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
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
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](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

<table>
<thead>
<tr>
<th>OME Responsibilities</th>
<th>State Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintain and operate MSIX</td>
<td>Collect and maintain the minimum data elements</td>
</tr>
<tr>
<td>Minimize the burden on States for collecting and maintaining MDEs</td>
<td>Transmit data to MSIX in a timely manner</td>
</tr>
<tr>
<td>Establish MSIX regulations and policy</td>
<td>Determine who will have access to MSIX in your State</td>
</tr>
<tr>
<td>Provide technical guidance and support</td>
<td>Assign staff who will resolve questions about students from your State</td>
</tr>
<tr>
<td>Encourage each State to have at least two staff members trained on MSIX</td>
<td>Train State and local staff on the MSIX regulations</td>
</tr>
<tr>
<td>Coordinate with States on ongoing records exchange issues</td>
<td>Ensure proper and secure use of MSIX by State and local staff</td>
</tr>
<tr>
<td>Ensure national records exchange is effective</td>
<td>Promote the use of MSIX</td>
</tr>
</tbody>
</table>
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

State MEP Systems

MIS 2000
COEStar
NGS
Other

Enter/View Student Data

End Users

View Student Data

MSIX Portal

Secure File Transfer

Receives Data from Individual State Systems
End Users can review Consolidated Data from All States
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.

<table>
<thead>
<tr>
<th>Type</th>
<th>Functions</th>
<th>Levels</th>
</tr>
</thead>
</table>
| Data Administrator            | • 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            | • Establish and manage user accounts for users in their region             | National, State, Regional   |
| Primary User                  | • 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                | • Query and view student records from all States  
• Send/Reply to Data Requests and Move Notifications | State, Regional, District   |
| State Regional Administrator  | • Establishes and maintains the regional structure and associated districts for States that choose to use regions | Regional                    |
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 graduation.

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!
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.

- First Name
- Date of Birth: MM DD YYYY
- Last Name
- ID (MSIX, State, or Alternative)
- ID Type: [MSIX] [State] [Alternate]

Advanced Search

User Search
CONSOLIDATED STUDENT RECORD

Student Identification

Demographics

Enrollment History

Assessment History

Course History

### Student Overview
- **Birth Date**: [REDACTED]
- **Birth Place**: [REDACTED]
- **Birth Date Verification**: [REDACTED]
- **Multiple Birth**: [REDACTED]
  - Parent 1: [REDACTED]
  - Parent 2: [REDACTED]

### Qualifying Move Information
- **Qualifying Arrival Date**: [REDACTED]
- **Eligibility Expiration Date**: [REDACTED]
- **Qualifying Move From**: [REDACTED]
- **Qualifying Move To**: [REDACTED]

### Enrollments
<table>
<thead>
<tr>
<th>State</th>
<th>School or Project</th>
<th>Enrollment Date</th>
<th>Withdrawal Date</th>
<th>Grade</th>
<th>Med Alert</th>
<th>Immun</th>
<th>EL</th>
<th>PFS</th>
<th>IEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>Alma Bryant High School</td>
<td>08/15/2006</td>
<td>05/25/2007</td>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AL</td>
<td>Alma Bryant High School</td>
<td>08/15/2005</td>
<td>08/01/2006</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Assessments
<table>
<thead>
<tr>
<th>State</th>
<th>Assessment Title</th>
<th>Date</th>
<th>Content</th>
<th>Type</th>
<th>Interpretation</th>
</tr>
</thead>
<tbody>
<tr>
<td>AL</td>
<td>SAT-TOTAL MATHEMATICS</td>
<td>04/2006</td>
<td>MATHEMATICS</td>
<td>State Assessment</td>
<td></td>
</tr>
<tr>
<td>AL</td>
<td>SAT-TOTAL READING</td>
<td>04/2006</td>
<td>READING</td>
<td>State Assessment</td>
<td></td>
</tr>
</tbody>
</table>

### Course History
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Academic Year</th>
<th>Subject Area</th>
<th>Final Grade</th>
<th>Credits Granted</th>
<th>Grade-To-Date</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use Data Requests for:</strong></td>
<td><strong>Use Move Notices for:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>• Requesting additional information needed for a migratory child (i.e. final grades, updated course history)</td>
<td>• Notifying a State, region, or district that a migratory child has moved to or from another State, region, or district</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Obtaining information on children who recently changed residence (as per MSIX regulations)</td>
<td>• Providing relevant information about relocation (i.e. mobile phone number)</td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
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)]

<table>
<thead>
<tr>
<th>MSIX ID Count</th>
<th>Enrollments (MDE Type)</th>
<th>Grade Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSIX Child Count</td>
<td>Enrollments (Multiple States)</td>
<td>Course History</td>
</tr>
<tr>
<td>Demographics</td>
<td>Missed Enrollment</td>
<td>Assessments</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Merges &amp; Splits by User</th>
<th>Merges &amp; Splits by Age</th>
<th>Data Request by Age</th>
</tr>
</thead>
</table>

**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. [24 CFR § 200.85 (d)]

<table>
<thead>
<tr>
<th>File Submission</th>
<th>Data Validity</th>
<th>Data Completeness</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential Duplicates</td>
<td>Data Logic Issues</td>
<td></td>
</tr>
</tbody>
</table>

**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
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
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:
  o Use the Consolidated Student Record for enrollment, placement, credit accrual and participation in the MEP
  o Use Data Requests to obtain information from States, regions, or districts as needed to ensure appropriate enrollment, placement, and credit accrual
  o Send Move Notices to States, regions, or districts to alert other areas of children moving
  o 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)
  o 9 representative State Directors for MEP.
  o Members discuss MSIX policy, regulation, and trends for their region.

• State User Group for Analysis and Recommendations (SUGAR)
  o 9 States’ representative users.
  o Members provide feedback on MSIX functionality and usability from a user perspective.

• MSIX Help Desk
  o 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

Preeti Choudhary
Preeti.Choudhary@ed.gov
(202) 453-5736

Patricia Meyertholen
Patricia.Meyertholen@ed.gov
(202) 260-1394

Wahid Sadek
wsadek@deloitte.com