

2019-2020 Migrant Student Information Exchange (MSIX) Training

DIVISION OF INSTRUCTIONAL SUPPORT | OFFICE OF SCHOOL IMPROVEMENT,
ACCOUNTABILITY AND COMPLIANCE | MIGRANT EDUCATION PROGRAM



Purpose

To review the functionality of MSIX and analyze the roles of all stakeholders as they pertain to MSIX, as we collaborate and or coordinate to provide services to migrant students in a timely manner.



Session Objectives

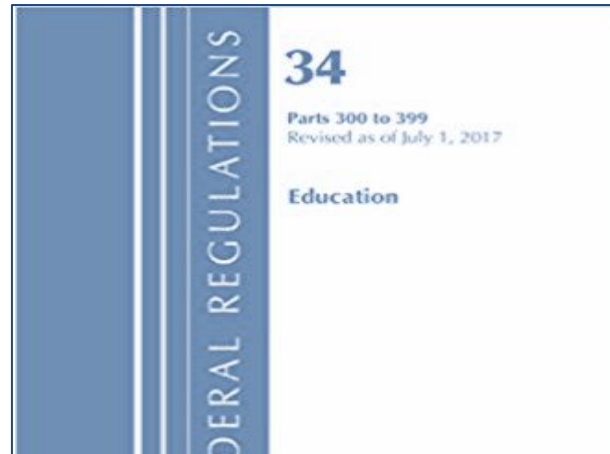
1. Review MSIX regulations and definitions.
2. Review MSIX Application Process.
3. Navigate MSIX.
4. Review records transfer requirements and procedures.
5. Ensure that Data Quality and Protection measures are in place.
6. Provide instructions for Recruitment Reports.



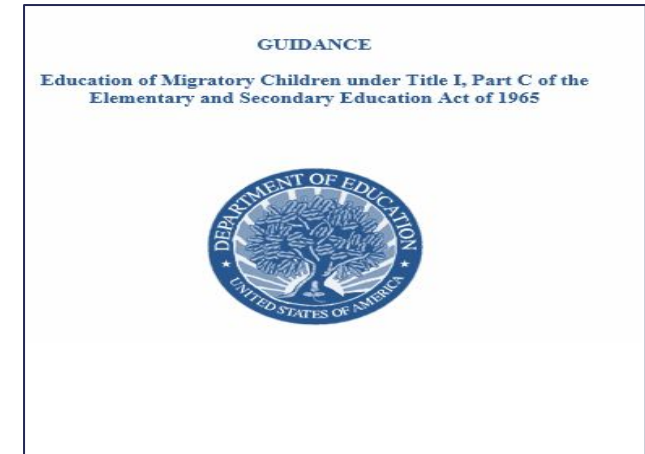
Legal References



STATUTE SECTIONS 1304(B)(3) AND 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 34 200.81, 200.82(c) and 200.85



NON-REGULATORY GUIDANCE FOR TITLE I, PART C, Education of Migratory Children: Chapter VI, D (2010)

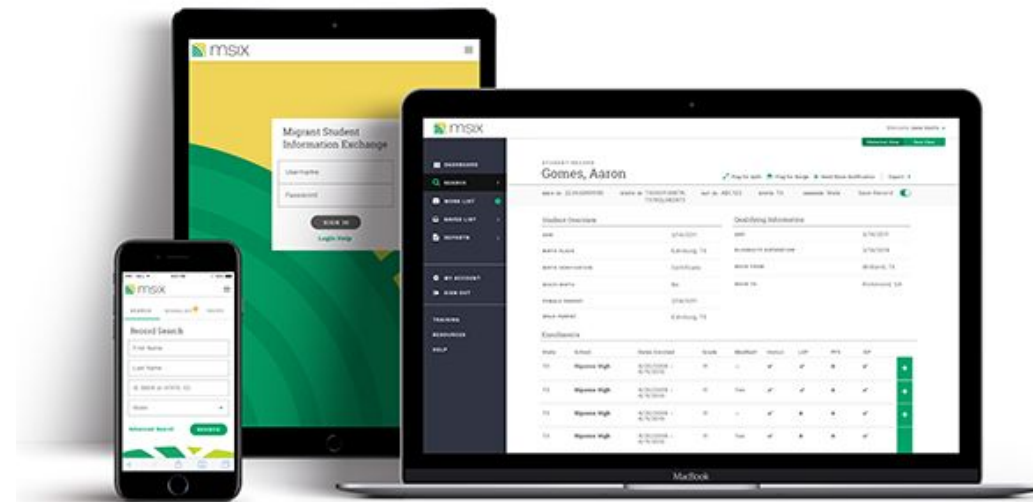
Migratory Lifestyle

The Barriers and Challenges

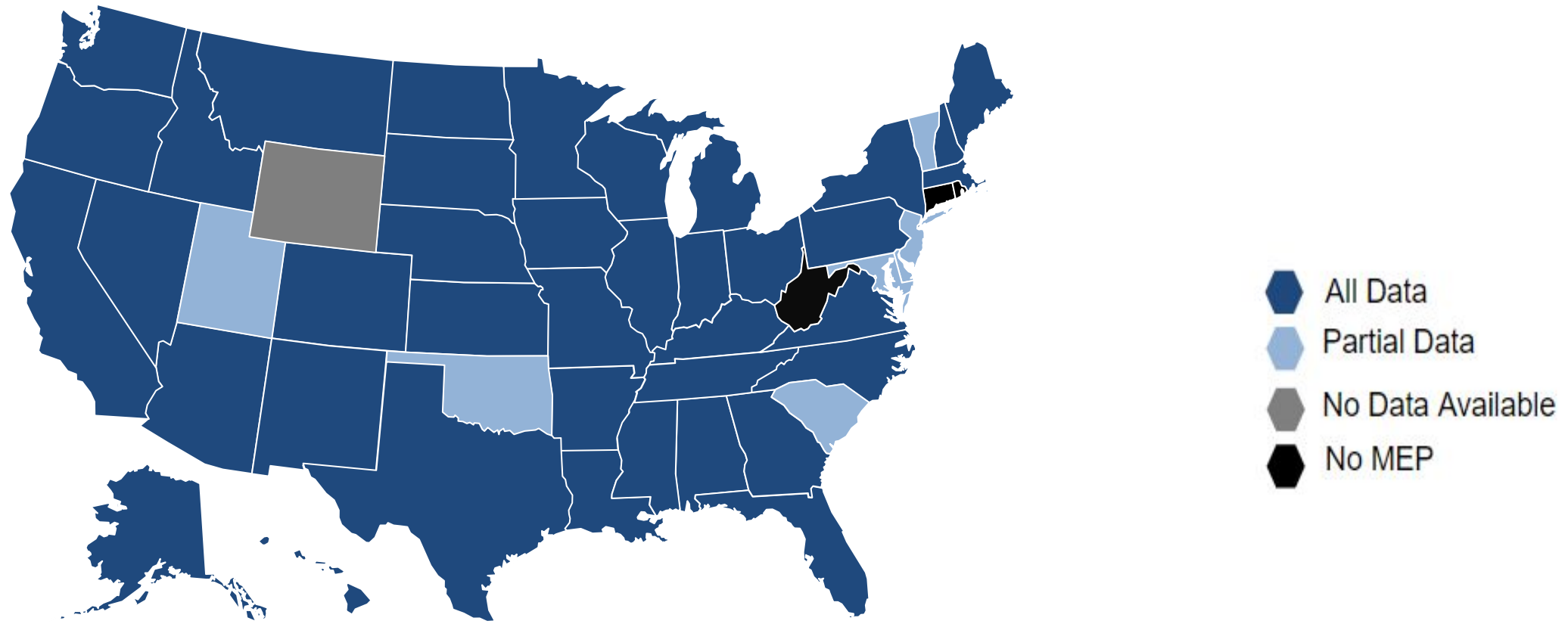
“Migrant students in secondary grades have the greatest need for the timely exchange of records.”

MSIX

MSIX is a web-based platform that links States' migrant student record systems to facilitate the national exchange of educational and health information for migratory children.



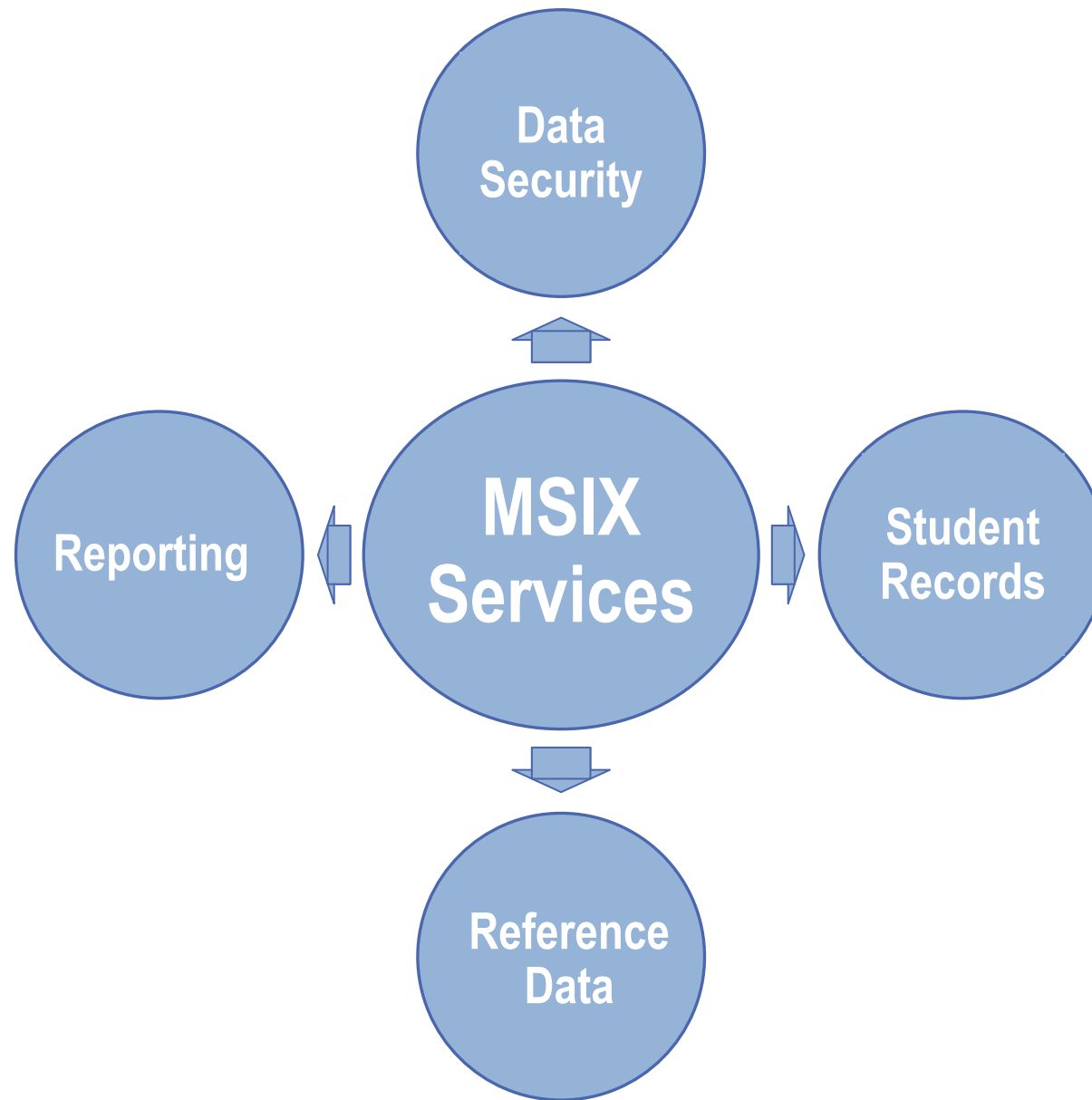
STATUS MAP | MSIX Current Implementation



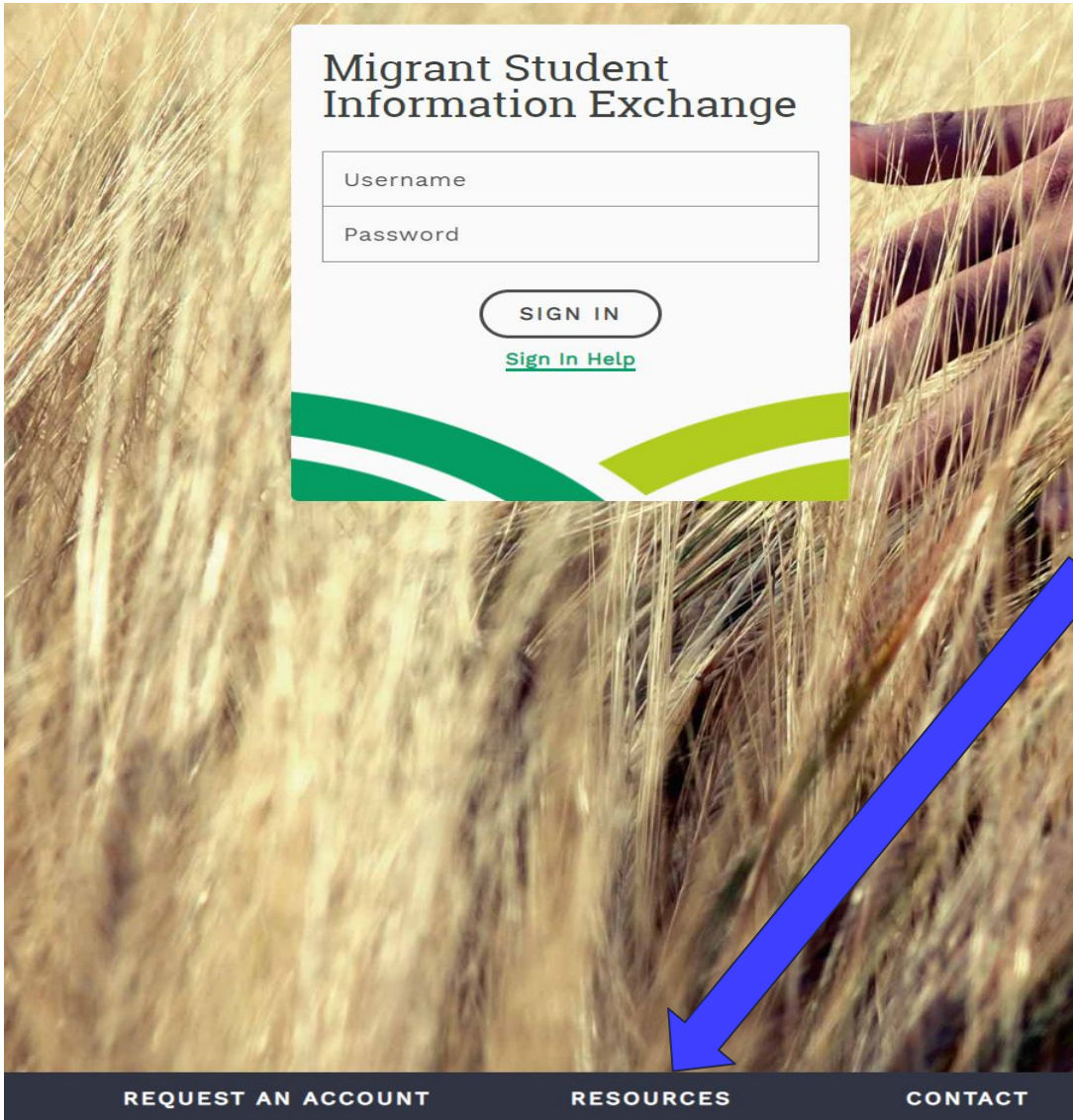
MSIX Structure



MSIX Data Entry Errors must be corrected via state systems.



MSIX Resources



Resources

Policies, Regulations and Parent Information

For Parents/Guardians of Migrant Children

MSIX gives Parents and Guardians of migrant children the opportunity to be involved in their child's academic success. The documents below outline how MSIX can empower Parents and Guardians to take active roles in their child's education.

MSIX Brochure English: [PPT](#) [PDF](#)

MSIX Brochure Spanish: [PPT](#) [PDF](#)

MSIX Fact Sheets

The following fact sheets offer information on how MSIX can help you based on your role. Select the fact sheet that matched your role.

[Advocate](#)
[Recruiter](#)
[Counselor](#)
[Parents](#)

Policies and Regulations

These documents detail the policies and regulations of MSIX.

[MSIX Regulations – 5/2016](#)
[MSIX Regulations Dear Colleague Letter w/signature](#)
[HEP-CAMP Dear Colleague Letter w/signature](#)
[MSIX SORN](#)
[MSIX Privacy Impact Assessment](#)
[Report to Congress](#)
[MSIX Regulations Reference Guide](#)
[MSIX Child Count Logic Reference Guide](#)

MSIX User Responsibilities

- Request and complete an MSIX Application
- Receive Account Information
- Access MSIX via various modes
- Conduct Student Searches (Basic or Advanced)
- **Review, Save and Print Student Records**
- Send and Reply to Move Notifications
- Conduct and Reply to Data Requests
- Request Merges or Splits



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graph TD; A[MSIX Application] --> B[Option 1 MSIX User Guide]; A --> C[Option 2 Contact ESC];
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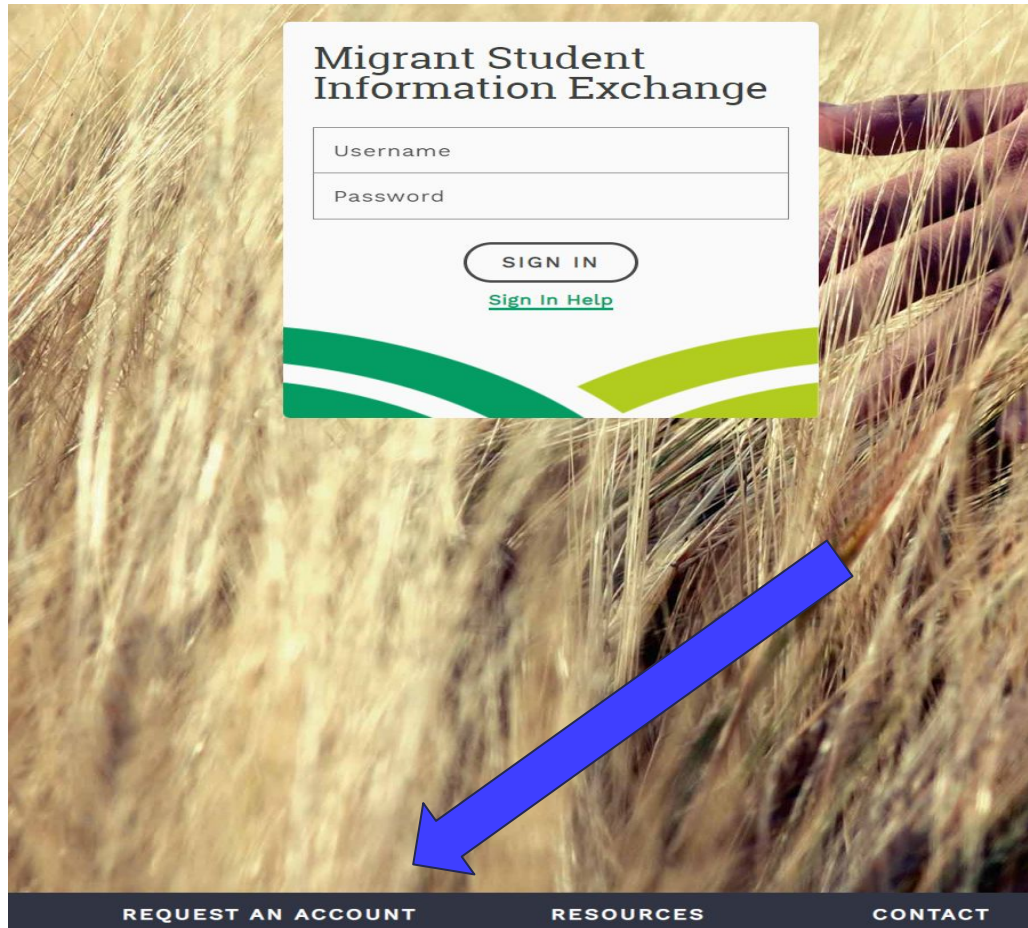
MSIX
Application

Option 1
MSIX User Guide

Option 2
Contact ESC

I. Access MSIX at msix.ed.gov

II. Click on Request An Account



Option I

III. Download the **MSIX User Access Guide and Application**.

User Access Process

To request access to MSIX, please:

1. Download the MSIX User Access Guide and Application and complete the User Access Application.
2. Submit your application to your supervisor.
3. The Verifying Authority will review the application and confirm your identity and need of an account.
4. Forward the form to your Regional/State Administrator.
5. Your Regional/State Administrator reviews and approves the form, then creates a new account.

User Access Guide and Application

The User Access Guide and Application is available in both [Word](#) and [PDF](#) format.

Find Your State Contact

You can find a State Contact by using the [State Contact Search](#) or by contacting [MSIXSupport](#).

Download the latest version of Adobe Acrobat Reader.

[Adobe Acrobat Reader](#)

User Application for Access to MSIX

Page 1 Instructions

Applicant completes bottom section.

- STEP 1: Applicant Information**
- The Applicant completes the Applicant Information and signs the form.
 - The Applicant forwards the form to a Verifying Authority. This should be the Applicant's direct supervisor or an individual that is above the direct supervisor in an official reporting structure. 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 completes his/her 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 returns the form to the Applicant.
- STEP 3: Forward Form to Approving Authority**
- The Applicant locates his/her State/Regional Authority for final approval by going to the MSIX website: <https://msix.ed.gov>.
 - The Applicant clicks on the link labeled "Request An Account" to access the contact information for their state.
 - The Applicant forwards the form to the State/Regional Authority for final approval.
- STEP 4: State/Regional Authority Approval**
- The State/Regional Authority reviews the Applicant and Verifying Authority portions of the application for completeness, completes his/her own information, signs the form, and files it in his/her local records.
 - The State/Regional Authority creates an MSIX account for the Applicant.
 - The Applicant receives two emails: one with his/her MSIX User Name and the other with his/her initial Password.

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			
Title		Cyber Security Training Date			
Work Address	Street	City	State	Zip	
Work Email			Work Telephone	Ext.	
Region (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"/> US Dept of ED, OME Grant Management	<input type="checkbox"/> Other: _____
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MSIX Account Information

MSIX Role(s)

<input type="checkbox"/> Primary User	<input type="checkbox"/> State User Admin	<input type="checkbox"/> State Data Admin	<input type="checkbox"/> OME User Admin
<input type="checkbox"/> Secondary User	<input type="checkbox"/> Regional User Admin	<input type="checkbox"/> Regional Data Admin	<input type="checkbox"/> Gov. Administrator
<input type="checkbox"/> State Regional Admin		<input type="checkbox"/> District Data Admin	<input type="checkbox"/> MSIX Privacy Act Admin
		<input type="checkbox"/> State Batch Submitter	

Signature

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

Signature: _____ Date: _____



Page 2

Applicant's Supervisor completes top section.

Region One ESC completes bottom section.

Verifying Authority - Instructions to the Verifying Authority

Identification Verification and Attestation

- As the Verifying Authority, 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 return this form to the Applicant.

Verifying Authority First Name		Verifying Authority Last Name			
Title					
Work Email		Work Telephone	Ext.		
Organization		Applicant Identity Verification Method	<input type="checkbox"/> State Driver's License <input type="checkbox"/> State / 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 he or she has a need for MSIX information; 3) I have confirmed that he or she 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/Regional Authority Approval

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

Approving Authority First Name		Approving Authority Last Name				
Title		Role	<input type="checkbox"/> Regional User Administrator <input type="checkbox"/> State User Administrator			
Work Address	Street	City	State	Zip		
Work Email		Work Telephone	Ext.			

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: _____

The Privacy Act of 1974 (5 U.S.C. § 552a)



Texas MSIX Application Process



Secure MSIX
Application via
Option 1 or
Option 2

Complete Page
1 and 2 (top)
Submit
application

Regional service
center will
complete Page 2
(bottom) and
submit to TEA
MEP

TEA MEP will
review , create
user account
and reply to
applicant

Note: Applicants must use work Email Addresses.

Navigating MSIX



Temporary Password

Users will be prompted to enter 3 passwords.

1. temporary password
2. new password
3. confirm new password

When accepted, the User will be directed to the Sign-in page and asked to login with the new permanent password.

Rules of Behavior

msix

Password Reset

Password must:

- ✓ Be at least 8 characters long
- ✓ Have at least one capital letter
- ✓ Have at least one lowercase letter
- ✓ Have at least one number
- ✓ Have at least one special character
- ✓ The two passwords must match

Temporary Password

New Password

Confirm Password

[SIGN IN](#)

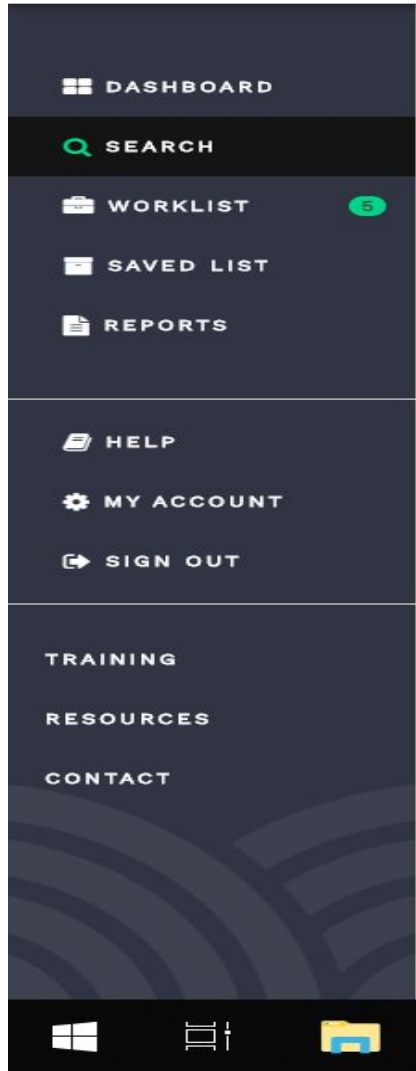
[REQUEST AN ACCOUNT](#) [RESOURCES](#) [CONTACT](#)

MSIX Account Reminders

- **Username and Password** – received directly via MSIX with temporary password
- **Role-based** – Secondary – Can query student records in all States. May send and reply to Data Requests and Move Notifications.
- **Password Security** – minimum of 8 characters (upper and lowercase letters, numbers and special characters, disables after 3 unsuccessful attempts
- **Reset** – Email your regional service center
- **Password Expirations** – 15 and 3 day Email notifications
- **Automated session timeout** – 30 minutes
- **Locked** - after 90 days of inactivity



Navigation Panel



Dashboard - quick access to the student record search, the user search, data requests, and saved students.

Search - navigates you to the Student Record Search page

Worklist - allows users to act on data requests, merges, splits, and move notices

Saved List - quick access point for flagged student records

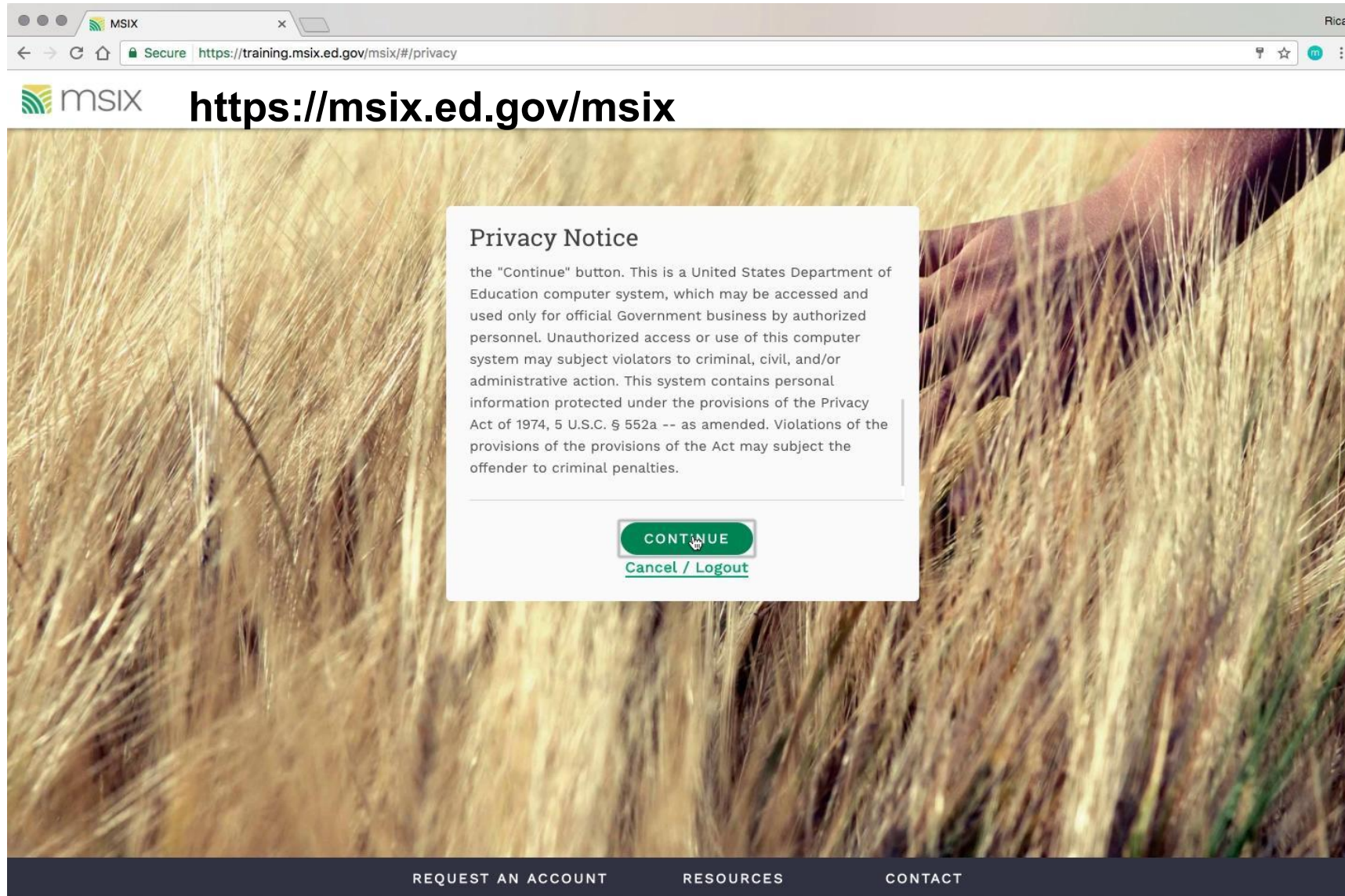
Reports - navigates you to the reports section and lists reports that are available to you

Help - provides documentation and step-by-step instructions

My Account - can update your phone number or reset your password

Sign Out - two options available

MSIX Login



The screenshot shows a web browser window with the address bar displaying "https://training.msix.ed.gov/msix/#/privacy". The page title is "https://msix.ed.gov/msix". A central dialog box titled "Privacy Notice" contains the following text:

the "Continue" button. This is a United States Department of Education computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. This system contains personal information protected under the provisions of the Privacy Act of 1974, 5 U.S.C. § 552a -- as amended. Violations of the provisions of the provisions of the Act may subject the offender to criminal penalties.

Below the text are two buttons: a green "CONTINUE" button and a blue "Cancel / Logout" link.

At the bottom of the page, there are three navigation links: "REQUEST AN ACCOUNT", "RESOURCES", and "CONTACT".



MSIX Basic Student Search

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](#)

SEARCH



MSIX Advanced Student Search

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
Middle Name	ID (MSIX, State, or Alternative)			
Last Name 1	ID Type:	<input checked="" type="radio"/> MSIX	<input type="radio"/> State	<input type="radio"/> Alternate
Last Name 2	Multi-Birth			
Gender	Birth Country			
State	Birth State/Province			
Parent 1 First Name				
Parent 1 Last Name				
Parent 2 First Name				
Parent 2 Last Name				

[Basic Search](#)

SEARCH



Dashboard – Saved List



- DASHBOARD
- SEARCH
- WORKLIST
- SAVED LIST
- REPORTS
- HELP
- MY ACCOUNT
- SIGN OUT
- TRAINING
- RESOURCES
- CONTACT

Welcome [User Name]

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. [Clear](#)

First Name

Last Name

Date of Birth:

ID (MSIX, State, or Alternative)

ID Type: MSIX State Alternate

[Advanced Search](#)

SEARCH

Data Requests

You do not have any data requests.

Saved Students

DOB: 08/03/1997 MALE TX	REMOVE
DOB: 10/10/1991 MALE TX	REMOVE



Consolidated Student Record

- [DASHBOARD](#)
- [SEARCH](#)
- [WORKLIST](#)
- [SAVED LIST](#)
- [REPORTS](#)

- [HELP](#)
- [MY ACCOUNT](#)
- [SIGN OUT](#)

- [TRAINING](#)
- [RESOURCES](#)
- [CONTACT](#)

Historical View
Raw View

STUDENT RECORD

☰ Data Request
➔ Move Notice
Export ▾

MSIX ID: 258519185759
STATE ID: M103630-1
STATE: GA
GENDER: Male
Save Record

Student Overview ▲

Birth Date 07/05/1998 (Age: 21)

Birth Place Brownsville, Texas, United States

Birth Date Verification Parent's Affidavit

Multiple Birth No

Parent 1 Name Withheld

Parent 2 Melissa Torres

State or Migrant ID 2534736469 (GA)
M103630-1 (GA)
100145576NG (TX)

Qualifying Move Information ▲

Qualifying Arrival Date 08/03/2011

Eligibility Expiration Date 08/02/2014

Qualifying Move From Brownsville, TX

Qualifying Move To Metter, GA

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP	
TX	VELA MIDDLE	11/30/2011	06/01/2012	07	—	Yes	No	No	No	▼



Consolidated Student Record

- Confirm student identity
- Can flag for merge or split
- can send move notifications

Historical Student Record

- Confirm student identity
- Displays all school data
- Displays all MEP Program info
- Assists with proper course placement

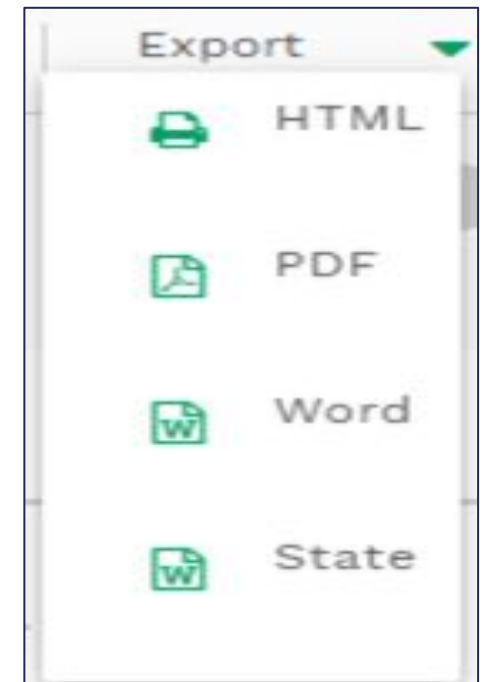
Raw Student Record

- Confirm student identity
- View original data

Consolidated Student Record

Two forms of the student record are print accessible:
Historical View and Raw View

- Click on Export to obtain the **MSIX Student Consolidated Student Report**
- Click on Raw view to see a collapsed screen



Student Consolidated Record (CSR)



Student Consolidated Record Report

DOB: 07/05/1998

MSIX Identification

Student Demographics					
Student Full Name	Sex	Birth Date	Birth Location	Parent 1	Parent 2
	Male	07/05/1998	Brownsville, Texas, United States	Name Withheld	Melissa Torres

Most Recent Qualifying Move			
QAD	EED	Move From Location	Move To Location
08/03/2011	08/02/2014	BROWNSVILLE, Texas, United States	METTER, GA

Graduation Information	
VELA MIDDLE	
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
VELA MIDDLE 4905 PAREDES LINE RD BROWNSVILLE, TX	2011-2012	11/30/2011	06/01/2012	Regular Term MEP-Funded Project			No	No	No



MSIX Consolidated Student Record

Migrant Personnel



Recruitment

- ✓ reach out to previous MEP
- ✓ review migrant history
- ✓ identify missed enrollments
- ✓ train parents and MEP/Non-MEP Personnel
- ✓ promote MSIX Access

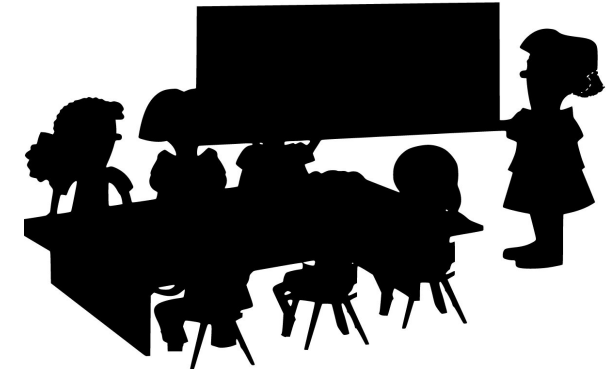
Children and Parents



Transfer

- ✓ use as temporary school records
- ✓ review and request corrections

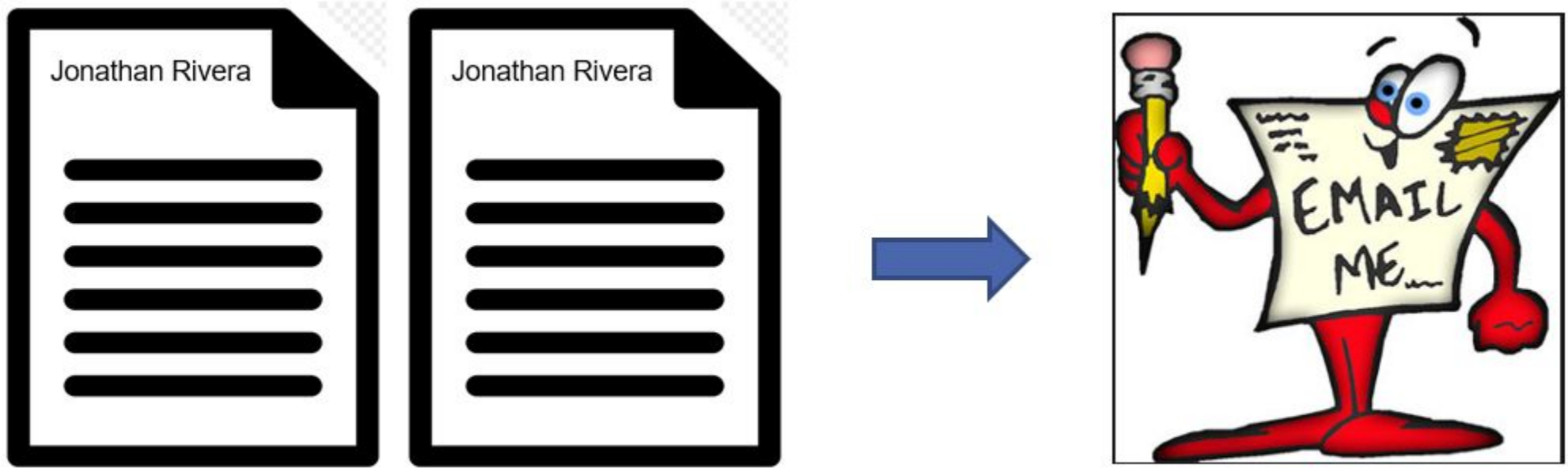
School Officials



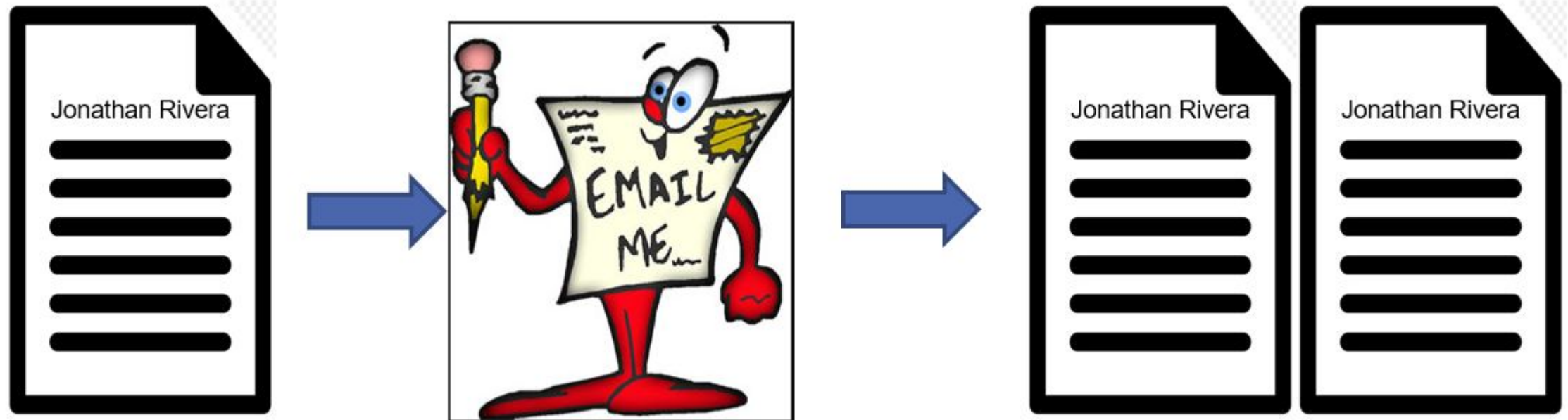
School Enrollments

- ✓ capture previous campus information
- ✓ use for enrollment
- ✓ use for placement
- ✓ use for immunizations
- ✓ determine special needs
- ✓ determine credit accrual for on-time graduation
- ✓ view assessment history

Merges



Splits



MSIX Records Transfer



State NGS/MSIX Helpdesk-MSIX Administrator

Move Notifications

- Parent contact within 2 working days
- Finalize within 10 working days

Data Requests

- Review and conduct data entry
- Finalize within 2 working days

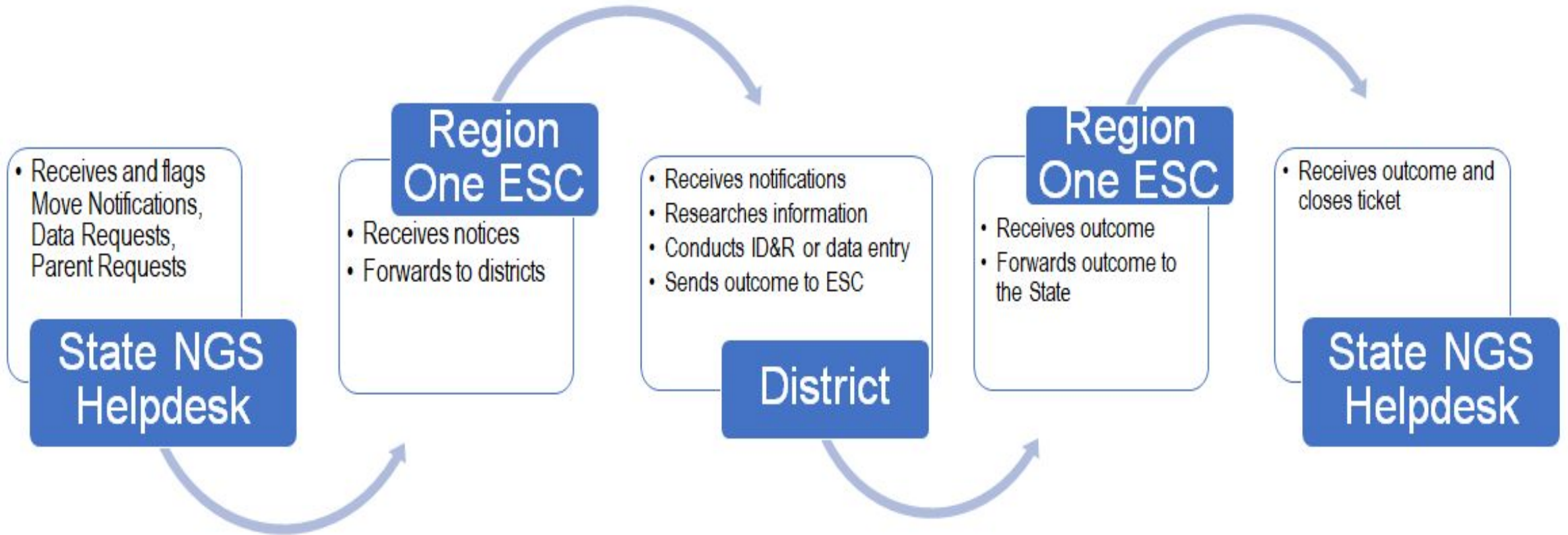
Parent Requests MSIX Corrections

- Texas
- Another State
- OME

Note: All correspondence is by Email.



State Initiated Notifications

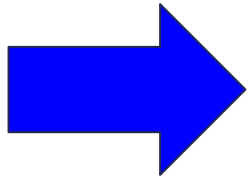
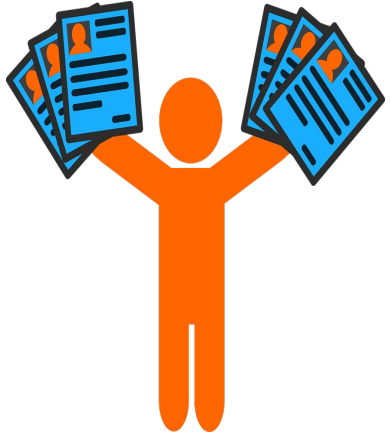


State Initiated MSIX Corrections

1. Email an acknowledgement to the requestor.
2. Investigate the request and determine if data needs to be revised.
3. Reply to the requestor with an outcome.



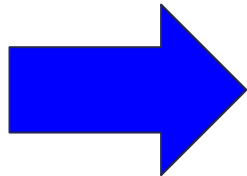
Texas Parent in Texas



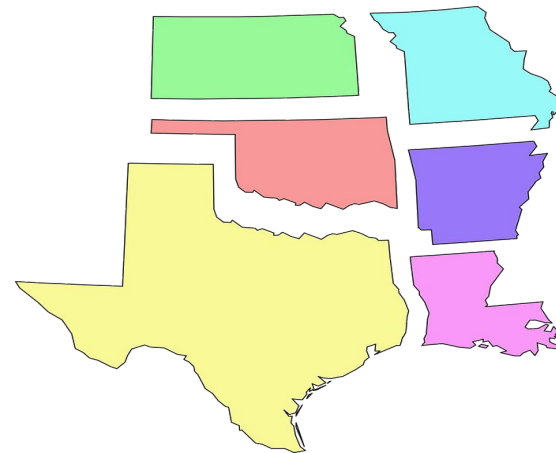
Requests
correction



District:
Responds within
30 calendar days;
Updates records
within 3 working
days

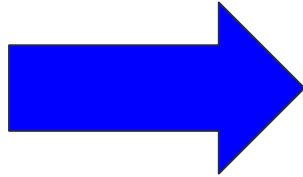


Requests
correction
from another
state



District sends
request within 4
working days

Texas Parent in Another State

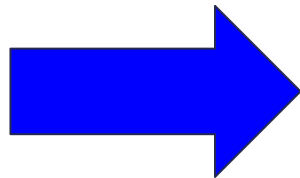


Requests
correction



District responds
within 10 working
days.

Office of Migrant Education



Requests
correction



District responds
within 10 working
days.

District Responsibilities

Move Notifications

- Student Departure
- Student Arrival

Data Requests

- Academic
- Health
- Designations

Note: Districts must conduct on MSIX.

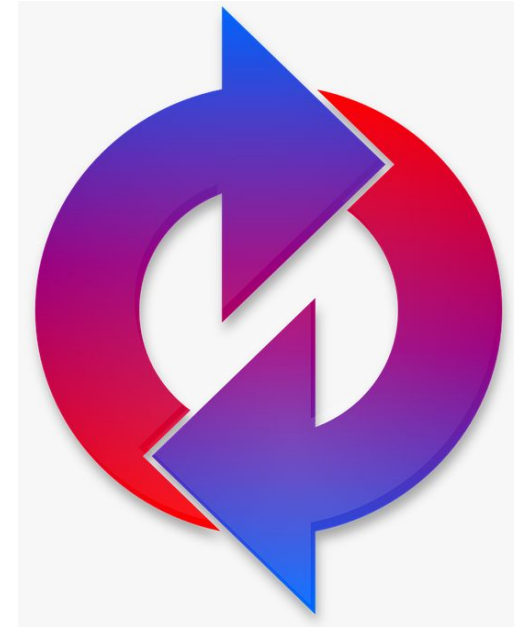
LEA Initiated Move Notifications

Sending Alert Notifications:

1. Departure: Child is leaving your district
2. Arrival: Child has arrived in your district

Timeline:

As soon as possible



Student Departure



Verify child is no longer in district



Ensure withdrawal date and all applicable MDEs are encoded on NGS

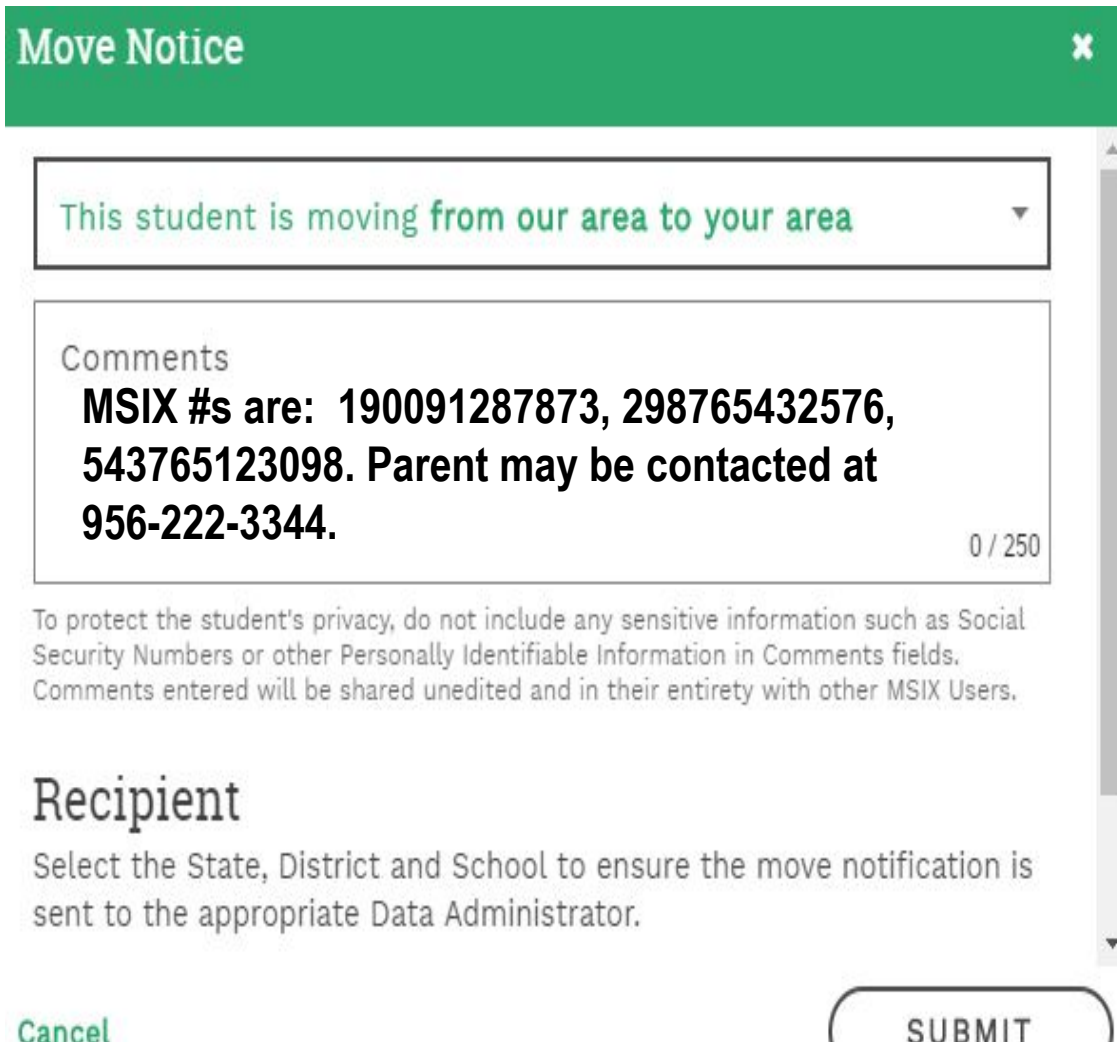


Submit move notification



Print Email Confirmation

Move Notification: Student Departure



The screenshot shows a web form titled "Move Notice" with a green header bar. Below the header is a dropdown menu with the selected option "This student is moving from our area to your area". Underneath is a "Comments" section with a text area containing the text: "MSIX #s are: 190091287873, 298765432576, 543765123098. Parent may be contacted at 956-222-3344." A character count "0 / 250" is visible at the bottom right of the text area. Below the comments is a "Recipient" section with instructions: "Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator." At the bottom of the form are two buttons: "Cancel" on the left and "SUBMIT" on the right.

- I. Click on **Move Notice** link.
- ←II. Select **“This student is moving from our area to your area.”**
- ←III. Provide student information in **Comments”** Section. **(Use MSIX #s, NGS#s, Phone #s, Addresses.)**
- ←IV. In Recipient section, select state, district and campus
- ←V. Click submit

Move Notification: Student Departure



Tue 1/30/2018 11:12 AM

noreply@msix.ed.gov

MSIX Move Notice: A student is coming to your area

This is an MSIX move notice. Please log in to MSIX and navigate to your worklist in order to review this notice.

First 3 Letters of Last Name:

MSIX ID :

Move Notice Worklist ID: 153175

Comments:

This notice was sent to:

State :Texas

District :BROWNSVILLE ISD

This notice was sent by:

Olga Gutierrez

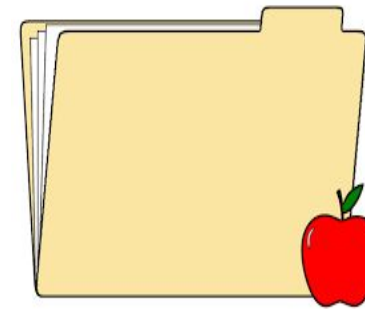
Phone Number :

Email Address:

Print and File the E-mail confirmation.

This Email will be serve as documentation for the Quality Control Checklist.

Student Arrival



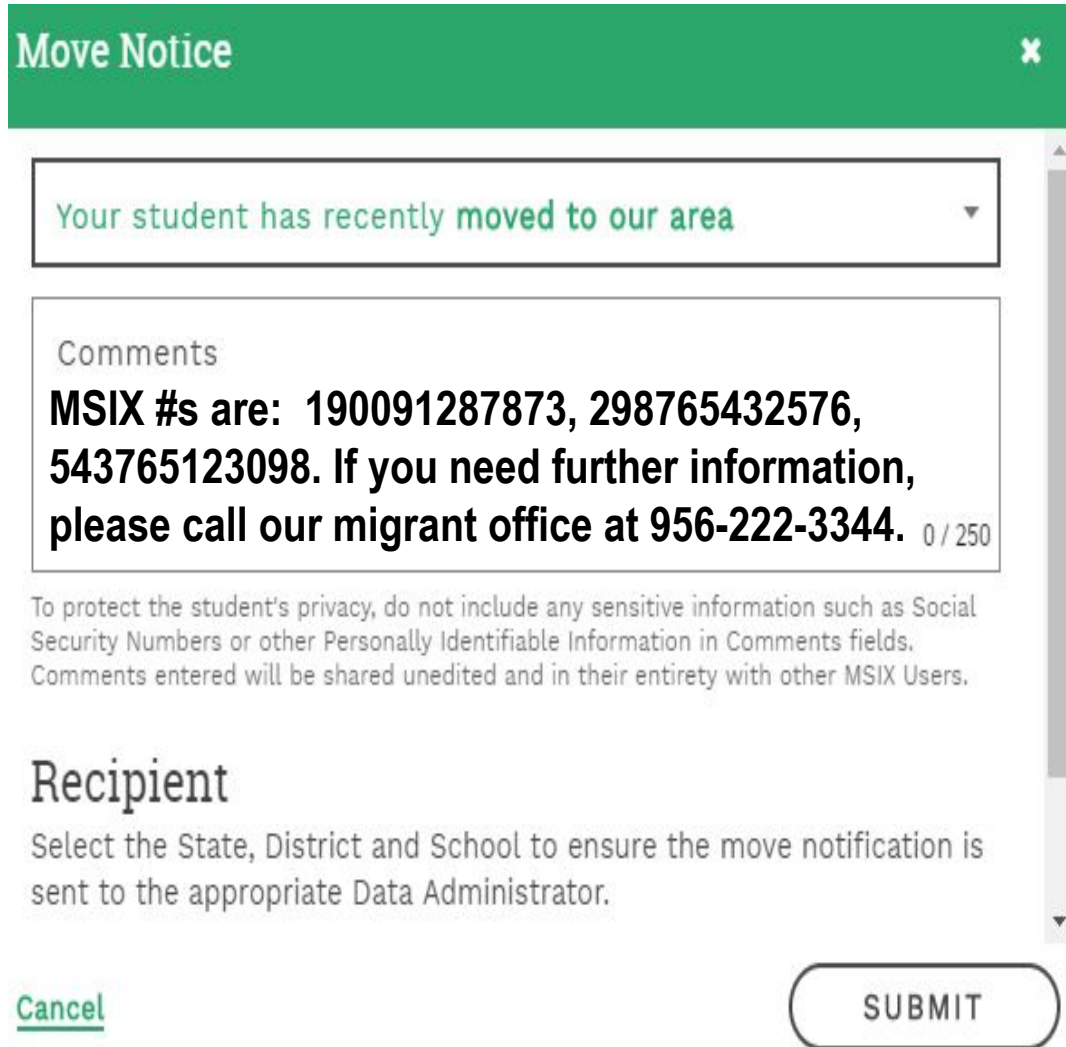
Child is back in district and has been recruited

Locate sending district

Send MSIX notification

print and file
Email
Confirmation

Move Notification: Student Arrival



The screenshot shows a web form titled "Move Notice" with a green header bar. Below the header is a dropdown menu with the text "Your student has recently moved to our area". Underneath is a "Comments" section with a text area containing the text: "MSIX #s are: 190091287873, 298765432576, 543765123098. If you need further information, please call our migrant office at 956-222-3344." Below the comments is a "Recipient" section with a sub-instruction: "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 "SUBMIT" button.

- I. Click on **Move Notice** link.
- ←II. Select **“Your student has recently moved to our area.”**
- ←III. Provide student information in **“Comments”** Section. **(Use MSIX #s, NGS#s, Phone #s, Addresses.)**
- ←IV. In Recipient section, select state, district and campus
- ←V. Click submit

Move Notification: Student Arrival



Tue 1/30/2018 11:12 AM

noreply@msix.ed.gov

MSIX Move Notice: A student is coming to your area

This is an MSIX move notice. Please log in to MSIX and navigate to your worklist in order to review this notice.

First 3 Letters of Last Name:

MSIX ID :

Move Notice Worklist ID: 153175

Comments:

This notice was sent to:

State :Texas

District :BROWNSVILLE ISD

This notice was sent by:

Olga Gutierrez

Phone Number :

Email Address:

Print and File the E-mail confirmation.

This E-mail will serve as documentation for the Quality Control Checklist.

District Initiated Data Requests

Requests may be for the following –

- a. Complete Grades and/or withdrawal Grades
- b. Immunizations
- c. Recommended Courses
- d. Special Needs
- e. Graduation Plans
- f. State Assessments



Note:

Districts are not to send information via Email or FAX.

Districts are to enter the requested data directly on NGS.

Data Requests

I. Click on Data Request.

II. Provide student information in →
“Comments” Section. (Use MSIX #s, NGS#s, Phone #s, Addresses.)

III. In Recipient section, select state, district and campus. →

IV. Click submit. →

Data Request

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

Comments

We need final grades and recommended courses for the following students: 190091287873, 298765432576, 543765123098. My office phone is 687-432-1567

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 request for data is sent to the appropriate Data Administrator.

[Cancel](#)

SUBMIT



Reports



MSIX Recruitment Report



The Use of MSIX for Identification and Recruitment Document

1. Running and filter report on MSIX
2. Exporting report into Excel Spreadsheet
3. Utilizing the report to search for students

Data Quality and Protection



MSIX Data Quality

To ensure the quality of the MSIX Data, LEA/ESC must:



Follow the NGS Guidelines and NGS User Manual.

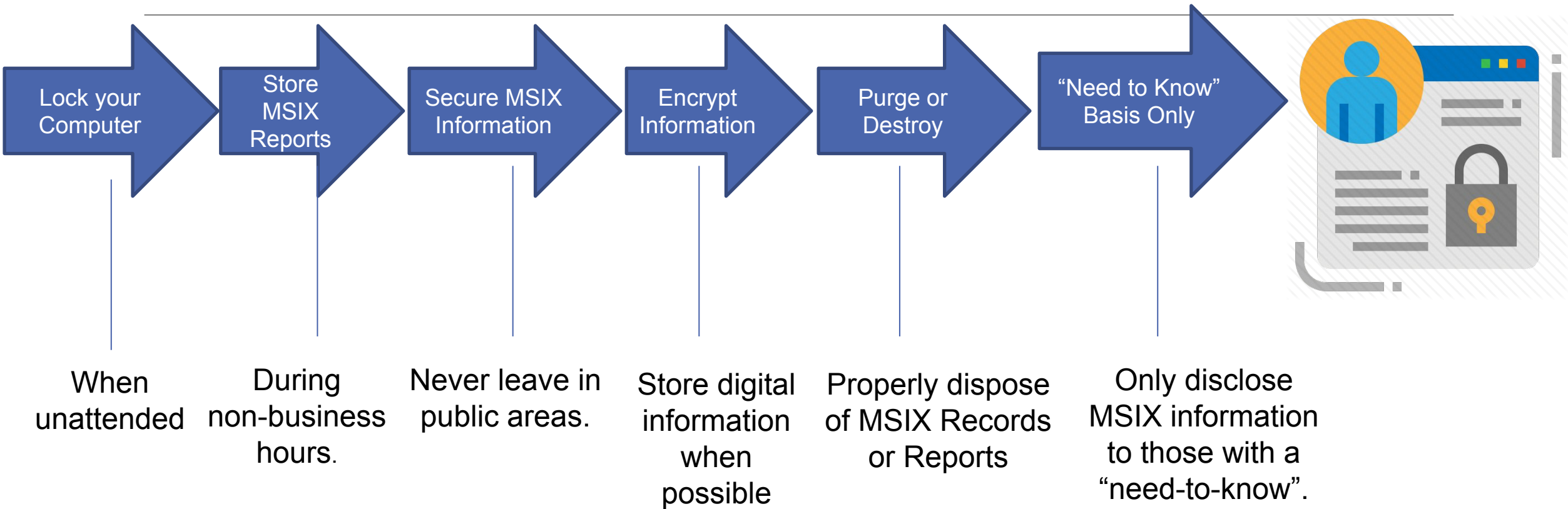


Review student records on MSIX for any data inconsistencies






Ensure corrections are made promptly.

MSIX Privacy Protections



Email Best Practices

Do not open unexpected attachments	Do not click on suspicious links within emails	Install and update anti-virus software on all devices
		

Look Out for Phishing

Messages that contain threats



Request for personal information



Words like “Urgent”



Forged email addresses



Poor Writing Bad Grammar



Don't give your email address to sites you don't trust.

Report suspicious emails as incidents to your IT office and to *MSIX Help Desk*.

Email and Student Privacy



MSIX Moving Forward



Region One ESC Migrant Personnel

Migrant Contact	Area of Focus	Phone	Email
Martha Hinojosa, MBA	Director of Migrant Education	956-984-6240	mhinojosa@esc1.net
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Diana Moros, M. Ed.	Migrant Education Specialist	956-984-6186	dmmoros@esc1.net
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Gracie Avila, M. Ed.	Parental/Early Childhood	956-984-6194	gavila@esc1.net
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Raquel Padilla	Program Assistant	956-984-6218	rpadilla@esc1.net
Brenda Mejia	NGS Helpdesk/Clerk	956-984-6107	bmejia@esc1.net

