

RECORDS TRANSFER AND THE MIGRANT STUDENT INFORMATION EXCHANGE

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2020 MEP New Directors
Orientation

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The mission of the Office of Migrant Education is to provide excellent leadership, technical assistance, and financial support to improve the educational opportunities and academic success of migratory children, youth, agricultural workers, fishers, and their families.

OBJECTIVES

- To provide a basic overview regarding the need for intrastate and interstate coordination in the Migrant Education Program (MEP)
- To discuss student record transfer and MSIX
- To explain key elements of MSIX and how to access the system

REFERENCES

Statute

- Sections 1304(b)(3) and Section 1308(b) of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by Every Student Succeeds Act (ESSA) of 2015.

Code of Federal Regulations:

- 34 CFR. 200.81, 200.82 and 200.85 – Student record transfer and MSIX regulations.

Guidance:

- Non-Regulatory Guidance for Title I, Part C, Education of Migratory Children: Chapter VI, D.

INTERSTATE AND INTRASTATE COORDINATION

- **Interstate** coordination refers to collaborative activities undertaken by two or more States to improve the education of migratory children who move between those States.
- **Intrastate** coordination refers to efforts involving two or more local operating agencies within a State to improve educational services to migratory children in that State.
- As per Section 1304(b)(3) **State education agencies (SEAs)** are required to use Migrant Education Program Funds to promote the **interstate** and **intrastate** coordination of services to migratory children.
- These **Services** include:
 - timely transfer of records to provide educational continuity, and
 - health information.

WHY INTERSTATE COORDINATION & RECORD TRANSFER?

- High Mobility — Highly mobile migratory student population.
- Short Notice — Migratory children move from State-to-State, often without notice.
- Lack of Data — Timely and accurate educational and health information not always available.
- Placement Errors — Students placed in incorrect courses or grades.
- Loss of MEP Services — Students not provided most beneficial MEP services.

MSIX OVERVIEW



Placement



Enrollment



**Credit
Accrual**



**MEP
Participation**

STUDENT RECORD TRANSFER: MIGRANT STUDENT INFORMATION EXCHANGE (MSIX)

A web-based, mobile-friendly repository containing demographic, enrollment, placement, and credit accrual data in order to facilitate the national exchange of educational and health information for migratory children.

MSIX GOALS

Migratory children face unique challenges that necessitate automated and timely records exchange through MSIX.

1

Create MSIX, an electronic exchange for the transfer of migrant student education and health data amongst the States.

2

Promote the use of the Migrant Student Information Exchange (MSIX).

3

Ensure the use of the consolidated student record for the purposes of enrollment, placement, and accrual of credits of migratory students.

4

Produce national data on the migratory child population.

MSIX REGULATIONS – GENERAL SEA REQUIREMENTS

- SEA must **collect, maintain, and submit** most **up-to-date** minimum data elements (**MDEs**) within established **timeframes**.
- Ensure that data submitted to MSIX are **accurate** and **complete**, with appropriate **security** safeguards in place.
- Establish procedures for using, and requiring each of its sub grantees to use, MSIX **Consolidated Student Records**.
- Establish procedures for MSIX **data corrections**.
- Please go this URL <https://msix.ed.gov/msix/#!/resources> and click [MSIX Regulations Reference Guide](#) to find out the SEA Timelines for MSIX Data Submissions.

RECORDS EXCHANGE RESPONSIBILITIES

OME Responsibilities

- Maintain and operate MSIX
- Minimize the burden on States for collecting and maintaining MDEs
- Establish MSIX regulations and policy
- Provide technical guidance and support
- Encourage each State to have at least two staff members trained on MSIX
- Coordinate with States on ongoing records exchange issues
- Ensure national records exchange is effective

State Responsibilities

- Collect and maintain the minimum data elements
- Transmit data to MSIX in a timely manner
- Determine who will have access to MSIX in your State
- Assign staff who will resolve questions about students from your State
- Train State and local staff on the MSIX regulations
- Ensure proper and secure use of MSIX by State and local staff
- Promote the use of MSIX

NATIONAL REPOSITORY FOR MIGRATORY CHILDREN

MSIX is a national data repository for teachers, guidance counselors, registrars and MEP-funded staff that:

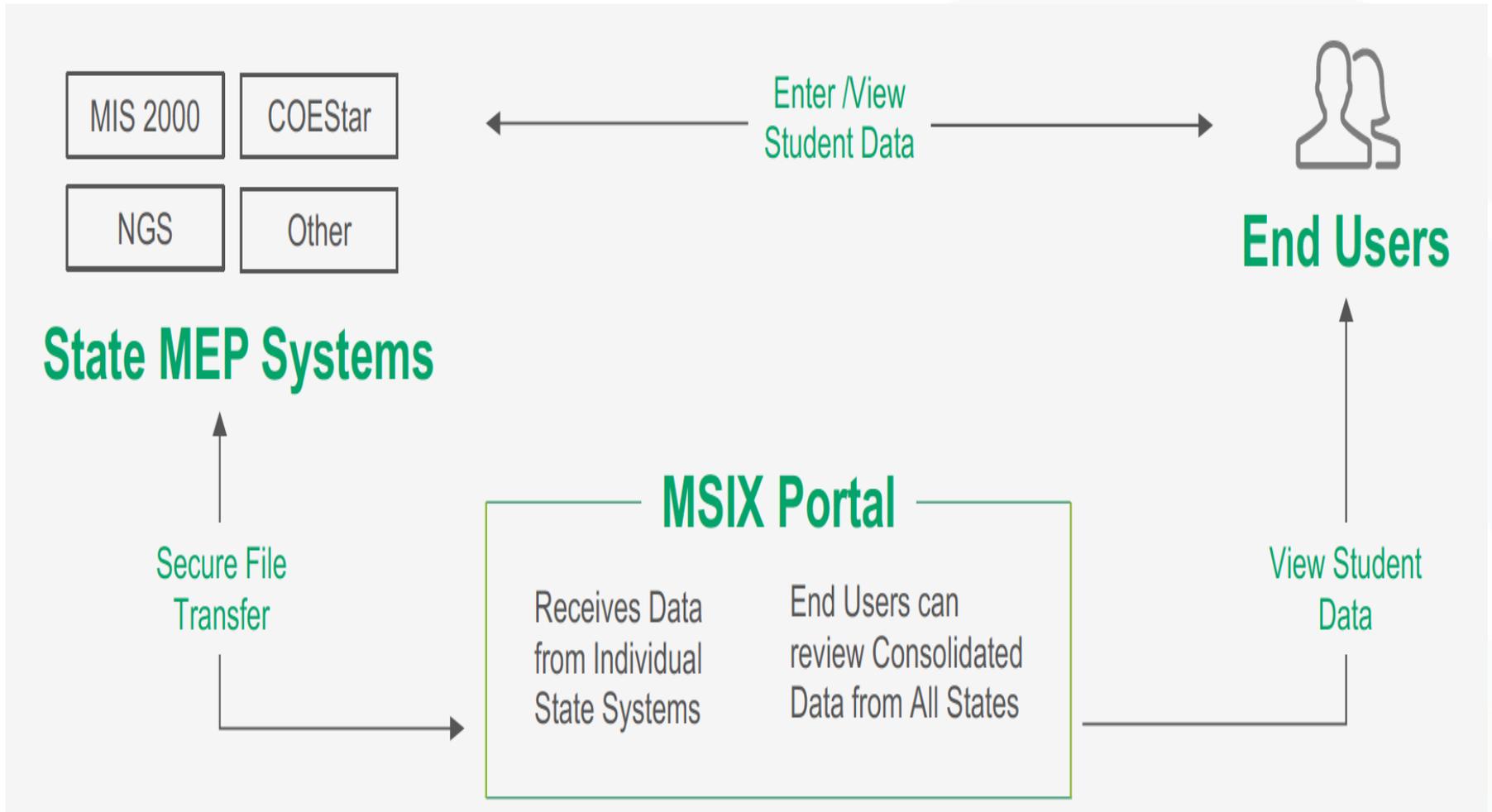
- **Links existing State migrant-specific data systems to collect and consolidate demographic, education, and health data**
- **Contains the minimum data elements (MDEs) necessary for participation in the Migrant Education Program (MEP) and appropriate enrollment in school**
- **Produces a single “consolidated record” for each migratory child that contains information from each State and/or school**
- **Allows analysis of national trends**

MSIX STRUCTURE & ACCOUNT MANAGEMENT

HOW MSIX WORKS

- SEAs:
 - collect and maintain a standardized set of data elements called MDEs;
 - upload MDEs applicable to the child's age and grade level for every migratory child to MSIX; and
 - collect and maintain the MDEs along with other MEP data they collect in their own State MEP-specific databases.
- MSIX maintains, organizes and compiles the MDEs into a consolidated student record for every migratory child.

MSIX STRUCTURE



STATES ADMINISTER MSIX USER ACCOUNTS

MSIX Users: MEP Staff, Teachers, Registrars and Guidance Counselors

1. Complete and sign **User Access Application**
2. Submit User Access Application to Verifying Authority
3. Submit signed application to State or Regional User Administrator
4. Self-management account access is coming! MSIX Users will set five Challenge Questions and corresponding responses for password reset process.

All MSIX Users must complete cybersecurity training and acknowledge the MSIX Rules of Behavior annually.

MSIX USER ROLES

As a State director, you can choose your role in MSIX depending on your needs. State Directors typically elect the **State User Administrator** and **State Data Administrator** roles.

Type	Functions	Levels
Data Administrator	<ul style="list-style-type: none"> • Send, reply to, resolve, and reassign Data Requests • Send and reply to Move Notifications • Validate/reject near matches, merges, and splits of student records • Initiate the merge and split process for student records 	State, Regional, District
User Administrator	<ul style="list-style-type: none"> • Establish and manage user accounts for users in their region 	National, State, Regional
Primary User	<ul style="list-style-type: none"> • Initiate the merge and split process • Query/view student records (all States) • Send/Reply to Data Requests and Move Notifications 	State, Regional, District
Secondary User	<ul style="list-style-type: none"> • Query and view student records from all States • Send/Reply to Data Requests and Move Notifications 	State, Regional, District
State Regional Administrator	<ul style="list-style-type: none"> • Establishes and maintains the regional structure and associated districts for States that choose to use regions 	Regional

TABLE DISCUSSION

OME recommends the following of MSIX Users:

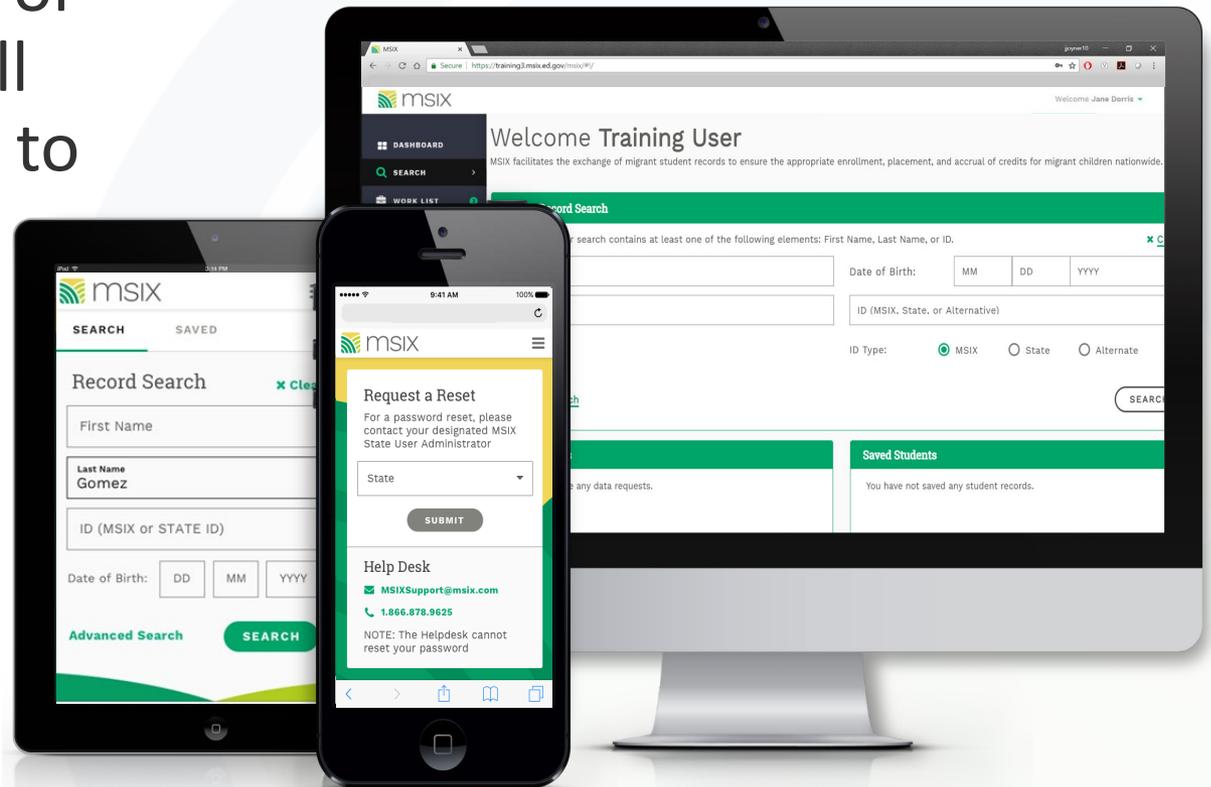
- Two data administrators at the State Education Agency (SEA) level,
- Oversee MSIX accounts management, and
- Teacher, guidance counselor and registrar access to MSIX in order to facilitate enrollment, placement and accrual of credits for high school

Discuss in your table how you are addressing each of these recommendations. Include best practices and challenges about working with MSIX account management.

MSIX ELEMENTS & RECORDS TRANSFER

MSIX RESPONSIVE WEB DESIGN

Whether you access MSIX through your desktop, tablet, or phone, MSIX will adapt its design to your device!



MSIX DASHBOARD

The screenshot displays the MSIX Dashboard interface. At the top left is the MSIX logo, and at the top right is a 'Welcome' dropdown menu. A dark sidebar on the left contains navigation links: DASHBOARD, SEARCH, WORKLIST, SAVED LIST, REPORTS, STATE/REGIONS, ADMINISTRATION, HELP, MY ACCOUNT, and SIGN OUT. The main content area features a 'Welcome' message and a paragraph explaining MSIX's purpose. Below this is the 'Student Record Search' section, which includes a search instruction, a 'Clear' link, and several input fields: 'First Name', 'Last Name', 'Date of Birth' (with MM, DD, and YYYY sub-fields), and 'ID (MSIX, State, or Alternative)'. There are also radio buttons for 'ID Type' (MSIX, State, Alternate) and a 'SEARCH' button. A red box highlights the 'Advanced Search' link, which is connected by a line to a large 'Advanced Search' label at the bottom of the page.

msix

Welcome

Welcome

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. [x Clear](#)

First Name

Date of Birth: MM DD YYYY

Last Name

ID (MSIX, State, or Alternative)

ID Type: MSIX State Alternate

[Advanced Search](#)

User Search

Advanced Search

CONSOLIDATED STUDENT RECORD

Student Identification

Demographics

Enrollment History

Assessment History

Course History

The screenshot shows the 'STUDENT RECORD' interface. The 'STUDENT RECORD' title is circled in green. Below it, the 'Student Overview' section is circled in green. The 'Enrollments' section is circled in green, showing a table with columns for State, School or Project, Enrollment Date, Withdrawal Date, Grade, Med Alert, Immun, EL, PFS, IEP, and a dropdown arrow. The 'Assessments' section is circled in green, showing a table with columns for State, Assessment Title, Date, Content, Type, and Interpretation. The 'Course History' section is circled in green, showing a table with columns for Course Title, Academic Year, Subject Area, Final Grade, Credits Granted, Grade-To-Date, and Clock Hours. Other sections include 'Qualifying Move Information' and 'Demographics'.

STUDENT RECORD

MSIX ID: STATE ID: STATE: GENDER: Save Record

Student Overview

Birth Date
 Birth Place
 Birth Date Verification
 Multiple Birth
 Parent 1
 Parent 2
 State of Resident ID

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP
AL	Alma Bryant High School	08/15/2006	05/25/2007	11	-	-	No	No	No
AL	Alma Bryant High School	08/15/2005	06/01/2006	10	-	-	No	No	No

Assessments

State	Assessment Title	Date	Content	Type	Interpretation
AL	SAT-TOTAL MATHEMATICS	04/2006	MATHEMATICS	State Assessment	-
AL	SAT-TOTAL READING	04/2006	READING	State Assessment	-

Course History

Course Title	Academic Year	Subject Area	Final Grade	Credits Granted	Grade-To-Date	Clock Hours
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Qualifying Move Information

Qualifying Arrival Date
 Eligibility Expiration Date
 Qualifying Move From
 Qualifying Move To

DATA REQUEST VS. MOVE NOTICE

Use **Data Requests** for:

- Requesting additional information needed for a migratory child (i.e. final grades, updated course history)
- Obtaining information on children who recently changed residence (as per MSIX regulations)

Use **Move Notices** for:

- Notifying a State, region, or district that a migratory child has moved to or from another State, region, or district
- Providing relevant information about relocation (i.e. mobile phone number)

MSIX REPORTS: STUDENT INFORMATION

The screenshot displays the MSIX Reports interface. On the left is a dark sidebar with navigation options: DASHBOARD, SEARCH, WORKLIST (with a 30 notification badge), SAVED LIST, REPORTS (highlighted in green with a hand cursor), STATE/REGIONS, ADMINISTRATION, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area is titled 'Reports' and contains an introductory paragraph about MSIX reports. Below this, the 'Student Information' section is highlighted with a rounded rectangle and contains a list of report links: MSIX ID Count, MSIX Child Count, Demographics, Enrollments (MDE Type), Enrollments (Multiple States), Missed Enrollment, Grade Retention, Course History, and Assessments. Other sections include 'Worklists' with links for Merges & Splits by User, Merges & Splits by Age, and Data Request by Age; 'Data Quality' with links for File Submission, Potential Duplicates, Data Validity, Data Logic Issues, and Data Completeness; and 'Child Count Reconciliation' with a link for Run Reconciliation.

Reports

MSIX reports provide information for Migrant Education Program (MEP) planning, data analysis, and compliance with MEP and MSIX regulations. The list of reports available depends on your user access role within MSIX. If you are looking for a report and do not see it in the list below, ask your State, Regional, or District Data Administrator. Contact the MSIX Help Desk to suggest new reports or request a one-time ad hoc report.

Student Information

Student Information reports display data made available for exchange among States, including student count, MSIX child count, demographics, enrollment details, course history, and assessments. [34 CFR § 200.85(b)(3)]

MSIX ID Count	Enrollments (MDE Type)	Grade Retention
MSIX Child Count	Enrollments (Multiple States)	Course History
Demographics	Missed Enrollment	Assessments

Worklists

Worklist reports display data on total worklist items, including outstanding worklist items. [CFR § 200.85(b)(3)(iii)]

Merges & Splits by User	Merges & Splits by Age	Data Request by Age
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Data Quality

Data Quality reports help State and Regional Data Administrators verify data quality compliance levels by showing recent files submitted by States and displaying student records that contain incomplete or invalid data, potential duplicates, and data logic issues. [34 CFR § 200.85 (d)]

File Submission	Data Validity	Data Completeness
Potential Duplicates	Data Logic Issues	

Child Count Reconciliation

Child Count Reconciliation reports help you identify data quality issues in student records that may cause differences in child counts between MSIX and your State system.

Run Reconciliation

CHILD COUNT RECONCILIATION

Welcome [User Name]

Reports

Child Count Reconciliation Overview

This dashboard displays the number of Category 1 and Category 2 migratory children included and excluded from the MSIX child count. It also provides reports that help you identify issues that may be causing discrepancies between MSIX and your State system. See "How should I use this dashboard?" for additional guidance.

Filter [X] Showing: Last performance period (September 1, 2018 - August 31, 2019)

[How should I use this dashboard?](#)

Category 1

last updated 11/06/2019

The counts below represent the total unduplicated number of MSIX IDs included and excluded from the Category 1 child count for the performance period.

Included	0
Excluded	721

[View Details](#)

Category 2

last updated 11/06/2019

The counts below represent the total unduplicated number of MSIX IDs included and excluded from the Category 2 child count for the performance period.

Included	0
Excluded	0

[View Details](#)

MSIX Record Issues

last updated 02/06/2020

Review potential duplicates and pending near matches that you need to resolve to ensure each child appears in the appropriate category on the MSIX Child Count Report.

Potential Duplicates	0
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[Review](#)

Near Matches	0
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[Review](#)

MDEs and System Data

last updated 11/06/2019

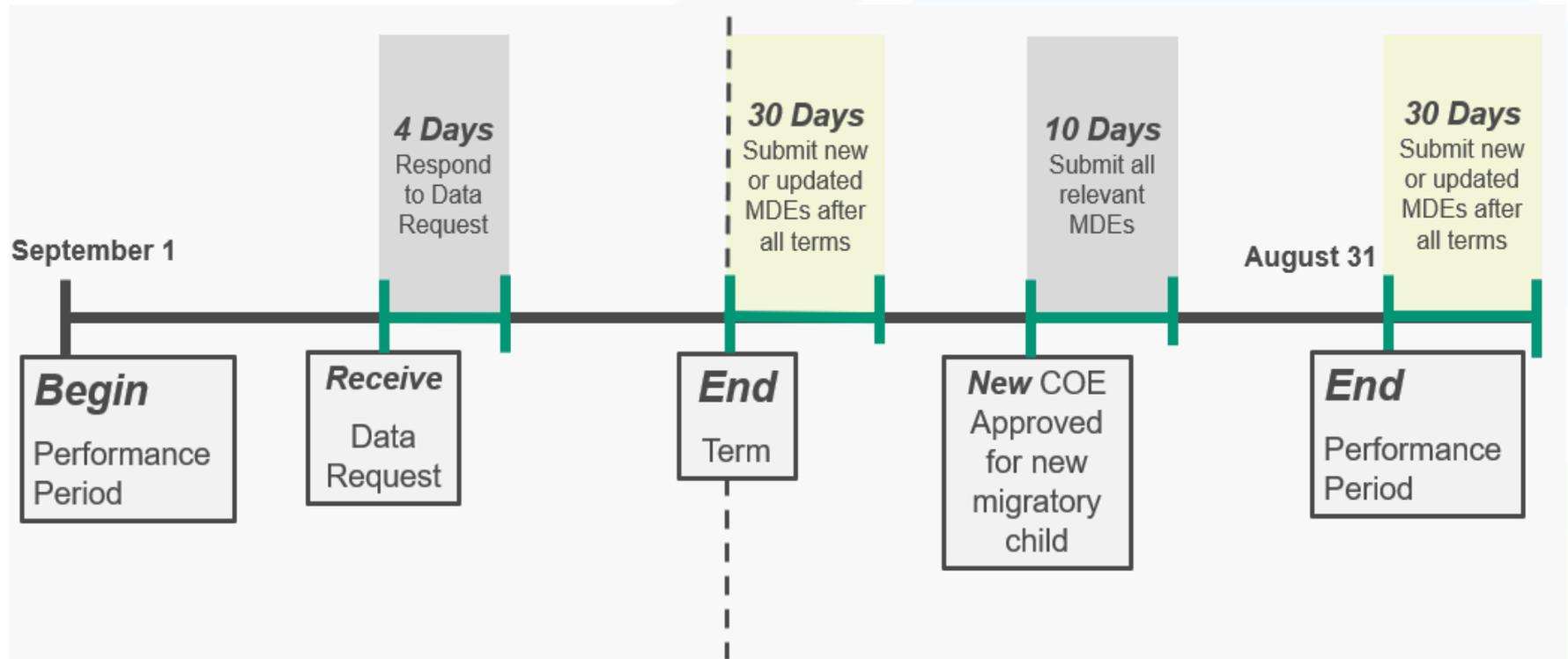
Review your data in the reports below to identify Minimum Data Elements (MDEs) with values that are missing, invalid, or have logic issues that are causing children to be excluded from the MSIX child count.

- [Child Count MDE Completeness](#)
[Review](#)
- [Child Count MDE Validity](#)
[Review](#)
- [Child Count Logic Issues](#)
[Review](#)

- DASHBOARD
- SEARCH
- WORKLIST 52
- SAVED LIST
- REPORTS
- STATE/REGIONS
- ADMINISTRATION
- HELP
- MY ACCOUNT
- SIGN OUT
- TRAINING
- RESOURCES
- CONTACT

DATA COMPLETENESS TIMELINE

State MEP Directors should ensure MEP data collection timelines in their States align with MSIX Regulations.



For more information, please reference the MSIX Regulation Guide

TABLE DISCUSSION

Please discuss your State's best practices and challenges for data collection and submission for the following MSIX Minimum Data Elements (MDE) categories:

- Demographic and Enrollment data
- State Assessment data
- Course History data

KEY TAKEAWAYS

- Make sure your State's data practices comply with the **MSIX Regulations**
- Promote records-transfer best practices in your State:
 - Use the **Consolidated Student Record** for enrollment, placement, credit accrual and participation in the MEP
 - Use **Data Requests** to obtain information from States, regions, or districts as needed to ensure appropriate enrollment, placement, and credit accrual
 - Send **Move Notices** to States, regions, or districts to alert other areas of children moving
 - Use **MSIX reports** to monitor data quality and MSIX usage in your State
- Make sure MSIX users in your State have assigned the **appropriate roles** for their job function
- **Protect PII** at all times!

MSIX RESOURCES

<https://results.ed.gov/>

- New Directors Orientation Tutorial

<https://results.ed.gov/new-directors/12#1>

- MSIX Regulations: Administrative and Usage Requirements
- MSIX Regulations: Timeline and Data Collection
- MSIX Regulations: Overview and Definitions

<https://results.ed.gov/resources/webinars>

<https://msix.ed.gov>

- MSIX brochures in English and Spanish
- MSIX Fact Sheets
- MSIX-related policies and regulations

MSIX RESOURCES BEHIND SIGN-IN PAGE

Security Awareness and Privacy Training

- Email and Student Privacy (Audience: All MSIX Users)

Webinars

- Back to School Webinar 2019
- MSIX Child Count Reconciliation Webinar 2019
- Security, Privacy, and Account Management Webinar 2019
- MSIX Student File Submission: Best Practices
- Security, Privacy, and Account Management Webinar 2018
- Managing Worklist: Move Notifications & Data Requests
- Managing Worklist: Merge & Split

Training Environment

- MSIX Training Environment Reservation Guide

MSIX FEEDBACK AND SUPPORT

- The Migrant Education Program (MEP) Coordination Work Group (CWG)
 - 9 representative State Directors **for MEP**.
 - Members discuss MSIX policy, regulation, and trends for their region.
- State User Group for Analysis and Recommendations (SUGAR)
 - 9 States' representative users.
 - Members provide **feedback** on MSIX functionality and usability from a user perspective.
- MSIX Help Desk
 - Contact the Help Desk to report issues, resolve questions, and submit MSIX Change Requests.

QUESTIONS?



MSIX HELP DESK
1-866-878-9525
OR
MSIXSUPPORT@
DELOITTE.COM

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