple Birth No

Parent 1 Vang Aguilar

Parent 2 Rosa Aguilar

State or Migrant ID CA00109360TR (CA)
06002620381 (CA)

Sex Male

Qualifying Move Information

Qualifying Arrival Date 08/01/2007

Eligibility Expiration Date --

Qualifying Move From Merced, CA

Qualifying Move To Fresno, CA

Academic Information

Graduation/HSE Indicator --

Graduation/HSE Date --

Algebra I or Equivalent Indicator --

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP	
CA	Erma Duncan Polytechnical High	06/11/2010	07/30/2010	10	—	No	No	No	No	✓
CA	Erma Duncan Polytechnical High	08/17/2009	06/10/2010	10	—	No	No	No	No	✓
CA	Erma Duncan Polytechnical High	06/12/2009	06/30/2009	09	—	No	No	No	No	✓
CA	Erma Duncan Polytechnical High	08/18/2008	06/11/2009	09	—	No	No	No	No	✓
CA	Yosemite Middle	06/13/2008	06/30/2008	08	—	No	No	No	No	✓
CA	Yosemite Middle	08/20/2007	06/12/2008	08	—	No	No	No	No	✓

Assessments

State	Assessment Title	Date	Content	Type	Interpretation	
CA	California Standardized Test	04/2010	World History	State Assessment	Basic	✓
CA	California Standardized Test	04/2010	Biology	State Assessment	Proficient	✓
CA	California Standardized Test	04/2010	English Language Arts	State Assessment	Basic	✓
CA	California Standardized Test	04/2010	Math: Geometry	State Assessment	Basic	✓

Course History

No Course History Data is Available

Figure 3 displays an exported PDF version of the Consolidated Student Record for the same fictitious record shown in figure 2.

Figure 3. Fictitious Sample of a Consolidated Student Record PDF

Flores, Adan

Student Consolidated Record Report

DOB: 05/23/1992

MSIX Identification # 235946779334

Student Demographics					
Student Full Name	Sex	Birth Date	Birth Location	Parent 1	Parent 2
Adan Flores	Male	05/23/1992	San Miguel Chica, Oaxaca, Mexico	Vang Aguilar	Rosa Aguilar

Most Recent Qualifying Move			
QAD	EED	Move From Location	Move To Location
08/01/2007		MERCED, California, United States	FRESNO, CA

Graduation Information	
Erma Duncan Polytechnical High	
Graduation/HSE Indicator	Graduation/HSE Date

Enrollments									
School or Project Name	Academic Year	Enrollment Date	Withdrawal Date	Enrollment Type	Algebra 1 or Equiv.	Out of State Transcript	EL	IEP	PFS
Erma Duncan Polytechnical High 4330 East Garland Ave. Fresno, CA 93726-6102 Fresno Unified 559-248-7080	2008-2010	08/11/2010	07/30/2010	Summer/Intersession MEP-Funded Project				No	
Erma Duncan Polytechnical High 4330 East Garland Ave. Fresno, CA 93726-6102 Fresno Unified 559-248-7080	2008-2009	08/17/2009	06/10/2010	Regular Term MEP-Funded Project				No	
Erma Duncan Polytechnical High 4330 East Garland Ave. Fresno, CA 93726-6102 Fresno Unified 559-248-7080	2008-2009	08/12/2009	06/30/2009	Summer/Intersession MEP-Funded Project				No	
Erma Duncan Polytechnical High 4330 East Garland Ave. Fresno, CA 93726-6102 Fresno Unified 559-248-7080	2007-2008	08/18/2008	06/11/2009	Regular Term MEP-Funded Project				No	
Yosemite Middle 1292 North Ninth St. Fresno, CA 93703-4229 Fresno Unified 559-457-3450	2007-2008	08/13/2008	06/30/2008	Summer/Intersession MEP-Funded Project				No	



Student Consolidated Record Report

Flores, Adan

DOB: 05/23/1992

MSIX Identification # 235946779334

Enrollments								
Yosemite Middle 1292 North Ninth St. Fresno, CA 93703-4229 Fresno Unified 559-457-3450	2006-2007	08/20/2007	06/12/2008	Regular Term MEP-Funded Project				No

Course History - Failed and Incomplete Coursework	
No data available	
Resolved Coursework	
No data available	
Not Associated with an Enrollment and/or Non Migrant	
No data available	

Assessments					
DUNCAN POLYTECHNICAL HIGH					
Assessment Title	Date	Assessment Content	Assessment Type	Interpretation	Score Results
California Standardized Test	04/2010	World History	State Assessment	Basic	319
California Standardized Test	04/2010	Biology	State Assessment	Proficient	369
California Standardized Test	04/2010	English Language Arts	State Assessment	Basic	310
California Standardized Test	04/2010	Math: Geometry	State Assessment	Basic	301
Not Associated with an Enrollment and/or Non Migrant					
No data available					

Medical Information		
School/Project Name	Immunization Record	Med Alert
Erma Duncan Polytechnical High	No	
Erma Duncan Polytechnical High	No	
Erma Duncan Polytechnical High	No	
Erma Duncan Polytechnical High	No	
Yosemite Middle	No	
Yosemite Middle	No	

Uses of the Consolidated Student Record

As stated previously, the Consolidated Student Record should be used to identify, enroll, serve, and support migratory children. This section provides sample scenarios that illustrate how the Consolidated Student Record can be used to benefit migratory students. These hypothetical scenarios mimic real-life success stories shared in the MEP community across the nation. Figure 4 displays a sample scenario in which a school registrar accesses the Consolidated Student Record to determine the correct grade placement for a student.

Figure 4. Using the Consolidated Student Record for Enrollment Purposes



It is July. Jose just finished his junior year in high school and moved from Texas to California.

Jose's Texas school is closed for the summer, so no one is available to respond to the California school's transcript request.

The California school registrar accesses the MSIX, reviews Jose's course history from Texas, and places him in the appropriate grade and classes.

Jose successfully passes all of his classes and graduates high school on time.

Figure 5 displays a sample scenario in which a counselor accesses the Consolidated Student Record to review course history information and place a student in the correct courses.

Figure 5. Using the Consolidated Student Record for Course Placement



Steve is a ninth grader who attends three different schools in a given year. He excels in math, and finished Algebra 1 in eighth grade.

Steve arrives at a new school. Based on his age, a new counselor recommends placing Steve in Pre-Algebra.

Steve mentions that he took Pre-Algebra two years ago.

The counselor looks up Steve's records in the MSIX, realizes that Steve is qualified to go into Geometry, and revises the initial recommendation.

Figure 6 displays a sample scenario in which a counselor accesses the Consolidated Student Record to send a notification to another state, letting the state know a student is moving there.

Figure 6. Using the Consolidated Student Record for Interstate Collaboration



Data Request

The Data Request functionality within the MSIX allows users to send requests for information that is missing from a student's Consolidated Student Record. The acceptable data elements that users may request are those allowed by the ED, as identified in the minimum data elements list (see appendix A.3: MSIX Minimum Data Elements List). Users can send a data request directly to other MSIX users, in any participating state, from within the system.

Consolidated Student Record Requests from Parents/Guardians or Students

The parents/guardians of an eligible (or formerly eligible) migratory child can request a copy of their child's MSIX Consolidated Student Record. Once the child turns 18 years old or attends a postsecondary institution, all the education records rights transfer to the student, and copies of the Consolidated Student Record can only be released to that eligible (or formerly eligible) individual. Copies can be requested from an authorized MSIX user by using one of the three options described in figure 7.

Authorized MSIX users receiving Consolidated Student Record requests must verify the requestor's identity and relationship to the child or youth through reasonable methods in accordance with the MSIX Rules. Once the authorized MSIX user handling the request has verified this information, he or she can locate the child's record in the MSIX and provide it to the requestor through a locally determined secure delivery method that ensures that the student's information is protected (e.g., sending electronically through a secure and encrypted server, mailing a printed hard copy through the US Postal Service).

Figure 7 outlines the three options to request a copy of the Consolidated Student Record from an authorized MSIX user (the options are presented in order of anticipated ease and expediency, with Option 1 expected to be the easiest and quickest of all methods).

Figure 7. Options for Requesting Consolidated Student Records

Option 1: Contact Authorized User	Option 2: Contact MEP Director	Option 3: Contact California MSIX Service Desk
<p>Requestors can contact an authorized MSIX user in any school, district, or MEP subgrantee office where the migratory child or youth is attending or has attended school or has been enrolled in the MEP.</p> <p>Once the authorized MSIX user handling the request has verified the requestor's identity and relationship to the child or youth through reasonable methods, the user can locate the child's record in the MSIX and provide it to the requestor through a locally determined secure delivery method that ensures the protection of student data.</p>	<p>Requestors can contact the MEP director whose office covers the school district where the migratory child or youth attends or attended school or is or was enrolled in the MEP.</p> <p>Contact information for MEP directors is available at https://www.cde.ca.gov/sp/me/mt/regions.asp.</p> <p>Once the local MEP director or designee has verified the requestor's identity and relationship to the child or youth through reasonable methods, the child's or youth's Consolidated Student Record should be located in the MSIX and provided to the requestor through a locally determined secure delivery method that ensures the protection of student data.</p>	<p>Requestors can contact the state-level MEP staff through the California MSIX Service Desk (800-342-2964, option 3, or ca_msixsupport@wested.org).</p> <p>Once the state MEP staff verify the requestor's identity and relationship to the child or youth through reasonable methods, the Service Desk agents will locate the child's record in the MSIX and provide it to the requestor through a secure delivery method that ensures the protection of student data.</p>

This entire process should not take longer than 45 days from the day the initial request was made. As a rule, there is no cost to request and obtain a Consolidated Student Record. If a valid exception to this rule ever arises (e.g., records longer than 250 pages), the MSIX user handling the request must get clearance from the state MEP office and contact the requestor for approval to complete the request before any fees can be charged.

Data Revision Requests

Eligible (or formerly eligible) migratory children or self-qualifying youths, or their parents/guardians, may request to have erroneous data corrected on their own or their child's Consolidated Student Record. The request should be submitted in writing to the MEP subgrantee office that covers the area where the child or self-qualifying youth attends or attended school or is or was enrolled in the MEP.

The required written data correction request should include the following:

- Parent/guardian or self-qualifying youth's name
- Child's name (if different from the requestor's name)
- Detailed description of the information requested to be corrected
- Detailed description of the information that should replace the information reported as incorrect, if applicable



Appendix A.4 provides a sample template that includes options for providing all the required data. All local MEP subgrantee offices are expected to have procedures in place to respond to data correction requests in an efficient and timely manner.



Policies for Consolidated Student Record Revision Requests

While the process to correct erroneous data may involve multiple steps and require extended periods of time, MSIX regulations require that data corrections be processed expeditiously. Hence, MEP subgrantees are expected to act promptly. If, after investigating a data correction request, it is determined that a revision to MSIX data at the local level is necessary, the local data specialist should immediately revise the data in the MSIN database so that the California MEP can submit the revised data to the MSIX within four working days of the decision to revise the data.

Table 3 summarizes some possible data revision request cases, and the required actions and time frames to respond.

Table 3. Possible Data Revision Requests

Request	Required Action	Time Frame
California subgrantee receives a request from a parent/guardian, child, or self-qualifying youth to correct or amend MSIX data that was submitted by another SEA.	Send the request to the relevant SEA, using a secure delivery method that ensures the protection of student data (e.g., sending electronically through a secure and encrypted server, mailing a printed hard copy through the US Postal Service).	Within four working days of receipt of request from parent/guardian or child
California subgrantee receives a request for information from another SEA or the ED in its own process to respond to a data correction request from a parent/guardian, self-qualifying youth, or child.	Send the necessary information in writing to the other SEA or the ED, using a secure delivery method that ensures the protection of student data (e.g., sending electronically through a secure and encrypted server, mailing a printed hard copy through the US Postal Service).	Within 10 working days of receipt of request from the SEA or the ED
California subgrantee receives a request to correct or amend data that California submitted to the MSIX. The request may come directly from the parent/guardian, child, or self-qualifying youth. It may also be forwarded from another state MEP.	<ul style="list-style-type: none"> • Send a written or electronic acknowledgement to the requestor. • Determine whether the regional MEP office receiving the request is the appropriate entity to handle the petition, or whether it should be referred to a different regional office or to the state MEP office (e.g., the erroneous information may pertain to data entered or managed by a different California MEP subgrantee or submitted to the MSIX directly by the state MEP) or to another state's MEP office. • If the request should be handled by a different office, securely send the petition to the appropriate office and notify the requestor. • If the current regional MEP office is the appropriate entity to process the request, investigate the request thoroughly. • Decide whether to revise the data specified in the request. • If granted, correct the erroneous data immediately; doing so will help ensure that the revised data can be resubmitted to the MSIX within four working days of the decision, as mandated by MSIX regulations. • Send the requestor a written or electronic notice of the final decision. If data was corrected or modified, also securely provide a new copy of the updated Consolidated Student Record. 	Within 30 calendar days of receipt of request

As a best practice, when transferring the request to another state's MEP office, California MEP staff should make every effort to ensure that the appropriate contact person in the other state has received the request, and that the requestor and the other state's MEP representative have made, or can make, contact with each other to follow through with the request. If the regional MEP staff members have any questions or concerns regarding the nature or appropriateness of the request, or if they do not have the information requested, they should contact the California MSIX Service Desk for assistance (800-342-2964, option 3; ca_msixsupport@wested.org).

Reports

The MSIX has several reports that can be accessed by MSIX users. The level of detail that can be viewed is determined by the MSIX user role(s). Each report contains filters that can be applied by users. The reports are broken down into the following main categories:

- Dashboards
- Student Information Reports
- Worklist Reports
- Data Quality Reports
- Child Count Reconciliation Reports
- Student Mobility Reports

Table 4 identifies which MSIX user roles can access each report. This table only includes the assignable MSIX user roles in California. For a comprehensive table that includes all available MSIX roles, active MSIX users may access the Online Help in the MSIX.

See CA MSIX User Manual Guide 2.0 - MSIX Reports Categories Updates for most recent updates

Table 4. Reports Permissions by MSIX User Roles

Report Name	Report Category	State and Regional Data Administrators	Secondary Users
Account Management	Dashboards	✓	
Data Management	Dashboards	✓	
Records Exchange	Dashboards	✓	
Child Mobility	Dashboards	✓	
MEP Population	Dashboards	✓	

Report Name	Report Category	State and Regional Data Administrators	Secondary Users
Student Achievement	Dashboards	✓	
MSIX ID Count	Student Information	✓	✓
MSIX Child Count	Student Information	✓	✓
Demographics	Student Information	✓	✓
Enrollments (Minimum Data Element Type)	Student Information	✓	✓
Enrollments (Multiple States)	Student Information	✓	✓
Missed Enrollment	Student Information	✓	
Grade Retention	Student Information	✓	
Course History	Student Information	✓	✓
Assessment	Student Information	✓	✓
Merges & Splits by User	Worklist	✓	
Merges & Splits by Age	Worklist	✓	
Data Request by Age	Worklist	✓	
Move Notices	Worklist	✓	
File Submission	Data Quality	✓	
Potential Duplicates	Data Quality	✓	
Data Validity	Data Quality	✓	
Data Logic Issues	Data Quality	✓	
Data Completeness	Data Quality	✓	
Run Reconciliation	Child Count Reconciliation	✓	
General Move From	Student Mobility	✓	✓
General Move To	Student Mobility	✓	✓
Account List	User Account	✓	
Account Metrics	User Account	✓	

Data Security Breach Response

A data breach is a security incident in which sensitive, protected, or confidential data is copied, transmitted, viewed, stolen, or used by an individual not authorized to do so.



Policy to Respond to a Data Security Breach

If any users or user administrators suspect or detect a security breach, they should report the incident within two hours of the suspected breach to their supervisor, and to the California MSIX Service Desk at ca_msixsupport@wested.org. Users should also follow their local protocols and report data security breaches to their MEP Director or appropriate department.

Support

There are two MSIX support centers that assist California MSIX users. In addition, there are local MSIX Trainers that support users in their region or direct-funded district, and users often collaborate with their peers. The types of support needed vary based on user role(s). Users can find specific information regarding requesting support in the chapter corresponding to their MSIX user role(s). Figure 8 displays the different supports available nationally, in California, and locally.

Figure 8. MSIX Support Entities

National MSIX Help Desk	Telephone: 866-878-9525 Email: msixsupport@deloitte.com
California MSIX Service Desk	Telephone: 800-342-2964, option 3 Email: ca_msixsupport@wested.org
Local Support	Regional User Administrators Regional MSIX Data Administrators State and local MSIX Trainers

Chapter II: User Administrators

Chapter II provides information about the MSIX User Administrator role. It describes state policies that individuals with the User Administrator role should follow to manage MSIX accounts locally. This chapter is targeted toward MEP Directors, potential and current MSIX User Administrators, local MSIX Trainers, and others interested in MSIX access management.

➞ USER ADMINISTRATOR ROLE AND RESPONSIBILITIES

➞ APPROPRIATE APPLICANTS FOR MSIX USER ACCOUNTS

➞ TRAINING REQUIREMENTS

➞ PROCEDURE FOR GRANTING MSIX ACCESS

➞ REVIEW OF USER ACCOUNT APPLICATIONS

➞ SUBMISSION OF USER ACCOUNT APPLICATIONS

➞ RETENTION OF ACCESS REQUEST DOCUMENTATION

➞ USER ACCOUNT MANAGEMENT

➞ SUPPORT

User Administrator Role and Responsibilities

An MSIX User Administrator is the person appointed by the local MEP Director or the state MEP office to act as the regional or state verifying authority, respectively, and to provide approval of user account applications (Appendix B.1 shows the California MSIX User Account Application). User Administrators are key in protecting the data of migratory children because they are responsible for ensuring that only those who have a legitimate need to use the MSIX system obtain access.

Regional User Administrators. Since MEP Directors oversee and are ultimately responsible for their local programs, they are automatically considered Regional User Administrators. Directors can choose to be the only Regional User Administrator, or they can designate additional User Administrators locally. For efficiency and coverage purposes, it is recommended that each MEP subgrantee has at least one Regional User Administrator other than the MEP Director. However, for proper access control and to protect student data, this role should not be granted loosely or to an excessive amount of people. Directors should choose their Regional User Administrator appointee(s) carefully, ensuring that the selected person is the right fit for the role and that the selected person receives the resources and support necessary to successfully fulfill the responsibilities of this important role.

Regional User Administrators are responsible for the following:

- Verifying the MSIX user account applicant's identity
- Ensuring that users' training requirements are met
- Reviewing the MSIX account application for completeness and accuracy
- Completing the User Administrator portion of the MSIX account application
- Assigning the appropriate user role to the applicant
- Sending the application to the State User Administrator for final approval
- Performing account reviews for local users
- Collaborating closely with staff involved in providing MSIX training locally
- Knowing and following all state MSIX policies and procedures for account management
- Attending MSIX trainings provided by the ED's Office of Migrant Education and the CDE
- Knowing and using available MSIX resources
- Staying current on MSIX news, policies, and procedures
- Supporting local MSIX users

State User Administrators. Staff at the CDE and WestEd are assigned this role. At the state level, the State User Administrators are responsible for the following:

- Reviewing MSIX account applications for completeness and accuracy

- If able to approve the MSIX account request, completing the State User Administrator portion of the MSIX account application and creating the MSIX account
 - If unable to approve, working with the Regional User Administrator to determine whether the application can be modified for approval
- Knowing and following all state MSIX policies for account management
 - Knowing and using available MSIX resources
 - Staying current on MSIX news, policies, and procedures
 - Providing account management technical assistance to Regional User Administrators

Appropriate Applicants for MSIX User Accounts

The MSIX is intended for use by school, district, and regional MEP frontline educators (e.g., local school registrars, counselors, teachers, recruiters) who need migratory children's data to make time-sensitive and appropriate decisions on school or program enrollment, grade or course placement, and accrual of credits for high school graduation. State MEP staff require access to the MSIX to provide administrative and technical support to school, district, and regional staff. ED staff use the MSIX to obtain data on national trends, statistical analyses, and MEP child counts.

Parents/guardians, children, and self-qualifying youths cannot be granted MSIX system access. However, they can request a copy of their child's or their own MSIX Consolidated Student Record from an authorized local, regional, or state-level MSIX user (more information on the process to request MSIX Consolidated Student Records is available in chapter I of this manual).

Training Requirements

As outlined in the MSIX Rules, applicants for MSIX user accounts must complete a training dedicated to cybersecurity prior to being granted access to the system. In addition, MSIX users must complete a security awareness refresher training annually.



Policy for Training Requirements

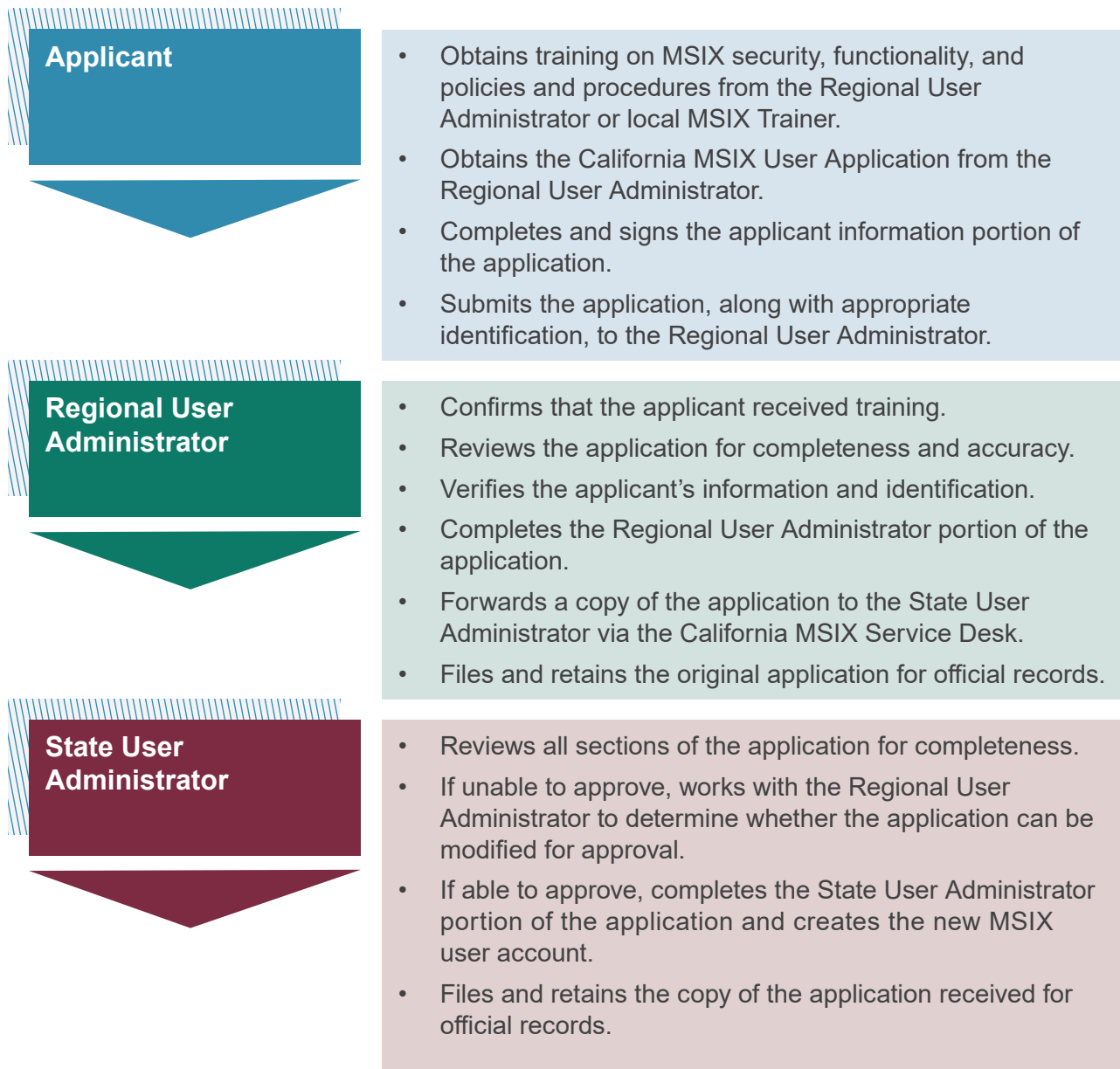
Regional User Administrators are responsible for ensuring that their local user account applicants and users meet the required training prior to receiving MSIX access and while they have MSIX access.

Procedure for Granting MSIX Access

Granting MSIX access only to intended users with a legitimate need for MEP student information is the first step in protecting the data and privacy of MEP students and youths. User Administrators are responsible for knowing the access request procedures described in this section and applying them locally with

consistency and diligence. The applicant, the Regional User Administrator, and the State User Administrator each play a critical part in the application process, and they are each responsible for specific steps in the process. Figure 9 shows the steps each role is responsible for.

Figure 9. Application Process for MSIX User Accounts



Review of User Account Applications

Access to the MSIX is available to selected and authorized state, regional, and district MEP staff; school personnel; and others in the MEP community. Those interested in obtaining access must request an MSIX user account by completing the following process:

- **Step 1: Applicant Information** — The person requesting an MSIX account (“Applicant”) completes the “Applicant Information” section, submits with the required attachment (whenever applicable), and provides proof of identity to the Regional User Administrator (i.e., the MEP Regional Director or an individual appointed to act as the local verifying authority and to approve MSIX user account applications).
- **Step 2: Regional User Administrator Approval (Identification Verification and Attestation)** — The Regional User Administrator reviews the “Applicant Information” section, completes the “Regional User Administrator Approval” section, and submits the form and the required attachment (whenever applicable) to the State User Administrator (i.e., state MEP staff or an individual appointed to act as the state-level verifying authority and to grant or create MSIX accounts).
- **Step 3: State User Administrator Approval** — The State User Administrator reviews the “Applicant Information” and “Regional MSIX User Administrator Approval” sections and the required attachment (whenever applicable), completes the “State MSIX User Administrator Approval” section, creates the MSIX account, and notifies the applicant.

In reviewing MSIX user account forms, Regional User Administrators should carefully review each field of the Applicant portion of the application for completeness and accuracy. Figure 10 shows a screenshot of the applicant information fields on the California MSIX user account application.

Figure 10. Required Applicant Information for MSIX User Accounts

California MSIX User Account Application – Part 1

STEP 1: Applicant Information

- The Applicant completes the Applicant Information and signs the form.
- The Applicant forwards the form to a Verifying Authority (the Regional MSIX User Administrator). This should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure (i.e., The MEP Regional Director or an individual appointed to act as the local Verifying Authority). The Applicant must provide appropriate identification (such as state/district identification badge, passport, driver's license, etc.) to verify their identity.

STEP 2: Identification Verification and Attestation

- The Verifying Authority (Regional User Administrator) completes their own information, reviews the entire application for completeness and accuracy, confirms the Applicant's identification, attests to the Applicant's need of an MSIX account, and confirms the right level of access.
- Upon completion, the Verifying Authority forwards the form to the Approving Authority/State User Administrator (i.e., State MEP staff or individuals appointed to act as the state-level authority and create MSIX accounts).

STEP 3: State Authority Approval

- The State Authority reviews the Applicant and Verifying Authority portions of the application for completeness, completes their own information, signs the form, creates an MSIX account for the Applicant, and files the application in a secure location.
- The State Authority notifies the Applicant that their account was created, and that they will receive two emails from the MSIX to finalize setting up their account.

Applicant - Instructions to the Applicant

Applicant Information

- Complete the applicant information below and sign the form.
- Forward the form to a Verifying Authority. This should be your direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Provide appropriate identification information and proof of cyber security training.

First Name		Last Name	
Cyber Security Training Date			
Work Address	Street	City	State Zip
Work Email		Work Telephone	XXX-XXX-XXXX Ext.
MEP Region or Direct-Funded District (if applicable)		School District (if applicable)	

Intended Use

Purpose (select one) ☐ Migrant Education Program Participation, School Enrollment, Placement and Secondary Credit Accrual ☐ Other: Please specify

MSIX Account Information

MSIX Role(s) <input type="checkbox"/> Secondary User <input type="checkbox"/> Regional Data Administrator	<input type="checkbox"/> State Regional Administrator <input type="checkbox"/> State User Administrator <input type="checkbox"/> State Data Administrator <input type="checkbox"/> State Batch Submitter
---	---

Job Title

Select all that apply <input type="checkbox"/> Regional/Local MEP Administrator or Staff <input type="checkbox"/> MEP Recruiter	<input type="checkbox"/> School Registrar <input type="checkbox"/> Student Liaison/Advocate <input type="checkbox"/> Teacher <input type="checkbox"/> School Guidance Counselor	<input type="checkbox"/> Other: Please specify	<input type="checkbox"/> State MEP Administrator or Staff
---	--	--	---

Signature

I certify that this information is accurate and complete to the best of my knowledge. I will only use the MSIX in accordance with the MSIX Rules of Behavior.

Signature: _____ Date: _____

The Privacy Act of 1974 (5 U.S.C. § 552a) Modified 6/01/2021

First Name and Last Name. The legal name of the individual requesting access to the MSIX.

Cyber Security Training Date. The date of the most recently completed cyber security training, as required by the MSIX Rules. Ensure that the date is within a year of the application submission.

Work Address. The street, city, state, and zip code of the applicant's work.

Work Email. The applicant's work email.

Work Telephone. The applicant's work telephone number.

MEP Region or Direct-Funded District; School District. The applicant's school district or region of employment.

Intended Use. The reason for requesting access to the MSIX. If selecting "Other," a description of the intended use must be written into the form.

MSIX Account Information. Select the applicant's MSIX role.

Job Title. Select all that apply. The applicant's job title or description (e.g., teacher, guidance counselor, recruiter).

Signature. The applicant's original signature, certifying that the information provided is accurate and complete. Ink, electronic, and scanned signatures are acceptable. However, typed names and digital signatures will not be accepted.

After reviewing and approving the Applicant portion of the application, Regional User Administrators should complete the Regional User Administrator portion. Figure 11 shows a screenshot of the MSIX User Administrator information fields on the California MSIX user account application.

Figure 11. Required MSIX User Administrator Information

California MSIX User Account Application – Part 2			
Verifying Authority - Instructions to the Verifying Authority			
Identification Verification and Attestation <ul style="list-style-type: none"> As the Verifying Authority (Regional User Administrator), you should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Review the entire application for completeness and accuracy. Complete the information below, confirm the Applicant's identification, attest to his/her need of an MSIX account, confirm completion of basic cyber security training, and confirm that the Applicant has the right level of access. Upon completion, file the form in your local records and forward the application to the State MSIX User Administrator via email at ca_msixsupport@wested.org for the account to be created. 			
Regional User Administrator First Name		Regional User Administrator Last Name	
Title			
Work Email		Work Telephone	XXX-XXX-XXXX Ext.
Region or Direct-Funded District		Applicant Identity Verification Method	<input type="checkbox"/> State Driver's License <input type="checkbox"/> State or District ID <input type="checkbox"/> Passport <input type="checkbox"/> Other:
Account Effective Date (optional)		Account End Date (optional)	
Signature I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that they have a need for MSIX information; 3) I have confirmed that they have completed basic cyber security training; and 4) the above-mentioned individual is requesting the appropriate MSIX role(s). Signature: _____ Date: _____			

First Name and Last Name. The legal name of the Regional User Administrator.

Title. The Regional User Administrator's job title.

Work Email. The Regional User Administrator's work email.

Work Telephone. The Regional User Administrator's work telephone number.

Region or Direct-Funded District. The Regional User Administrator's region of employment.

Applicant Identity Verification Method. The type of ID or method used to verify the identity of the applicant. If selecting "Other," a description of the method used must be written into the form.

Regional User Administrators should consider the following security measures regarding the applicant's ID:

- Due to personally identifiable information concerns, avoid making and keeping copies of IDs. If you have securely received copies of IDs, shred the copies after you have verified the applicant's identity.
- IDs containing personally identifiable information (e.g., passport, driver's license) should not be submitted electronically.
- If IDs are to be submitted electronically, these should preferably be work (e.g., school or district) badges or IDs, which contain less data, but still verify identity.
- If IDs containing personally identifiable information are submitted electronically, these should be transferred in a secure manner (i.e., encrypted).

Account Effective Date and Account End Date. Optional fields that can be used to designate a known future start or end date for a user account. For instance, a future Account End Date may be entered for a seasonal employee who will no longer need MSIX access after the summer months.

MSIX Role(s) for Applicant. The appropriate role(s) for the applicant. See chapter I, table 2, "Enabled MSIX User Roles and System Functions."

Signature. The Regional User Administrator's original signature certifying that the information provided is accurate and complete. Ink, electronic, and scanned signatures are acceptable. However, digital signatures will not be accepted.

Once the MSIX user account application is completed, reviewed, and approved by the Regional User Administrator, the Regional User Administrator should submit the MSIX user account application to the State User Administrator for final approval.

Submission of User Account Applications

Regional User Administrators are required to submit the MSIX user account applications to the State User Administrator for final review and MSIX account creation if approved. Applications should be submitted to the California MSIX Service Desk via email at ca_msixsupport@wested.org. Multiple applications may be submitted together, but they should be scanned individually to expedite the review process.

Retention of Access Request Documentation

The CDE requires that both approved and denied applications are retained by Regional and State User Administrators.



Policy for the Retention of Access Request Applications

MSIX Regional and State User Administrators must keep approved and denied applications for the required time frames stated in the MSIX Regulations. Paper or electronic copies of MSIX user applications must, at a minimum, be stored in a secured area or electronic environment where only authorized personnel can access the forms.

Table 5 provides the required retention time frames for MSIX applications, per the MSIX Regulations.

Table 5. Retention Requirements for MSIX Access Applications

Application Type	Time Frame for Retaining the Application
Approved Application	While the account is active or temporarily disabled, and three years after the date the account was permanently deactivated
Denied Application	Three years from the date the application was denied

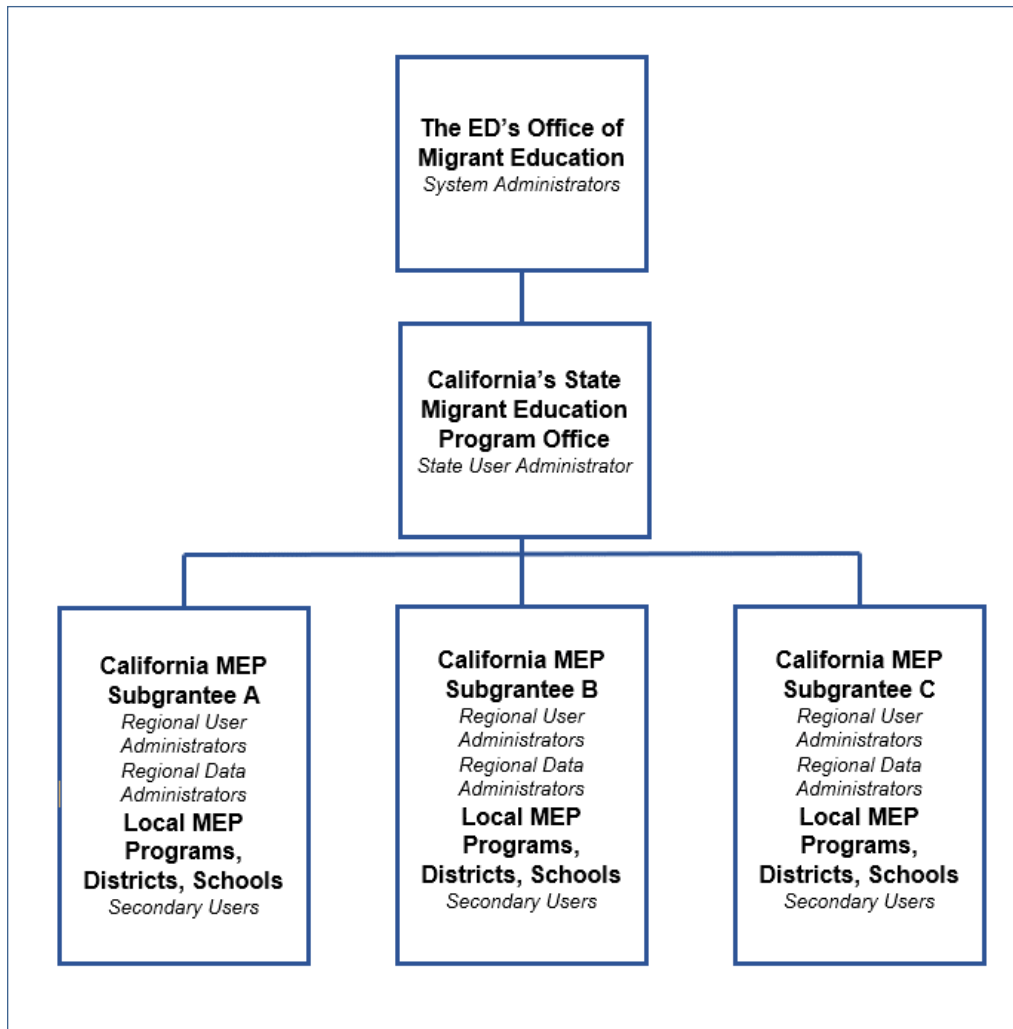
User Account Management

User Administrators help protect the data of migratory children, and ensure that those who have a legitimate need to use the MSIX system can access it, by following the account management tasks described in this section.

User Administration Hierarchy

The ED's Office of Migrant Education is responsible for monitoring all MSIX accounts in the nation and creating the MSIX user accounts for all State User Administrators nationwide. The California state MEP, through the State User Administrator, is responsible for creating all MSIX user accounts and managing all MSIX accounts in the state. Each MEP subgrantee, through its Regional User Administrator(s), is responsible for helping to manage and monitor all MSIX accounts in its corresponding region or district. Figure 12 displays the hierarchy of user account administration. Note that some user roles have been intentionally omitted from this figure, in order to focus on the hierarchy of the user account administration.

Figure 12. Hierarchy of MSIX User Account Administration



Policy on the Periodic Monitoring of Accounts

To help minimize the risk of unauthorized use of the MSIX system and the student information contained within, Regional User Administrators are required to review account status reports for all their local users on a semiannual basis. The Regional User Administrators will receive these reports semiannual via the California MSIX Service Desk. Regional User Administrators should review their local users' roles and user account statuses to determine whether any changes need to be made.



Policy on Requesting User Role Updates

If a Regional User Administrator identifies that a user's role needs to be updated, the Regional User Administrator should submit a written request, via the California MSIX Service Desk at ca_msixsupport@wested.org, indicating the requested user role change and the reason for the change. If the request is approved, the State User Administrator will attach the request to the application on file, and Regional User Administrators should do the same for their records.

User Account Status

Table 6 lists the existing options for MSIX user account status, along with definitions and examples.

Table 6. MSIX User Account Status Options

MSIX User Account Status	Definition	Example(s)
Active	An account with successful logins within the last 90 days	<ul style="list-style-type: none"> Users who access the MSIX regularly
Locked	An account with three repeated login attempts using incorrect passwords	<ul style="list-style-type: none"> Users who forgot their MSIX password
Expired	An account with a password that has not been changed in more than 90 days	<ul style="list-style-type: none"> Users who did not change their password in more than 90 days
Disabled	The temporary state of an account in which the user cannot access the MSIX. This account can be reactivated by a State User Administrator.	<ul style="list-style-type: none"> Seasonal employees Employees on a leave of absence Employees who have retired but may be rehired for continued work requiring MSIX use
Deactivated	The permanent state of an account in which access has been terminated. This account cannot be reactivated. Reinstating access to the MSIX requires creating a new account.	<ul style="list-style-type: none"> Employees who have resigned Employees who have been reassigned to a role that will not have a legitimate need for MSIX access

Disabling or Deactivating User Accounts

Disabling. Disabling a user account is a temporary change in account status, which prevents the user from accessing the MSIX for a specific amount of time, but allows the account to be reactivated in the future.



Policy on Disabling User Accounts

Regional User Administrators should submit a request to the State User Administrators (via the California MSIX Service Desk) to disable accounts immediately upon learning that a user does not or will not have a legitimate need for MSIX information during a period of time (e.g., during a temporary job assignment change or a leave of absence). Once the user regains a legitimate need for MSIX information, the account can be reactivated to restore the user's access to the MSIX.

Deactivating. Deactivating a user account is the permanent termination of access to the MSIX for that user. When an account is deactivated, the MSIX retains a record that the account existed, but the account cannot be reactivated, and the user must start a new application to request access.



Policy on Deactivating User Accounts

Regional User Administrators should submit a request to the State User Administrator (via the California MSIX Service Desk) to deactivate accounts in the following instances:

- Immediately upon learning that the user no longer has or will no longer have a legitimate need for MSIX information (e.g., the user will no longer work with MEP students)
- Immediately upon the user's departure from the organization where the user was originally working when granted the account
- Immediately upon a data security breach

Automatic Security Measures in the MSIX

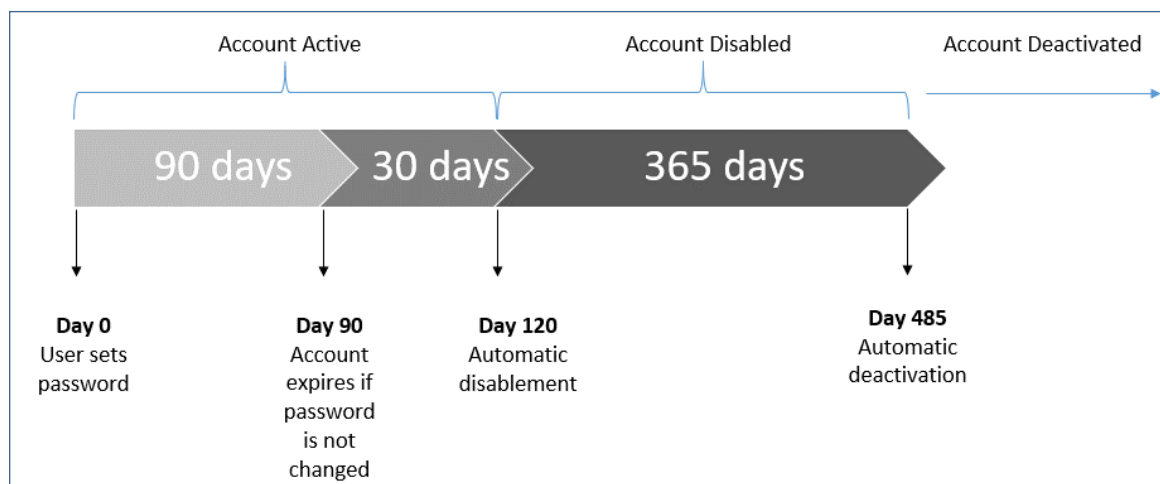
The MSIX has built-in security controls to protect the information stored within the system. To provide adequate support to their users, User Administrators should know and understand these security controls. Table 7 describes MSIX's automatic security measures and the time frames associated with each.

Table 7. Security Measures and Time Frames

Security Measure	Time Frame
Automated Session Timeout	Users are automatically logged out after 30 minutes of inactivity.
Password Expiration	Users must change their passwords at least every 90 days to avoid password expiration. If the password is not changed, the account changes automatically to expired status.
Temporary Password Expiration	Temporary passwords automatically expire after 14 days of having been issued.
Automated Disablement	Accounts are automatically disabled after being in expired status for 30 days.
Automated Deactivation	Accounts are automatically deactivated after being in disabled status for 365 days.

Figure 13 displays the time frames for automatic disablement and deactivation of an account by the MSIX system.

Figure 13. Automatic Disablement and Deactivation Timeline



Password Requirements

Required Password Criteria. To help users create strong passwords and to keep MSIX passwords secure and private, the MSIX requires specific password criteria. MSIX passwords must meet the following requirements:

- Between 12 and 20 characters
- At least one uppercase letter (A–Z)
- At least one lowercase letter (a–z)

- At least one number (1–9)
- At least one special character (e.g., #, @, %, or \$)

MSIX passwords must not:

- Have spaces
- Match any of the previous 24 passwords used to access the system (including previous temporary passwords)

Self-Managed Password Resets. MSIX users with locked or expired accounts can initiate a self-managed password reset by using the “Forgot Your Password?” link on the sign-in page.

Required Password Resets. MSIX passwords are to be changed at least every 90 days, or the account status will be changed to Expired. The MSIX will send an email notification 15 days prior to expiration, informing users that their password will expire and that action to change the password is required. In addition, users will receive an email three days before password expiration, and on the day of password expiration.

MSIX Account Challenge Questions

MSIX users are required to select five unique challenge questions and save their responses when accessing the MSIX for the first time. These challenge questions are needed in order to initiate the self-managed password reset process. The system will prompt users to enter their username and respond to three of the five challenge questions. If the user responds correctly, the system will send an email with a unique one-time password.



Policy to Request a Password Reset

If users need to request a password reset (i.e., if their account becomes disabled), they should email the request directly to the California MSIX Service Desk (ca_msixsupport@wested.org) and copy their Regional User Administrator. Users should not email State User Administrators directly to request password resets, as this will cause a delay in the requests.

Support

The California MSIX Service Desk (800-342-2964, option 3; ca_msixsupport@wested.org) provides support for California Regional User Administrators regarding issues with account management (e.g., reviewing MSIX applications or requesting account changes). Additionally, the National MSIX Help Desk (866-878-9525; msixsupport@deloitte.com) should be contacted to help address questions about MSIX

functionality or to report any issue that inhibits a user from working within the MSIX. Table 8 shows examples of when Regional User Administrators should contact each MSIX help desk for support.

Table 8. MSIX Support Examples for Regional User Administrators

Help Desk	When to Contact This Help Desk
California MSIX Service Desk	<ul style="list-style-type: none"> • To submit MSIX user applications for review • To request a password reset for disabled accounts • To request user account changes
National MSIX Help Desk	<ul style="list-style-type: none"> • To request general MSIX information • To report MSIX system glitches

Chapter III: Data Administrators

In this chapter, MEP Directors, potential and current MSIX Data Administrators, local MSIX Trainers, and others interested in MSIX data management will learn about the MSIX Data Administrator role. This chapter describes MSIX system functionality and state policies that individuals with the Data Administrator role should use and follow to manage MSIX data locally.

 DATA ADMINISTRATOR ROLE AND RESPONSIBILITIES

 WORKLIST ITEMS

 HANDLING DATA REQUESTS

 RECORDS MANAGEMENT

 MERGING RECORDS

 SPLITTING RECORDS

 MOVE NOTICE

 ESCALATION OF WORKLIST ITEMS

 REASSIGNMENT OF WORKLIST ITEMS

 WORKLIST HISTORY SEARCHES

 SUPPORT

Data Administrator Role and Responsibilities

An MSIX Data Administrator is the person appointed by the local MEP or the state MEP office to act as the local or state individual in charge of managing student records in the MSIX system. Within the MSIX, there are three different data administrator levels: District Data Administrator, Regional Data Administrator, and State Data Administrator. As mentioned in previous chapters, at this time in California, the District Data Administrator permissions in the MSIX are disabled for users. In California, local MEP Directors assign Regional Data Administrator roles to their local data specialists or similar staff who already work with and manage other MEP data locally, as it is important for an MSIX Data Administrator to have a strong understanding of local and state data entry, data transmission procedures, and data flow. State MSIX Data Administrators are typically staff who already serve in some capacity as data stewards of other MEP student information in the state. Given the important role that MSIX Data Administrators play in the overall management and timely transmission of required MEP student data, and to prepare for normal staff turnover, CDE strongly encourages all local MEP subgrantees to designate two or more MSIX Data Administrators locally. The state MEP also follows this best practice at the state level.

Because the MSIX Rules require timely resolution of worklist items, it is essential that Data Administrators be diligent and timely in resolving tasks associated with student records.

The major responsibilities for Data Administrators include the following:

- Maintaining an up-to-date overall knowledge of the Records Exchange Initiative, the data transmission process from the MSIN to the MSIX (including the minimum data elements list), and the state MSIX policies and procedures
- Collaborating with other Data Administrators
- Identifying student records that need to be merged or split
- Validating or rejecting student record merges or splits (both from system-generated near matches and user-initiated merge or split requests)
- Sending, replying to, reassigning, and resolving data requests and student move notices
- Reporting MSIX issues or glitches to the National MSIX Help Desk or the California MSIX Service Desk, as applicable

Worklist Items

Worklist items are data-management tasks generated when human intervention is necessary because the system is unable to auto-resolve an issue, or generated by other MSIX users. These worklist items are assigned to MSIX Data Administrators for review and resolution, stored in a system queue (a type of inbox within the MSIX), and accessible to Data Administrators via the Worklist navigation button on the left side of the MSIX secure homepage. There are four types of MSIX worklist items:

- **Data Request:** MSIX functionality allows users to request information about MEP students in the MSIX national database directly and securely from other MSIX users within the system.
- **Merge Record:** A key MSIX functionality is to link or merge a student's records from multiple states, so that all of the student's information is contained within a single MSIX Consolidated Student Record.
- **Split Record:** When a user believes that multiple student records belonging to different students have been incorrectly merged into a single consolidated record, the user can initiate a student record split request through the Flag for Split functionality. Requests to split records are routed by the MSIX system to Data Administrators, who are responsible for reviewing and accepting or rejecting the request.
- **Move Notice:** MSIX functionality allows users to easily send an email notification to other users within the state or in another state, alerting them of a student's relocation. Such email notifications are initiated from the Consolidated Student Record view in the MSIX. MSIX move notices allow for MEP identification, continuation of services, and intrastate and interstate collaboration.

Expediency in resolving worklist items is crucial. Data request worklist items have time-frame requirements, as stated in the MSIX Regulations. Once a merge or split record worklist item is generated, that record is not visible to any MSIX users until a resolution is reached. Finally, move notices should be followed up on promptly to locate and interview potential migratory families or youths. Proper and timely resolution of worklist items helps ensure that accurate student information is visible and available to those who need it in order to contribute to MEP students' educational success.

The four types of worklist items are funneled into the State and Regional Data Administrators' worklist item queues within the MSIX for review and resolution. For more information about which user roles can initiate and/or respond to worklist items, please refer to the "User Roles" section in chapter I.



Appendix C.1 provides step-by-step instructions, with screenshots, on accessing worklist items in the MSIX.

Handling Data Requests

One benefit of creating data requests through the MSIX is that it is a secure data exchange platform. An additional benefit is that the system automatically directs the request to the appropriate Data Administrator(s), based on state, district, and school selections. Users with the Data Administrator role will receive data requests regarding students who were previously identified as MEP students in their area.

The MSIX makes the communication process simple and straightforward. However, it is important to remember that, to protect students' privacy, even in an already secure system, users must not include any sensitive information (e.g., health information) or other personally identifiable information in the Comments fields of the data requests. Comments entered are displayed unedited and in their entirety for other MSIX users.



Appendix C.2 provides step-by-step instructions, with screenshots, on how to create a data request in the MSIX.



Policy on Acceptable Information to Share

The list of minimum data elements contains all the data elements that SEAs are required to transmit to the MSIX. Individuals with the Data Administrator role should familiarize themselves with the required minimum data elements. If minimum data elements are missing from an MSIX Consolidated Student Record, MSIX users may request the missing information through a data request. Per MSIX Regulations, Data Administrators must respond to valid data requests (e.g., requests to address missing minimum data elements) assigned to them within two working days of receiving the request.

Requests for Certificates of Eligibility

The most common data requests are for copies of students' COEs, which indicate their eligibility for the MEP. However, due to student data privacy concerns, California has decided against sharing copies of California COEs with other SEAs. Instead, Data Administrators should inform the requestor(s) that, due to privacy concerns, it is the California MEP's policy to provide targeted information from the COE, rather than a full copy of the document. Data Administrators should then ask the requestor(s) what specific information they need from the COE. If the request is for any of the following listed data, the Data Administrator may share the requested information only by responding to the original data request through the MSIX, or via telephone after confirming (to the extent possible) the identity of the person on the phone.

The specific data elements from the California COE that can be shared with other SEAs are:

- Migratory agricultural worker's¹ name on the newest eligible California COE

¹ Under section 1309(2) of the Elementary and Secondary Education Act, a "migratory agricultural worker" is a person who, in the preceding 36 months, made a qualifying move and, after doing so, engaged in new temporary or seasonal employment or personal subsistence in agriculture (which may be dairy work or the initial processing of raw agricultural products).

- Migratory agricultural worker's move date on the newest eligible California COE
- Migratory agricultural worker's move to and move from cities on the newest eligible California COE
- Migratory agricultural worker's qualifying work on the newest eligible California COE
- Number of children (siblings) on the newest eligible California COE, and MSIX IDs for each child, if available
- Name of the recruiter who completed the newest eligible California COE
- Date when the newest eligible California COE was approved

Figures 14 and 15 display screenshots of the California COE. The highlighted areas denote where the specific shareable data elements can be found.

Figure 14. Shareable Data from Part I of the California COE

CERTIFICATE OF ELIGIBILITY – Part 1
CALIFORNIA STATE DEPARTMENT OF EDUCATION
MIGRANT EDUCATION PROGRAM

COE # _____

I. QUALIFYING MOVES & WORK

- The child(ren) listed on this form moved due to economic necessity from a residence in _____ to a residence in _____.
School district / City / State / Country
- The child(ren) moved (complete both a. and b.):
 a. ☐ as the worker, OR ☐ with the worker, OR ☐ to join or precede the worker.
 b. The worker, _____, is _____, is
☐ the child or the child's ☐ parent/guardian ☐ spouse.
 i. (Complete if "to join or precede" is checked in #2a.) The child(ren) moved on _____.
 The worker moved on _____. (provide comment)
- The Qualifying Arrival Date was _____.
MM / DD / YY
- The worker moved due to economic necessity on _____, from a residence in _____, and:
School district / City / State / Country
 a. ☐ engaged in new qualifying work soon after the move (provide comment if worker engaged more than 60 days after the move); OR
 b. ☐ actively sought new qualifying work AND has a recent history of moves for qualifying work. (provide comment)
- The qualifying work, * _____, was (make a selection in both a. and b.):
Describe seasonal or fishing work
 a. ☐ seasonal OR ☐ temporary employment
 b. ☐ agricultural OR ☐ fishing work

*If applicable, check:
☐ personal subsistence (provide comment)
- (Complete if "temporary" is checked in #5a) The work was determined to be temporary employment based on:
 a. ☐ worker's statement (provide comment), OR
 b. ☐ employer's statement (provide comment), OR
 c. ☐ State documentation for _____.
Employer

II. COMMENTS (Must include 2bi, 4a, 4b, 5, 6a and 6b of the Qualifying Moves & Work section, if applicable.)

For 4b comments, complete Section III instead.

III. ACTIVELY SOUGHT WORK & RECENT HISTORY OF MOVES

☐ Not Applicable (not 4b)

Actively Sought Work

- Enter date when qualifying work was sought: _____.
MM / DD / YY
- Describe how the work was actively sought: _____

Recent History of Moves (Two moves for qualifying work in the last 36 months.)

Move #1

- Move Date: _____. 2. Worker: _____
MM / DD / YY First Name and Last Name of Worker
- From: _____ City: _____ State: _____
- Qualifying work: _____
Describe seasonal or temporary agricultural or fishing work

Move #2

- Move Date: _____. 2. Worker: _____
MM / DD / YY First Name and Last Name of Worker
- From: _____ City: _____ State: _____
- Qualifying work: _____
Describe seasonal or temporary agricultural or fishing work

IV. ROUND TRIP MOVE (Enter 1-2 for a round trip; Enter 3-4 for a move less than 30 days.)

☐ Not Applicable (no round trip)

- Enter departure date: _____. 2. Enter number of days gone: _____
MM / DD / YY
- Enter information to show that both directions of the round trip were "due to economic necessity" (i.e., the family/youth moved for work or because they could not afford to stay): _____
- Enter information to show that the child(ren) and worker were living in the new location rather than just visiting (i.e., change of residence): _____

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Figure 15. Shareable Data from Part II of the California COE

CERTIFICATE OF ELIGIBILITY – Part 2										COE # _____		
V. FAMILY DATA	Legal Parent / Guardian 1 Last Name First Name		Legal Parent / Guardian 2 Last Name First Name		Current Parent / Guardian 1 Last Name First Name		Current Parent / Guardian 2 Last Name First Name					
	Street				City		State	Zip	Telephone			
Current Address									() -			
Mailing Address									() -			
VI. CHILD DATA		Residency Date (applies to all children on this COE) → / /										
	MSD #	Last Name 1	Last Name 2	Suffix	First Name	Middle Name	Sex	Latino	Race	Birth Date	MB	Code
1.										/ /		
2.										/ /		
3.										/ /		
4.										/ /		
5.										/ /		
VII. SCHOOL and HEALTH DATA (applies to children numbered 1 - 5 above)							VIII. BIRTH PLACE					
	District	School Name		Enrollment Date	School Year	Type	Track	Grade	Med Alert	City	State	Country
1.				/ /								
2.				/ /								
3.				/ /								
4.				/ /								
5.				/ /								
IX. INTERVIEWEE SIGNATURE							X. PARENT/GUARDIAN/SPOUSE/WORKER SIGNATURE (FERPA)					
I understand the purpose of this form is to help the State determine if the child(ren)/youth listed on this form is/are eligible for the Title I, Part C, Migrant Education Program. To the best of my knowledge, all the information I provided to the interviewer is true.							The Family Education Rights and Privacy Act (FERPA) has been explained to me. I also hereby authorize the school district, Migrant Education Program Regional Office and the Department of Education to release, transfer, and receive all information on my child's education, support services, and health records for the purpose related to academic assessment, program services planning and transfer of student records. I further agree that student/family information otherwise confidential under the provisions of FERPA may be shared with other MEP statewide service providers under contract to the Department of Education/Migrant Education Program.					
Signature _____ Relationship to the children _____ Date / /							Signature _____ Date / /					
XI. ELIGIBILITY DATA CERTIFICATION							XII. LOCAL COMMENTS					
I certify that based on the information provided to me, which in all relevant aspects is reflected above, I am satisfied that these children are migratory children as defined in 20 U.S.C. 6399 and implementing regulations, and thus eligible as such for MEP services. I hereby certify that, to the best of my knowledge, the information is true, reliable, and valid and I understand that any false statement provided herein that I have made is subject to fine or imprisonment pursuant to 18 U.S.C. 1001.												
Signature of Interviewer _____ Date / /												
Signature of Designated SEA Reviewer _____ Date / /												

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Policy on Responding to Data Requests

Data Administrators with unread data requests will see the requests displayed in bold font inside their worklist, under the data request section. When resolving data requests, Data Administrators must follow these steps, unless otherwise stated:

1. Within two working days of receiving the data request, respond to the requestor, acknowledging the receipt of the request and, if necessary, asking clarifying questions to understand the data needed.
 - Note that, per the MSIX Regulations, data requests should be responded to within four days of receipt. However, data request worklists will be reassigned from the Regional Data Administrator to the State Data Administrator within two working days.

2. Determine whether the data requested is for a child or youth who has been previously identified as an eligible migratory child or youth in California (i.e., has a record in the MSIN).
 - Note that the MSIX allows users to initiate data requests, and the user's selections (e.g., state, district, or school) determine the routing of the request. Thus, Data Administrators might receive data requests for children who have not been identified in California. In this case, conducting the required due diligence to determine that there is not an MSIX record to update would be enough to resolve the data request.
3. Evaluate the request to determine whether the data needed is an MSIX minimum data element or a specific data element from the California COE that can be shared with other SEAs.
 - Tip: Determine whether the information requested is already available in the child's MSIX Consolidated Student Record. If the requested information is available in the MSIX and the requestor did not see it, respond with a brief description of how to access the information in the system.
4. If the requested information is available in the MSIX and is shareable, respond to the requestor with the requested information or with a brief summary of the progress in securing the information.
 - Continue to follow up with the requestor, as needed.
5. If the requested information is not available in the MSIX, work with the local MEP Data Specialist and the state MSIX team to:
 - Secure the requested information.
 - Determine whether the information needs to be transmitted into the MSIX.
6. Mark the MSIX data request as resolved once no further action is needed.



Appendix C.3 provides step-by-step instructions, with screenshots, on how to respond to data requests in the MSIX.

Records Management

Student data is transmitted from states periodically to ensure that the MSIX database has the most recent and comprehensive information. There are two ways the data is managed:

- **Automatically by the MSIX:** The system reviews the record to determine whether it already exists in the MSIX or is a new record.
- **By human intervention (user-initiated):** At any time after the student record is in the MSIX database, a user can intervene to initiate a merge or split of the records.

When student records are submitted into the MSIX, they are evaluated to determine whether they are new or whether they are potential matches to existing MSIX student records. This is done with a matching engine that uses demographic data and produces a matching score to indicate the level of similarity among the compared records.

The MSIX compares the matching scores to determine which of the following actions should be taken:

1. **Create a new, unique MSIX student record:** If the new record is sufficiently different from all existing MSIX student records, a new MSIX identification (MSIX ID) is automatically assigned to the new incoming record. No user intervention is needed for this action.
2. **Merge with an existing MSIX student record:** If the new record perfectly or highly matches an existing MSIX student record or records, the incoming student record is automatically merged with the existing MSIX student record(s). No user intervention is needed for this action.
3. **Create near-match worklist item:** If the new record is similar enough to an existing MSIX student record or records to be a potential match, a near-match worklist item is created for human review. Intervention from State or Regional Data Administrators is needed to evaluate the possible match and either validate or reject it. If the near match is rejected, the incoming record will be treated as a new, unique record (action #1). If the near match is validated, the incoming record will be merged with the existing MSIX record(s) and MSIX ID (action #2), and the master student record will automatically reflect the update.

Merging Records

There are two possible ways that records are combined together, or merged: automatically (if the record is a near match) or by human intervention (if the record merge request is user initiated). Both automatic and user-initiated merge worklist items have two phases:

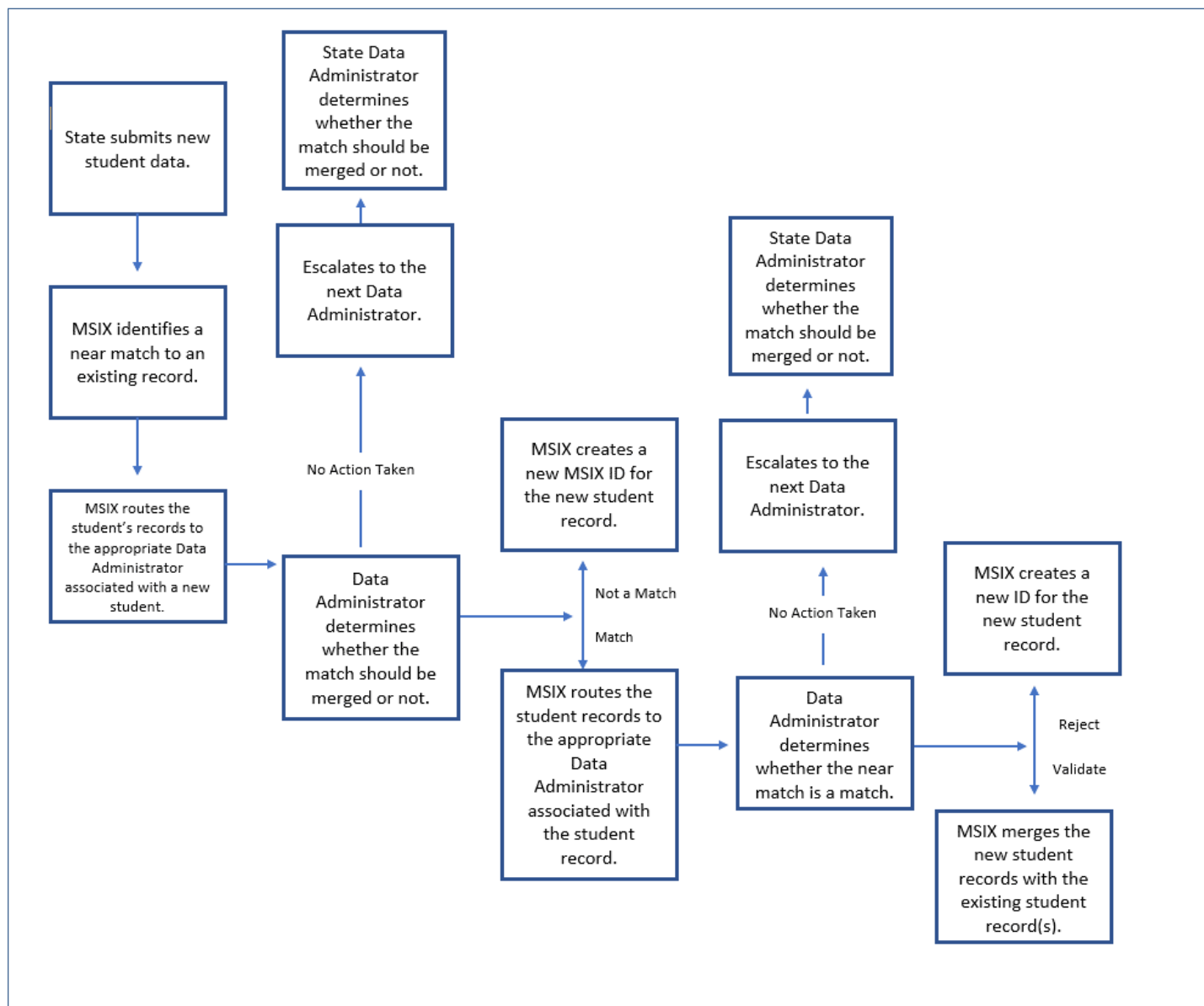
- **Phase 1 — Evaluation:** Merge worklist items need to be reviewed to evaluate their legitimacy (i.e., to decide whether to merge the records or leave them as separate records).
- **Phase 2 — Validation or rejection:** Merge worklist items must be either validated or rejected. Once they have been validated or rejected by a Data Administrator, the student record in the MSIX will automatically reflect this update.

The following sections provide additional information and corresponding state policies regarding merged records that are either near matches or user-initiated merges.

Near-Match Worklist Items

As stated previously, near-match worklist items are automatically created by the system when a new record is similar enough to an existing MSIX student record or records to be a potential match, but human review is required for confirmation. Figure 16 displays the process workflow for a near-match merge.

Figure 16. Workflow for a Near-Match Merge





Policy for Evaluating a Near-Match Merge

When resolving near-match worklist items, Data Administrators must follow these steps, using MSIX functionality (unless otherwise stated):

1. Access the near-match worklist item in the MSIX.
2. Review the student records that are being compared in the near match, to determine whether they should be merged under one MSIX ID or remain separate and have two unique MSIX IDs.
 - Tip: Use the California State ID displayed in the MSIX or the student's demographics to locate and review the student records in the MSIN to help determine whether the records should be merged.
3. If it is determined that the records should not be merged under one MSIX ID, reject the near match for the student record.
4. If it is determined that the records should be merged under one MSIX ID, process the near match for the student record.



Appendix C.4 provides step-by-step instructions, with screenshots, on how to evaluate a near match in the MSIX.



Policy on Validating or Rejecting a Near-Match Merge

Record merge requests must be reviewed and validated or rejected in a timely manner. If a merge is validated by the appropriate Data Administrator, the student record will automatically reflect the changes in the MSIX.

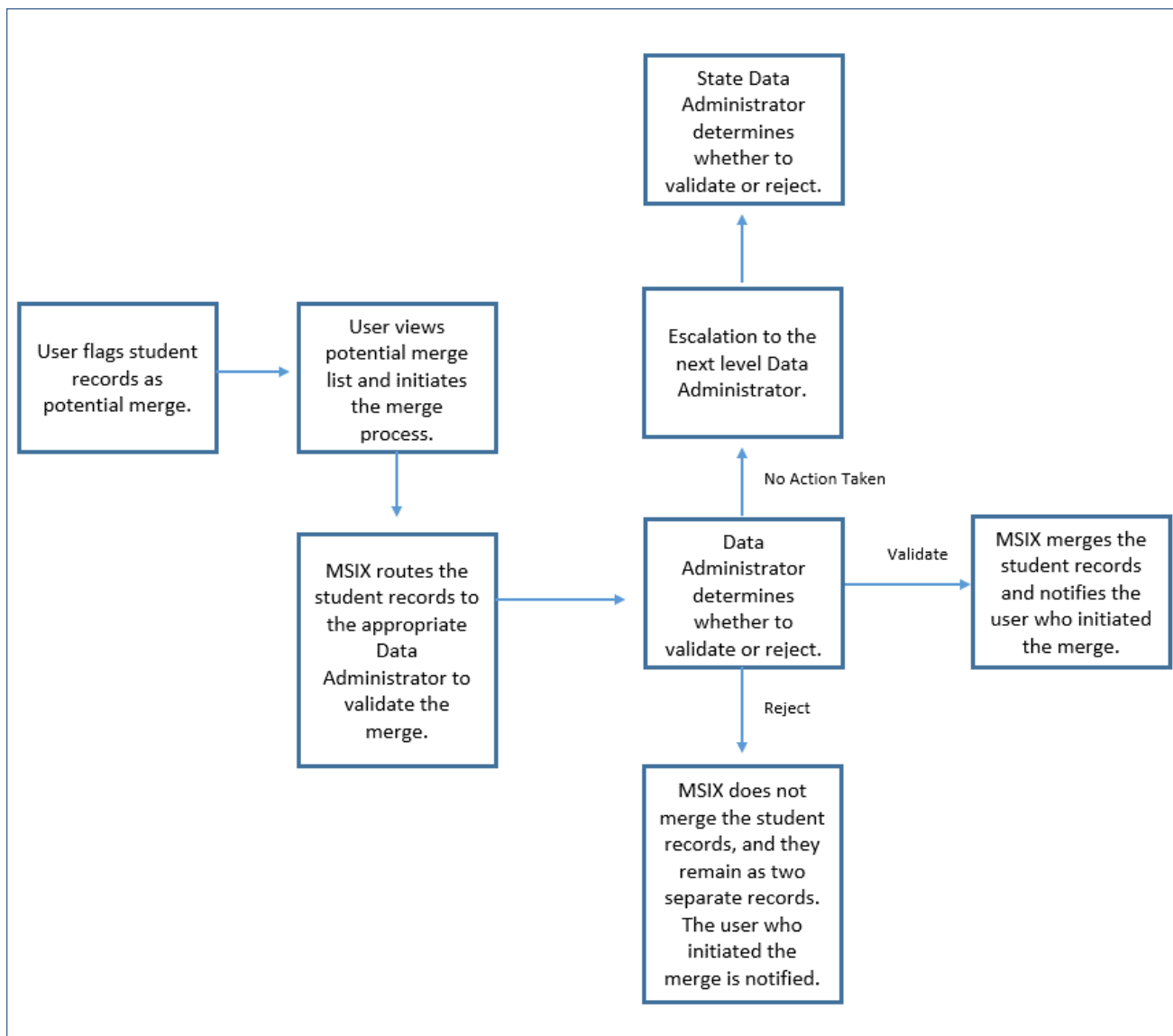


Appendix C.5 provides step-by-step instructions, with screenshots, on how to validate or reject a near-match merge in the MSIX.

User-Initiated Merge Worklist Items

Through the Flag for Merge function, MSIX Data Administrators can initiate a merge when one or more records appear to belong to the same student. Once a merge has been initiated, the MSIX automatically notifies the appropriate Data Administrator so that the administrator can review and either validate or reject the merge. Figure 17 displays the process workflow for a user-initiated merge.

Figure 17. Workflow for a User-Initiated Merge



Policy on Initiating a Merge of MSIX Records

The user-initiated merge process is available to State and Regional Data Administrators. If, while performing a student record search, users find two or more records with separate MSIX IDs that clearly belong to the same student (even if the information is not identical), a user can initiate the merge process if the user has an MSIX role that has system permissions to initiate a student record merge request. If, the user holds an MSIX role that does not have system permissions to initiate a merge request, the user should alert the local Data Administrator, so that a proper review of the records can be conducted. If the user is unable to contact the local Data Administrator, the user should report the findings to the State Data Administrator through the California MSIX Service Desk in order to begin a user-initiated merge worklist.



Appendix C.6 provides step-by-step instructions, with screenshots, on how to initiate a merge in the MSIX.



Policy on Removing a Student Record from the Flagged-for-Merge Queue

If a user learns more about a set of student records and determines that the records should remain separate, the user should report those findings to the State Data Administrator through the California MSIX Service Desk or to the local Data Administrator in order to cancel the merge request to prevent it from continuing the merge process.



Appendix C.7 provides step-by-step instructions, with screenshots, on how to remove a student record from the flagged-for-merge queue in the MSIX.



Policy on Validating or Rejecting a Merge

Record merge requests must be reviewed and validated or rejected in a timely manner. If a merge is validated by the appropriate Data Administrator, the student record will automatically reflect the changes in the MSIX.



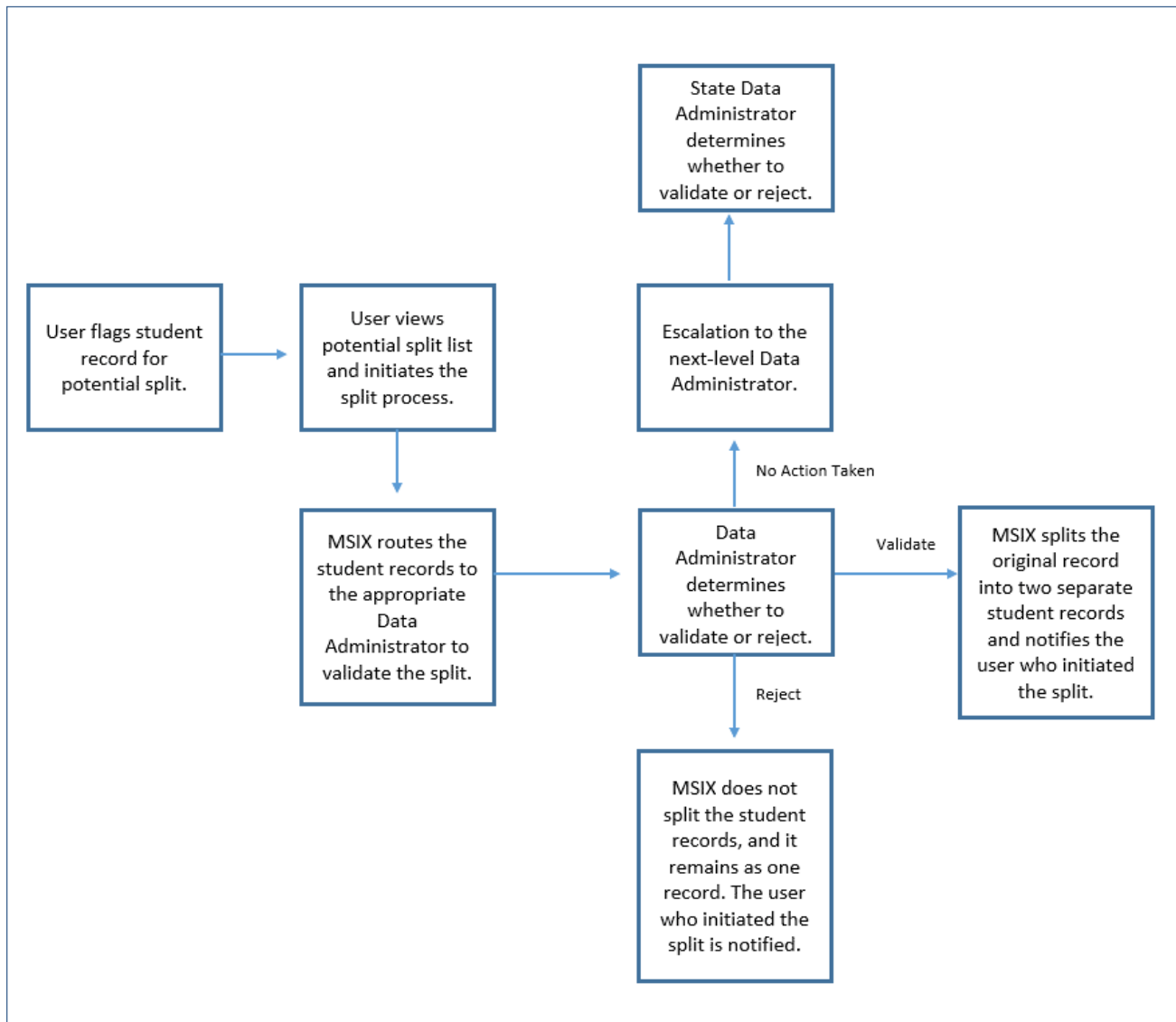
Appendix C.8 provides step-by-step instructions, with screenshots, on how to validate or reject a user-initiated merge in the MSIX.

Splitting Records

The MSIX has a flag-for-split process that State and Regional Data Administrators can utilize if they encounter student records that were incorrectly merged. The split process separates a single merged record into separate student records. When a split is initiated, the MSIX automatically notifies the appropriate Data Administrator to review the split worklist item and validate or reject it. State and Regional Data Administrators can also cancel split requests, if needed (e.g., if, after a thorough review, the Data Administrator determines that the records belong to the same student and should remain joined).

Figure 18 displays the workflow for a record split request.

Figure 18. Workflow for a Record Split Request



Policy on Initiating a Split

The flag-for-split and split-request processes are available to State and Regional Data Administrators. If a user has an MSIX role that has system permissions to initiate a student record split request, the user can make full use of the functionality within the MSIX and initiate a request whenever the user finds records that should not be merged. If, on the other hand, the user holds an MSIX role that does not have system permissions to initiate a split request, the user should alert the local Data Administrator, so that a proper review of the records can be conducted. If the user is unable to contact the local Data Adminis-

trator, the user should submit basic information about the split request (i.e., MSIX ID number and a brief description of the concern, without including personally identifiable information) to the California MSIX Service Desk, so that a State Data Administrator can put the request through the record split request workflow (as illustrated in figure 18).



Appendix C.9 provides step-by-step instructions, with screenshots, on how to initiate a record split in the MSIX.



Policy on Removing a Student Record from the Flagged-for-Split Queue

If a user who flagged a record to be split or who submitted a split request to the California MSIX Service Desk determines that the records should remain combined, the user should remove the flagged record from the split queue in the MSIX if the user's role allows this action, or contact the California MSIX Service Desk to cancel the request if that is how the split request was initially reported.



Appendix C.10 provides step-by-step instructions, with screenshots, on how to remove a record from the flagged-for-split queue in the MSIX.



Policy on Validating or Rejecting a Split

Record split requests must be reviewed and validated or rejected in a timely manner. If a split is validated by the appropriate Data Administrator, the student record will automatically reflect the changes in the MSIX.



Appendix C.11 provides step-by-step instructions, with screenshots, on how to validate or reject a split in the MSIX.

Move Notice

The MSIX allows users to send an email notification within the system to alert users in another geographic area of a student's relocation (i.e., a student's arrival or departure). The system helps the sender identify who the appropriate recipient of the move notice is, and it pre-populates the notice with the student's identifiers. To help safeguard the student's data, the system includes minimum information needed for users to identify the student's MSIX Consolidated Student Record, if needed. When users send student move notices, they will be automatically copied on the emails sent. These serve as confirmations that users can choose to keep for their records. The move notice feature is one of the most frequently

used in the MSIX because of the benefits it offers for migratory children and youths and for staff working with them. Users have indicated that there are multiple benefits of the move-notice email notifications, including that they:

- Encourage intrastate and interstate collaboration.
- Assist with identification and recruitment of migratory children and youths.
- Fill the gaps of families and out-of-school youths not notifying their local programs when departing or arriving.
- Are easy to access and are secure.
- Help users obtain relevant information about children or youths.
- Inform the sending location that a child or youth is no longer in the area.

Users can continue to correspond with the MSIX user who sent or received the move notice in the correspondence thread, if follow-up information about the child or the family is needed.



Policy on Sending Move Notices

MSIX users should send a move notice to the appropriate California region or state MEP, using the Move Notice functionality in the MSIX, immediately upon becoming aware that a student plans to relocate, has already relocated, or has arrived in the area. MEP subgrantees are strongly encouraged to incorporate sending MSIX move notices into already established identification and recruitment, student support and services, and data management practices. For example, MEP subgrantees should include the task of sending MSIX move notices in the standard process whenever a recruiter or support services aide becomes aware that the family or self-qualifying youth will be departing or has departed the area.

It is important that, when sending these notices, users include as much useful information as possible to contact or locate the family for potential recruitment to the MEP and continued support services (e.g., family's or youth's cell or message phone number; email address; last known location; destination state, city, district, and/or school [if known]; departure date).



Appendix C.12 provides step-by-step instructions, with screenshots, on how to send a move notice in the MSIX.



For instructions on how to send a Multi-Move Notice, see the [CA MSIX User Guide 3.0-Using the MSIX Functionality 'My Lists'](#).



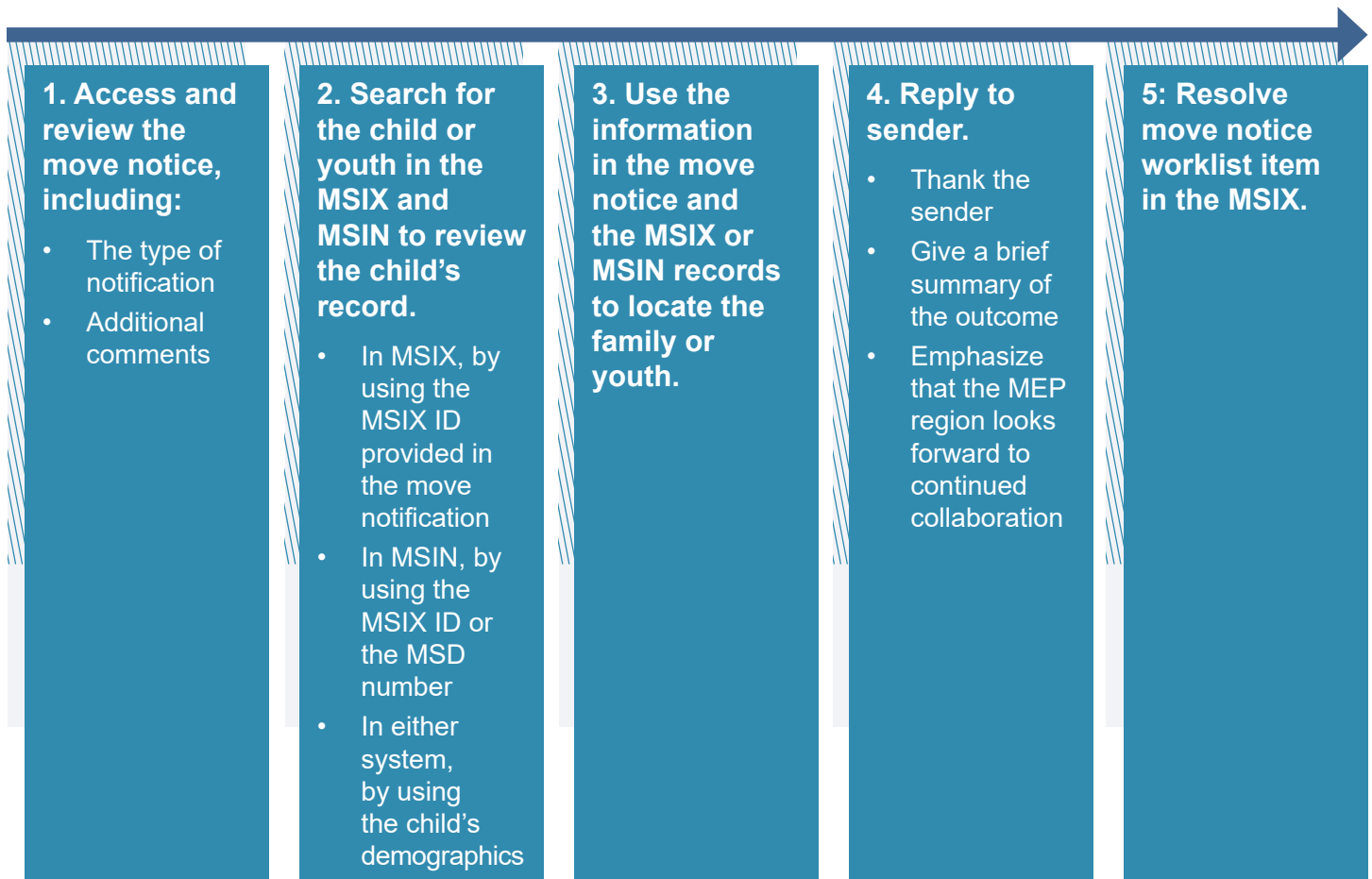
Policy on Responding to Move Notices

Although all MSIX user roles can send a move notice, only Data Administrators can receive the notices. Data Administrators must follow these steps immediately upon receiving an MSIX move notice:

1. Access and review the move notice, including:
 - The type of notice (e.g., “The student is leaving our area and indicated that he or she is moving to your area” or “The student arrived to our area from your area”).
 - Additional comments the sender may have added in the Comments field (e.g., “Parents indicated that they were moving to Sacramento, California”).
2. Search for the child or youth in the MSIX and the MSIN to review the child’s or youth’s record:
 - In the MSIX, by using the MSIX ID provided in the move notice.
 - In the MSIN, by using the MSIX ID or the MSD number.
 - In either system, by using the child’s or youth’s demographic information (e.g., first name, middle name, last name, date of birth).
3. Use the information in the move notice and the MSIX or MSIN records to locate the family or youth:
 - If enough information is known to begin locating the family or youth, share the information with the appropriate identification and recruitment contact person.
 - If not enough information has been provided to locate the family or youth, contact the move notice sender to request additional information (e.g., cell or message phone number; school information; email; destination county, city, or district). If additional information becomes available, share the information with the appropriate identification and recruitment contact person in your region so that the contact can begin locating the family and conduct follow-up.
4. Reply to the sender:
 - Thank the sender for the referral.
 - Inform the sender that the referral has been passed on for follow-up.
 - If known, provide a more specific but still brief statement regarding the outcome of the notice (e.g., “The family or youth was located, and support staff are already in the process of conducting an eligibility interview and identifying needs”).
 - Emphasize that your MEP region or state MEP looks forward to continued collaboration.
5. Resolve the move notice worklist item in the MSIX.

Figure 19 summarizes these steps.

Figure 19. Policy on Responding to Move Notice Worklist Items



Appendix C.13 provides step-by-step instructions, with screenshots, on how to respond to move notices in the MSIX.

Escalation of Worklist Items

Escalation refers to the automatic reassignment of worklist items by the MSIX. California has a two-tiered workflow for reviewing MSIX worklist items, with regional and state levels. The review process varies depending on the worklist item type (i.e., data request, merge record, or split record), as described in the following sections. Move notice worklist items are not escalated.

Escalation of Data Request Worklist Items

A data request is automatically escalated to the State Data Administrator two days after it has been received. The data request worklist item will remain in the State Data Administrator's queue until action is taken to resolve it. Table 9 displays the escalation timeline for data requests.

Table 9. Escalation Timeline for Data Requests

User Role	Time in Data Request Queue
Regional Data Administrator	2 days
State Data Administrator	Remains until resolved

Escalation of Merge Record and Split Record Worklist Items

A user's request to merge or split student records is automatically escalated when no action has been taken on the worklist item within a specific time period. The total allocated time for the two-tier review process is 21 days. Regional Data Administrators have seven calendar days from the day it was created to resolve merge or split worklist items before they are escalated to the state level. State Data Administrators have 14 calendar days to resolve these worklist items. Table 10 displays the escalation timeline for merge or split worklist items.

Table 10. Escalation Timeline for Record Merges and Splits

User Role	Time in Merge or Split Worklist Queue
Regional Data Administrator	7 days
State Data Administrator	14 days

If a merge or split worklist item is in a validation state (validate near match, validate user-initiated merge, or validate user-initiated split) queue, it will automatically be approved after three weeks (21 days). Near-match worklist items will remain in the State Data Administrator's queue until action is taken to resolve them.

Reassignment of Worklist Items

Data Administrators may reassign worklist items to a same-level Data Administrator in their state. However, worklist items pending validation will still be automatically processed after 21 days, regardless of whether they have been reassigned to another Data Administrator.

Worklist History Searches

Data Administrators can view current or historical worklist items assigned to them or to other Data Administrators in their state through the Worklist History functionality. The Worklist History functionality encompasses the following search options:

- Merge and split worklist history
- Data request and move notice history

These worklist histories log each major step in the worklist resolution workflow, including the user(s) assigned to the worklist and the action(s) taken at each step. Worklist actions captured by the history include reassignment, approval, rejection, and escalation to another user. The history also includes any comments that may have been entered by the user who took each action and the date each action was taken. Users can access the merge and split worklist history and the data request and move notice history via the My Worklist page. Table 11 displays the types of worklist searches that are allowed by each history search option.

Table 11. Worklist History Search Options

Type of Search	Items That Show Up in the Search
Merge and Split Worklist History Search	<ul style="list-style-type: none"> • Near matches • User-initiated merges • User-initiated splits
Data Request and Move Notice Worklist History Search	<ul style="list-style-type: none"> • Move notice • Data requests

Support

The California MSIX Service Desk (800-342-2964, option 3; ca_msixsupport@wested.org) provides support for California Regional Data Administrators regarding issues with the resolution of worklist items. The National MSIX Help Desk (866-878-9525; msixsupport@deloitte.com) should be contacted to help address questions about MSIX functionality or to report any issue with worklist item features. Table 12 shows examples of when Regional Data Administrators should contact each MSIX help desk for support.

Table 12. MSIX Support Examples for Regional Data Administrators

Help Desk	When to Contact This Help Desk
California MSIX Service Desk	<ul style="list-style-type: none"> • To request technical assistance with the resolution of worklist items
National MSIX Help Desk	<ul style="list-style-type: none"> • To request general MSIX information • To report MSIX system glitches

Chapter IV: Secondary Users

In this chapter, MEP Directors, potential and current MSIX Secondary Users, local MSIX Trainers, and others interested in the Secondary User role will learn information about the role. This chapter describes MSIX state policies that individuals with the Secondary User role should use and follow. For step-by-step instructions on how to use the Secondary User features in the MSIX, see appendices D.1–D.3.

 SECONDARY USER ROLE AND RESPONSIBILITIES

 POLICIES RELATED TO THE CONSOLIDATED STUDENT RECORD

 SUPPORT

Secondary User Role and Responsibilities

The Secondary User role is the most commonly assigned role in the MSIX. This role is appropriate for frontline educators at the regional, school, and district levels who need migratory children's or youths' data to make time-sensitive and appropriate decisions that support the educational goals of migratory children and youths. Secondary Users have a prominent role in raising awareness of the MSIX and promoting its use to other educators. Secondary Users can become direct advocates for migratory children by sharing the MSIX success stories (always keeping confidentiality and student data privacy in mind) and by informing colleagues, parents, guardians, and students (i.e., migratory children) about the MSIX Consolidated Student Record and its benefits.

Like all other user roles, Secondary Users are key in safeguarding the privacy and security of the data contained in the MSIX. To do so, they must adhere to the MSIX Rules of Behavior. In addition, Secondary Users are responsible for the following:

- Using the Consolidated Student Record for all migratory children for the purposes of enrollment, placement, and accrual of credits
- Protecting student data in any form, including information on printed or electronic Consolidated Student Records or reports
- Initiating data requests to get any information that is missing from the Consolidated Student Record and that is needed to make an appropriate educational decision
- Sending move notices upon becoming aware of a student's relocation
- Collaborating with other MSIX users as needed
- Printing Consolidated Student Records for appropriate requestor(s)

Policies Related to the Consolidated Student Record

This section describes policies for Secondary Users.



Policy on the Use of the Consolidated Student Record

As stated in Chapter I, all California MEP subgrantees are expected to use the MSIX Consolidated Student Record as part of their local processes and daily operations to identify, enroll, serve, and support migratory students and youths.



Appendix D.1 provides step-by-step instructions, with screenshots, on how to search for a Consolidated Student Record in the MSIX. Appendix D.2 provides step-by-step instructions, with screenshots, on how to access the historical or raw student record view in the MSIX.



Policy on Sharing Consolidated Student Records

Parents/Guardians or Migratory Children. The parents/guardians of an eligible (or formerly eligible) migratory child can request a copy of their child's MSIX Consolidated Student Record. Once the child becomes 18 years old or attends a postsecondary institution at any age (and then becomes an "eligible student" under FERPA), the Consolidated Student Record can only be released to the eligible (or formerly eligible) individual.

If a Secondary User receives a request for a Consolidated Student Record from parents/guardians or migratory children, the user must verify the requestor's identity and relationship to the child or youth through reasonable methods consistent with the responsibilities outlined in the Rules. Once the Secondary User has verified this information, the user can locate the child's record in the MSIX and provide it to the requestor through a locally determined secure delivery method that ensures that the student's information is protected (e.g., electronically through a secure and encrypted server, or mailing a printed hard copy through the US Postal Service).



Appendix D.3 provides step-by-step instructions, with screenshots, on how to print an MSIX Consolidated Student Record.



CA MSIX Manual User Guide 1.0 - Consolidated Student Record Updates has instructions for the new updates of 'Advanced Search & Custom Print'

Other Educational Agencies. If a Secondary User receives a request for a Consolidated Student Record from another LEA, the Secondary User should inform the LEA that the Secondary User cannot disclose the Consolidated Student Record, and encourage the individual with a legitimate need for the information to request MSIX access. The Secondary User should refer the LEA to the State or Regional User Administrator to initiate the request for MSIX access.



Policy on Data Requests

Initiating Data Requests. States can use data requests to obtain missing or updated information in a Consolidated Student Record. The list of minimum data elements contains all the data elements that SEAs are required to transmit to the MSIX. If any of these minimum data elements are missing from a Consolidated Student Record and are needed, Secondary Users should request the missing information through a data request via the Consolidated Student Record view. The MSIX will automatically route the data request to the appropriate Data Administrator.



Appendix C.2 provides step-by-step instructions, with screenshots, on how to create a data request in the MSIX.

Responding to Data Requests. Data Administrators might respond to data requests to clarify and understand the information that is needed. Secondary Users should respond to data requests promptly and always keep the student's privacy in mind; they should not include any sensitive information or personally identifiable information in the Comments field in any data request. Comments are shared unedited and in their entirety with other MSIX users.



Appendix C.3 provides step-by-step instructions, with screenshots, on how to respond to a data request in the MSIX.



Policy on Move Notices

Sending Move Notices. Secondary Users should send a move notice to the appropriate California region or state MEP, using the Move Notice functionality in the MSIX, immediately upon becoming aware that a student plans to relocate, has already relocated, or has arrived in the area. It is important that, when sending these notifications, users include as much useful information as possible, in order to be able to contact or locate the family for potential recruitment to the MEP and continued support services (e.g., family's or youth's cell or message phone number; email address; last known location; destination state, city, district, or school [if known]; departure date).



Appendix C.12 provides step-by-step instructions, with screenshots, on how to send a move notice in the MSIX.

Responding to Move Notices. Although all MSIX user roles can send a move notice, only Data Administrators can receive and resolve move notices. However, Secondary Users may respond to a comment in a move notice that they initiated, using the Correspondence section available in the Move Notice functionality. Secondary Users should communicate through the Correspondence section or by phone,

as needed, to receive the requested information. Once the information requested has been received, Secondary Users should respond by:

- Thanking the user for the assistance.
- Emphasizing that your MEP region or state MEP looks forward to continued collaboration.

Support

The California MSIX Service Desk (800-342-2964, option 3; ca_msixsupport@wested.org) provides support for California Secondary Users regarding issues with their account or to request a password reset for disabled accounts. Additionally, the National MSIX Help Desk (866-878-9525; msixsupport@deloitte.com) should be contacted to help address questions about MSIX functionality or to report any issue that inhibits your ability to work within the MSIX. Table 13 shows examples of when a Secondary User should contact each MSIX help desk for support.

Table 13. MSIX Support Examples for Secondary Users

Help Desk	When to Contact This Help Desk
California MSIX Service Desk	<ul style="list-style-type: none"> • To request a password reset for disabled accounts
National MSIX Help Desk	<ul style="list-style-type: none"> • To request general MSIX information • To report MSIX system glitches

Appendices

[!\[\]\(5eb1325dfdc3f1cad8426726c0db51cd_img.jpg\) APPENDIX A.1: RULES OF BEHAVIOR](#)

[!\[\]\(eafc244b53721dd1ec133f0772f70fc7_img.jpg\) APPENDIX A.2: MSIX REGULATIONS](#)

[!\[\]\(d3fb9f94af8b26d1c844efa9a98805b0_img.jpg\) APPENDIX A.3: MSIX MINIMUM DATA ELEMENTS LIST](#)

[!\[\]\(950a62bbddad88d64435fd35607dfc42_img.jpg\) APPENDIX A.4: DATA REVISION REQUEST SAMPLE](#)

[!\[\]\(5a132f13505a6571904d622757b7a8f0_img.jpg\) APPENDIX B.1: CALIFORNIA MSIX USER ACCOUNT APPLICATION](#)

[!\[\]\(10f8862fc183b400327470ea85afe9ae_img.jpg\) APPENDIX C.1: INSTRUCTIONS FOR DATA ADMINISTRATORS—ACCESSING WORKLIST ITEMS](#)

[!\[\]\(e1d6102fe77919492c04879c8450f1f5_img.jpg\) APPENDIX C.2: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
CREATING A DATA REQUEST](#)

[!\[\]\(73002692dd5e7a64e60946be3158e719_img.jpg\) APPENDIX C.3: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
RESPONDING TO A DATA REQUEST](#)

[!\[\]\(d5d7044e5caf6907399af2dced8d6ff8_img.jpg\) APPENDIX C.4: INSTRUCTIONS FOR DATA ADMINISTRATORS —EVALUATING A NEAR MATCH](#)

[!\[\]\(35dc653d59570f8f891c312eeece91a2_img.jpg\) APPENDIX C.5: INSTRUCTIONS FOR DATA ADMINISTRATORS — VALIDATING OR REJECT-
ING A NEAR-MATCH MERGE](#)

[!\[\]\(ab4e2b3fc7e7887b7a72f548aa6f5e60_img.jpg\) APPENDIX C.6: INSTRUCTIONS FOR DATA ADMINISTRATORS — INITIATING A MERGE](#)

[!\[\]\(104fbf564e2e5a8fbd84f31656d114c7_img.jpg\) APPENDIX C.7: INSTRUCTIONS FOR DATA ADMINISTRATORS — REMOVING A RECORD
FROM THE FLAGGED-FOR-MERGE QUEUE](#)

[!\[\]\(aab88c0d099e5d18d6533a97b13ec28d_img.jpg\) APPENDIX C.8: INSTRUCTIONS FOR DATA ADMINISTRATORS—VALIDATING OR REJECTING A
USER-INITIATED MERGE](#)

[!\[\]\(b538fe54c1f3a7343e37e85cc2d00497_img.jpg\) APPENDIX C.9: INSTRUCTIONS FOR DATA ADMINISTRATORS — INITIATING A SPLIT](#)

[!\[\]\(5abce1a84a655b073239ab33e1199487_img.jpg\) APPENDIX C.10: INSTRUCTIONS FOR DATA ADMINISTRATORS—REMOVING A RECORD FROM
THE FLAGGED-FOR-SPLIT QUEUE](#)

[!\[\]\(21226b58c700e5231ab98d27101bac58_img.jpg\) APPENDIX C.11: INSTRUCTIONS FOR DATA ADMINISTRATORS — VALIDATING OR REJECTING
A SPLIT](#)

[!\[\]\(097cdd6c9c875b64d9b8c9a2409491c4_img.jpg\) APPENDIX C.12: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
SENDING A MOVE NOTICE](#)

 APPENDIX C.13: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
RESPONDING TO A MOVE NOTICE

 APPENDIX D.1: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
SEARCHING FOR AN MSIX CONSOLIDATED STUDENT RECORD

 APPENDIX D.2: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
ACCESSING THE HISTORICAL OR RAW STUDENT RECORD VIEW

 APPENDIX D.3: INSTRUCTIONS FOR DATA ADMINISTRATORS AND SECONDARY USERS —
PRINTING AN MSIX CONSOLIDATED STUDENT RECORD

Appendix A.1: Rules of Behavior

This is directly from the Office of Migrant Education Rules of Behavior. The Rules of Behavior are the official user guidelines for the MSIX system, authored by the US Department of Education.

The following information outlines the rules and requirements that MSIX users must agree to abide by in order to use the MSIX system.

Responsibilities

The Migrant Student Information Exchange (MSIX) is a Department of Education (ED) information system and is to be used for official use only. Users must read, understand, and comply with these Rules of Behavior. Failure to comply with the MSIX Rules of Behavior may result in revocation of your MSIX account privileges, job action, or criminal prosecution.

MSIX users must complete a basic security awareness training course prior to being granted access to the system. The security topics addressed in this document provide the required security awareness content, so it is important that you read through this entire text. Users must also complete annual security awareness refresher training. MSIX will prompt you to reread the Rules of Behavior annually (or more often due to changes in the system or regulations) to meet this requirement.

MSIX users are responsible for notifying their MSIX User Administrator when they no longer require access to MSIX. This may occur when a user gets new responsibilities that do not include a need to access MSIX or when the user gets another job or position.

Monitoring

This is a Department of Education computer system. System usage may be monitored, recorded, and subject to audit by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Unauthorized use of this system is prohibited and subject to criminal and civil penalties.

System personnel may provide to law enforcement officials any potential evidence of crime found on Department of Education computer systems. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS MONITORING, RECORDING, and AUDIT.

MSIX Security Controls

MSIX security controls have been implemented to protect the information processed and stored within the system. MSIX users are an integral part in ensuring the MSIX security controls provide the intended level of protection. It is important to understand these security controls, especially those with which you

directly interface. The sections below provide detail on some of those controls and the expectations for MSIX users.

MSIX security controls are designed to:

- Ensure only authorized users have access to the system;
- Ensure users are uniquely identified when using the system;
- Tie actions taken within the system to a specific user;
- Ensure users only have access to perform the actions required by their position;
- Ensure MSIX information is not inappropriately released; and
- Ensure MSIX is available to users when needed.

Examples of security controls deployed within MSIX include:

- **Automated Session Timeout** — Users are automatically logged out of MSIX after 30 minutes of inactivity. This helps ensure unauthorized users do not gain access to the system.
- **Role-Based Access Control** — User IDs are assigned a specific role within MSIX. This role corresponds to the user's job function and restricts access to certain MSIX capabilities.
- **Audit Logging** — Actions taken within MSIX are captured in log files to help identify unauthorized access and enforce accountability within the system.
- **Incident Response** — If a user suspects their user ID has been subject to unauthorized use, contact the MSIX help desk immediately.
- **Communication Protection** — Traffic between a user's web browser and the MSIX servers is encrypted to protect it during transmission.

The sections below describe several other security controls in place within MSIX. It is important that you understand and comply with these controls to ensure the MSIX security is maintained.

User Credentials

User credentials are the mechanism by which MSIX identifies and verifies users. These are your user ID and password. User IDs uniquely identify each MSIX user and allow the MSIX System Administrators (i.e., staff overseeing MSIX at the federal level) to attribute actions taken within the system to a specific user. This tracking is important in enforcing accountability within the system. Passwords are used by MSIX to verify a user's identity. It is important for you to comply with the following rules governing user credentials:

- Protect your login credentials at all times.
- Never share your user ID and/or password with anyone else. You are responsible for all actions taken with your user credentials.

- Your passwords must:
 - Be changed upon initial login to MSIX;
 - Contain at least eight (8) characters;
 - Contain a mix of letters (upper- and lowercase), numbers, and special characters (#, @, etc.);
 - Be changed at least every ninety (90) days;
 - Not reuse your previous six (6) passwords.
- Do not write your password down or keep it in an area where it can be easily discovered.
- Avoid using the “remember password” feature.
- User accounts are disabled after three (3) consecutive invalid attempts are made to supply a password.
- Reinstatement of a disabled user account can only be completed by a Help Desk technician or a System Administrator.

Privacy of MSIX Information

MSIX users are subject to the Privacy Act of 1974 which established a code of fair information practices that govern the collection, maintenance, use, and dissemination of information about individuals. The Privacy Act prohibits the disclosure of records unless the disclosure has consent of the individual or is pursuant to one of twelve statutory exceptions. The Privacy Act also provides parents the right to gain access to their student’s record (Student Consolidated Record Report) and amend it. For additional guidance on disclosing student records, please see your State Education Agency (SEA).

Protection of MSIX Information

You are required to protect MSIX information in any form. This includes information contained on printed reports, data downloaded onto computers and computer media (e.g. diskettes, tapes, compact discs, thumb drives, etc.), or any other format. In order to ensure protection of MSIX information, you should observe the following rules:

- Log out of MSIX if you are going to be away from your computer for longer than fifteen minutes.
- Log out of MSIX or lock your computer before you leave it unattended by using the <Ctrl> <Alt> <Delete> key sequence when leaving your seat.
- Media (including reports) containing MSIX information should be removed from your workstation during non-business hours.
- Do not leave paper media with MSIX information in public areas such as printers, copiers, fax machines, conference rooms, etc.
- Store media containing MSIX information in a locked container (e.g. desk drawer) during non-business hours.

- Store digital information in an encrypted format where technically possible.
- Media containing MSIX information should be properly cleansed or destroyed.
 - Shred paper media and compact discs prior to disposal.
 - Diskettes and other magnetic media should be cleansed using appropriate software or a magnetic field with sufficient strength so as to make the information unreadable.
 - Note that simply deleting files from magnetic media does not remove the information from the media.
 - Media containing encrypted information can be excluded from the cleansing process, although it is recommended.
- If the access which you have been granted within MSIX is more than required to fulfill your job duties, it should be reported to your MSIX User Administrator.
- Do not disclose MSIX information to any individual without a “need-to-know” the information in the course of their business.

Other Security Considerations

This section describes some additional security items of which you should be aware.

- **Incident Response** — If you suspect or detect a security violation in MSIX, contact the MSIX Help Desk immediately. For example, if you suspect someone may have used your user ID to log in to MSIX, you should contact the MSIX Help Desk. Other warning signs that MSIX may have been compromised include but are not limited to: inappropriate images or text on the web pages, data formats that are not what is expected, missing data, or MSIX is not available. While these may not be attributed to a compromise, it is better to have it checked out and be sure than to take no action.
- **Shoulder Surfing** — Shoulder surfing is using direct observation techniques, such as looking over someone’s shoulder, to get information. An example of shoulder surfing is when a person looks over someone else’s shoulder while they are entering a password for a system to covertly acquire that password. To protect against this type of attack, slouch over your keyboard slightly when keying in your password to block the view of a possible onlooker.
- **Social Engineering** — Social engineering is a collection of techniques used to manipulate people into performing actions or divulging confidential information. For example, a hacker calls a user at random and pretends to be a Help Desk technician. Under the guise of purportedly fixing a problem, the hacker requests the user’s login credentials. If provided, the user has unwittingly provided system access to an unauthorized person.

To defeat social engineering, simply question anything that doesn’t make sense to you. For example, a Help Desk technician should never ask a user for their login credentials to resolve a problem. If you receive a call from someone and you are not sure who they are, ask for a callback number.

Hang up the phone and call back to the number provided. Hackers will typically provide a bogus number. Ask questions. If the answers you receive do not make sense, end the call and report the incident to your local security organization.

- **Faxing** — When faxing MSIX information, call the recipient of the fax and let them know it is coming. Ask them to go to the fax machine so they can pull it off right away so any sensitive information is not left lying around the office.
- **Virus Scanning** — Scan documents or files downloaded to your computer from the internet for viruses and other malicious code. Virus scanning software should also be used on email attachments.

I acknowledge that I have read, understand, and agree to abide by the Migrant Student Information Exchange Rules of Behavior as described in this document. My signature below is verification of my agreement to my compliance.

Name (Printed)

Signature

Date

Appendix A.2: MSIX Regulations

This document displays the responsibilities of SEAs for the electronic exchange through the MSIX of specified educational and health information of migratory children.²

(a) MSIX state record system and data exchange requirements. In order to receive a grant of MEP funds, an SEA must collect, maintain, and submit to MSIX MDEs and otherwise exchange and use information on migratory children in accordance with the requirements of this section. Failure of an SEA to do so constitutes a failure under section 454 of the General Education Provisions Act, 20 USC. 1234c, to comply substantially with a requirement of law applicable to the funds made available under the MEP.

(b) MSIX data submission requirement —

(1) General.

(i) In order to satisfy the requirements of paragraphs (b)(2) and (3) of this section, an SEA that receives a grant of MEP funds must submit electronically to MSIX the MDEs applicable to the child's age and grade level. An SEA must collect and submit the MDEs applicable to the child's age and grade level, regardless of the type of school in which the child is enrolled (e.g., public, private, or home school), or whether a child is enrolled in any school.

(ii) For migratory children who are or were enrolled in private schools, the SEA meets its responsibility under paragraph (b)(1)(i) of this section for collecting MDEs applicable to the child's age and grade level by advising the parent of the migratory child, or the migratory child if the child is emancipated, of the necessity of requesting the child's records from the private school, and by facilitating the parent or emancipated child's request to the private school that it provide all necessary information from the child's school records —

(A) Directly to the parent or emancipated child, in which case the SEA must follow up directly with the parent or child; or

(B) To the SEA, or a specific local operating agency, for forwarding to MSIX, in which case the SEA must follow up with the parent, emancipated child, or the private school to make sure that the records requested by the parent or emancipated child have been forwarded.

(iii) For migratory children who are or were enrolled in home schools, the SEA meets its responsibility under paragraph (b)(1)(i) of this section for collecting MDEs applicable to the child's age and grade level by requesting these records, either directly or through a local operating agency, directly from the parent or emancipated child.

² This appendix is reproduced from the Electronic Code of Federal Regulations (e-CFR) Title 34. Education Subtitle B. Regulations of the Offices of the Department of Education Chapter II. Office of Elementary and Secondary Education, Department of Education Part. Title I – Improving the Academic Achievements of the Disadvantaged Subpart C. Migrant Education Program Section 200.85. Responsibilities of SEAs for the electronic exchange through MSIX of specified educational and health information of migratory children. <https://www.law.cornell.edu/cfr/text/34/200.85>.

(2) Start-up data submissions. No later than 90 calendar days after the effective date of these regulations, an SEA must collect and submit to MSIX each of the MDEs described in paragraph (b)(1)(i) of this section applicable to the child's age and grade level for every migratory child who is eligible to receive MEP services in the state on the effective date of these regulations, other than through continuation of services provided under section 1304(e) of the ESEA.

(3) Subsequent data submissions. An SEA must comply with the following timelines for subsequent data submissions throughout the entire calendar year whether or not local operating agencies or LEAs in the state are closed for summer or intersession periods.

(i) Migratory children for whom an SEA has approved a new Certificate of Eligibility. For every migratory child for whom an SEA approves a new Certificate of Eligibility under § 200.89(c) after the effective date of these regulations —

(A) An SEA must collect and submit to MSIX the MDEs described in paragraph (b)(1)(i) of this section within 10 working days of approving a new Certificate of Eligibility for the migratory child. The SEA is not required to collect and submit MDEs in existence before its approval of a new Certificate of Eligibility for the child except as provided in paragraph (b)(3)(i)(B) of this section; and

(B) An SEA that approves a new Certificate of Eligibility for a secondary school-aged migratory child must also —

(1) Collect and submit to MSIX within 10 working days of approving a new Certificate of Eligibility for the child MDEs from the most recent secondary school in that state attended previously by the migratory child; and

(2) Notify MSIX within 30 calendar days if one of its local operating agencies obtains records from a secondary school attended previously in another state by the migratory child.

(ii) End of term submissions.

(A) Within 30 calendar days of the end of an LEA's or local operating agency's fall, spring, summer, or intersession terms, an SEA must collect and submit to MSIX all MDE updates and newly available MDEs for migratory children who were eligible for the MEP during the term and for whom the SEA submitted data previously under paragraph (b)(2) or (b)(3)(i) of this section.

(B) When a migratory child's MEP eligibility expires before the end of a school year, an SEA must submit all MDE updates and newly available MDEs for the child through the end of the school year.

(iii) Change of residence submissions.

(A) Within four working days of receiving notification from MSIX that a migratory child in its state has changed residence to a new local operating agency within the state or another SEA has approved a new Certificate of Eligibility for a migratory child, an SEA must collect and submit

to MSIX all new MDEs and MDE updates that have become available to the SEA or one of its local operating agencies since the SEA's last submission of MDEs to MSIX for the child.

(B) An SEA or local operating agency that does not yet have a new MDE or MDE update for a migratory child when it receives a change of residence notification from MSIX must submit the MDE to MSIX within four working days of the date that the SEA or one of its local operating agencies obtains the MDE.

(c) Use of Consolidated Student Records. In order to facilitate school enrollment, grade and course placement, accrual of high school credits, and participation in the MEP, each SEA that receives a grant of MEP funds must —

- (1)** Use, and require each of its local operating agencies to use, the Consolidated Student Record for all migratory children who have changed residence to a new school district within the state or in another state;
- (2)** Encourage LEAs that are not local operating agencies receiving MEP funds to use the Consolidated Student Record for all migratory children described in paragraph (c)(1) of this section; and
- (3)** Establish procedures, develop and disseminate guidance, and provide training in the use of Consolidated Student Records to SEA, local operating agency, and LEA personnel who have been designated by the SEA as authorized MSIX users under paragraph (f)(2) of this section.

(d) MSIX data quality. Each SEA that receives a grant of MEP funds must —

- (1)** Use, and require each of its local operating agencies to use, reasonable and appropriate methods to ensure that all data submitted to MSIX are accurate and complete; and
- (2)** Respond promptly, and ensure that each of its local operating agencies responds promptly, to any request by the Department for information needed to meet the Department's responsibility for the accuracy and completeness of data in MSIX in accordance with the Privacy Act of 1974, as amended, 5 USC. 552a(e)(6) and (g)(1)(C) or (D).

(e) Procedures for MSIX data correction by parents, guardians, and migratory children. Each SEA that receives a grant of MEP funds must establish and implement written procedures that allow a parent or guardian of a migratory child, or a migratory child, to ask the SEA to correct or determine the correctness of MSIX data. An SEA's written procedures must meet the following minimum requirements:

- (1)** Response to parents, guardians, and migratory children.
 - (i)** Within 30 calendar days of receipt of a data correction request from a parent, guardian, or migratory child, an SEA must —
 - (A)** Send a written or electronic acknowledgement to the requester;
 - (B)** Investigate the request;

(C) Decide whether to revise the data as requested; and

(D) Send the requester a written or electronic notice of the SEA's decision.

(ii) If an SEA determines that data it submitted previously to MSIX should be corrected, the SEA must submit the revised data to MSIX within four working days of its decision to correct the data. An SEA is not required to notify MSIX if it decides not to revise the data as requested.

(iii)

(A) If a parent, guardian, or migratory child requests that an SEA correct or determine the correctness of data that was submitted to MSIX by another SEA, within four working days of receipt of the request, the SEA must send the data correction request to the SEA that submitted the data to MSIX.

(B) An SEA that receives an MSIX data correction request from another SEA under this paragraph must respond as if it received the data correction request directly from the parent, guardian, or migratory child.

(2) Response to SEAs. An SEA or local operating agency that receives a request for information from an SEA that is responding to a parent's, guardian's, or migratory child's data correction request under paragraph (e)(1) of this section must respond in writing within 10 working days of receipt of the request.

(3) Response to the Department. An SEA must respond in writing within 10 working days to a request from the Department for information needed by the Department to respond to an individual's request to correct or amend a Consolidated Student Record under the Privacy Act of 1974, as amended, 5 USC. 552a(d)(2) and 34 CFR 5b.7.

(f) MSIX data protection. Each SEA that receives a grant of MEP funds must —

(1) Enter into and carry out its responsibilities in accordance with an MSIX Interconnection Agreement, an MSIX Interconnection Security Agreement, and other information technology agreements required by the Secretary in accordance with applicable federal requirements;

(2) Establish and implement written procedures to protect the integrity, security, and confidentiality of Consolidated Student Records, whether in electronic or print format, through appropriate administrative, technical, and physical safeguards established in accordance with the MSIX Interconnection Agreement and MSIX Interconnection Security Agreement. An SEA's written procedures must include, at a minimum, reasonable methods to ensure that —

(i) The SEA permits access to MSIX only by authorized users at the SEA, its local operating agencies, and LEAs in the state that are not local operating agencies but where a migratory child has enrolled; and

- (ii) The SEA's authorized users obtain access to and use MSIX records solely for authorized purposes as described in paragraph (c) of this section;
- (3) Require all authorized users to complete the User Application Form approved by the Secretary before providing them access to MSIX. An SEA may also develop its own documentation for approving user access to MSIX provided that it contains the same information as the User Application Form approved by the Secretary; and
- (4) Retain the documentation required for approving user access to MSIX for three years after the date the SEA terminates the user's access.

Appendix A.3: MSIX Minimum Data Elements List

The MSIX minimum data elements (MDEs) list below was revised on October 31, 2019. It is the most current MSIX MDEs list available to MSIX users. MSIX users can retrieve the official document from the [Resources](#) link in MSIX.

MDE Number	MDE Name	Definition	Values	Additional Information	Category
1	MSIX Identification Number	A unique, system-generated identification number assigned to identify a migrant child's consolidated record.	Unique 12-digit numeric value, system assigned	Uniquely identifies one and only one child's consolidated file.	Student Demographic
2	State Student Identifier	A unique identification number assigned to a child by a state.	Any combination of letters and/or numbers of 15-digits or less that will uniquely retrieve only one child in the state		Student Demographic
3	State Student Identifier Type	Identifies the origin of the State Student Identifier.	01 — State-assigned unique ID Number 02 — State Migrant Education Program Assigned Unique ID number		Student Demographic
4	First Name	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free text (50-character limit)		Student Demographic
5	Middle Name	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free text (50-character limit)		Student Demographic
6	Last Name 1	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	Free text (50-character limit)		Student Demographic

MDE Number	MDE Name	Definition	Values	Additional Information	Category
7	Last Name 2	If appropriate, child's legal last name (maternal). If child has multiple or hyphenated last name, contains the second part.	Free text (50-character limit)		Student Demographic
8	Suffix	An appendage, if any, used to denote a child's generation in his family (e.g., Jr., Sr., III, 3rd).	Free text (10-character limit)		Student Demographic
9	Sex	The concept describing the biological traits that distinguish the males and females of a species.	Female; Male		Student Demographic
10	Birth Date	The calendar date on which a child was born.	Date (YYYYMMDD)		Student Demographic
11	Multiple Birth Flag	Yes indicates the child is a twin, triplet, etc. If value is No, the child does not have any twin, triplet or additional same-birth siblings.	Yes; No		Student Demographic
12	Birth City — Obsolete	The name of the city in which the child was born.	Free text	No longer being collected as an MDE as of July 1, 2017	Student Demographic
13	Birth State — Obsolete	The ISO abbreviation code for a state (within the United States, Mexico and Canada), outlying area, or state (in another country) in which a child was born.	Any valid US, Canadian or Mexican state abbreviation (from standard table) or freeform entry of any other state name if county not = US, Canada or Mexico	No longer being collected as an MDE as of July 1, 2017	Student Demographic
14	Birth Country — Obsolete	The standard abbreviation code of the country in which a child was born.	Any valid National Center for Education Statistics (NCES) country code	No longer being collected as an MDE as of July 1, 2017	Student Demographic

MDE Number	MDE Name	Definition	Values	Additional Information	Category
15	Birth Date Verification	The evidence by which a child's date of birth is confirmed.	Any valid NCES code below: 1003 — Baptismal or church certificate 1004 — Birth Certificate 1005 — Entry in family Bible 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		Student Demographic
16	Parent 1 First Name	The first name of parent 1. The term "parent" includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free text (50-character limit)	If there is no parent 1 information disclosed, leave blank.	Student Demographic
17	Parent 1 Last Name	The last name of parent 1. The term "parent" includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free text (50-character limit)	If Parent 1 First Name is present, then Parent 1 Last Name must also be present. If there is no parent 1 information disclosed, leave blank.	Student Demographic

MDE Number	MDE Name	Definition	Values	Additional Information	Category
18	Parent 2 First Name	The first name of parent 2. The term “parent” includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free text (50-character limit)	If there is no parent 2 information disclosed, leave blank.	Student Demographic
19	Parent 2 Last Name	The last name of parent 2. The term “parent” includes a legal guardian or other person standing <i>in loco parentis</i> (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free text (50-character limit)	If Parent 2 First Name is present, then Parent 2 Last Name must also be present. If there is no parent 2 information disclosed, leave blank.	Student Demographic
20	Qualifying Arrival Date	The Qualifying Arrival Date (QAD) is the calendar date that both the child and the worker completed the qualifying move to the school district associated with MDE 24. The child and the worker will not always move together, in which case the QAD would be the date the child joins the worker who has already moved, or the date the worker joins the child who has already moved. The QAD is the calendar date that the child’s eligibility for the Migrant Education Program (MEP) begins.	Date (YYYYMMDD)		QAD

MDE Number	MDE Name	Definition	Values	Additional Information	Category
21	Qualifying Move From City	The name of the city that was the child's last place of residency immediately prior to the qualifying move.	Free text (100-character limit)		QAD
22	Qualifying Move From State	The postal abbreviation code for the state (within the United States) or outlying area that was the child's last place of residency immediately prior to the qualifying move.	Any valid US, Canadian or Mexican state abbreviation or freeform entry of any other state name if country not = US, Canada or Mexico		QAD
23	Qualifying Move From Country	The abbreviation code for the country (other than the US) that was the child's last place of residency immediately prior to the qualifying move.	Any valid country code as listed in the MSIX technical reference materials	The Country Codes table can be found in the MSIX website once you've logged in. Click Technical Reference Material on the left-side navigation and there will be links for Country Codes.	QAD
24	Qualifying Move To City	The name of the city in which the child resided immediately following the qualifying move as the worker, or with or to join, the worker.	Free text (100-character limit)	A qualifying move can never be made to a country outside of the United States.	QAD
25	Qualifying Move To State	The two-letter postal abbreviation code for a state (within the United States) or outlying area in which the child resided immediately following the qualifying move as the worker, or with or to join, the worker.	Any valid US state code	A qualifying move can never be made to a country outside of the United States.	QAD

MDE Number	MDE Name	Definition	Values	Additional Information	Category
26	Eligibility Expiration Date	The calendar date on which the child is no longer eligible for the MEP. This date should initially be a date equal to 36 months from the QAD to indicate the end of MEP eligibility.	Date (YYYYMMDD)	This date should be replaced if the child's eligibility expires prematurely; e.g., graduated; obtained high school equivalency (HSE); declined MEP eligibility; reached 22 years of age or is no longer entitled to a free public education in the State; or is deceased.	QAD
27	Immunization Record Flag	Yes indicates the school or MEP program has immunization records on file for the child.	Yes; No	A child's immunization record is tied to his/her school or MEP enrollment. Users should contact the appropriate facility if a copy of the immunization record is needed.	Enrollment
28	Enrollment Date	The calendar date on which a child is enrolled in a school/MEP project/MEP.	Date (YYYYMMDD)		Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
29	Enrollment Type	The type of school/ MEP project in which instruction and/or support services are provided.	01— Basic School Program. 02— Regular Term MEP-Funded Project. 03 — Summer/ Intersession MEP-Funded Project. 04 — Year-Round MEP-Funded Project. 05 — Basic School Program and Regular-Term MEP-Funded Project. 06 — Residency Only (none of the above). 07 — Non-migrant enrollment.	Value 05 applies as long as a student is receiving services and as long as the school houses the MEP Project. If this value is selected, the value for MEP Project Type (below) must be 01 (School-based MEP Project). Note that MEP Project Type will not be present for school and residency only enrollments. MEP project enrollments that are not in a school will have a MEP Project Type code of 02 (non-school-based MEP project) and will not have a corresponding School Identification Code. In addition, the Department is expecting the States to submit both school enrollments and MEP project enrollments, not enrollments for each service provided. A data entry is not needed for every time and place that a migrant student receives some type of service. The Department is also expecting States to report the name of the project that was providing services, not the name of the service that was provided.	Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
30	School or Project Name	The full legally or popularly accepted name of a school (or MEP project providing educational and/or educationally related services) in which the child was enrolled.	Free text (100-character limit)	MSIX is designed to accept information on either a School or a Project or both, so each entity can complete this item by entering as much information as is available to them.	Enrollment
31	MEP Project Type	Indicates the type of MEP project based on the location where the MEP services are held. This field should be automatically pre-populated with the "01 School-based MEP Project" value if the Enrollment Type is value "05 Basic School Program and Regular- Term MEP-Funded Project."	01— School-based MEP Project 02— Non-school-based MEP Project		Enrollment
32	School Identification Code	A unique national code assigned by the National Center of Education Statistics (NCES) to each school providing educational and/or educationally related services. This data element is only applicable to school enrollments or school-based MEP projects.	Valid 12-digit NCES school identification code		Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
33	Facility Name	The name of a building where the school activity or MEP project was conducted. In cases where the activity was conducted outside of a building site, provide the name and address of an administrative office where the MEP project staff can be contacted.	Free text (100-character limit)		Enrollment
34	Facility Address 1	Line 1 of the mailing address. The street number and name or post office box number of a facility's address.	Free text (35-character limit)		Enrollment
35	Facility Address 2	Line 2 of the mailing address. The building, office, department, room, suite number of a facility's address.	Free text (35-character limit)		Enrollment
36	Facility Address 3	Line 3 of the mailing address for a facility.	Free text (35-character limit)		Enrollment
37	Facility City	The name of the city in which a facility is located.	Free text (30-character limit)		Enrollment
38	School District Name	The full legally or popularly accepted name of a local educational agency (i.e., school district or local operating agency).	Valid NCES district name for the school or migrant education project site in which the school or migrant education project is located (60-character limit)	The School District is not populated for non-school-based MEP projects.	Enrollment
39	Facility State	The postal abbreviation code for a state (within the United States) or outlying area in which a school or other facility is located.	Valid US state code for this facility	State code entered must match the NCES database for the school identification code entered in MDE 32.	Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
40	Facility Zip	The five- or nine-digit zip code portion of a facility's address.	Valid five- or nine-digit postal zip code	Zip code entered must match the NCES database for the school identification code entered in MDE 32.	Enrollment
41	Telephone Number	The telephone number of the school or MEP project contact person including the area code and extension, if applicable.	Free text (10-character limit)		Enrollment
42	Grade Level	The grade level in which a school/MEP project enrolls a child.	P0 — Age Birth P1 — Age 1 P2 — Age 2 P3 — Age 3 (not in Kindergarten) P4 — Age 4 (not in Kindergarten) P5 — Age 5 (not in Kindergarten) PS — In an official Pre-school program (not in Kindergarten) PX — Age 0–5; official Preschool attendance unknown (not in Kindergarten) 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 UG — Ungraded 00 — Out-of-School		Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
43	English Learner Indicator	Child meets the State's definition of English Learner as defined in Section 8101(20) of ESSA.	Yes; No		Enrollment
44	IEP	Child has an individualized education program (IEP) because the child meets the definition of Children with Disabilities (section 614(d) of ESSA).	Yes; No		Enrollment
45	Continuation of Services Reason	Reason why child, who ceases to be a migratory child, is being served under the continuation of services provision of the MEP (section 1304(e) of ESSA).	01— Child receiving services for the duration of the term after eligibility expiration 02— Child receiving services for one additional school year — comparable services are not available through other programs 03— Student who was eligible for services in secondary* school continues to be served in credit accrual programs until graduation		Enrollment
46	Med Alert Indicator	Alert indicator for a medical/health condition	Chronic; Acute; None		Enrollment
47	PFS [Priority for Services] Flag	Indicates whether the child is being served under the priority for services provision for the duration of the enrollment period (section 1304(d) of ESSA).	Yes; No		Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
48	Designated Graduation School	The NCES school identification number that identifies the school or facility from which a student expects to graduate. Only one school may be designated for graduation at a time.	Valid 12-digit NCES school identification code	This data element is only applicable for secondary students.	Enrollment
49	Withdrawal Date	The calendar date on which a child withdrew from a school or MEP project.	Date (YYYYMMDD)	Withdrawal reasons include: End of Project; Graduation/HSE; Moved cannot locate; Dropped out of school; Dropped out of MEP project; End of school year.	Enrollment
50	Assessment Title	The title or description, including a form number that identifies a particular assessment.	Free text (55-character limit)		Assessment
51	Assessment Content	The description of the content or subject area (e.g. mathematics, reading) of an assessment.	Free text (35-character limit)	Enter 'Mathematics' or 'English Language Arts' for State Assessment (MDE#52=01) as appropriate. Use of acronyms is discouraged for this data element.	Assessment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
52	Assessment Type	The category of an assessment based on format and content.	<p>01— State Assessment — An assessment to measure a student's present level of knowledge, skill, or competence in a specific area or subject as required under NCLB Sec. 111(b)</p> <p>02— Advanced placement test — An assessment to measure the achievement of a student in a subject matter area, taught during high school, which may qualify him or her to bypass the usual initial college class in this area and begin his or her college work in the area at a more advanced level and possibly with college credit</p> <p>03— Language proficiency test — An assessment used to measure a student's level of proficiency (i.e., speaking, writing, reading, and listening) in either a native language or an acquired language</p> <p>04— Exit Exam.</p> <p>05 — GED</p> <p>06 — Special Education Assessment</p> <p>07 — Early Childhood Development Assessment</p> <p>08 — Other Achievement Test</p> <p>09 — State Assessment — Mathematics</p> <p>10 — State Assessment – Reading or Language Arts</p> <p>11 — State Assessment — English Language Proficiency</p>	**When MDE 52=01 – State Assessment; MDE 56 must be “Proficient or above” or “Not Proficient.”	Assessment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
53	Assessment	The month and year on which an assessment is administered.	Date (MMYYYY)		Assessment
54	Assessment Reporting Method	The method that the instructor of the class uses to report the performance and achievement of all students. It may be a qualitative method such as individualized teacher comments or a quantitative method such as a letter or a numerical grade. In some cases, more than one type of reporting method may be used.	0512 — Achievement level 0490 — Age score 0491 — C-scaled scores 0492 — CEEB-scores 0493 — Grade equivalent or grade-level indicator 0494 — ITED-score 0144 — Letter grade/Mark 0513 — Mastery level 0497 — Normal curve equivalent 0498 — Normalized standard score 0499 — Number score 9999 — Other 0500 — Pass-Fail 0502 — Percentile rank 0503 — Proficiency level 0504 — Ranking 0505 — Ratio IQs 0506 — Standard age score 0508 — Stanine score 0509 — Sten score 0510 — T-score 0511 — Z-score		Assessment
55	Score Results	A score or statistical expression of the performance of a child on an assessment.	Free text (40-character limit)		Assessment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
56	Assessment Interpretation	The assessment proficiency level attributed to the Score Results. All values may not be applicable for each State.	Free text (100 character limit) Advanced Proficient or Above Proficient Passed Failed Not Proficient Basic Below Basic Far Below Basic Other – [Describe Proficiency Level]	When using MDE 52 values 09, 10 or 11, MDE 56 must be “Advanced,” “Proficient or Above,” “Proficient,” “Passed,” “Failed,” “Not Proficient,” “Basic,” “Below Basic,” or “Far Below Basic.”	Assessment
57	Course Title	The name of a course (e.g., Algebra II, Art I, English III, Problems in Democracy, English-10).	Free text (50-character limit)		Course History*
58	Subject Area Name	The name of the subject area (e.g., History, English) that corresponds to the course title.	Free text (50-character limit)	Use commonly understood term for academic subject area for the course listed in MDE 57.	Course History

MDE Number	MDE Name	Definition	Values	Additional Information	Category
59	Course Type	An indication of the general nature and difficulty of instruction provided throughout a course.	<p>01— Regular (Default): A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level</p> <p>02— Honors: An advanced-level course designed for students who have earned honors status according to educational requirements</p> <p>03— Pre-Advanced: A course in preparation to admission to an AP Program</p> <p>04— Advanced Placement: An advanced, college-level course designed for students who achieve specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit</p> <p>05— International Baccalaureate: A program of study, sponsored and designed by International Baccalaureate Organization, which leads to examinations and meets the needs of secondary students between the ages of 16 and 19 years</p> <p>07— Not Applicable</p> <p>08— Dual Enrollment: Students enrolled in secondary school and enrolled at a local institution of higher learning, such as a community college or university.</p>		Course History

MDE Number	MDE Name	Definition	Values	Additional Information	Category
60	Academic Year	Academic year in which the child last attended the course (e.g. 2004–2005)	Free Text		Course History
61	Course Section	The prescribed duration of course taken.	01— Full year 02— Section A — The first of two equal segments into which the course is divided 03— Section B — The second of two equal segments into which the course is divided		Course History
62	Term Type	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/ or an educational institution.	0827 — Full school year 0834 — Intersession 0835 — Long session 0832 — Mini-term 0830 — Quarter 0831 — Quinmester 0828 — Semester 0833 — Summer term 0829 — Trimester 0837 — Twelve month 9999 — Other		Course History
63	Clock Hours	For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed.	Number (three digits)	For purposes of calculation, one day equals one clock hour.	Course History
64	Grade-to-Date	For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.	Free text (3-character limit)		Course History

MDE Number	MDE Name	Definition	Values	Additional Information	Category
65	Credits Granted	The credits granted to the student in Carnegie units for completing a given course or a section of a course (e.g., 1.0, .50, .33, .25, .20).	Number (0.00)		Course History
66	Final Grade	For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.	Free text (10-character limit)		Course History
67	School District ID	The NCES ID of a local educational agency (i.e., school district or local operating agency) in which the child is enrolled.	Valid seven-digit NCES district ID for the school or migrant education project site in which the school or school-based migrant education project is located.	The School District ID is not populated for non-school-based MEP projects.	Enrollment
68	District of Residence	The full legally or popularly accepted NCES ID of the school district where the migrant child resides.	Valid LEA NCES school district identification number		Enrollment
69	Home School Indicator	Indicates the whether the child is being home-schooled.	Yes; No	Homeschoolers do not have a school name, or facility address; however should have a district of residence.	Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
70	Residency Date	The “Residency Date” is calendar date that the child entered the school district in which he/she currently resides.	Date (YYYYMMDD)	If the “Residency Date” is the same as the QAD, enter the QAD. If the child qualified for the MEP on a qualifying move prior to the move to the present school district, the residency date will be later than the QAD. In a “to join” move, if the child’s qualifying move is prior to the worker’s qualifying move, the residency date would precede the QAD.	Enrollment
71	Enrollment Comment	A comment pertinent to a child’s enrollment record indicating special circumstances or information. For example, the child was granted credits from a foreign school or while not enrolled in the migrant program or exceptions for assessment requirements.	Free text (1,000-character limit)	Personally-identifiable and health information must not be listed in this field.	Enrollment
72	Out-of-State Transcript Indicator	Indicates that a state has student transcripts from another state or country than his/her current enrollment.	Yes; No	This MDE indicates that additional course history information not contained in MSIX is available to assist in making credit accrual decisions.	Enrollment
73	Residency Verification Date	The calendar date on which a child’s residency for one day within the performance period has been confirmed.	Date (YYYYMMDD)		Enrollment

MDE Number	MDE Name	Definition	Values	Additional Information	Category
74	Graduation/ HSE Date	The calendar date in which the child either graduated or received his/her HSE (High School Equivalency).	Date (YYYYMMDD)	This date, always used in conjunction with MDE 75, indicates that the child is no longer entitled under state law to a free public education and, therefore, is not eligible to receive MEP services.	Enrollment
75	Graduation/ HSE Indicator	Indicates the child has either graduated from High School or received his/her HSE. Leave blank if the child has not reached this milestone.	Graduation; HSE	This indicator, always used in conjunction with MDE 74, indicates that the child is no longer entitled under state law to a free public education and, therefore, is not eligible to receive MEP services.	Enrollment
76	Algebra 1 or Equivalent Indicator	Yes indicates the child has received full credit in a mathematics course that is Algebra 1 or its equivalent.	Yes; No	Information is supplied by the entity that is awarding the credit or the entity that is evaluating the course history for course enrollment purposes.	Enrollment

**MSIX MDEs use the term “Secondary School” as an inclusive term for institutions offering academic grades above the elementary school level, without regard to specific grade levels. Generally, High School is a type of Secondary School where graduation diplomas are earned toward college entrance or entering the job market. Similarly, “Secondary Student” is an inclusive term referring to a student who is enrolled in institution(s) offering courses, services and programs toward a graduation diploma. All Course History information must be entered where Migratory Children earn credits toward high school or secondary school graduation. MDE’s related to graduation (#45: COS=03 & #48: Designated Graduation School) refer to schools and programs where a traditional Graduation Diploma may be earned (not to include HSE).*

Appendix A.4: Data Revision Request Sample

This is a sample template that includes all the required information for data revision requests. Subgrantees can use this template or modify it based on their local process to resolve data revision requests.

Date of request: _____ Requestor's name: _____

Requestor's phone number(s): _____

Relationship to the child:

☐ Parent ☐ Guardian ☐ Self

Name of the child: _____

System in which the consolidated child record needs to be revised:

☐ MSIN ☐ MSIX

Please answer the following questions:

1. What information should be revised? (Please be as specific as possible.)

2. What information should replace the incorrect data?

Requestor's signature: _____

Regional Use Only

Received by: _____ Date received: _____

Correction approved: ☐ Yes ☐ No

Correction processed by: _____ Date processed: _____

Appendix B.1: California MSIX User Account Application

California MSIX User Account Application – Part 1

STEP 1: Applicant Information

- The Applicant completes the Applicant Information and signs the form.
- The Applicant forwards the form to a Verifying Authority (the Regional MSIX User Administrator). This should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure (i.e., The MEP Regional Director or an individual appointed to act as the local Verifying Authority). The Applicant must provide appropriate identification (such as state/district identification badge, passport, driver's license, etc.) to verify their identity.

STEP 2: Identification Verification and Attestation

- The Verifying Authority (Regional User Administrator) completes their own information, reviews the entire application for completeness and accuracy, confirms the Applicant's identification, attests to the Applicant's need of an MSIX account, and confirms the right level of access.
- Upon completion, the Verifying Authority forwards the form to the Approving Authority/State User Administrator (i.e., State MEP staff or individuals appointed to act as the state-level authority and create MSIX accounts).

STEP 3: State Authority Approval

- The State Authority reviews the Applicant and Verifying Authority portions of the application for completeness, completes their own information, signs the form, creates an MSIX account for the Applicant, and files the application in a secure location.
- The State Authority notifies the Applicant that their account was created, and that they will receive two emails from the MSIX to finalize setting up their account.

Applicant – Instructions to the Applicant

Applicant Information

- Complete the applicant information below and sign the form.
- Forward the form to a Verifying Authority. This should be your direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Provide appropriate identification information and proof of cyber security training.

First Name		Last Name			
Cyber Security Training Date					
Work Address	Street	City	State	Zip	
Work Email			Work Telephone	XXX-XXX-XXXX	Ext.
MEP Region or Direct-Funded District (if applicable)			School District (if applicable)		
Intended Use					
Purpose (select one)	<input type="checkbox"/> Migrant Education Program Participation, School Enrollment, Placement and Secondary Credit Accrual		<input type="checkbox"/> Other: Please specify		
MSIX Account Information					
MSIX Role(s)	<input type="checkbox"/> Secondary User <input type="checkbox"/> Regional Data Administrator		<input type="checkbox"/> State Regional Administrator <input type="checkbox"/> State User Administrator <input type="checkbox"/> State Data Administrator <input type="checkbox"/> State Batch Submitter		
Job Title					
Select all that apply	<input type="checkbox"/> Regional/Local MEP Administrator or Staff <input type="checkbox"/> MEP Recruiter	<input type="checkbox"/> School Registrar <input type="checkbox"/> Student Liaison/Advocate <input type="checkbox"/> Teacher <input type="checkbox"/> School Guidance Counselor	<input type="checkbox"/> Other: Please specify	<input type="checkbox"/> State MEP Administrator or Staff	
Signature					
I certify that this information is accurate and complete to the best of my knowledge. I will only use the MSIX in accordance with the MSIX Rules of Behavior.					
Signature: _____			Date: _____		

California MSIX User Account Application – Part 2

Verifying Authority - Instructions to the Verifying Authority

Identification Verification and Attestation

- As the Verifying Authority (Regional User Administrator), you should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure.
- Review the entire application for completeness and accuracy.
- Complete the information below, confirm the Applicant's identification, attest to his/her need of an MSIX account, confirm completion of basic cyber security training, and confirm that the Applicant has the right level of access.
- Upon completion, file the form in your local records and forward the application to the State MSIX User Administrator via email at ca_msixsupport@wested.org for the account to be created.

Regional User Administrator First Name		Regional User Administrator Last Name	
Title			
Work Email		Work Telephone	XXX-XXX-XXXX Ext.
Region or Direct-Funded District		Applicant Identity Verification Method	<input type="checkbox"/> State Driver's License <input type="checkbox"/> State or District ID <input type="checkbox"/> Passport <input type="checkbox"/> Other:
Account Effective Date (optional)		Account End Date (optional)	

Signature

I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that they have a need for MSIX information; 3) I have confirmed that they have completed basic cyber security training; and 4) the above-mentioned individual is requesting the appropriate MSIX role(s).

Signature: _____ Date: _____

Final Approving Authority - Instructions to the Final Approving Authority

State Authority Approval (State User Administrator)

- Review the Applicant and Verifying Authority portions of the application for completeness.
- Complete the information below, sign, and file the form in your state records.
- Create an MSIX account for the Applicant.

State User Administrator First Name		State User Administrator Last Name	
Title	CA MSIX State User Administrator		Role <input checked="" type="checkbox"/> State User Administrator
Work Address	Street 1000 G St., Suite 500	City Sacramento	State CA Zip 95814
Work Email	CA_MSIXSupport@wested.org	Work Telephone	1-800-342-2964 Ext. 3

Signature

I certify that this information is accurate and complete to the best of my knowledge and I hereby grant to the above-mentioned individual the MSIX role for which they have applied.

Signature: _____ Date: _____

Privacy Act Statement

The Department of Education (Department) will use the information that you provide on the attached MSIX User Application Form to promote secure and appropriate access to the Migrant Student Information Exchange (MSIX) system. The Department owns the MSIX system, including the data stored therein, which has a significant value and is an integral part of the infrastructure that supports the Department's mission, goals and critical operations. It is essential that information in the MSIX system is properly secured and protected against information security related threats and dangers. MSIX has incorporated access controls to protect it against inappropriate or undesired user access. The process of granting and controlling access begins with the completion of the MSIX User Application Form, and the granting of rights and privileges. The MSIX User Application Form serves an integral part of the Department's system to identify and verify authorized users for access to MSIX, assign roles to authorized users of MSIX, tie actions taken within MSIX to a specific user, control access to MSIX and ensure authorized users only have access to MSIX that is needed to perform the actions required by their positions, prevent the inappropriate release of information in MSIX, and document that MSIX users understand the MSIX rules of behavior.

The Department requests the information on the attached Form under the authority provided by section 1308(b)(2) of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind Act of 2001 (20 U.S.C. Section 6398(b)(2)). Your disclosure of information is voluntary, but if you do not submit the requested information, either on this form or, in a State form, if applicable, that requests that you provide the same information, then you will not be granted access to use the MSIX system.

Without your consent, the Department may disclose information provided to entities under a published "routine use." Under such a routine use, we may disclose information to a third party contractor that we have hired to perform any function that requires disclosure of records in this system to employees of the contractor; to a researcher if an appropriate official of the Department determines that the individual or organization to which the disclosure would be made is qualified to carry out specific research related to functions or purposes of the MSIX system; to the U.S. Department of Justice (DOJ) or the Office of Management and Budget (OMB) if the Department concludes that disclosure is desirable or necessary to determine whether particular records are required to be disclosed under Freedom of Information Act or the Privacy Act; or to appropriate agencies, entities, and persons when (a) it is suspected or confirmed that the security or confidentiality of information in MSIX User Application Form has been compromised; (b) the Department has determined that as a result of the suspected or confirmed compromise, there is a risk of harm to economic or property interests, identity theft or fraud, or harm to the security or integrity of MSIX User Application Form or other systems or programs (whether maintained by the Department or by another agency or entity) that rely upon the compromised information; and, (c) the disclosure is made to such agencies, entities, and persons who are reasonably necessary to assist the Department in responding to the suspected or confirmed compromise and in helping the Department prevent, minimize, or remedy such harm.

If the federal government, the Department, or an employee of the Department is involved in litigation or alternative dispute resolution (ADR), we may send your information to the Department of Justice, a court or adjudicative body, or parties, counsel, representatives and witnesses, if the disclosure is relevant and necessary to the litigation or ADR. We may disclose your information to a member of Congress if you have asked for their assistance in addressing an issue related to your access to the MSIX. In addition, we may send your information to a foreign, federal, state, or local enforcement agency responsible for enforcing, investigating, or prosecuting violations of administrative, civil, or criminal law or regulation if your information is relevant to any enforcement, regulatory, investigative, or prosecutorial responsibility within the receiving entity's jurisdiction. In the event that the information that you submit, alone or in connection with other information, indicates a violation or potential violation of any applicable statute, regulation, or order of a competent authority, the Department may disclose your information to the agency that has the responsibility for investigating or prosecuting the violation or enforcing or implementing the statute, regulation, or order. Finally, we may disclose your records to the DOJ to the extent necessary for obtaining DOJ advice on any matter relevant to an audit, inspection, or other inquiry related to the Migrant Education Program.

Appendix C.1: Instructions for Data Administrators — Accessing Worklist Items

- From the homepage, click the Worklist link on the left-side navigation menu.
 - This will take you to the My Worklist page.

Welcome **Melanie The SDA**

MSIX facilitates the exchange of migrant student records to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

First Name:

Last Name:

Date of Birth: MM DD YYYY

ID (MSIX, State, or Alternative):

ID Type: ☒ MSIX ☐ State ☐ Alternate

[Advanced Search](#) SEARCH

Data Requests

Student	Status
Stark, Arya ID: 47349 DOB: 03/03/2001 MALE	Past Due ⚠
Badajoz, Alejandra Garcia ID: 47366 DOB: 01/06/2007 FEMALE	Past Due ⚠
Baca, Annarose R ID: 47367 DOB: 04/05/1998 FEMALE	Past Due ⚠
Badillo, Alyson Laura ID: 47384 DOB: 09/23/2004 FEMALE	Past Due ⚠

Saved Students

Student	Action
Snow, Jon DOB: 03/04/2002 MALE CA	REMOVE
Stark, Arya DOB: 03/03/2001 MALE CA	REMOVE

- On this page, users can access the data requests and merge record worklist, split record worklist, and move notice worklist items that have been assigned to them by selecting the corresponding tab.
 - If a user does not have any pending data requests or merge record, split record, or move notices worklist items, the associated tabs for these pages will be disabled.

My Worklist

DATA REQUEST MERGE RECORD SPLIT RECORD MOVE NOTICE

Data Request

Expand the row to view details, correspond directly with the requestor, or resolve data requests assigned to you. Action must be taken within four calendar days from the request creation date.

Showing: All Open Requests

Student	State	MSIX ID	State ID	Worklist	Initiated By	Created	Due In	
Badillo, Alyson Laura	CA	978649851316	CA0021153TR	47384	CA	11/23/2018	Past Due ⚠	Full Record ✓
Baca, Annarose R	TX	159269134989	TX00318002TR	47367	CA	11/23/2018	Past Due ⚠	Full Record ✓
Badajoz, Alejandra Garcia	CA	449134139865	0334012392719	47366	CA	11/23/2018	Past Due ⚠	Full Record ✓
Stark, Arya	CA	831798571238	EBMDE-04	47349	TX	10/09/2018	Past Due ⚠	Full Record ✓

Appendix C.2: Instructions for Data Administrators and Secondary Users — Creating a Data Request

1. From the homepage, click the Search link on the left-side navigation menu.

The screenshot shows the MSIX homepage. On the left, a dark navigation menu has the 'SEARCH' link highlighted with a red box and a red circle containing the number '1'. The main content area is titled 'Welcome Melanie The SDA' and includes a 'Student Record Search' section with input fields for First Name, Last Name, Date of Birth, and ID. Below this are sections for 'Data Requests' and 'Saved Students'.

2. Perform a student record search by entering the student demographic data or corresponding IDs to find the correct student in the MSIX.

This is a close-up of the 'Student Record Search' form. It includes input fields for First Name, Last Name, Date of Birth (MM, DD, YYYY), and ID (MSIX, State, or Alternative). Below these are radio buttons for ID Type: MSIX (selected), State, and Alternate. A red circle with the number '2' and a red arrow points to the 'SEARCH' button at the bottom right of the form.

3. Identify the correct student record and open the Consolidated Student Record View.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

First Name
Natalia

Last Name
Gonzalez

Date of Birth:

MM

DD

YYYY

ID (MSIX, State, or Alternative)

ID Type:
☒ MSIX
☐ State
☐ Alternate

[Advanced Search](#)

SEARCH

4 Results

Student(s)	State	Gender	DOB	MSIX ID	State ID
Gonzalez, Natalia	MI	Female	03/31/1999	431818738584	MI00300081TR
GONZALEZ, NATALIA	TX	Female	09/19/1995	426826235374	TX00323439TR
GONZALEZ, NATALIA AILEEN	WA	FEMALE	11/06/1996	824229585545	WA00301163TR
GONZALEZ, NATALIA ISABEL	TX	FEMALE	11/30/2009	908653648855	TX00600072TR

4. From the Consolidated Student Record View, select Data Request.

STUDENT RECORD

Natalia Gonzalez

MSIX ID: 426826235374 STATE ID: TX00323439TR STATE: TX GENDER: Female

Data Request
Flag for Merge
Move Notice
Export

4

Save Record

Student Overview

Birth Date: 09/19/1995 (Age: 23)

Birth Place: JAMIL DEL PROGRESO, GUANAJUATO, MEXICO

Birth Date Verification: Birth Certificate

Multiple Birth: No

Parent 1: JOSE SANTOS GONZALEZ

Parent 2: JOSE SANTOS GONZALEZ

Qualifying Move Information

Qualifying Arrival Date: 07/10/2009

Eligibility Expiration Date: --

Qualifying Move From: ALAMO, TX

Qualifying Move To: FORT PEARL, MI

5. In the Comments area of the pop-up window, enter your comments to the recipient of the data request.

Qualifying Move To

Jose Santos Gonzalez

Data Request

To initiate a data request, please supply comments and assign a recipient.

Comments
0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other personally identifiable information in comments. Please. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient
Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.

Cancel
SUBMIT

- Under Recipient, select a state, district, and school to ensure that the data request is sent to the appropriate MSIX user.

The screenshot shows a 'Data Request' modal window. At the top is a green header with the title 'Data Request' and a close button. Below the header is a 'Comments' text area with a character count of '0 / 250'. A privacy notice follows: 'To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' Below this is the 'Recipient' section, which is highlighted with an orange border and a red circle containing the number '6'. The 'Recipient' section includes the instruction 'Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.' and a dropdown menu currently showing 'Texas'. Other visible options in the dropdown are Tennessee, Utah, Vermont, Virginia, and Washington. The background of the application shows a table with columns for 'Qualifying Move To' and 'Chron'.

- Click the Submit button.

This screenshot shows the 'Recipient' selection interface. It includes the title 'Recipient' and the instruction 'Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.' There are two dropdown menus: the first is labeled 'State' and shows 'Texas'; the second is labeled 'District' and shows 'BELLS ISD'. A red circle with the number '7' is positioned over the 'District' dropdown. At the bottom left is a green 'Cancel' button, and at the bottom right is a green 'SUBMIT' button, which is highlighted with an orange border.

Appendix C.3: Instructions for Data Administrators and Secondary Users — Responding to a Data Request

- From the homepage, click the Worklist link on the left-side navigation menu.
 - This will take you to the My Worklist page.

- On the My Worklist page, select the Data Request tab.

- Click on the student name for the data request to which you want to reply.

Student	MSIX ID	State ID	Worklist	Initiated By	Created	Due In	Action
Radillo, Alyson Laura	978649801216	CA00211937R	47384	CA	11/23/2018	Past Due	Full Record
Raca, Annarose R	199269134689	TX00318007R	47387	CA	11/23/2018	Past Due	Full Record
Radillo, Alejandra Garcia	449134139965	0334912292719	47388	CA	11/23/2018	Past Due	Full Record
Stark, Arya	831798571239	EBWDE-04	47349	TX	10/08/2018	Past Due	Full Record

- The data request row will expand after you click on the student's name. Enter your message into the message box underneath Correspondence.

Student	State	MSIX ID	State ID	Worklist	Initiated By	Created	Due In	
Badillo, Alyson Laura	CA	978649851316	CA00211153TR	47384	CA	11/23/2018	Past Due ▲	Full Record

Gender: Female	DOB: 06/22/2004	Born In: MONTEREY PARK, California	Multi-birth: No	Parent 1: GUTIERREZ	Parent 2: MARTHA GUTIERREZ	Reassign	RESOLVE
----------------	-----------------	------------------------------------	-----------------	---------------------	----------------------------	----------	---------

Correspondence

California-1 Primary

2018-11-23 17:25:41.0

Message

4

0 / 250

SEND

- Click the Send button.

Student	State	MSIX ID	State ID	Worklist	Initiated By	Created	Due In	
Badillo, Alyson Laura	CA	978649851316	CA00211153TR	47384	CA	11/23/2018	Past Due ▲	Full Record

Gender: Female	DOB: 06/22/2004	Born In: MONTEREY PARK, California	Multi-birth: No	Parent 1: GUTIERREZ	Parent 2: MARTHA GUTIERREZ	Reassign	RESOLVE
----------------	-----------------	------------------------------------	-----------------	---------------------	----------------------------	----------	---------

Correspondence

California-1 Primary

2018-11-23 17:25:41.0

Message

5

0 / 250

SEND

Appendix C.4: Instructions for Data Administrators — Evaluating a Near Match

- From the homepage, click the Worklist left-side navigation button.
 - This will take you to the My Worklist page.

DASHBOARD

SEARCH

WORKLIST

SAVED LIST

REPORTS

HELP

MY ACCOUNT

SIGN OUT

TRAINING

RESOURCES

CONTACT

1

Welcome Melanie The SDA

Ensures the exchange of migrant student records to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

First Name

Last Name

Date of Birth: MM DD YYYY

ID (MSIX, State, or Alternative)

ID Type: ☒ MSIX ☐ State ☐ Alternate

SEARCH

Advanced Search

Data Requests

Stark, Arya (ID: 47349 DOB: 03/03/2001 MALE)	Past Due ▲
Badajoz, Alejandra Garcia (ID: 47368 DOB: 01/06/2007 FEMALE)	Past Due ▲
Baca, Annarose R (ID: 47367 DOB: 04/05/1995 FEMALE)	Past Due ▲
Badillo, Alyson Laura (ID: 47384 DOB: 06/22/2004 FEMALE)	Past Due ▲


Saved Students

Snow, Jon (DOB: 03/04/2002 MALE CA)	REMOVE
Stark, Arya (DOB: 03/03/2001 MALE CA)	REMOVE

- On the My Worklist page, click the Merge Record tab.

My Worklist

DATA REQUEST
MERGE RECORD
SPLIT RECORD
MOVE NOTICE

- Under the Near Matches section, click the drop-down caret () to expand the near-match item you wish to review.

Near Matches

Expand each row to view details of new records that may belong to a student already in MSIX. Merge the matches to consolidate into one record under the same MSIX ID. Reject the merge to assign a new unique MSIX ID to the new student.

Student(s)	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list	Full Record
Kaur, Dennice	45574	TX	Female	07/08/1996	N/A	TX00110019	10/16/2012 2459 days in list	Full Record
Martinez Araujo, Michael	45228	NC	Male	01/26/1998	N/A	NC00300762TR	09/26/2012 2479 days in list	Full Record
Perdomo-Gomez, Jose Hernandez	45221	NC	Male	06/21/2002	N/A	NC00300574TR	09/26/2012 2479 days in list	Full Record
Perez Sanchez Vazquez, Maria	45361	WA	FEMALE	08/06/2001	N/A	WA00104038TR	09/26/2012 2479 days in list	Full Record

- Review the student records that are being compared in the near match to determine whether they should be merged under one MSIX ID or remain separate and have two unique MSIX IDs.
 - You may click on the Full Record link to review the student's record in its entirety.

Student(s)	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list	Full Record
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list	
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA CORRALES	State ID: TX00110012	Born In: DOWNEY, California	Multi-birth: No	Full Record			
<input type="checkbox"/> Corrales, Julia Jose	CA	Female	10/02/1997	112468193405	CA00209221TR	10/16/2012 2459 days in list		
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA HERNANDEZ	State ID: CA00209221TR	Born In: DOWNEY, California	Multi-birth: No	Full Record			

Comments

0 / 250

Reassign
REJECT NEAR MATCH
PROCESS NEAR MATCH

- If applicable, enter any pertinent comments into the Comments box. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

Student(s)	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA CORRALES	State ID: TX00110012	Born In: Downey, California	Multi-birth: No	Full Record		
<input type="checkbox"/> Corrales, Julia Jose		CA	Female	10/02/1997	112468193495	CA00209221TR	10/16/2012 2459 days in list
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA HERNANDEZ	State ID: CA00209221TR	Born In: Downey, California	Multi-birth: No	Full Record		
<div>Comments</div> <div>To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.</div>							
Reassign		REJECT NEAR MATCH		PROCESS NEAR MATCH			

- If you determine that the records should not be merged under one MSIX ID, click the checkbox next to the one MSIX student record you wish to reject as a near match for the student record, then click the Reject Near Match button.

Student(s)	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA CORRALES	State ID: TX00110012	Born In: Downey, California	Multi-birth: No	Full Record		
<input type="checkbox"/> Corrales, Julia Jose		CA	Female	10/02/1997	112468193495	CA00209221TR	10/16/2012 2459 days in list
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA HERNANDEZ	State ID: CA00209221TR	Born In: Downey, California	Multi-birth: No	Full Record		
<div>Comments</div> <div>To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.</div>							
Reassign		REJECT NEAR MATCH		PROCESS NEAR MATCH			

- If you determine that the records should be merged under one MSIX ID, click the checkbox next to the incoming MSIX record, then click Process Near Match.

Student(s)	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list	Full Record
Corrales, Julia Jose	45572	TX	Female	10/02/1997	N/A	TX00110012	10/16/2012 2459 days in list	
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA CORRALES	State ID: TX00110012	Born In: Downey, California		Multi-birth: No	Full Record		
<input type="checkbox"/> Corrales, Julia Jose		CA	Female	10/02/1997	112468193495	CA00209221TR	10/16/2012 2459 days in list	
Parent 1: VICTOR HERNANDEZ	Parent 2: MARIELA HERNANDEZ	State ID: CA00209221TR	Born In: Downey, California		Multi-birth: No	Full Record		
Comments <div>0 / 200</div>								
To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.								
Reassign		REJECT NEAR MATCH			PROCESS NEAR MATCH			

- Any records for which you decided to process the near-match merge will then be placed into a state of Pending Validation in the appropriate user's validate record merge worklist.


Appendix C.5: Instructions for Data Administrators — Validating or Rejecting a Near-Match Merge

- From the homepage, click the Worklist left-side navigation button.
 - This will take you to the My Worklist page.

The screenshot shows the homepage of the California Migrant Student Information Exchange. The left sidebar contains navigation buttons: DASHBOARD, SEARCH, WORKLIST (highlighted with a red circle and the number 1), SAVED LIST, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area is titled 'Welcome Melanie The SDA' and includes a 'Student Record Search' section with fields for First Name, Last Name, Date of Birth, and ID type (MSIX, State, or Alternate). Below the search section are two tables: 'Data Requests' and 'Saved Students'.








- On the My Worklist page, select the Merge Record tab.

The screenshot shows the 'My Worklist' page. At the top, there are four tabs: DATA REQUEST (with a green circle and the number 4), MERGE RECORD (highlighted with a red circle and the number 2), SPLIT RECORD (with a green circle and the number 4), and MOVE NOTICE (with a green circle and the number 7).

- Under the Validate Record Merge section, you can see the student records that are in the Pending Validation state. Click on the drop-down caret () to expand the validate record merge you wish to review.

Validate Record Merge

Expand the row to view details of each merge request and validate or reject merging of the records. Validating the merge will consolidate records under one MSIX ID. Rejecting the merge will release the records as separate student records.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Aceves, Adrian	46914	CA	Male	12/08/1996	517172923427	CA00106729TR	07/10/2017 730 days in list	
Cruz, Sarahi Guadalupe	47448	CA	Female	08/15/2006	945234758229	CA00212754TR	03/21/2019 111 days in list	
Flores Avila, Miguel	47469	CA	Male	06/08/1999	324689675742	CA00102578TR	06/11/2019 29 days in list	
Garcia, Jesus	45332	AZ	Male	08/25/1999		AZ00200769TR	09/26/2012 2479 days in list	
Lopez, Jonathan	45387	CA	Male	06/24/2002		CA00302210TR	09/26/2012 2478 days in list	
Rodriguez Lopez, Herbert Alexander	45883	OR	Male	11/12/1996		OR0001245TR	10/11/2012 2458 days in list	
Santoyo Lara, Uriel	45886	OR	Male	12/10/1999		OR58836890TR	10/17/2012 2458 days in list	

- Review the student records that are being compared in the Validate Merge worklist to determine whether they should be merged under one MSIX ID or remain separate and have two unique MSIX IDs.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	07/10/2017 730 days in list
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	
Parent 1: CARLOS HERRERA	Parent 2: HERRERA	State ID: CA00106729TR		Born In: VISALIA, California		Multi-birth: Yes	Master Record Full Record
Acevedo, Ashley Y	46914	CA	Female	12/31/1998	556364211251	CA00106188TR	
Parent 1: EFRAIN SANCHEZ ACEVEDO	Parent 2: ROSALBA SANCHEZ ACEVEDO	State ID: CA00106188TR		Born In: JUTUPHUA, Oaxaca		Multi-birth: No	Full Record

Merge History

Comments

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

- If applicable, enter any pertinent comments into the Comments box. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	07/10/2017 730 days in list
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	
Parent 1: CARLOS HERRERA	Parent 2: HERRERA	State ID: CA00106729TR		Born In: VISALIA, California		Multi-birth: Yes	Master Record Full Record
Acevedo, Ashley Y	46914	CA	Female	12/31/1998	556364211251	CA00106188TR	
Parent 1: EFRAIN SANCHEZ ACEVEDO	Parent 2: ROSALBA SANCHEZ ACEVEDO	State ID: CA00106188TR		Born In: JUTUPHUA, Oaxaca		Multi-birth: No	Full Record

Merge History

Comments

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

- If you determine that the records should not be merged, click the Reject Merge button.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	07/10/2017 730 days in list
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	
Parent 1: CARLOS HERRERA	Parent 2: HERRERA	State ID: CA00106729TR		Born In: VISALIA, California		Multi-birth: Yes	Master Record Full Record
Acevedo, Ashley Y	46914	CA	Female	12/31/1998	556364211251	CA00106188TR	
Parent 1: EFRAIN SANCHEZ ACEVEDO	Parent 2: ROSALBA SANCHEZ ACEVEDO	State ID: CA00106188TR		Born In: JUTUPHUA, Oaxaca		Multi-birth: No	Full Record

Merge History

Comments

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

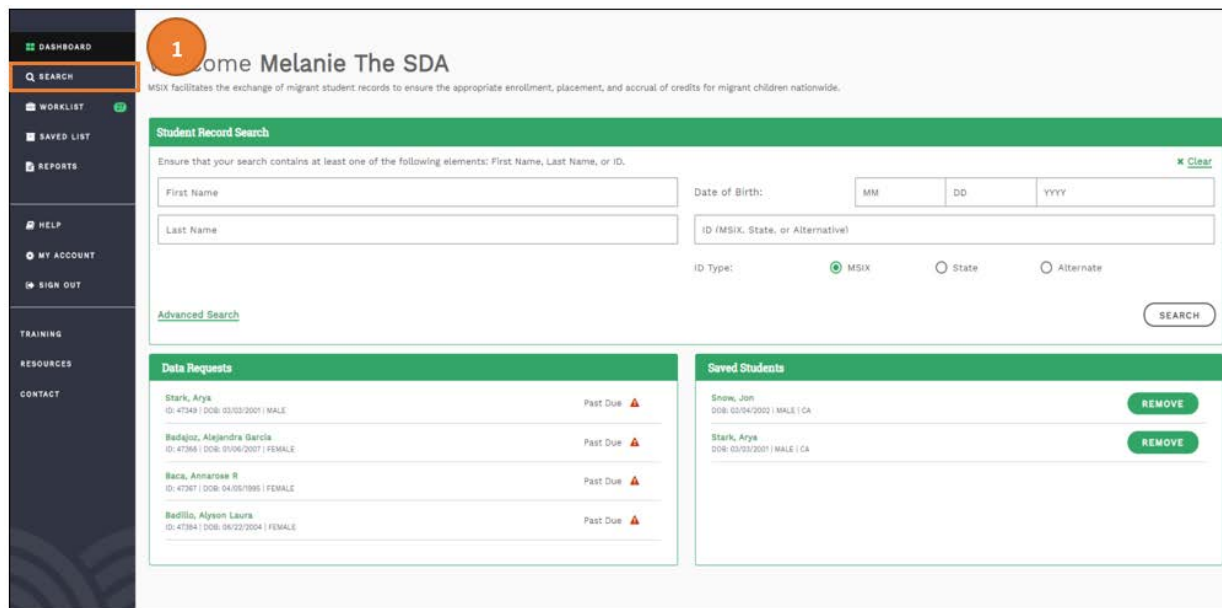
Reassign REJECT MERGE VALIDATE MERGE

- If you determine that the records should be merged under one MSIX ID, click the Validate Merge button.

Student	Worksheet ID	State	Gender	DOB	MSIX ID	State ID	Created
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	9/10/2017 730 days in list
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	
Parent 1: CARLOS HERRERA	Parent 2: HERRERA	State ID: CA00106729TR	Born In: VISALIA, California	Multi-birth: yes	Master Record Full Record		
Acevedo, Ashley Y	46914	CA	Female	12/31/1998	556364211251	CA0010618BTR	
Parent 1: EPRAUN SANCHEZ ACEVEDO	Parent 2: ROSALBA SANCHEZ ACEVEDO	State ID: CA0010618BTR	Born In: JUYTLAHUNCA, OAXACA	Multi-birth: no	Full Record		
Merge History							
Comments							
<p>To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments will be shared unedited and in their entirety with other MSIX users.</p>							
<div> Reassign REJECT MERGE VALIDATE MERGE </div>							

Appendix C.6: Instructions for Data Administrators — Initiating a Merge

1. From the homepage, click the Search link on the left-side navigation menu.



The screenshot shows the MSIX homepage. On the left, a dark navigation menu has the 'SEARCH' link highlighted with an orange box and a red circle containing the number '1'. The main content area is titled 'Welcome Melanie The SDA' and includes a 'Student Record Search' section with input fields for First Name, Last Name, Date of Birth, and ID. Below this are sections for 'Data Requests' and 'Saved Students'.

2. Perform a student record search by entering the student demographic data or corresponding IDs to find the correct student in the MSIX.



This is a close-up of the 'Student Record Search' form. It includes input fields for First Name, Last Name, Date of Birth (MM/DD/YYYY), and ID (MSIX, State, or Alternative). The 'ID Type' section has radio buttons for MSIX (selected), State, and Alternate. An orange circle with the number '2' and an orange arrow points to the 'SEARCH' button at the bottom right of the form.

3. Open each individual Consolidated Student Record by clicking on the student name in the results list.
 - This will take you to that student's Consolidated Student Record view.
 - *Tip:* Review the student records thoroughly, using the Consolidated Student Record view and the Historical Student Record and Raw Student Record views for additional information.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

First Name: Date of Birth:

Last Name: ID (MSIX, State, or Alternative):

ID Type: ☒ MSIX ☐ State ☐ Alternate

[Advanced Search](#) [SEARCH](#)

4 Results

Student(s)	State	Gender	DOB	MSIX ID	State ID
LOPEZ GARCIA, GILBERTO	GA	Male	10/03/1992	61041082184	GA00010708TR
LOPEZ GARCIA, GILBERTO	GA	Male	10/03/1992	61041082184	GA00010708TR
LOPEZ GONZALEZ, GILBERTO	GA	Male	04/17/1990	290288216311	GA00010830TR
LOPEZ GONZALEZ, GILBERTO	GA	Male	04/17/1990	290288216311	GA00010830TR

4. Once you have determined that the student record should be flagged for merge, click on the Flag for Merge option within the Consolidated Student Record.
 - This will add the student record to your Merge Record worksheet.

STUDENT RECORD
Gilberto Lopez Garcia

MSIX ID: 61041082184 STATE ID: GA00010708TR STATE: GA GENDER: Male

[Data Request](#) [Flag for Merge](#) [Move Notice](#) [Export](#) [Save Record](#)

Student Overview

Birth Date: 10/03/1992 (Age: 26)
 Birth Place: Poxtulla, Oaxaca, Mexico
 Birth Date Verification: Parent's Affidavit
 Multiple Birth: No
 Parent 1: Agustin Sales
 Parent 2: Inez Sales
 State or Migrant ID: GA00010708TR (GA)
 GA00010708TR (GA)
 M230220-1 (GA)

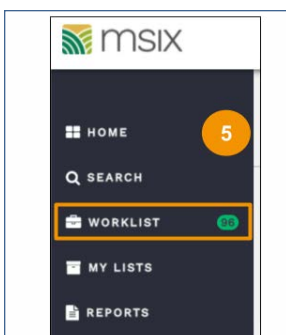
Qualifying Move Information

Qualifying Arrival Date: 05/29/2011
 Eligibility Expiration Date:
 Qualifying Move From: Wauchoke, FL
 Qualifying Move To: Bainbridge, GA

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	FFS	IEP
GA	Bainbridge High School	05/29/2011	—	UG	—	No	No	No	No
GA	Bainbridge High School	05/29/2011	—	UG	—	No	No	No	No

5. Navigate to your Merge Record worksheet by selecting Worklist from the left-side navigation menu.



6. Select the Merge Record tab.



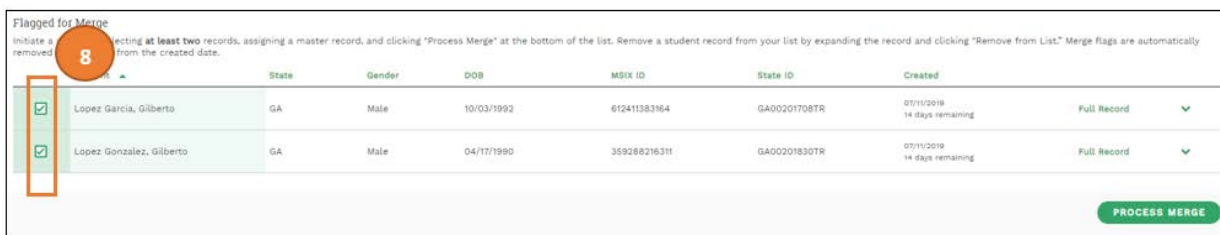
7. Find the Flagged for Merge heading.

- Under this heading, you will see the records that you have flagged for merge.



8. Select the checkbox next to each of the student records that you wish to merge, and click the Process Merge button.

- You must select two or more student records in order to activate the Process Merge button.



9. Select one record to be the master student record.

- The master student record is the one that keeps its current MSIX ID. The other student records are combined into the master student record's MSIX ID.

Select Master Record

Please select a master record and confirm that you wish to merge the following 2 records. To edit the merged records, select 'cancel' and make your correction.

Master	Name	MSIX ID	State ID	Date of Birth
<input checked="" type="radio"/>	Lopez Garcia, Gilberto	612411383164	GA00201708TR	10/03/1992
<input type="radio"/>	Lopez Gonzalez, 359288216311	GA00201830TR	04/17/1990	

Comments
0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Cancel CONFIRM

10. If applicable, enter any pertinent comments about the merging of the records into the Comments field.

- To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

Select Master Record

Please select a master record and confirm that you wish to merge the following 2 records. To edit the merged records, select 'cancel' and make your correction.

Master	Name	MSIX ID	State ID	Date of Birth
<input checked="" type="radio"/>	Lopez Garcia, Gilberto	612411383164	GA00201708TR	10/03/1992
<input type="radio"/>	Lopez Gonzalez, 359288216311	GA00201830TR	04/17/1990	

Comments
0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Cancel CONFIRM

11. Click the Confirm button.

Select Master Record ✕

Please select a master record and confirm that you wish to merge the following **2** records. To edit the merged records, select 'cancel' and make your correction.

Master	Name	MSIX ID	State ID	Date of Birth
<input checked="" type="radio"/>	Lopez Garcia, Gilberto	612411383164	GA00201708TR	10/03/1992
<input type="radio"/>	Lopez Gonzalez, 359288216311	GA00201830TR	04/17/1990	

Comments
0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered are shared unedited and in their entirety with other MSIX Users.

Cancel **CONFIRM**

12. The user-initiated merge will then be placed into a state of pending validation in the appropriate user's Validate Record Merge workload.

Appendix C.7: Instructions for Data Administrators — Removing a Record from the Flagged-for-Merge Queue

- From the homepage, click the Worklist link in the left-side navigation menu.
 - This will take you to the My Worklist page.

The screenshot shows the homepage of the California Migrant Student Information Exchange. The left navigation menu has a 'WORKLIST' link highlighted with a red circle and the number 1. The main content area shows a 'Student Record Search' form with fields for First Name, Last Name, Date of Birth, and ID type. Below the search form are sections for 'Data Requests' and 'Saved Students'.


- On the My Worklist page, select the Merge Record tab.

The screenshot shows the 'My Worklist' page. The 'MERGE RECORD' tab is highlighted with a red box and the number 2. Other tabs visible are 'DATA REQUEST', 'SPLIT RECORD', and 'MOVE NOTICE'.




- Under the Flagged for Merge section, you can see the student records that you have flagged for merge.

The screenshot shows the 'Flagged for Merge' section. A table lists student records that are flagged for merge. The first row is highlighted with a red box and the number 3. The table has columns for Student, State, Gender, DOB, MSIX ID, State ID, Created, and Full Record. A 'PROCESS MERGE' button is at the bottom right.

Student	State	Gender	DOB	MSIX ID	State ID	Created	Full Record
<input type="checkbox"/> Alfaro, Sofia K	CA	Female	02/04/1996	296704129976	CA00107103TR	07/12/2019 14 days remaining	Full Record ▼
<input type="checkbox"/> Lopez Garcia, Gilberto	GA	Male	10/03/1992	612411383164	GA00201708TR	07/11/2019 13 days remaining	Full Record ▼
<input type="checkbox"/> Lopez Gonzalez, Gilberto	GA	Male	04/17/1990	359288216311	GA00201830TR	07/11/2019 13 days remaining	Full Record ▼

- Click on the drop-down caret () to expand the student record listing for the record that you wish to remove from the Flagged for Merge list.

Flagged for Merge
Initiate a merge by selecting **at least two** records, assigning a master record, and clicking "Process Merge" at the bottom of the list. Remove a student record from your list by expanding the record and clicking "Remove from List." Merge flags are automatically removed after 14 days from the created date.

Student	State	Gender	DOB	MSIX ID	State ID	Created	
<input type="checkbox"/> Alfaro, Sofia K	CA	Female	02/04/1996	296794129976	CA00107103TR	07/12/2019 14 days remaining	Full Record 
<input type="checkbox"/> Lopez Garcia, Gilberto	GA	Male	10/03/1992	612411383164	GA00201708TR	07/11/2019 13 days remaining	Full Record 
<input type="checkbox"/> Lopez Gonzalez, Gilberto	GA	Male	04/17/1990	359288216311	GA00201830TR	07/11/2019 13 days remaining	Full Record 

PROCESS MERGE

- Click on Remove from List to remove the record from your Flagged for Merge list.

Student	State	Gender	DOB	MSIX ID	State ID	Created	
<input type="checkbox"/> Alfaro, Sofia K	CA	Female	02/04/1996	296794129976	CA00107103TR	07/12/2019 14 days remaining	Full Record 
<div> <div>Parent 1: CUALHTEMOC ALFARO</div> <div>Parent 2: ROSARIO ALFARO</div> <div>State ID: CA00107103TR</div> <div>Born in: SANTA MARIA, California</div> <div>Multi-birth: No</div> <div></div> </div>							

Remove from List

Appendix C.8: Instructions for Data Administrators — Validating or Rejecting a User-Initiated Merge

- From the homepage, click the Worklist link in the left-side navigation menu.
 - This will take you to the My Worklist page.

The screenshot shows the homepage of the California Migrant Student Information Exchange. On the left is a dark navigation menu with links: DASHBOARD, SEARCH, WORKLIST (highlighted with a red circle and number 1), SAVED LIST, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area has a header with a red circle and number 1 over the text 'Welcome Melanie The SDA'. Below the header is a 'Student Record Search' section with fields for First Name, Last Name, Date of Birth (MM, DD, YYYY), and ID (MSIX, State, or Alternative). There are also radio buttons for ID Type (MSIX, State, Alternate) and a SEARCH button. Below the search section are two panels: 'Data Requests' showing a list of requests with 'Past Due' status and 'Saved Students' showing a list of students with 'REMOVE' buttons.

- On the My Worklist page, select the Merge Record tab.

The screenshot shows the 'My Worklist' page. At the top, there are four tabs: DATA REQUEST (with a green circle and number 4), MERGE RECORD (highlighted with a red box and a red circle with number 2), SPLIT RECORD (with a green circle and number 4), and MOVE NOTICE (with a green circle and number 7).

- Under the Validate Record Merge section, you can see the student records that are in the Pending Validation state. Click on the drop-down caret (▼) to expand the validate record merge you wish to review.

Validate Record Merge

Expand the row to view details of each merge request and validate or reject merging of the records. Validating the merge will consolidate records under one MSIX ID. Rejecting the merge will release the records as separate student records.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Aceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA001067291R	07/16/2017 721 days in list	▼
Cruz, Sarahi Guadalupe	47448	CA	Female	08/15/2006	945234758229	CA00212754TR	03/21/2019 112 days in list	▼
Flores Avila, Miguel	47468	CA	Male	06/08/1999	324688675742	CA00102578TR	06/11/2019 30 days in list	▼
Garcia, Jesus	45332	AZ	Male	08/25/1999		AZ00200769TR	09/26/2012 2479 days in list	▼
Lopez, Jonathan	45387	CA	Male	06/24/2002		CA00302210TR	08/26/2012 2479 days in list	▼
Rodriguez Lopez, Herbert Alexander	45883	OR	Male	11/12/1996		OR0001245TR	10/17/2012 2458 days in list	▼
Santoyo Lara, Uriel	45886	OR	Male	12/10/1999		OR59836890TR	10/17/2012 2458 days in list	▼

- Review the student records that are being compared in the Validate Merge worklist to determine whether they should be merged under one MSIX ID or remain separate and have two unique MSIX IDs.

Validate Record Merge
Expand the row to view details of each merge request and validate or reject merging of the records. Validating the merge will consolidate records under one MSIX ID. Rejecting the merge will release the records as separate student records.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Ceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	01/10/2017 731 days in list
Ceves, Adrian	46914	CA	Male	12/09/1996	517172923427	CA00106729TR	
Parent 1: ARLOS HERRERA	Parent 2: HERRERA	State ID: CA00106729TR	Born In: VISALIA, California	Multi-birth: yes	Master Record Full Record		
Acevedo, Ashley Y	46914	CA	Female	12/31/1998	556364211251	CA00106188TR	
Parent 1: FRAN SANCHEZ ACEVEDO	Parent 2: ROSALBA SANCHEZ ACEVEDO	State ID: CA00106188TR	Born In: JUYTLAHUACA, Oaxaca	Multi-birth: no	Full Record		

merge history

Comments

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

- If applicable, enter any pertinent comments into the Comments box. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

Comments

0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

- If you determine that the records should not be merged, click the Reject Merge button.

Comments

0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

- If you determine that the records should be merged under one MSIX ID, click the Validate Merge button.

Comments

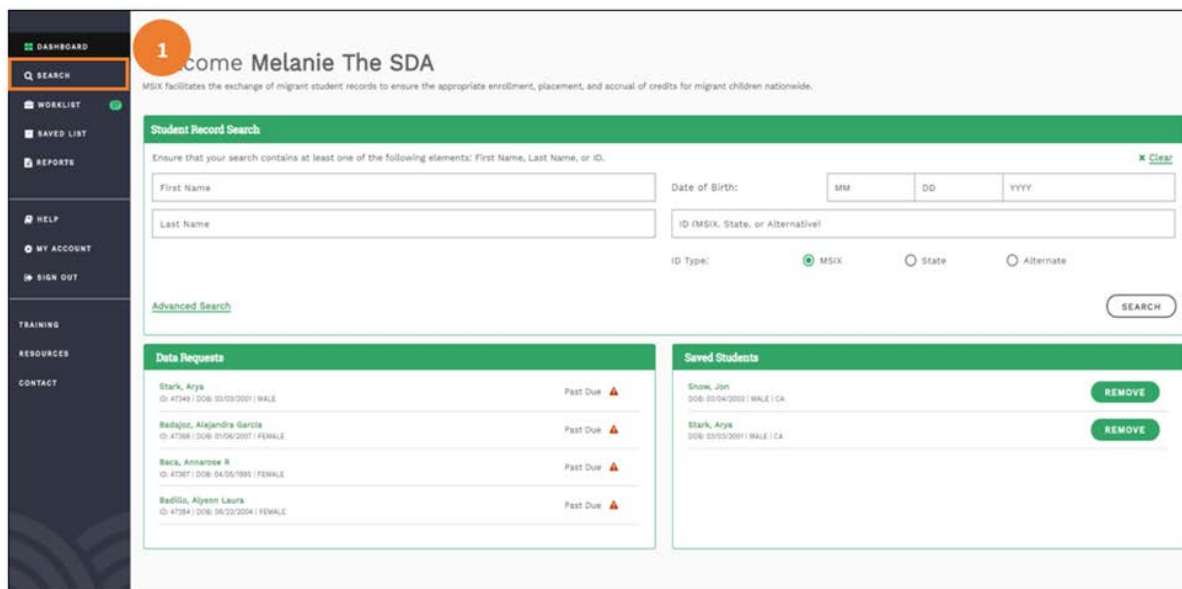
0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Reassign REJECT MERGE VALIDATE MERGE

Appendix C.9: Instructions for Data Administrators — Initiating a Split

1. From the homepage, click the Search link on the left-side navigation menu.



The screenshot shows the MSIX homepage. On the left, a dark navigation menu has the 'SEARCH' link highlighted with an orange circle and the number '1'. The main content area is titled 'Welcome Melanie The SDA' and includes a 'Student Record Search' section with input fields for First Name, Last Name, Date of Birth, and ID. Below this are sections for 'Data Requests' and 'Saved Students'.

2. Perform a Student Record Search by entering the student demographic data or corresponding IDs to find the correct student in the MSIX.



This screenshot shows the 'Student Record Search' form. An orange circle with the number '2' highlights the 'ID (MSIX, State, or Alternative)' field, which contains the value '11379731696'. The form also includes fields for First Name, Last Name, Date of Birth, and ID Type (MSIX, State, Alternate).

3. Open each individual Consolidated Student Record by clicking on the student name in the Results list.
 - This will take you to that student's Consolidated Student Record view.
 - *Tip:* Review the student records thoroughly, using the Consolidated Student Record view and the Historical Student Record and Raw Student Record views for additional information.

2 Results					
Student(s)	State	Gender	DOB	MSIS ID	State ID
LUCATEO, CARLOS	TX	Male	07/26/1987	112787243669	TX00710203
LUCATEO, CARLOS	CA	Male	07/26/1987	112787243669	CA0020630876

4. Once you have determined that the student record should be flagged for split, click on the Flag for Split option within the Consolidated Student Record.
 - This will add the student record to your Split Record worklist.

STUDENT RECORD
Carlos Lucatero

Data Request

Flag for Merge

Flag for Split

Move Notice

Export

WSIX ID: 113797316969

STATE ID: TX00110013

STATE: TX

4

SEX: Male

Save Record

Student Overview

Qualifying Move Information

Birth Date

07/28/1997 (Age: 21)

Birth Place

Yuma, California, United States

Birth Date Verification

Previously Verified School Records

Multiple Birth

No

Parent 1

Alejandro Cachu

Parent 2

Maria Cachu

State or Migrant ID

CA00209205TR (CA)
060027S1388 (CA)

Qualifying Arrival Date

09/07/2012

Eligibility Expiration Date

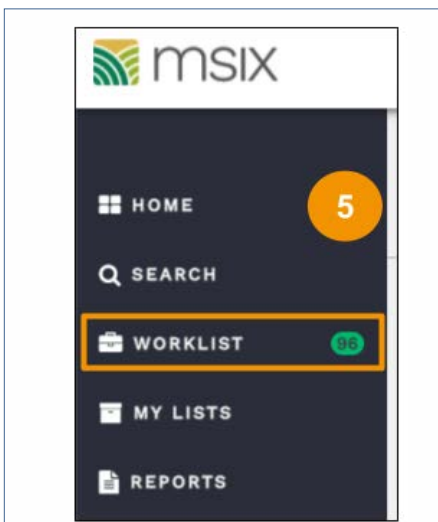
Qualifying Move From

Santa Maria, CA

Qualifying Move To

Westlaco, TX

5. Navigate to your Split Record worklist by selecting Worklist from the left-side navigation menu.



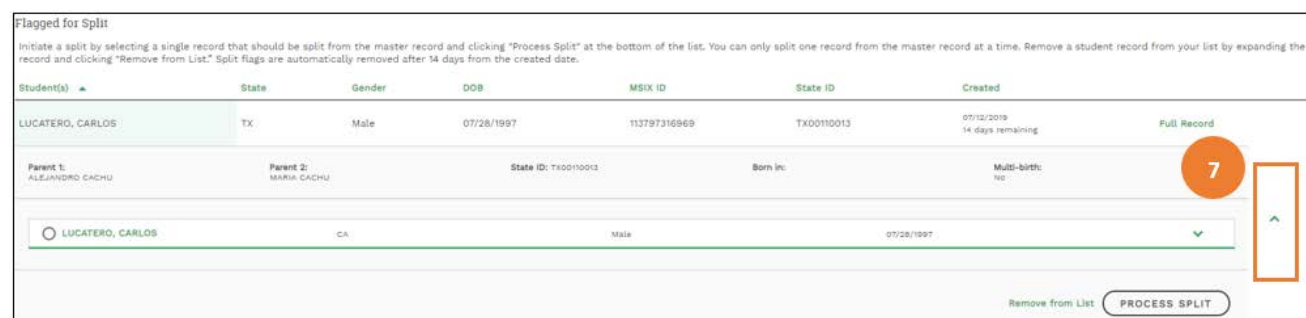
6. Select the Split Record tab.

- Under this heading, you will see the records that you have flagged for split.

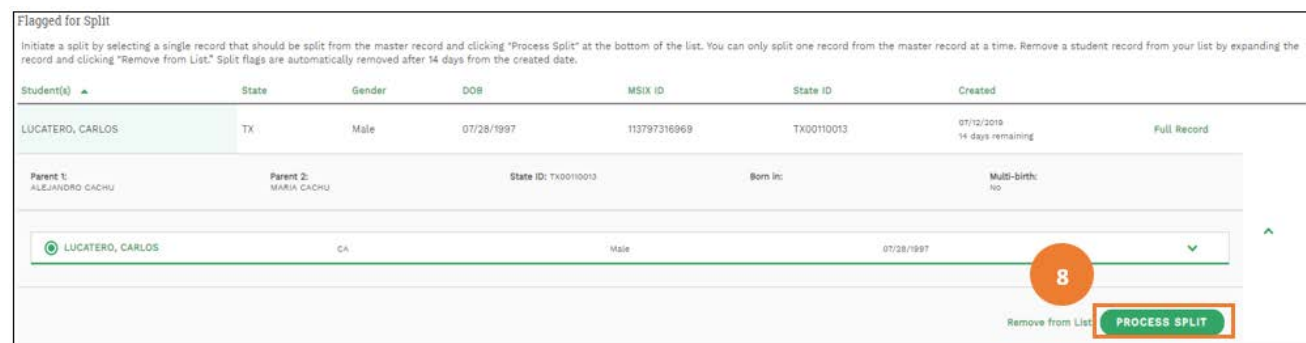


7. In the Flagged for Split section, select the record you wish to split by clicking the drop-down caret.

- If applicable, enter any pertinent comments about the splitting of the records into the Comments field. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.



- Click the Process Split button.



Appendix C.10: Instructions for Data Administrators — Removing a Record from the Flagged-for-Split Queue

- From the homepage, click the Worklist link in the left-side navigation menu.
 - This will take you to the My Worklist page.

The screenshot shows the homepage of the California Migrant Student Information Exchange. On the left, a dark navigation menu contains links: DASHBOARD, SEARCH, WORKLIST (highlighted with an orange box and a red circle with the number 1), SAVED LIST, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area is titled 'Welcome Melanie The SDA' and includes a 'Student Record Search' section with fields for First Name, Last Name, Date of Birth, and ID. Below this are sections for 'Data Requests' and 'Saved Students'.

- On the My Worklist page, select the Split Record tab.


The screenshot shows the 'My Worklist' page. At the top, there are four tabs: DATA REQUEST, MERGE RECORD, SPLIT RECORD (highlighted with an orange box and a red circle with the number 2), and MOVE NOTICE. Below the tabs, there is a table of student records.

- Under the Flagged for Split section, you can see the student records that you have flagged for split.

Flagged for Split

Initiate a split by selecting a single record that should be split from the master record and clicking "Process Split" at the bottom of the list. You can only split one record from the master record at a time. Remove a student record from your list by expanding the record and clicking "Remove" from List. Split flags are automatically removed after 14 days from the created date.

Student(s)	State	Gender	DOB	MSIX ID	State ID	Created	
LUCATERO, CARLOS	TX	Male	07/28/1997	113797316969	TX00110013	07/12/2019 14 days remaining	Full Record



- Click on the drop-down caret () to expand the student record listing for the record that you wish to remove from the Flagged-for-Split queue.

Flagged for Split

Initiate a split by selecting a single record that should be split from the master record and clicking "Process Split" at the bottom of the list. You can only split one record from the master record at a time. Remove a student record from your list by expanding the record and clicking "Remove from List." Split flags are automatically removed after 14 days from the created date.

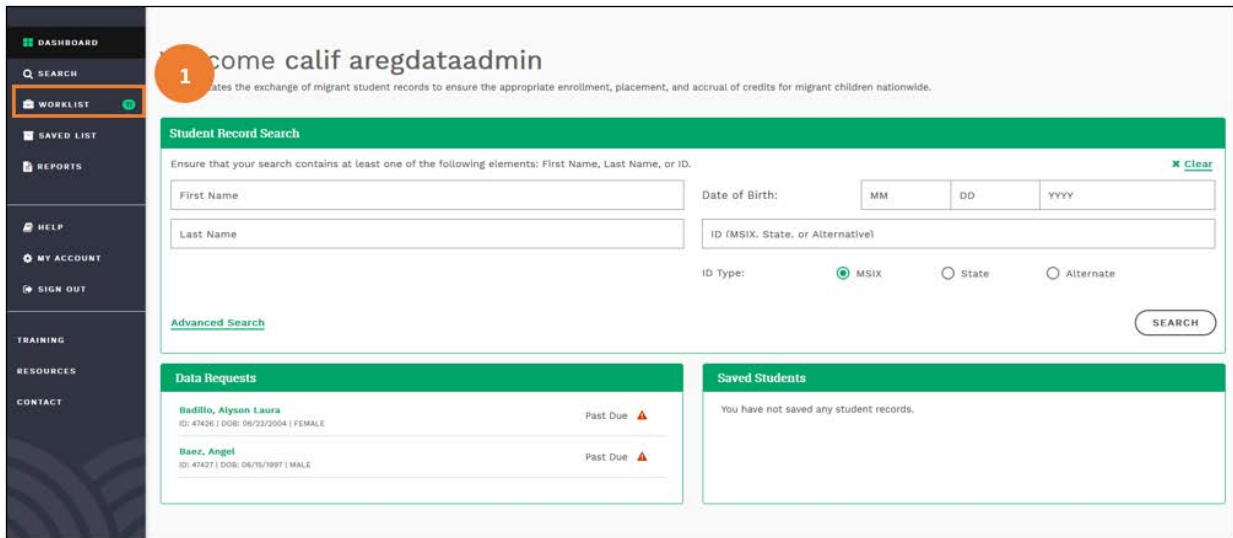
Student(s) ▲	State	Gender	DOB	MSIX ID	State ID	Created	
LUCATERO, CARLOS	TX	Male	07/28/1997	113797316969	TX00110013	07/12/2019 14 days remaining	Full Record 

- Click on Remove from List to remove the record from your Flagged-for-Split queue.

Student(s) ▲	State	Gender	DOB	MSIX ID	State ID	Created	
LUCATERO, CARLOS	TX	Male	07/28/1997	113797316969	TX00110013	07/12/2019 14 days remaining	Full Record
<div> <div>Parent 1: ALEJANDRO CACHU</div> <div>Parent 2: MARIA CACHU</div> <div>State ID: TX00110013</div> <div>Born In:</div> <div>Multi-birth: NO</div> </div>							
<div> <div> <div></div> <div>LUCATERO, CARLOS</div> <div>CA</div> <div>Male</div> <div>07/28/1997</div> <div></div> </div> </div>							
<div> <div>Remove from List</div> <div>PROCESS SPLIT</div> </div>							

Appendix C.11: Instructions for Data Administrators — Validating or Rejecting a Split

- 1. From the homepage, click the Worklist link in the left-side navigation menu.
 - This will take you to the My Worklist page.



- 2. On the My Worklist page, select the Split Record tab.



- 3. Under the Validate Record Split section, you can see the student records that are pending split validation. Click on the drop-down caret (v) to expand the student record listing for the Validate Record Split you wish to review.

Validate Record Split								
Expand the row to see the records identified as potentially separate migratory children. Validate the split to assign a new unique MSIX ID to the newer student record. Reject the split to release the records unchanged under the existing MSIX IDs.								
Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created	
Godinez, Brian	46622	CA	Male	08/10/2002	941466862422	CA00104341TR	09/27/2016 1018 days in list	Full Record v
Jaime, Ivan R	46686	CA	Male	03/08/1996	195461742141	CA00102610TR	11/04/2016 979 days in list	Full Record v

- Review the applicable student records to determine whether they should remain under one MSIX ID or be separated and given different MSIX IDs.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Godinez, Brian	46622	CA	Male	08/10/2002	941466862422	CA00104341TR	09/27/2016 1018 days in list
Parent 1: FRANCISCO SALAZAR		Parent 2: ELEUTERIA SALAZAR		State ID: CA00104341TR		Born in: FREMONT, California	
Godinez, Christopher Ubaldo	46622	TX	MALE	07/01/1995	941466862422	TX00401658TR	09/27/2016 1018 days in list
Parent 1: ELISEO GODINEZ		Parent 2: YOLANDA GODINEZ		State ID: TX00401658TR		Born in: MCALLEN, Texas	
Multi-birth: NO							
Split History							
Comments							
To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.							
Reassign		REJECT SPLIT			VALIDATE SPLIT		

- If applicable, enter any pertinent comments into the Comments box. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Godinez, Brian	46622	CA	Male	08/10/2002	941466862422	CA00104341TR	09/27/2016 1018 days in list
Parent 1: FRANCISCO SALAZAR		Parent 2: ELEUTERIA SALAZAR		State ID: CA00104341TR		Born in: FREMONT, California	
Multi-birth: NO							
Godinez, Christopher Ubaldo	46622	TX	MALE	07/01/1995	941466862422	TX00401658TR	09/27/2016 1018 days in list
Parent 1: ELISEO GODINEZ		Parent 2: YOLANDA GODINEZ		State ID: TX00401658TR		Born in: MCALLEN, Texas	
Multi-birth: NO							
Split History							
Comments							
To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.							
Reassign		REJECT SPLIT			VALIDATE SPLIT		

- If you determine that the records should not be split, click the Reject Split button.

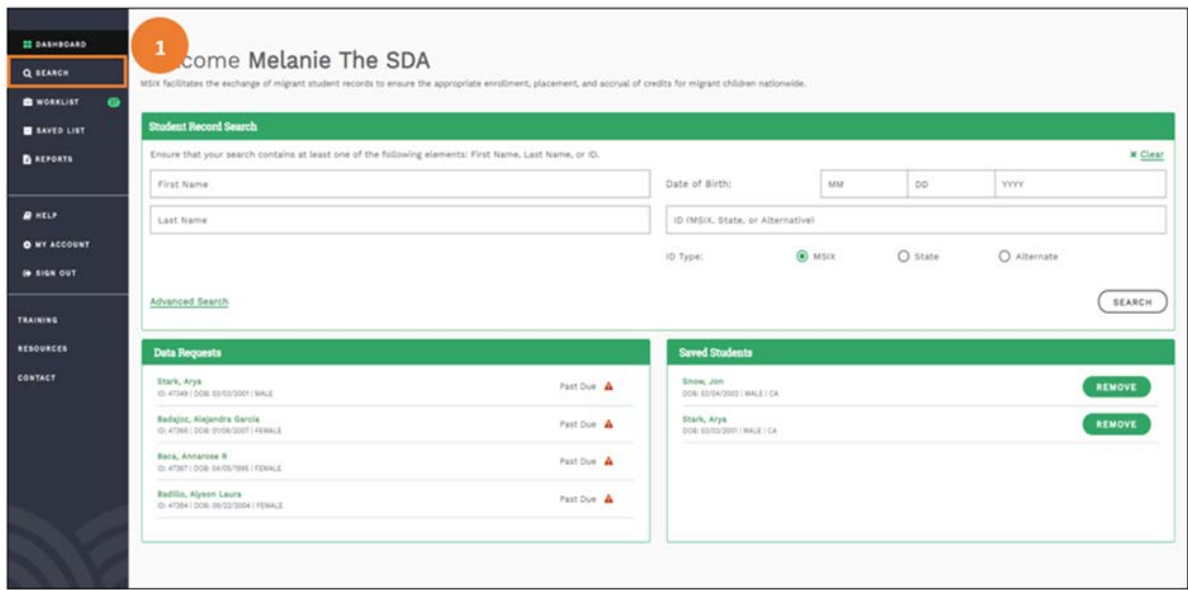
Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Godinez, Brian	46622	CA	Male	08/10/2002	941466862422	CA00104341TR	09/27/2016 1018 days in list
Parent 1: FRANCISCO SALAZAR		Parent 2: ELEUTERIA SALAZAR		State ID: CA00104341TR		Born in: FREMONT, California	
Multi-birth: NO							
Godinez, Christopher Ubaldo	46622	TX	MALE	07/01/1995	941466862422	TX00401658TR	09/27/2016 1018 days in list
Parent 1: ELISEO GODINEZ		Parent 2: YOLANDA GODINEZ		State ID: TX00401658TR		Born in: MCALLEN, Texas	
Multi-birth: NO							
Split History							
Comments							
To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.							
Reassign		REJECT SPLIT			VALIDATE SPLIT		

- If you determine that the records should be split into separate MSIX student records, click the Validate Split button.

Student	Worklist ID	State	Gender	DOB	MSIX ID	State ID	Created
Godinez, Brian	46622	CA	Male	08/10/2002	941466862422	CA00104341TR	09/27/2016 1018 days in list
Parent 1: FRANCISCO SALAZAR		Parent 2: ELEUTERIA SALAZAR		State ID: CA00104341TR		Born in: FREMONT, California	
Multi-birth: NO							
Godinez, Christopher Ubaldo	46622	TX	MALE	07/01/1995	941466862422	TX00401658TR	09/27/2016 1018 days in list
Parent 1: ELISEO GODINEZ		Parent 2: YOLANDA GODINEZ		State ID: TX00401658TR		Born in: MCALLEN, Texas	
Multi-birth: NO							
Split History							
Comments							
To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.							
Reassign		REJECT SPLIT			VALIDATE SPLIT		

Appendix C.12: Instructions for Data Administrators and Secondary Users — Sending a Move Notice

- 1. From the homepage, click the Search link on the left-side navigation menu.



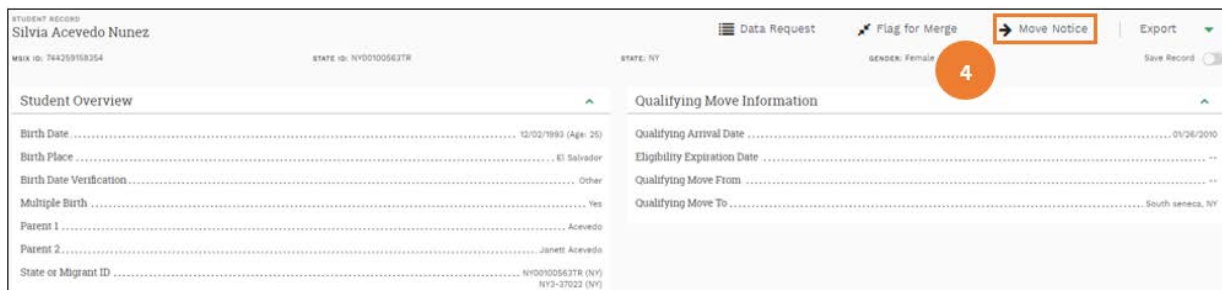
- 2. Perform a student record search to find the correct student in the MSIX.



- 3. Open each individual Consolidated Student Record by clicking on the student name in the Results list.
 - This will take you to that student’s Consolidated Student Record view.
 - *Tip:* Review the student records thoroughly, using the Consolidated Student Record view and the Historical Student Record and Raw Student Record views for additional information.

Student(s)	State	Gender	DOB	MSIX ID	State ID
ACEVEDO NUNEZ, SILVIA	NY	Female	12/02/1993	744259158254	NY00100063TR
GUILERA, SILVIA	NY	Female	12/02/2006	388107481132	NY00202888TR
Albor Naranjo, Silvia Judith	ID	Female	04/14/1995	573747753113	ID00203329TR
Albor Naranjo, Silvia Judith	TX	Female	04/18/1995	781864549226	TX00100040

- From the Consolidated Student Record view, select Move Notice.



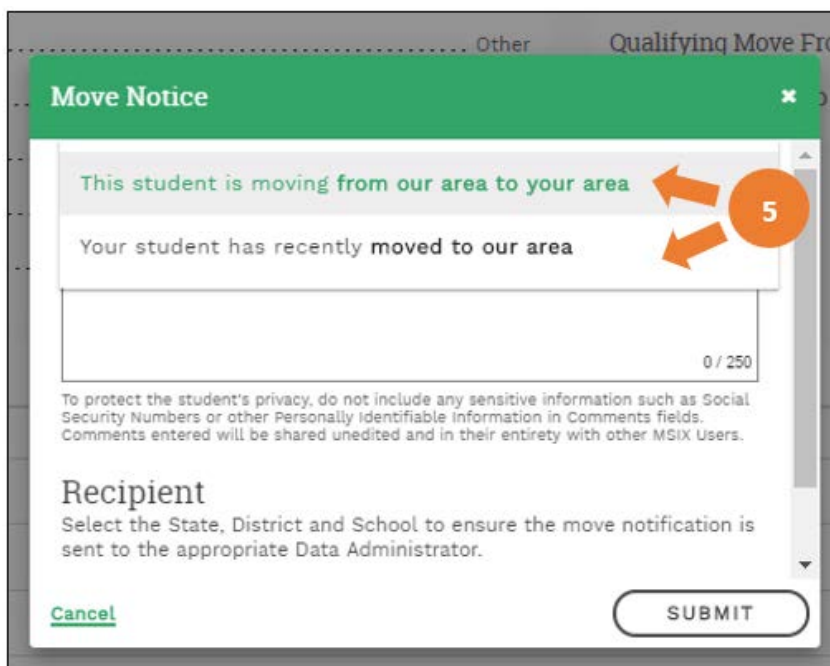
STUDENT RECORD
Silvia Acevedo Nunez
MSIX ID: 74425158354 STATE ID: NY001005637R STATE: NY GENDER: Female Save Record

Data Request Flag for Merge **Move Notice** Export

4

Student Overview	Qualifying Move Information
Birth Date: 12/02/1993 (Age: 25)	Qualifying Arrival Date: 01/26/2010
Birth Place: El Salvador	Eligibility Expiration Date: **
Birth Date Verification: Other	Qualifying Move From: **
Multiple Birth: Yes	Qualifying Move To: South seneca, NY
Parent 1: Acevedo	
Parent 2: Janet Acevedo	
State or Migrant ID: NY001005637R (NY) NY0-37022 (NY)	

- In the Move Notice pop-up window, select either “This student is moving **from our area to your area**” or “Your student has recently **moved to our area**” from the drop-down list.



Other Qualifying Move From

Move Notice

This student is moving from our area to your area

Your student has recently moved to our area

5

0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient
Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.

[Cancel](#) **SUBMIT**

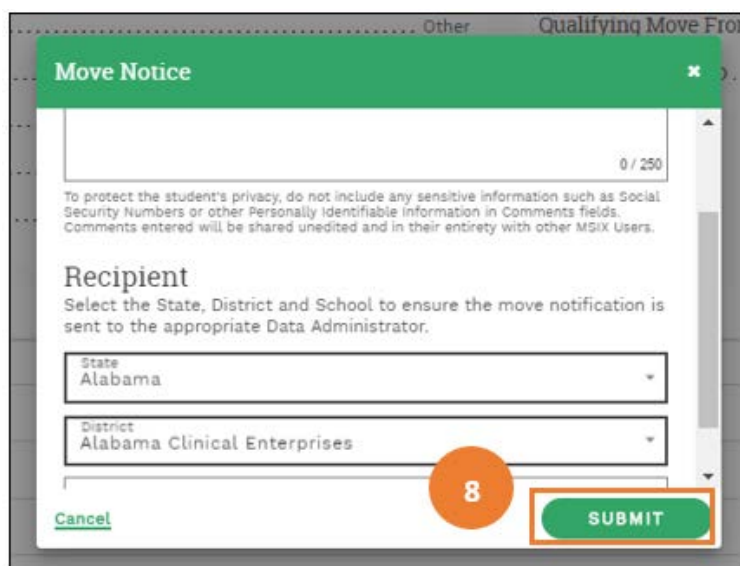
6. In the Comments area of the pop-up window, enter any pertinent comments to the recipient of the move notice.
 - Include useful information needed to contact or locate the family for potential recruitment to the MEP (e.g., telephone number, school enrollment, email).
 - To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.

The screenshot shows a 'Move Notice' pop-up window. At the top, it says 'Your student has recently moved to our area'. Below this is a 'Comments' text area, which is highlighted with an orange border and a red circle containing the number 6. To the right of the text area is a character count '0 / 250'. Below the comments section, there is a warning: 'Do not include sensitive information such as Social Security Numbers or other Personally Identifiable information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' Below the warning is the 'Recipient' section, which instructs the user to 'Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.' At the bottom left is a 'Cancel' link, and at the bottom right is a green 'SUBMIT' button.

7. Under Recipient, select a state, district, and school to ensure that the move notice is sent to the appropriate MSIX user.

The screenshot shows the same 'Move Notice' pop-up window. The 'Comments' section is now filled with text. The 'Recipient' section is highlighted with an orange border and a red circle containing the number 7. This section contains three dropdown menus: 'State' (set to 'California'), 'District' (set to 'ABC Unified'), and 'School' (empty). Below these dropdowns are 'Cancel' and 'SUBMIT' buttons.

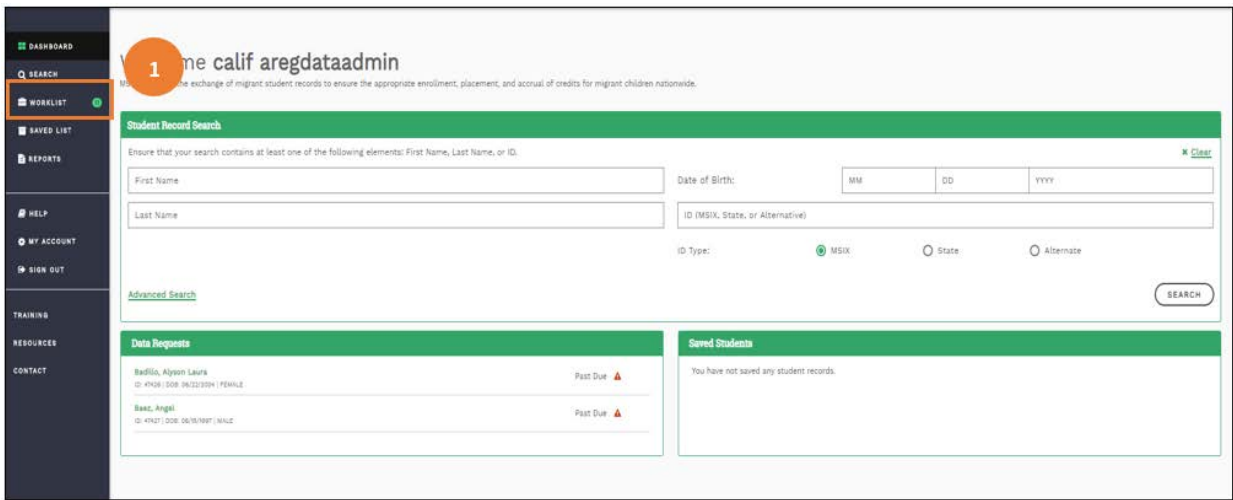
8. Click the Submit button.



The screenshot shows a web application window titled "Move Notice" with a green header bar. Below the header is a text input field with a character count "0 / 250". A privacy notice states: "To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users." Below this is a section titled "Recipient" with the instruction "Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator." There are two dropdown menus: "State" with "Alabama" selected, and "District" with "Alabama Clinical Enterprises" selected. At the bottom left is a "Cancel" link, and at the bottom right is a green "SUBMIT" button. An orange circle with the number "8" is placed over the "SUBMIT" button.

Appendix C.13: Instructions for Data Administrators and Secondary Users — Responding to a Move Notice

- 1. From the homepage, click the Worklist link in the left-side navigation menu.
 - This will take you to the My Worklist page.



- 2. On the My Worklist page, select the Move Notice tab.



- 3. Click on the drop-down caret (^) to expand the student move notice you wish to respond to or dismiss.

Move Notice							Showing:
Expand the row to view demographic information on children with recent move notifications. Use the correspondence section to communicate with the initiator with questions regarding the move notice. The move notices can be reassigned to other State, Regional, or District Data Administrators for their action.							All Open Notices
Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
Barajas-Banda, Andres	412399186611	CA00112570TR	47429	To	CA	01/26/2019 167 days in list	Full Record ^
Baldelomar, Alejandro R.	943788179858	CA00203130TR	47428	From	CA	01/26/2019 167 days in list	Full Record ^

- To send a message to the other user involved in the move notice, enter your message into the Message box underneath Correspondence.

Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
Barajas-Banda, Andres	412399186611	CA0012570TR	47429	To	CA	01/25/2019 167 days in list	Full Record
Gender: Male	DOB: 10/28/1999	Born In: WOODLAND, California	Multi-birth: No	Parent 1: ISIDORO BANDA	Parent 2: KA YING BANDA	Reassign	DISMISS
Correspondence							
calif aredataadmin						2019-01-25 16:23:16.0	
Message						0 / 250	
Use this form to submit questions regarding the student and their records. This will ensure the correspondence is logged in the MSIX system and will show above.							
						SEND	

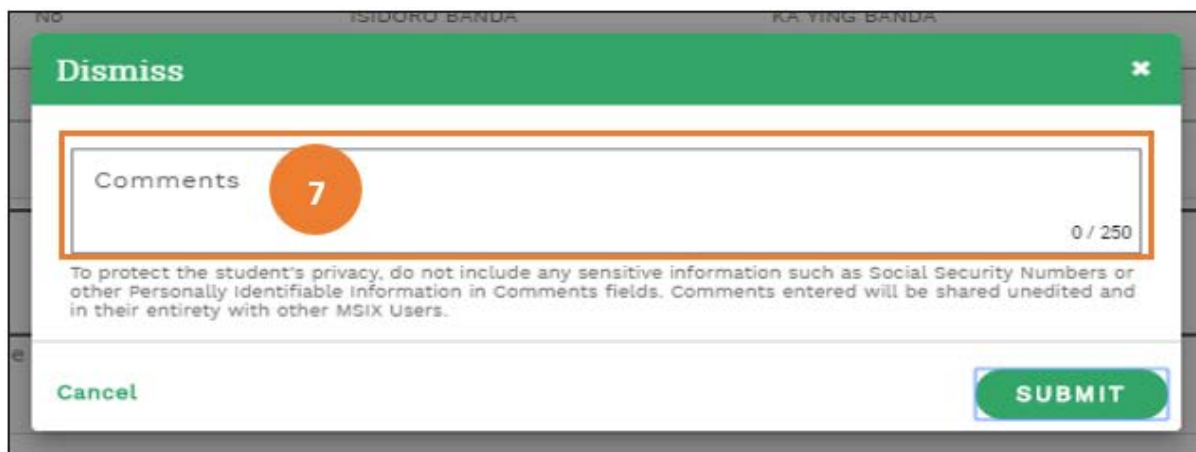
- After entering your message in the Message box, click Send.

Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
Barajas-Banda, Andres	412399186611	CA0012570TR	47429	To	CA	01/25/2019 167 days in list	Full Record
Gender: Male	DOB: 10/28/1999	Born In: WOODLAND, California	Multi-birth: No	Parent 1: ISIDORO BANDA	Parent 2: KA YING BANDA	Reassign	DISMISS
Correspondence							
calif aredataadmin						2019-01-25 16:23:16.0	
Message Thank you for the referral.						27 / 250	
Use this form to submit questions regarding the student and their records. This will ensure the correspondence is logged in the MSIX system and will show above.							
						SEND	

- When you believe that you have sent or received the appropriate information regarding the student move, you may choose to dismiss the move notice.

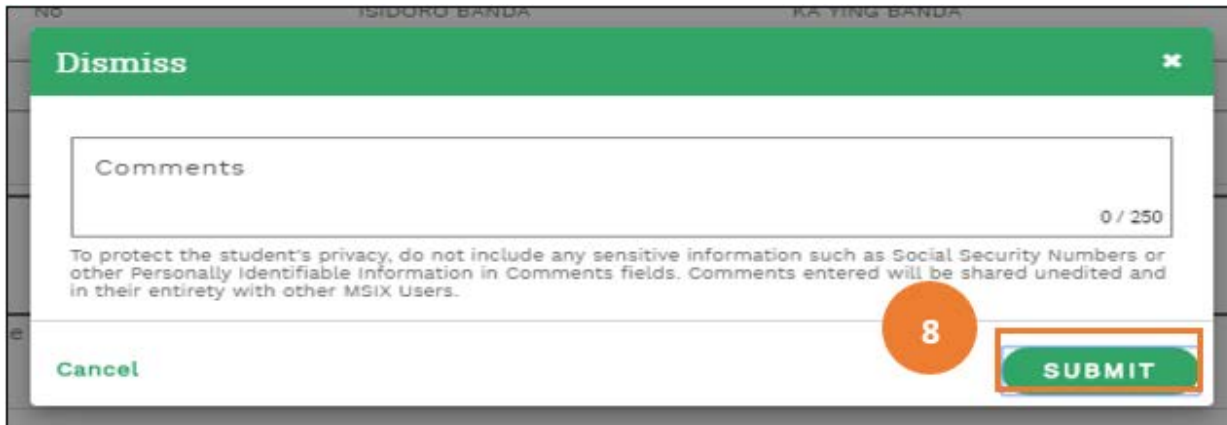
Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created	
Barajas-Banda, Andres	412399186611	CA0012570TR	47429	To	CA	01/25/2019 167 days in list	Full Record
Gender: Male	DOB: 10/28/1999	Born In: WOODLAND, California	Multi-birth: No	Parent 1: ISIDORO BANDA	Parent 2: KA YING BANDA	Reassign	DISMISS
Correspondence							
calif aredataadmin						2019-01-25 16:23:16.0	
Message Thank you for the referral.						27 / 250	
Use this form to submit questions regarding the student and their records. This will ensure the correspondence is logged in the MSIX system and will show above.							
						SEND	

- After clicking the Dismiss button, enter any final comments in the Comments pop-up window. To protect the student's privacy, do not include any sensitive information such as health information or other personally identifiable information. All comments entered are shared unedited and in their entirety with other MSIX users.



The screenshot shows a 'Dismiss' pop-up window with a green header bar containing the title 'Dismiss' and a close button (X). Below the header is a large text input field labeled 'Comments' with a character count '0 / 250'. An orange circle with the number '7' is overlaid on the 'Comments' label. Below the input field is a warning message: 'To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' At the bottom of the window are two buttons: 'Cancel' on the left and 'SUBMIT' on the right.

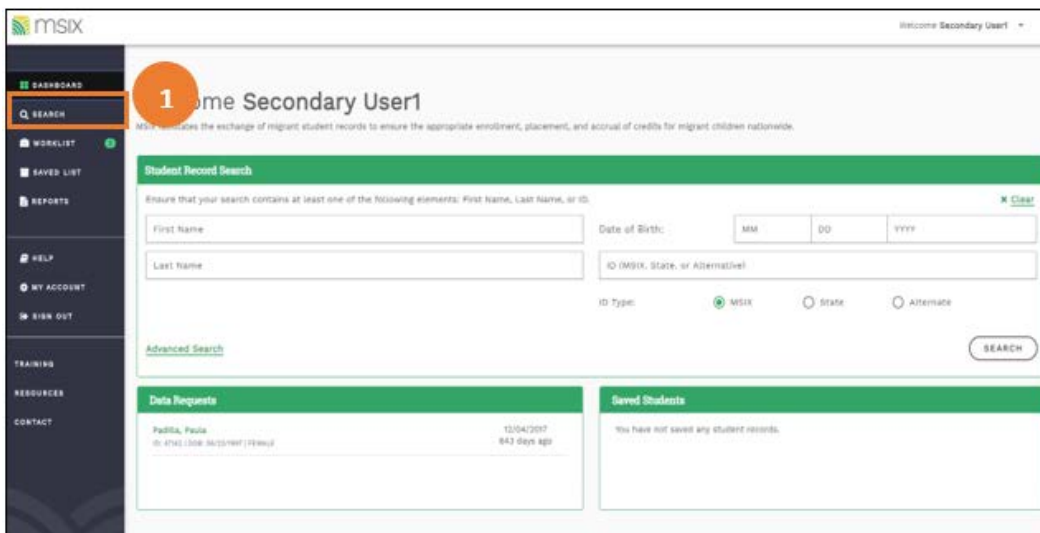
- Click the Submit button.



The screenshot shows the same 'Dismiss' pop-up window. In this view, an orange circle with the number '8' is overlaid on the 'SUBMIT' button, which is also highlighted with an orange border. The 'Comments' field is now empty. The rest of the window, including the header, warning message, and 'Cancel' button, remains the same.

Appendix D.1: Instructions for Data Administrators and Secondary Users — Searching for an MSIX Consolidated Student Record

1. To search for a student record, you may either use the Student Record Search widget on your dashboard or click the Search link on the left-side navigation menu, which will take you to the Student Record Search page.



The screenshot shows the MSIX dashboard for a 'Secondary User1'. The left navigation menu has a 'SEARCH' link highlighted with a red circle and the number 1. The main content area displays the 'Student Record Search' form, which includes fields for First Name, Last Name, Date of Birth (MM, DD, YYYY), and ID (MSIX, State, or Alternative). The 'MSIX' radio button is selected under 'ID Type'. Below the search form are sections for 'Data Requests' and 'Saved Students'.

2. In the Student Record Search form, enter the search criteria by using at least one of the following fields:
 - First Name
 - Last Name
 - MSIX ID
 - State ID
 - Alternate ID
 - Date of Birth (While you may use the Date of Birth field to narrow down your search results, you cannot perform a student record search using only the Date of Birth search criteria.)



This close-up view of the 'Student Record Search' form shows the search criteria fields. A red circle with the number 2 is positioned above the form, with arrows pointing to the 'First Name', 'Last Name', 'Date of Birth', and 'ID (MSIX, State, or Alternative)' fields. The 'MSIX' radio button is selected under 'ID Type'. A 'SEARCH' button is located at the bottom right of the form.

- Click the Search button to generate the search results. Search results are listed alphabetically by student last name.

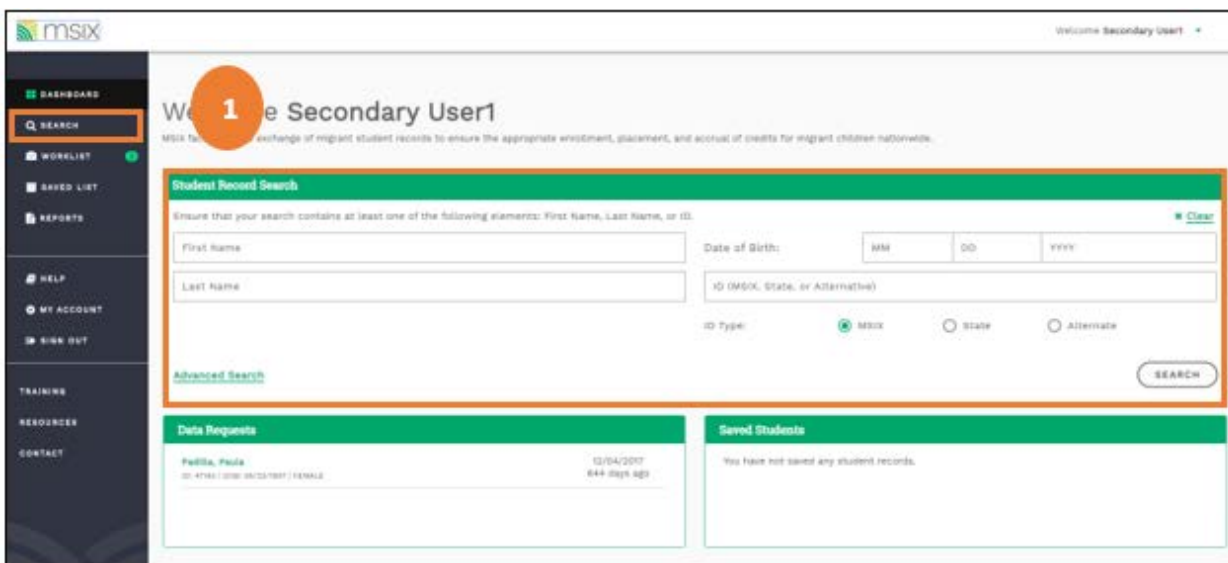
- Select an individual student record from the list by clicking on the student's name. You will be automatically directed to the Consolidated Student Record view.

	State	Gender	DOB	MSIX ID	State ID
Mendez, Jose	ID	Male	03/07/1988	20491640733	00000019278
MENDEZ, JOSE	TX	MALE	05/29/1984	676235584212	16033333878
Mendez, Jose	ID	Male	04/24/2000	424688844521	98000019278
MENDEZ, JOSE	CA	Male	10/23/2002	97388423833	CA000084478
MENDEZ, JOSE	CA	Male	09/04/2002	44639440121	CA000084478
MENDEZ, JOSE	TX	Male	03/26/2002	97628518698	TX000048078
MENDEZ, JOSE	GA	Male	10/16/1980	93961029934	GA000000278
MENDEZ, JOSE	CA	Male	10/05/1988	460807451296	CA000000478
MENDEZ, JOSE	NY	Male	10/10/1989	47027204684	NY000007278
MENDEZ, JOSE	WA	MALE	04/07/1987	88846704230	WA000000278
MENDEZ, JOSE	GA	Male	11/16/1990	93881000019	GA000000478
MENDEZ, JOSE	CA	Male	01/18/2000	884427883880	CA000000278
MENDEZ, JOSE	TX	MALE	08/29/2000	87634077404	TX0000013878

For instructions on 'Advanced Search' options, see the CA MSIX Manual User Guide 1.0-Consolidated Student Record Updates.

Appendix D.2: Instructions for Data Administrators and Secondary Users — Accessing the Historical or Raw Student Record View

- Using either the Student Record Search widget or the Student Record Search page, perform a student record search by entering at least one of the following search criteria:
 - First Name
 - Last Name
 - MSIX ID
 - State ID
 - Alternate ID
 - Date of Birth (While you may use the Date of Birth field to narrow down your search results, you cannot perform a student record search using only the Date of Birth search criteria.)



The screenshot shows the MSIX Secondary User interface. On the left is a dark sidebar with navigation links: DASHBOARD, SEARCH, WORKLIST, SAVED LIST, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area has a header 'Welcome Secondary User1' and a sub-header 'MSIX for...' followed by a description. Below this is the 'Student Record Search' widget, which is highlighted with a red circle containing the number 1. The widget includes a search instruction, input fields for First Name, Last Name, and Date of Birth (MM, DD, YYYY), a field for ID (MSIX, State, or Alternative), and radio buttons for ID Type (MSIX, State, Alternate). A 'SEARCH' button is at the bottom right of the widget. Below the search widget are two sections: 'Data Requests' showing a list of requests (e.g., 'Pellito, Paula') and 'Saved Students' showing a message 'You have not saved any student records.'

- Click the Search button to generate the search results. Search results are listed alphabetically by student last name.



This screenshot shows the 'Student Record Search' widget with search criteria entered. The 'First Name' field contains 'Jose' and the 'Last Name' field contains 'Mendez'. The 'Date of Birth' field is empty. The 'ID (MSIX, State, or Alternative)' field is empty. The 'ID Type' radio buttons are set to 'MSIX'. A red circle with the number 2 highlights the 'SEARCH' button at the bottom right of the widget. The 'Advanced Search' link is visible at the bottom left of the widget.

3. Select an individual student record from the list by clicking on the student's name. You will be automatically directed to the Consolidated Student Record view.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

Date of Birth:

ID Type:
☒ MSIX
☐ State
☐ Alternate

[Advanced Search](#)

30 Results

Student ID	State	Gender	DOB	MSIX ID	State ID
Mendez, Jose	ID	Male	02/17/1999	2000540733	ID0020038178
MENDEZ, JOSE	TX	MALE	09/28/1994	4752388432	TX000228178
Mendez, Jose	ID	Male	04/25/2002	4248894602	ID002004073
MENDEZ, JOSE	CA	Male	11/23/1990	873329421802	CA002004478
MENDEZ, JOSE	CA	Male	04/04/2002	446364604022	CA001002478
MENDEZ, JOSE	TX	Male	12/26/1992	875278018096	TX000218078
MENDEZ, JOSE	GA	Male	10/16/1990	90841828216	GA000200478

4. Select the Historical View or Raw View tab at the top of the Consolidated Student Record view page.

STUDENT RECORD

Jose Mendez

MSIX ID: 2520540733 STATE ID: ID0020038178 STATE: ID GENDER: Male

[Data Request](#) [Show Notice](#) [Export](#)

Historical View
Raw View

Student Overview

Qualifying Move Information

Birth Date
02/17/1999 (Age: 20)

Birth Place
United States

Birth Date Verification
Parent's Affidavit

Multiple Birth
No

Parent 1
Juan Mendez

Parent 2
Cecilia Mendez

State or Migrant ID
101777338 (ID)
100020038178 (ID)

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PPS	IEP
ID	BURLEY JUNIOR HIGH SCHOOL	09/10/2011	—	07	—	No	No	No	No
ID	VALLEY SCHOOL	08/22/2011	09/09/2011	07	—	No	No	No	No
ID	VALLEY SCHOOL	03/26/2011	—	06	—	No	No	No	No
ID	HANSEN ELEMENTARY SCHOOL	08/07/2010	03/16/2011	06	—	No	No	No	No

Appendix D.3: Instructions for Data Administrators and Secondary Users — Printing an MSIX Consolidated Student Record

1. Using either the Student Record Search widget or the Student Record Search page, perform a student record search by entering at least one of the following search criteria:
 - First Name
 - Last Name
 - MSIX ID
 - State ID
 - Alternate ID
 - Date of Birth (While you may use the Date of Birth field to narrow down your search results, you cannot perform a student record search using only the Date of Birth search criteria.)

The screenshot shows the MSIX Secondary User interface. On the left is a dark sidebar with navigation links: DASHBOARD, SEARCH, WORKLIST, SAVED LIST, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area has a header 'Welcome Secondary User1' and a sub-header 'MSIX Tool to exchange of migrant student records to ensure the appropriate enrollment, placement, and accrual of credits for migrant children nationwide.' Below this is the 'Student Record Search' form. A red circle with the number 1 highlights the search form area. The form includes fields for First Name, Last Name, Date of Birth (MM, DD, YYYY), and ID (MSIX, State, or Alternative). There are radio buttons for ID Type: MSIX (selected), State, and Alternate. A 'SEARCH' button is at the bottom right of the form. Below the search form are two sections: 'Data Requests' showing a record for 'Paula, Paula' and 'Saved Students' showing 'You have not saved any student records.'

2. Click the Search button to generate the search results. Search results are listed alphabetically by student last name.

This screenshot shows the same 'Student Record Search' form as the previous one, but with search criteria entered. The 'First Name' field contains 'Jose' and the 'Last Name' field contains 'Mendez'. The 'Date of Birth' fields are empty. The 'ID (MSIX, State, or Alternative)' field is empty. The 'ID Type' radio buttons are still set to MSIX (selected), State, and Alternate. A red circle with the number 2 highlights the 'SEARCH' button at the bottom right of the form. The 'Data Requests' and 'Saved Students' sections are still visible below the form.

3. Select an individual student record from the list by clicking on the student's name. You will be automatically directed to the Consolidated Student Record view. However, you can click on either Historical View or Raw View if you wish to print these student record views.

Student Record Search

Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID.

First Name: Date of Birth:

Last Name: ID (MSIX, State, or Alternative):

ID Type: ☒ MSIX ☐ State ☐ Alternate

Advanced Search SEARCH

30 Results

Student ID	State	Gender	DOB	MSIX ID	State ID
Mendez, Jose	IL	Male	02/17/1999	2039540733	0300000019
MENDEZ, JOSE	TX	MALE	05/28/1999	87522884012	TX000228819
Mendez, Jose	IL	Male	06/25/2002	43468888801	03000000279
MENDEZ, JOSE	CA	Male	10/21/2001	87289407803	CA000004779
MENDEZ, JOSE	CA	Male	01/04/2002	44888888823	CA000004819
MENDEZ, JOSE	TX	Male	10/06/2000	87527898888	TX000004879
MENDEZ, JOSE	CA	Male	11/16/1993	88888888874	CA000005019

4. Select the Export drop-down menu and choose the file format you wish to print. The available options are: HTML, Custom PDF, MS Word document, and State. **For instructions on how to use the 'Custom PDF' feature, see CA MSIX Manual User Guide 1.0-Consolidated Student Record Updates.**

Historical View **Raw View**

Data Request Flag for Merge Move Notice Export

ATES: CA 4 ADD

Qualifying Move Information

Qualifying Arrival Date 08/01/2007

Eligibility Expiration Date --

Qualifying Move From Merced, CA

Qualifying Move To Fresno, CA

5. Open the document and follow the operating system instructions for your device to print.



Print

Total: 2 sheets of paper

5

Print

Cancel

Destination	 SAC35 C7565i II ▼
Pages	All ▼
Copies	1
Color	Color ▼
More settings ▼	
Print using system dialog... (Ctrl+Shift+P) 	

Reference List

- Code of Federal Regulations, 34 CFR 200.85. Responsibilities of SEAs for the Electronic Exchange through MSIX of Specified Educational and Health Information of Migratory Children.
<https://www.law.cornell.edu/cfr/text/34/200.85> (accessed August 21, 2019).
- Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC. § 1232g; 34 CFR Part 99.
<https://www.law.cornell.edu/cfr/text/34/part-99> (accessed July 25, 2019).
- US Department of Education, Office of Elementary and Secondary Education, Office of Migrant Education. 2017. *Non-Regulatory Guidance for the Title I, Part C Education of Migratory Children*. Washington, DC: US Department of Education. <https://www2.ed.gov/programs/mep/legislation.html> (accessed July 2, 2018).