



MSIX

for Recruiters

Quarterly Webinar
October 2021



Module Agenda

- ▶ Legal References
- ▶ Introduction and Overview of MSIX
- ▶ MSIX Features for Recruitment
- ▶ Search for a Student and Records Using a Smartphone
- ▶ MSIX at your desktop/laptop



Public Law 114-95 (Every Student Succeeds Act)

Section 1304(b)(3) and Section 1308(b) – Timely transfer of pertinent school records and linkage of States migrant student records systems

Code of Federal Regulations

34 CFR §200.85 – MSIX regulations

Guidance

Chapter VI - Coordination





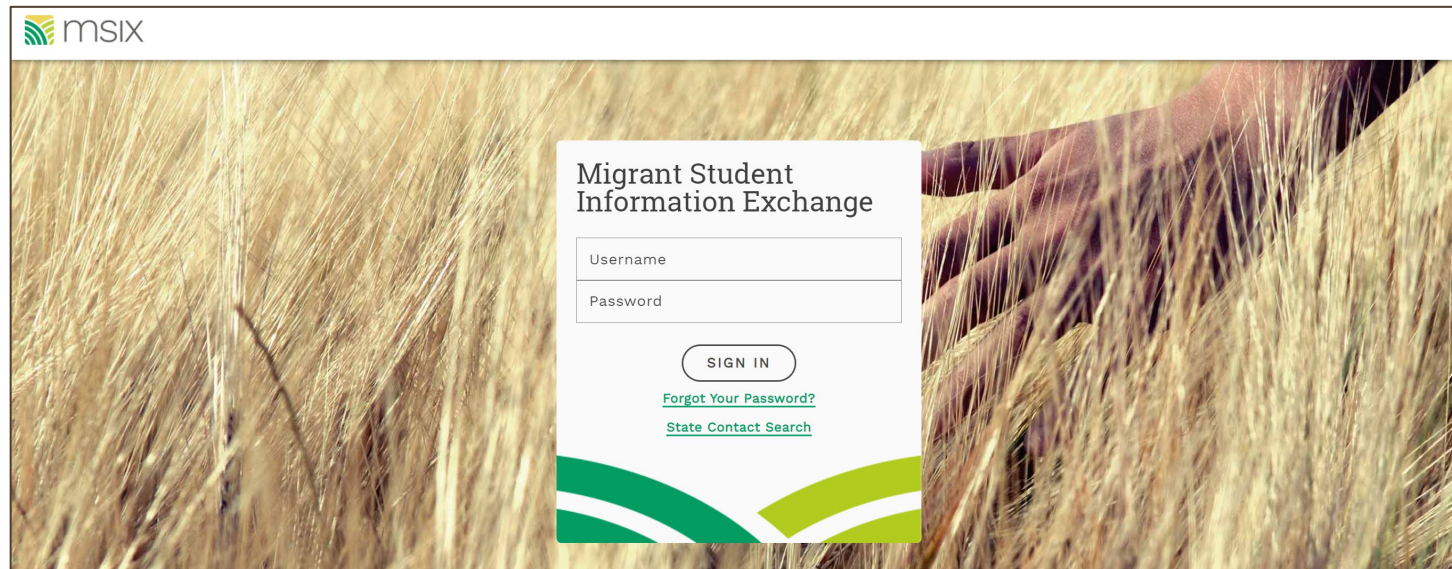
How often do you log
into your MSIX
account?



Introduction and Overview of MSIX



- ▶ MSIX is a web-based portal that links States' migrant student record databases to facilitate the national exchange of migrant students' Certificate of Eligibility (COE) demographic, educational, and health information among States.



Introduction and Overview of MSIX



- ▶ National system with data from States that operate Migrant Education Programs (MEPs)
- ▶ Primary purpose – timely enrollment, placement, credit accrual, and MEP participation
- ▶ MSIX regulations REQUIRE all States to use MSIX
- ▶ Recruiters should be eligible for an MSIX account
- ▶ User access is “role based” and available reports are based on user role
- ▶ Most users can search/retrieve data
- ▶ Data consists of 76 “Minimum Data Elements”

MSIX Roles



MSIX Role	Purpose
Primary User	<ul style="list-style-type: none">• Search and view student information and reports.• Send student move notifications.• Initiate the merge and split process for student records in his or her state.
Secondary User	<ul style="list-style-type: none">• Search and view student information and reports.• Send student move notifications.
Data Administrator	<ul style="list-style-type: none">• Search and view student information and reports.• Send student move notifications.• Receive student move notifications.• Initiate the merge and split process for student records in his or her state.• Validate merge and split process for student records in his or her state.
User Administrator	<ul style="list-style-type: none">• User administrators establish and manage user accounts for users in his or her region/state.

MSIX Features for Recruiters

- ▶ Search Students and Student Records
- ▶ Send Move Notices
- ▶ Request Data
- ▶ Initiate Merge of Duplicate Records



MSIX Features for Recruiters

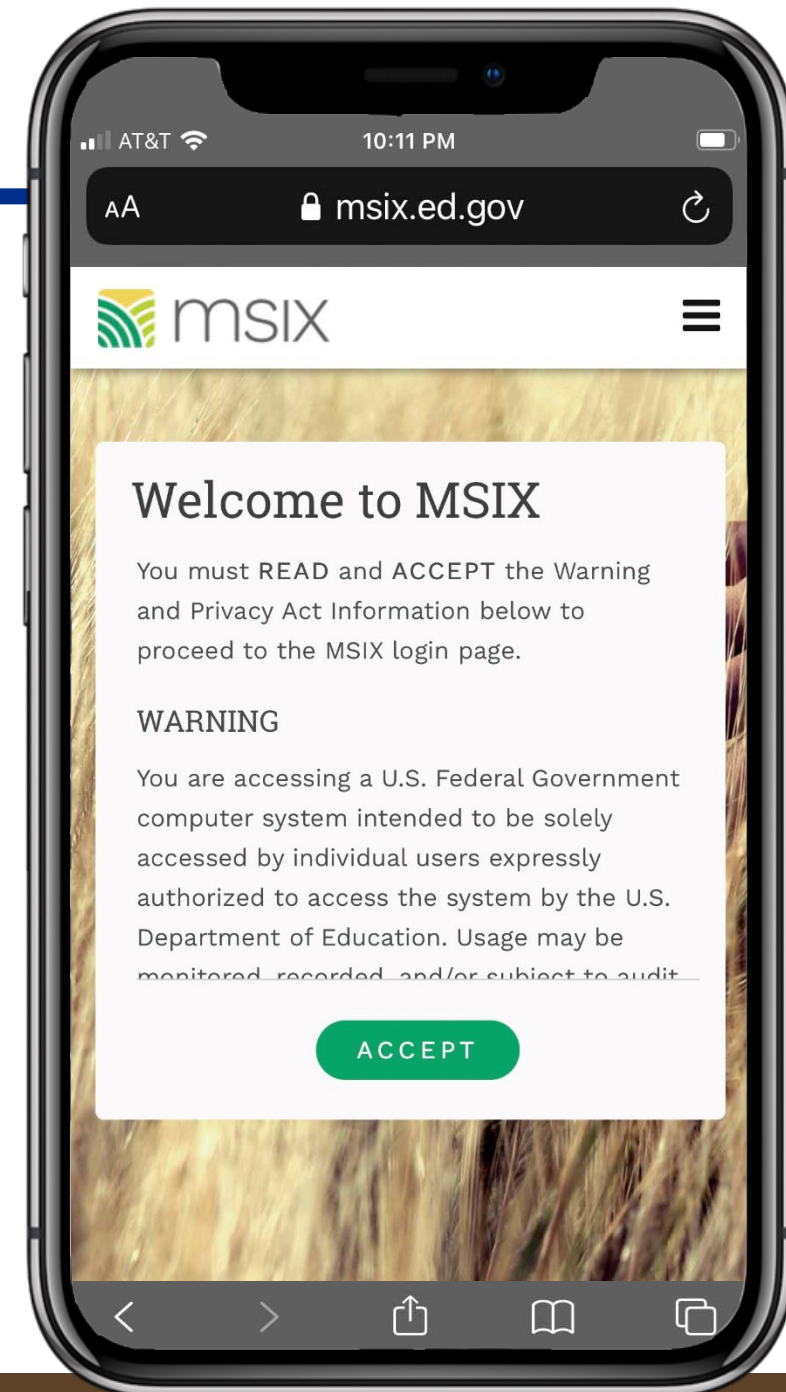


- ▶ Send move notifications by email when students leave your area to assist the next State's recruitment efforts.
- ▶ Receive notifications when students arrive in your area.
- ▶ Review past move information to assist you in verifying previous qualifying and non-qualifying moves when interviewing families.
- ▶ Search for immunization records.

- ▶ Review contact information for a school the student previously attended.
- ▶ View a student's consolidated record to review data that may clarify or explain any unclear information obtained during an interview.
- ▶ Generate or request reports that assist in determining where students go after they leave the state, or where students are coming from.

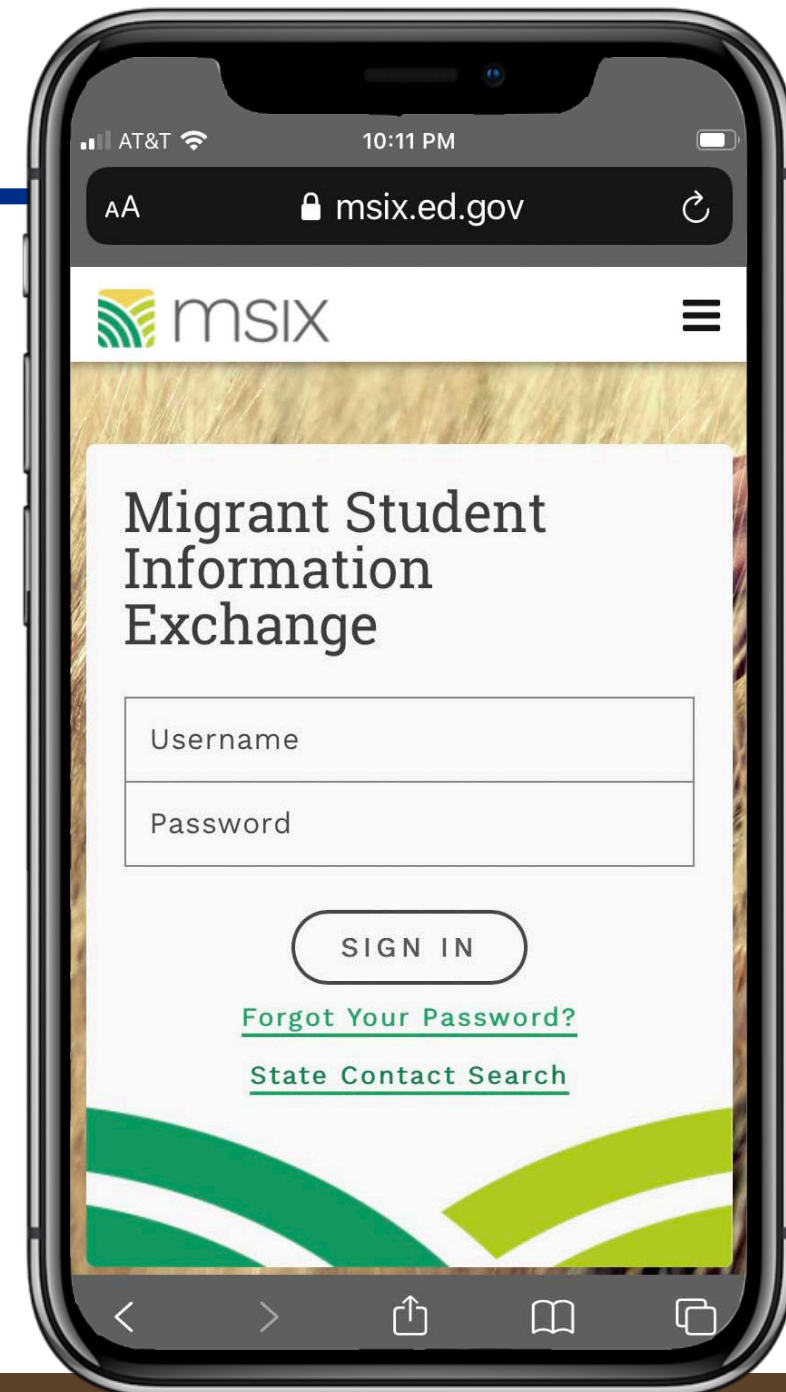
Access MSIX Using a Smartphone

- ▶ Type www.msix.ed.gov in your phone's browser.
- ▶ Click "Accept" in the "Welcome to MSIX" page



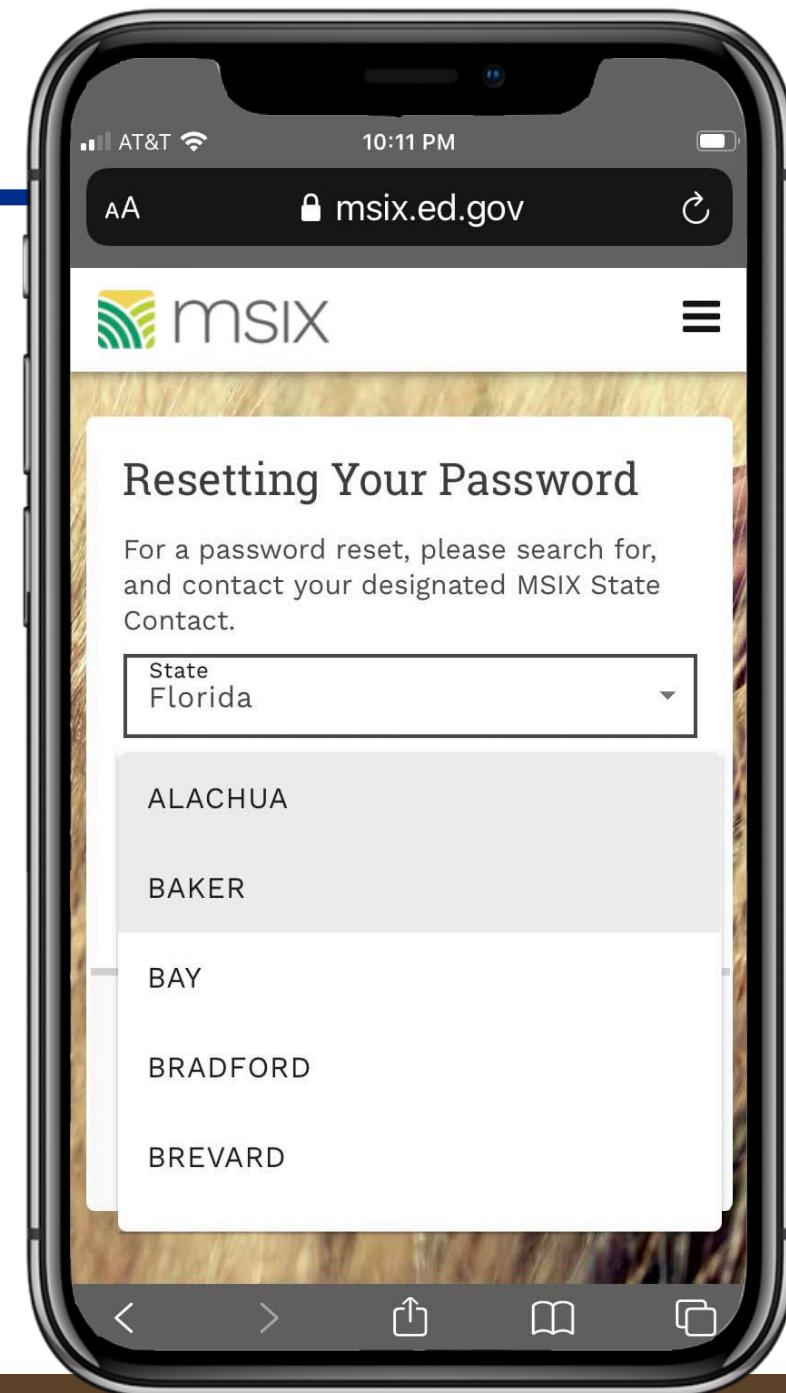
Access MSIX Using a Smartphone

- ▶ Enter your “username” and “password”



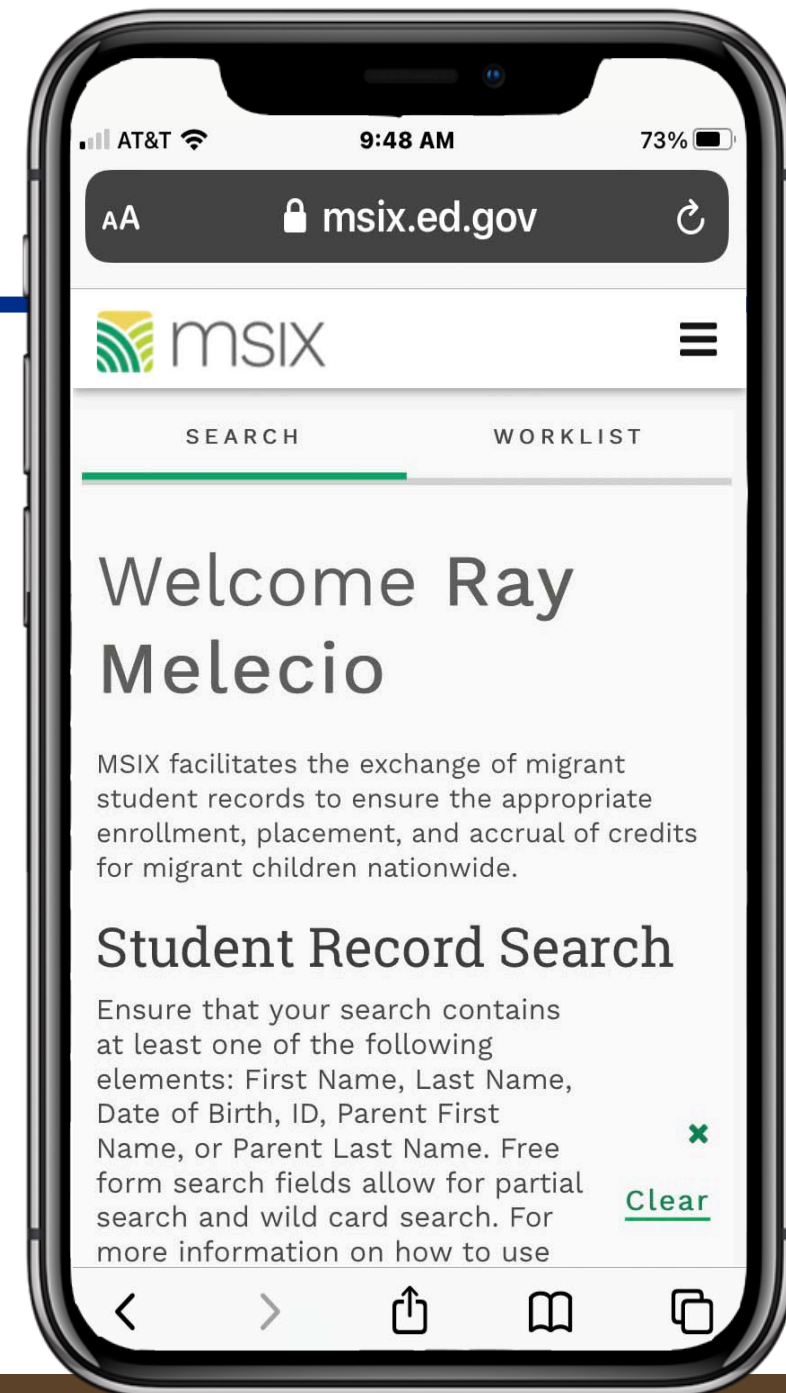
Access MSIX Using a Smartphone

- ▶ Forgot your Password?
 - Click the “Forgot Your Password” link and follow the instructions.
- ▶ Need an MSIX account? Click the “State Contact Search” link.
 - Using the dropdown menu, select “Florida” then select your District.
 - Select one of the designated state contacts for assistance with creating an MSIX account.



Search for a Student and Records Using a Smartphone

- ▶ After login, recruiters will be able to search for students and their records.



Search for a Student and Records Using a Smartphone

- ▶ To search for a student and his/her records, enter all information available:
- ▶ First and Last Name
- ▶ Date of Birth
- ▶ Student ID (either MSIX, State, or Alternate)
- ▶ Advanced Search options include:
 - Gender
 - Parent's Name
 - School or Project Name

A screenshot of a smartphone displaying the MSIX search interface. The browser address bar shows "msix.ed.gov". The page header includes the MSIX logo and a menu icon. The main content area contains a search form with fields for "First Name", "Last Name", "DOB" (with sub-fields for MM, DD, and YYYY), and "ID (MSIX, State, or Alt)". Below the ID field are radio buttons for "MSIX", "State", and "Alternate", with "MSIX" selected. There are also links for "Advanced Search" and "Search", and a "SEARCH" button at the bottom right. A "Clear" link is visible on the right side of the search instructions.

AA msix.ed.gov 9:48 AM 73%

msix

Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wild card search. For more information on how to use partial search and wild card search, click [here](#).

Clear

First Name

Last Name

DOB: MM DD YYYY

ID (MSIX, State, or Alt)

ID Type:
 MSIX State Alternate

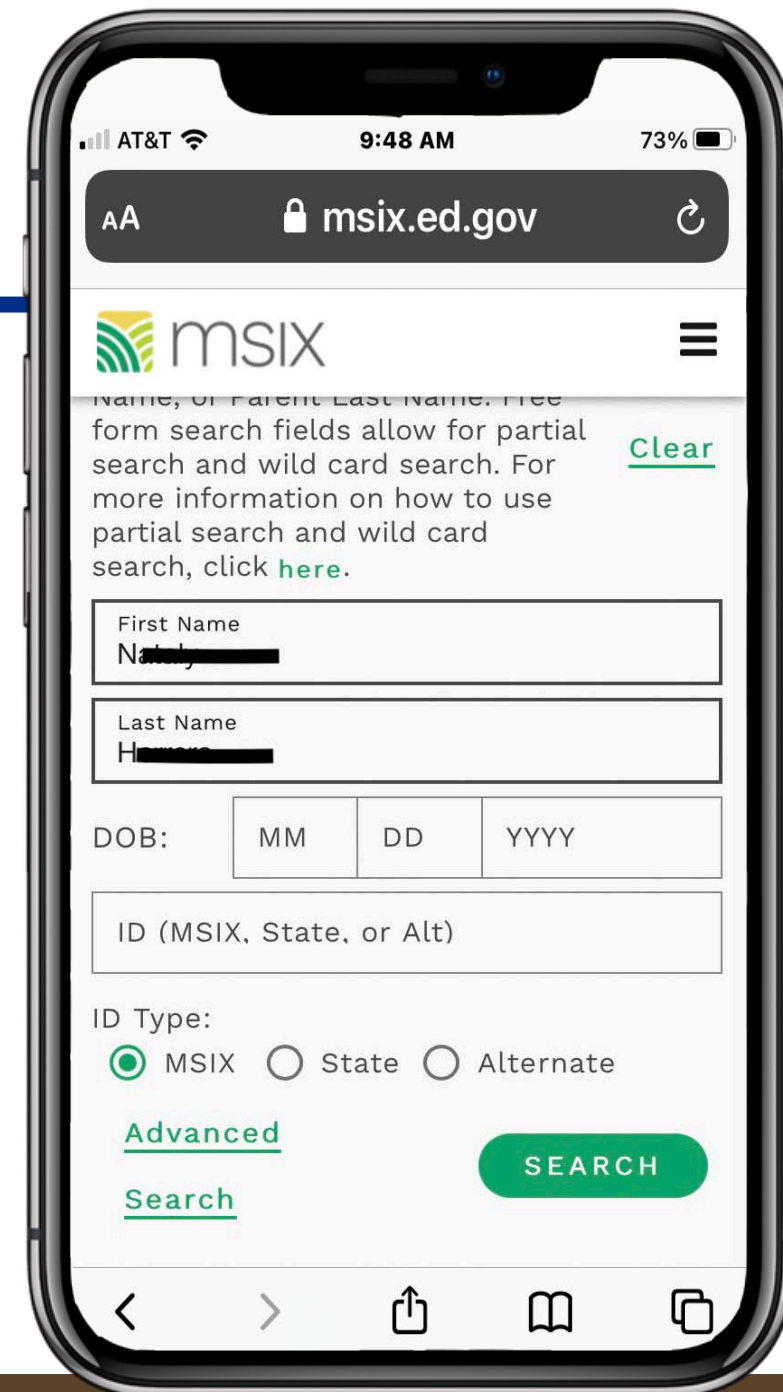
[Advanced Search](#)

[Search](#)

SEARCH

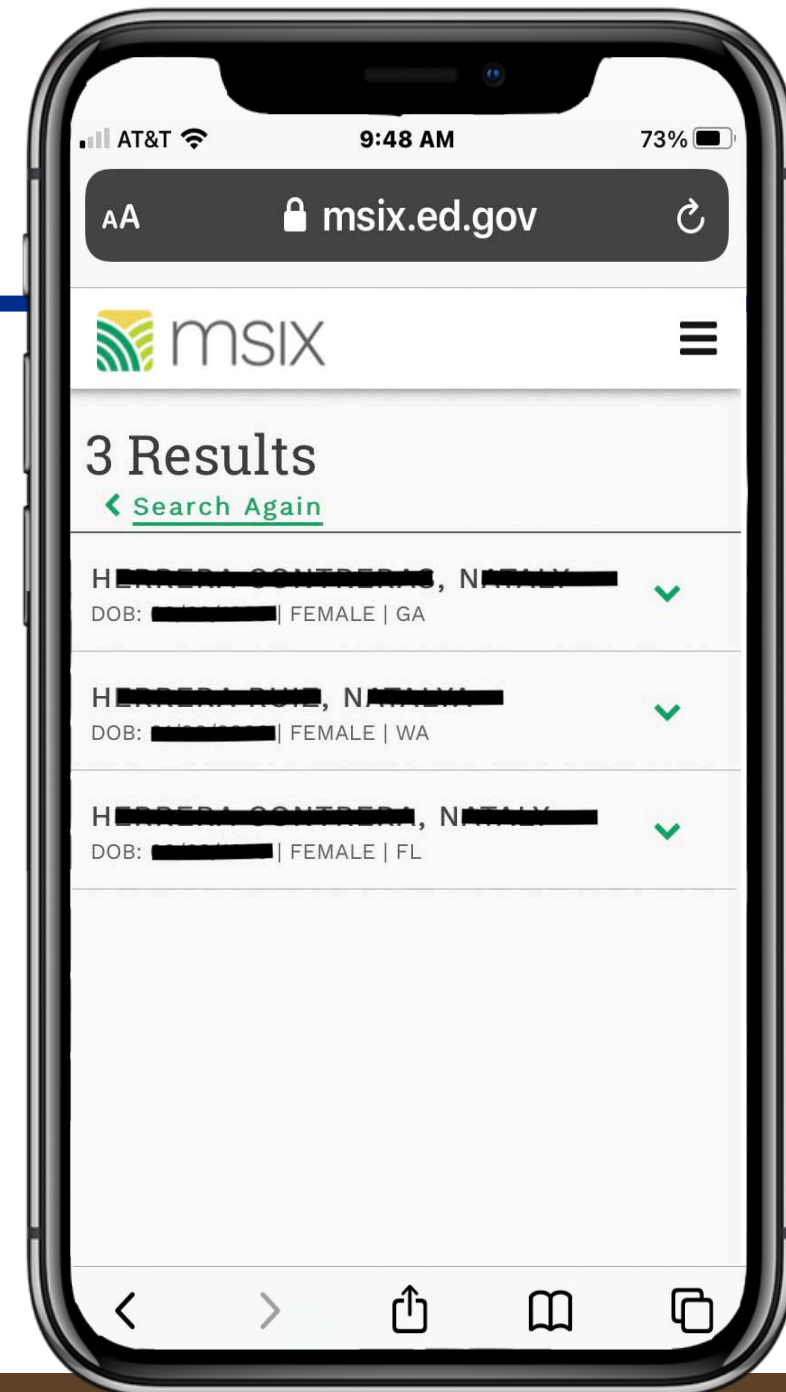
Search for a Student and Records Using a Smartphone

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- ▶ Advanced Search options include:
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 - Parent's Name
 - School or Project Name



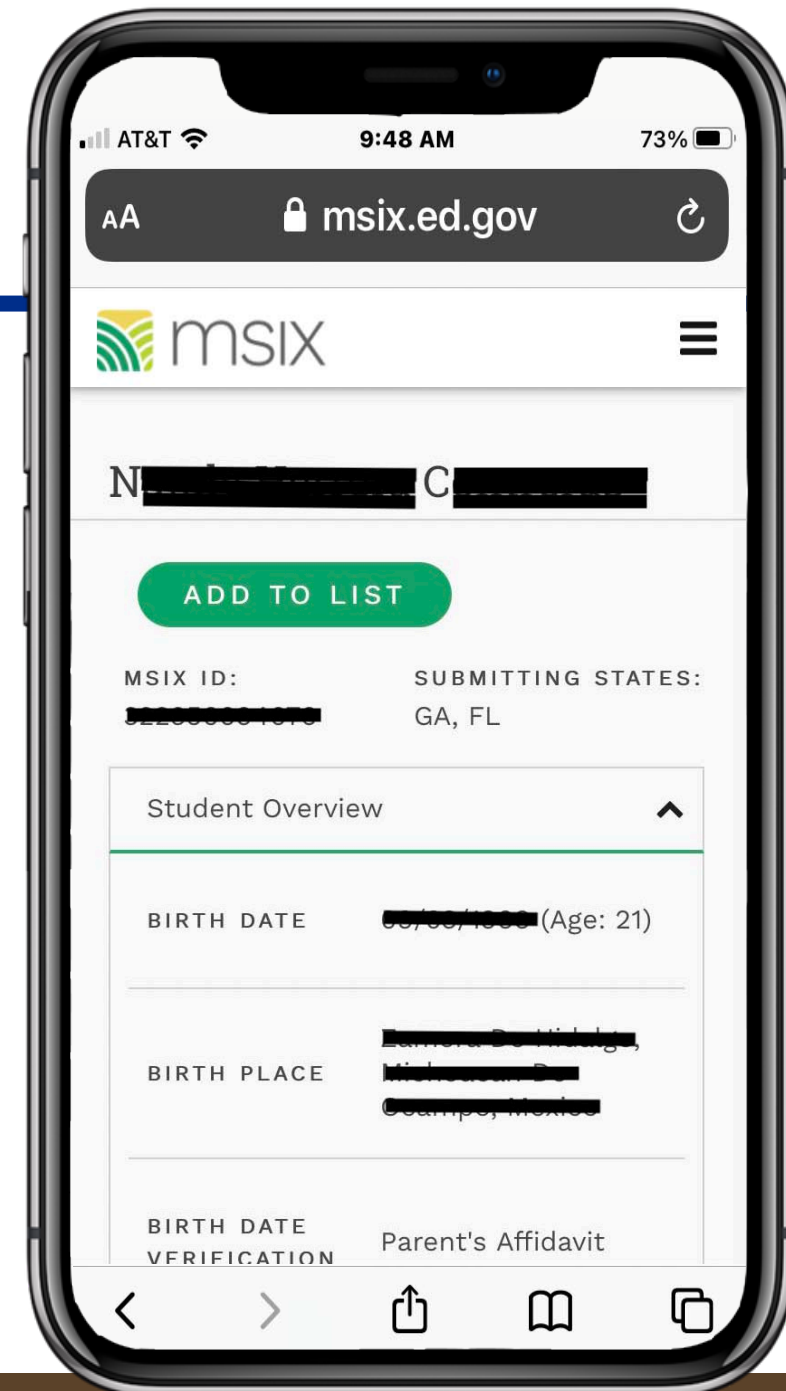
Search for a Student and Records Using a Smartphone

- ▶ After entering the available information, click “Search”
- ▶ All possible “matches” will be shown
- ▶ Review student records for a possible match



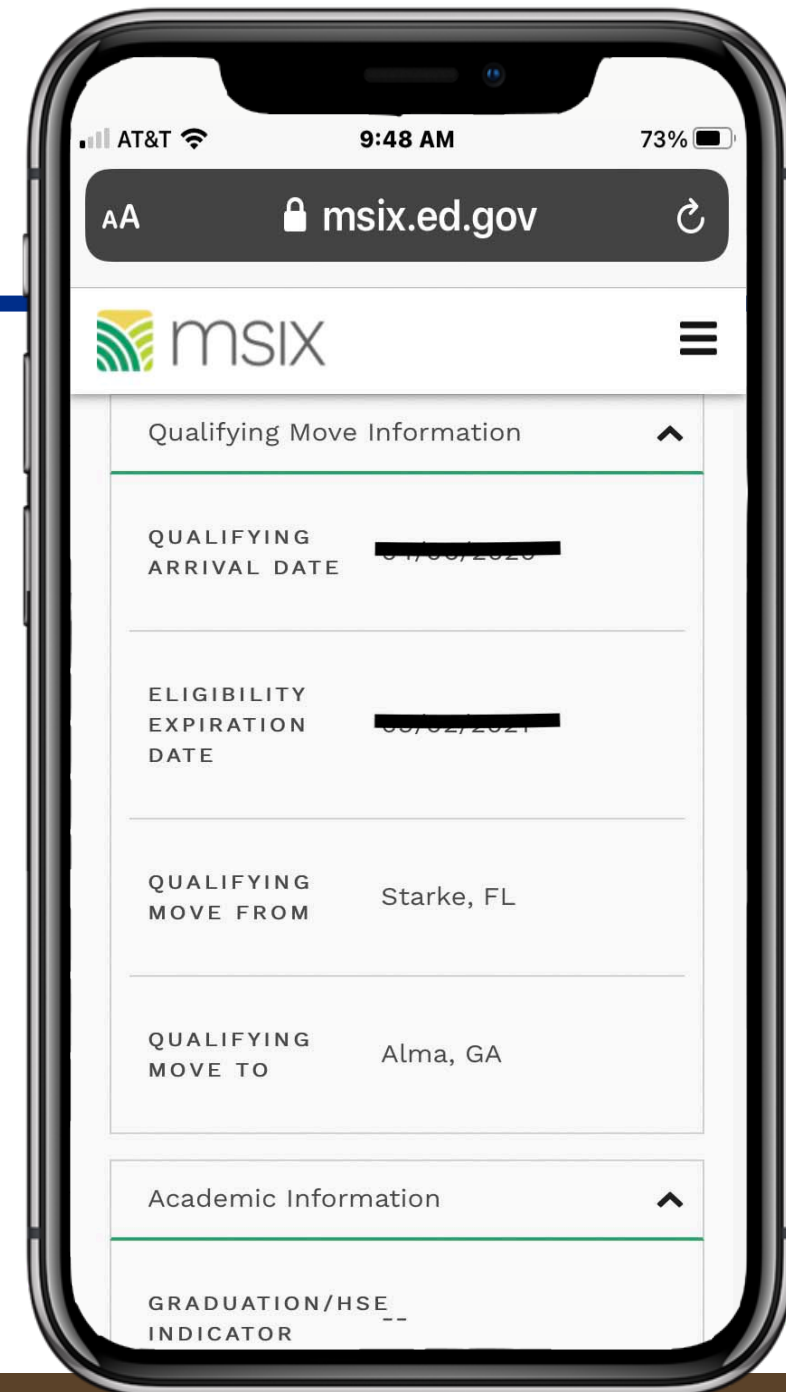
Search for a Student and Records Using a Smartphone

- ▶ The recruiter should be able to determine if there is a match using the information available.
- ▶ Information includes:
 - **Date of Birth**
 - **Place of Birth**



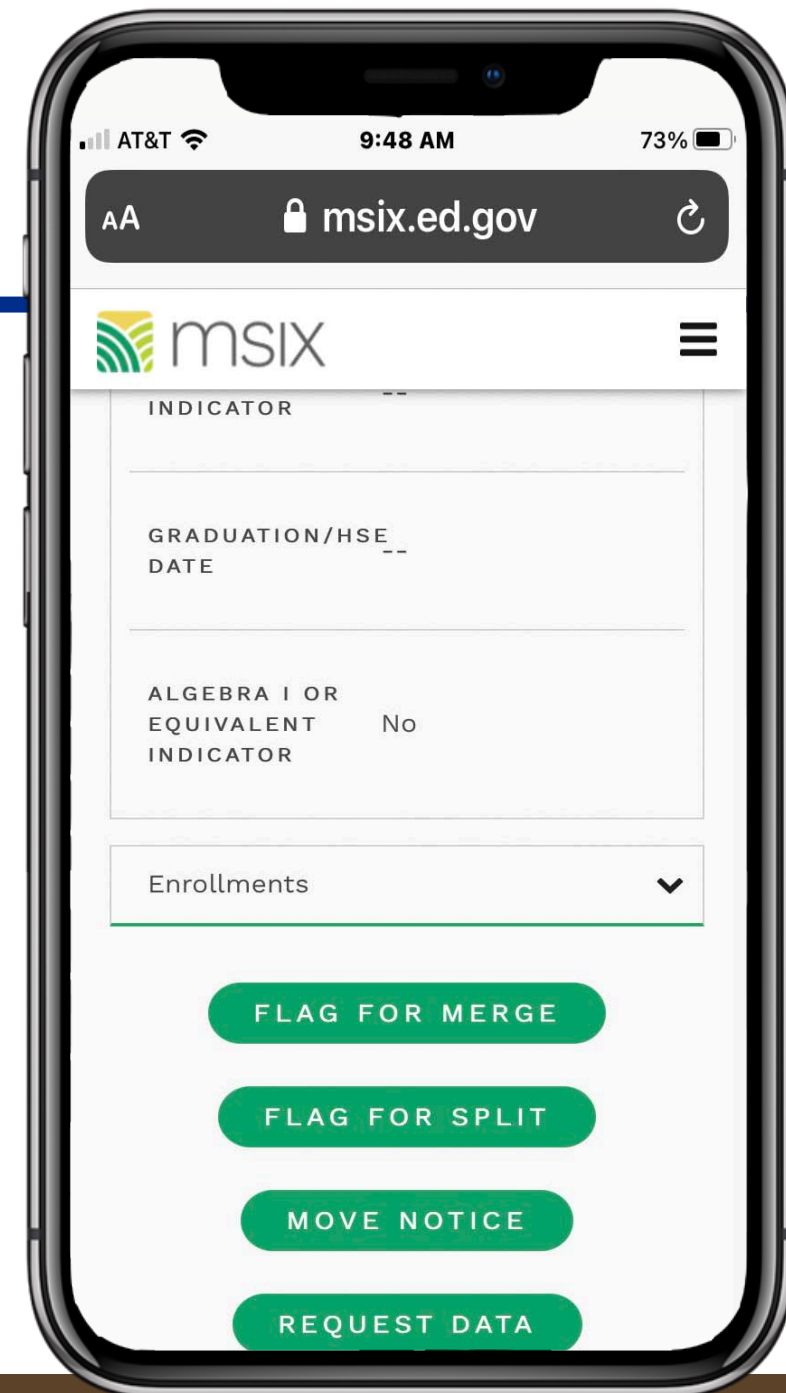
Search for a Student and Records Using a Smartphone

- Parents Name
- QAD
- From/To Moves
- Academic Information
- Enrollments



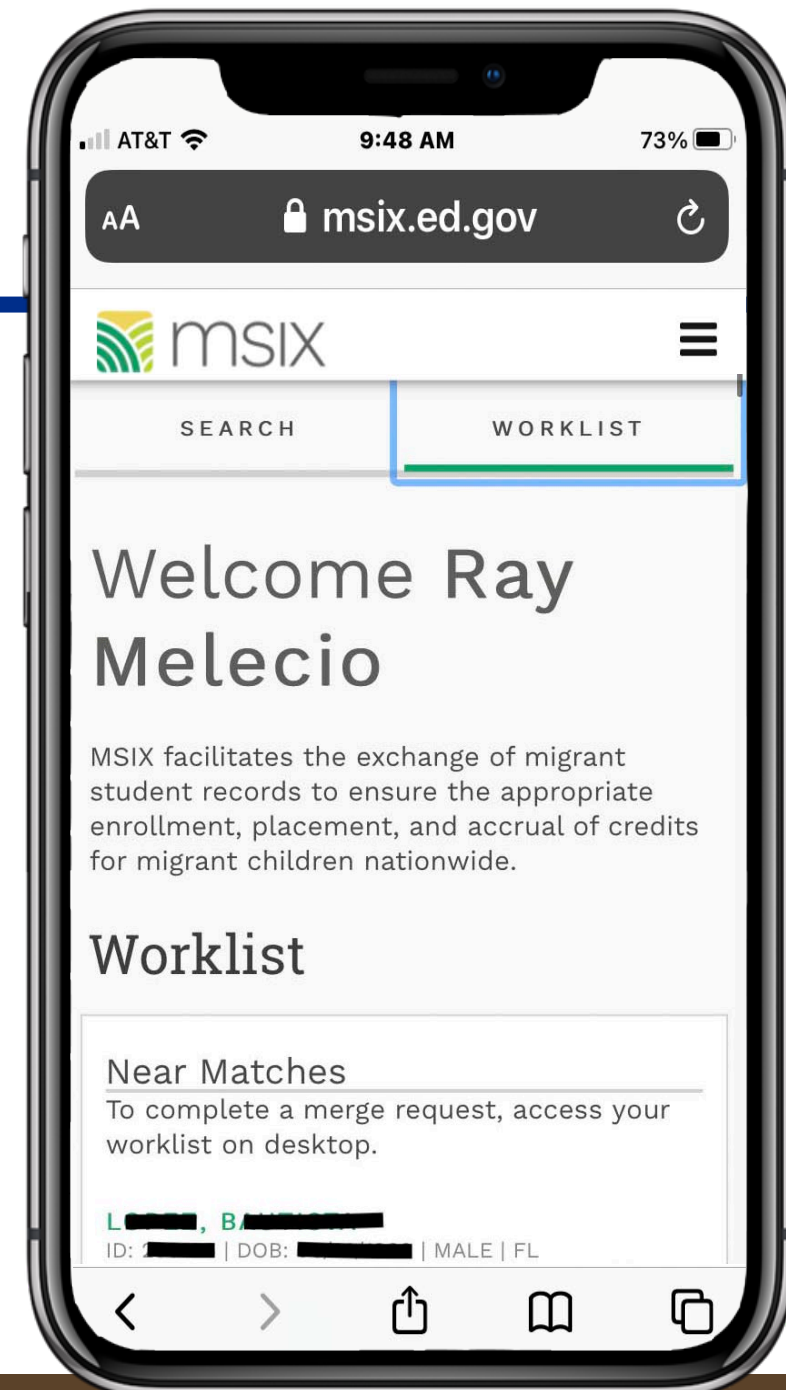
Search for a Student and Records Using a Smartphone

- ▶ The recruiter can take additional actions, such as:
 - **Flag for Merge** if there are duplicate records for a student.
 - **Flag for split** if multiple students have been accidentally merged.
 - **Move Notice** if a student is moving to another district or state.
 - **Request Data** if educational or other information is needed for enrollment or placement.



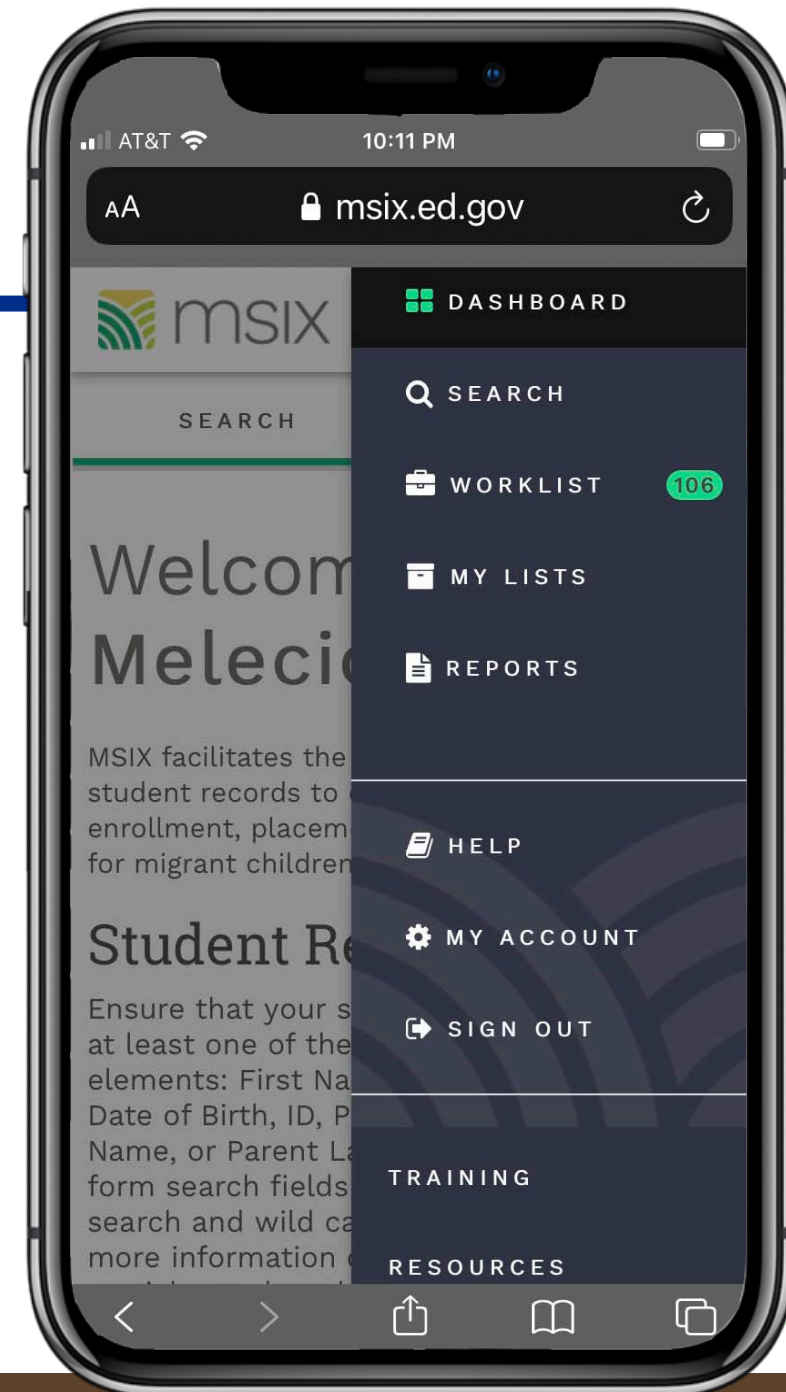
Search for a Student and Records Using a Smartphone

- ▶ After login, recruiters will have access to worklists they may need to address.
 - **Near Matches** includes records for a student that may be already in MSIX.
 - **Split Records** includes records for different students that may have been merged into one record.
 - **Data Requests** from states and other districts (4 days to respond).
 - **Move Notices** includes notifications regarding students moving into a state.



Search for a Student and Records Using a Smartphone

- ▶ Dashboard
 - Search
 - Worklist
 - My Lists
 - Reports
- ▶ Help
- ▶ My Account
- ▶ Sign Out
- ▶ Training
- ▶ Resources
- ▶ Contact



MSIX Data Requests and Move Notices



Worklist Notification – Email from MSIX

----- Forwarded message -----

From: <noreply-msix@ed.gov>
Date: Wed, Jul 28, 2021 at 10:00 AM
Subject: MSIX Data Request Worklist Message
To: <margot.disalvo@escmail.org>

Hello Margarita Di Salvo,

You have received a message related to a **Data Request** in your MSIX worklist. Please log into MSIX and navigate to your Worklist in order to review this **request**.

Data Request Worklist ID: 225268
MSIX ID:785322474214

Please use the following link to access MSIX: <http://msix.ed.gov>.

If you have questions regarding the contents of this email, you may contact the MSIX Support team at msixsupport@deloitte.com or 1-866-878-9525.

DO NOT REPLY to THIS E-MAIL. This is an auto-generated email message and replies to this message are not monitored.



Worklist Notification – Email from the ID&R Office

Good Morning Heather,

Our office received the following MSIX **data request**. I have reassigned this **request** to you in MSIX. Could you follow up with Torrie Ruiz in Ohio?

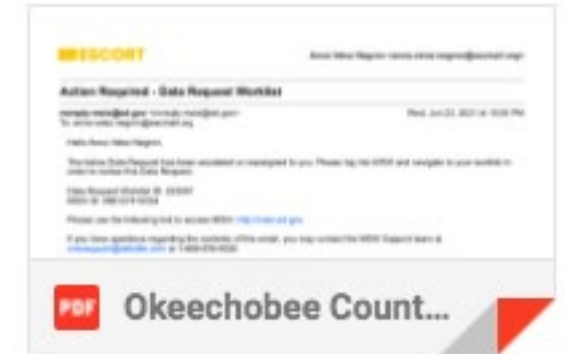
Regards,
Anna

Anna Velez Negrón

Clerical Specialist II





ESCORT/Research Foundation
10014 N. Dale Mabry Hwy Suite 202
Tampa FL 33618

O: 813.295.8008 | F: 813.964.8985



Login to MSIX – My Worklist

My Worklist

 DATA REQUEST 1  MERGE RECORD 5  SPLIT RECORD  MOVE NOTICE 86





Worklist – Data Request

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
	FL	343193311774	000050024	224834	MI	07/09/2021	Past Due  Full Record ▼



Review Information from Full Record

MSIX ID: 343193311774

SUBMITTING STATES: FL, MI

ADD TO LIST

Student Overview

Birth Date  (Age: 11)

Birth Place Arcadia, Florida, United States

Birth Date Verification Birth Certificate

Multiple Birth No

Parent 1 --

Parent 2 

State or Migrant ID 000050024 (FL)
..... (FL)
..... 7945298073 (MI)
..... MI72-27177 (MI)

Sex FEMALE

Qualifying Move Information

Qualifying Arrival Date 09/08/2020

Eligibility Expiration Date 09/08/2023

Qualifying Move From South haven, MI

Qualifying Move To Bowling green, FL

Academic Information

Graduation/HSE Indicator --

Graduation/HSE Date --

Algebra I or Equivalent Indicator No

Review Information from Full Record

Enrollments

State	School or Project	Enrollment Date	Withdrawal Date	Grade	Med Alert	Immun	EL	PFS	IEP	
FL	BOWLING GREEN ELEMENTARY SCHOOL	09/10/2020	—	05	None	Yes	Yes	No	Yes	✓
FL	HILLTOP ELEMENTARY SCHOOL	08/12/2020	09/08/2020	05	None	Yes	Yes	No	Yes	✓
MI	MIGRANT SUPPORT SERVICES	07/08/2020	08/08/2020	04	None	No	Yes	Yes	Yes	✓
FL	HILLTOP ELEMENTARY SCHOOL	11/08/2019	05/27/2020	04	None	Yes	Yes	No	Yes	✓
MI	Appleview Elementary School	10/01/2019	11/05/2019	04	Chronic	No	Yes	Yes	Yes	✓





Correspond with Requesting State/District

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
	FL	343193311774	000050024	224834	MI	07/09/2021	Past Due  Full Record

Gender:
FEMALE

DOB:



Born in:

Multi-birth: Parent 1:
No

Parent 2:



Reassign

RESOLVE

Correspondence

Angela Gonzalez

2021-07-09 14:20:58

May we please have a copy of the students IEP or school plan



Margarita Di Salvo

2021-07-19 11:59:42

Hello, Angela. This is Margot Di Salvo, the ID&R Coordinator in Florida. Could you please provide your phone number so that we can get more information regarding your data request? Thank you.

Reassign to Local District

HARDEE

2 selected

	Name	Email	Account	
<input checked="" type="checkbox"/>	Lori Belmarez	lbelmarez@hardee.k12.fl.us	Active	^
<input checked="" type="checkbox"/>	Luisa Villegas	lvillegas@hardee.k12.fl.us	Active	

HIGHLANDS

0 selected



HILLSBOROUGH

0 selected



Move Notice – Email Notification

noreply-msix@ed.gov

to Ray.Melecio ▾

Mon, Aug 2, 4:34 PM (16 hours ago)



Hello Ray Melecio,

The below Move Notice has been escalated or reassigned to you. Please log into MSIX and navigate to your worklist in order to review this Move Notice.

Move Notice Worklist ID: 226957

MSIX ID: 533149794519

Please use the following link to access MSIX: <http://msix.ed.gov>.

If you have questions regarding the contents of this email, you may contact the MSIX Support team at msixsupport@deloitte.com or 1-866-878-9525.

DO NOT REPLY to THIS E-MAIL. This is an auto-generated email message and replies to this message are not monitored.



Login to MSIX – My Worklist

Move Notice

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.

Showing:


All Open Notices ▼

Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created ▼
[Redacted]	853614414152	46379167BFP	226767	From TX		07/23/2021 10 days in list Full Record ▼



Review Information from Full Record


Student Overview

Birth Date  (Age: 21)

Birth Place , ,

Birth Date Verification Parent's Affidavit

Multiple Birth No

Parent 1 

Parent 2 --

State or Migrant ID 46379167BFP (TX)

Sex Male

Qualifying Move Information

Qualifying Arrival Date 07/16/2019

Eligibility Expiration Date 07/16/2022

Qualifying Move From Tampa, FL

Qualifying Move To Mount pleasant, TX

Academic Information

Graduation/HSE Indicator --

Graduation/HSE Date --

Algebra I or Equivalent Indicator No

Correspond with District/State

Gender: Male DOB: [REDACTED] Born in: Multi-birth: No Parent 1: [REDACTED] Parent 2: [Reassign](#) [DISMISS](#)


Correspondence	
Maria Calixto This student moved to Mango, Florida.	2021-07-23 09:48:42
Margarita Di Salvo Good afternoon Hillsborough MEP (Carol, Ines, and Araceli). Please follow up on this move notice. Thank you.	2021-07-26 13:39:38
Araceli Ontiveros Hi Maria Calixto, do you have any contact information for this student?	2021-07-27 09:11:20
Maria Calixto This is the number I have for him: [REDACTED] He was with a guardian here but he moved with an aunt. Will you be contacting him? Let me know so I can give him a heads-up.	2021-07-27 12:50:27
Araceli Ontiveros Yes we will try calling him in the next hour or so, thank you!	2021-07-28 11:28:11
Maria Calixto I've messaged him but haven't received a response. I hope you can get ahold of him. Let me know if I can help with anything else.	2021-07-28 11:31:00

Move Notices From Florida

Move Notice

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.

Showing:

Student	MSIX ID	State ID	Worklist	Move Type	Initiated By	Created
	191294978664	000086077	227997	From	FL	08/02/2021 0 days in list



MSIX Reports: Mobility and Missed Enrollment



MSIX at your Desktop/Laptop



The screenshot displays the MSIX web application interface. At the top left is the MSIX logo, and at the top right, it says "Welcome Ray Melecio" with a dropdown arrow. A dark sidebar on the left contains navigation links: DASHBOARD, SEARCH, WORKLIST (with a red "101" badge), MY LISTS, REPORTS, HELP, MY ACCOUNT, SIGN OUT, TRAINING, RESOURCES, and CONTACT. The main content area features a "Welcome Ray Melecio" heading and a sub-header "Student Record Search" in a green bar. Below this, a paragraph explains the search criteria: "Ensure that your search contains at least one of the following elements: First Name, Last Name, Date of Birth, ID, Parent First Name, or Parent Last Name. Free form search fields allow for partial search and wild card search. For more information on how to use partial search and wild card search, click [here](#)." A "Clear" button with an 'x' icon is on the right. The search form includes fields for "First Name", "Last Name", "Date of Birth" (with sub-fields for MM, DD, and YYYY), and "ID (MSIX, State, or Alternative)". Below the ID field are radio buttons for "ID Type": MSIX (selected), State, and Alternate. A "SEARCH" button is located at the bottom right of the search section. A green bar at the bottom of the main content area is labeled "Data Requests".

MSIX at your Desktop/Laptop: Reports



- DASHBOARD
- SEARCH
- WORKLIST 101
- MY LISTS
- REPORTS

- HELP
- MY ACCOUNT
- SIGN OUT

- TRAINING
- RESOURCES
- CONTACT

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.

Dashboards

Dashboards display charts containing data about key topics to help you make decisions about your migrant education program, manage your data in MSIX, and understand how users in your State use MSIX.

- [Student Achievement Dashboard](#)

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](#)

Student Mobility

Student Mobility reports display data on children moving to and from different States. Use these reports to analyze patterns and plan identification and recruitment (ID&R) efforts.

General Move From	General Move To
-----------------------------------	---------------------------------

MSIX at your Desktop/Laptop: Reports – Student Mobility



Reports > General Move From

General Move From Export ▼

This report displays the counts of moves by migratory children who have moved from your State to another State, based on either enrollment records (default view) or qualifying moves. [Learn More](#)

Filter

Moved From ▲	Moved To State	Number of Moves	Percentage
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MSIX at your Desktop/Laptop: Reports – Student Mobility



General Move From Filter ✕

PERFORMANCE PERIOD: No Yes

Last performance period
September 1, 2019 - August 31, 2020 Current performance period
September 1, 2020 - August 31, 2021

PERFORMANCE CATEGORY:

Category 1 / Show all eligible Category 2 / Summer only

REPORT MOVE BY: Enrollments Qualifying moves

Include International moves

Include Intrastate moves

[Reset Filters](#)

MSIX at your Desktop/Laptop: Reports – Student Mobility



General Move From Export

This report displays the counts of moves by migratory children who have moved from your State to another State, based on either enrollment records (default view) or qualifying moves. [Learn More](#)

Filter

Moved From	Moved From State	Moved To State	Number of Moves	Percentage
United States	-	-	38,162	-
	Florida	-	38,162	-
		Michigan	12,587	32.90
		Florida	6,136	16.04
		Georgia	5,801	15.16
		North Carolina	3,266	8.54
		Alabama	1,614	4.22
		Ohio	1,188	3.11

MSIX at your Desktop/Laptop: Reports – Student Mobility



General Move To Export

This report displays the counts of moves by migratory children who have moved to your State from another State, based on either enrollment records (default view) or qualifying moves. [Learn More](#)

Filter

Moved To	Moved To State	Moved From Country	Moved From State	Number of Moves	Percentage
United States	-	-	-	39,727	-
	Florida	-	-	39,727	-
		United States	Michigan	6,642	16.72
		United States	Georgia	6,339	15.96
		United States	Florida	6,136	15.45
		United States	North Carolina	4,107	10.34
		United States	Texas	2,375	5.98

MSIX at your Desktop/Laptop: Reports – Missed Enrollment



Reports > Missed Enrollment

Missed Enrollment Export ▼

This report displays the counts of missed enrollments identified following a student's qualifying move in the selected enrollment range. The default enrollment range is 12 months. [Learn More](#)

Filter

State ▲ Missed Enrollments

MSIX at your Desktop/Laptop: Reports – Missed Enrollment



Missed Enrollment Filter ✕

COUNT BY: MSIX ID QAD

QUALIFYING MOVE TYPE: Move To Move From Move To & From

QUALIFYING ARRIVAL DATE RANGE: MM / DD / YYYY
9 / 1 / 2019 MM / DD / YYYY 8 / 31 / 2020

ENROLLMENT RANGE: 12 Months ▼

The selected Enrollment Range determines how much time must pass without an enrollment following a qualifying move to consider the enrollment to be missed.

[Reset Filters](#) SUBMIT

MSIX at your Desktop/Laptop: Reports – Missed Enrollment



Florida: Missed Enrollments

Export ▼

The table below lists migratory children who have moved to your State but have no enrollment within the defined enrollment range. [Learn More](#)

MSIX ID ▲	First Name	Last Name	DOB	QAD	Move From City	Move From State	Move From Country	Move To City	Move To State	Parent 1 Last Name	Parent 2 Last Name
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MSIX at your Desktop/Laptop: Reports – Missed Enrollment



Florida: Missed Enrollments

[Export](#)

The table below lists migratory children who have moved to your State but have no enrollment within the defined enrollment range. [Learn More](#)

MSIX ID ▲	First Name	Last Name	DOB	QAD	Move From City	Move From State	Move From Country	Move To City	Move To State	Parent 1 Last Name	Parent 2 Last Name
-----------	------------	-----------	-----	-----	----------------	-----------------	-------------------	--------------	---------------	--------------------	--------------------

Questions?

For more information on how MSIX can assist your recruitment efforts, please contact the ID&R Office
fl-idr-office@escmail.org

