LOUISIANA

Student Records Exchange Policies and Procedures Manual
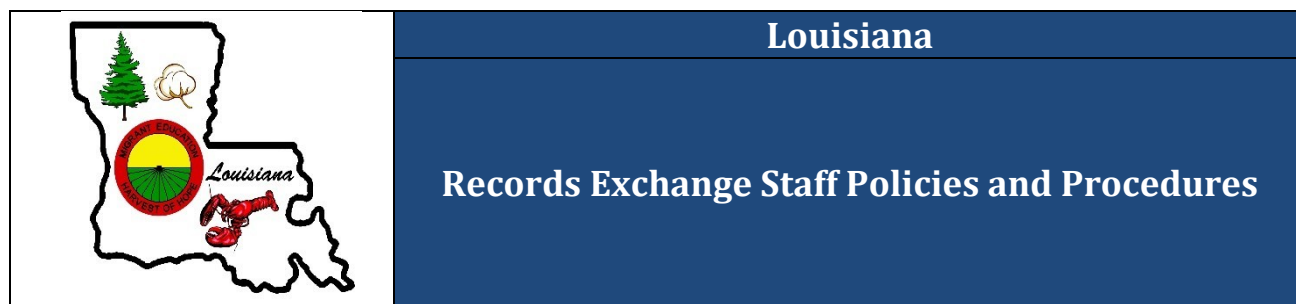
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Executive Summary

The purpose of this document is to assist the Migrant Education Program (MEP) implementation of Migrant Student Information Exchange (MSIX) Records Exchange initiative by providing policies and procedures that will assist staff throughout Louisiana in providing information regarding migrant students in a timely manner. By creating a formal document, Louisiana has established a written and systemic approach to records exchange based on the proper adoption of agreed upon policies and procedures that would lead to effective execution of inter/intrastate transfer of migrant student records. In addition Louisiana is able to deliver professional, accurate, and timely student placement services to a highly mobile student population by following the policies and procedures outlined in this document.

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MEP Records Transfer Requirements

Federal Level

The Migrant Education Program (MEP) is authorized under Sections 1301-1309 of Part C of Title I of the Elementary and Secondary Education Act (ESEA), as amended by the No Child Left Behind (NCLB) Act to collect the necessary set of minimum data elements (MDE) to be transferred between State MEPs. The United States Department of Education (ED) developed and maintains the MSIX which State and Local Education Agencies (SEAs/LEAs) use to transfer records on a national level.

State Educational Agencies

In particular, SEAs are required under Section 1304 (b)(3) and 1308 (b) to promote interstate and intrastate coordination by providing educational continuity through the timely transfer of pertinent school records (including health information) when children move from one school to another, whether or not the move occurs during the regular school year. This responsibility includes carrying out activities that provide for educational continuity through the timely transfer of pertinent school records, including health information, for migratory children, whether or not they move during the regular school year.

For more information, please reference, Title I, Part C Education of Migratory Children Non-Regulatory Guidance.

Local Educational Agencies

In particular, LEAs, are required to use the MSIX consolidated record for the purposes of enrollment, placement, and credit accrual as outlined in the SEA's interconnection agreement (IA).

Migrant Student Information Exchange (MSIX)

Records Exchange Background

The timely transfer of education records for migrant children between schools has been a longstanding challenge. Migrant children often enroll in multiple schools for varying amounts of time each year as their families migrate in search of temporary or seasonal work in agriculture or fishing. MEP staffs continue to find it difficult to share and consolidate student information that schools, LEAs, and states collect on migrant children in a timely and meaningful way that helps school personnel make appropriate decisions when the students arrive. These conditions and those shown below prompted the need for an exchange of student records.

- **High Movement** — Highly mobile migrant student population
- **Short Notice** — Students move from state-to-state often without notice
- **Lack of Data** — Timely and accurate educational information not always available
- **Placement Errors** — Students placed in incorrect courses or grades
- **Loss of MEP Services** — Students not provided the most beneficial MEP services

In response to this challenge and a Congressional mandate to link the existing migrant student information systems, the ED implemented the MSIX Initiative. The goals of this initiative are:

- **Goal 1**: Create an **electronic exchange** for the transfer of migrant student education data among the States
- **Goal 2**: Promote the **use** of the MSIX application
- **Goal 3**: Ensure the use of the consolidated migrant student record for the purposes of **enrollment, placement, and accrual of credits** of migrant students
- **Goal 4**: Produce **national data** on the migrant population

At the heart of this initiative is the MSIX, the Migrant Student Information Exchange. MSIX is an online system containing migrant student records from all participating states to facilitate the national exchange of migrant students' educational information among the states. MSIX is available to state and local MEP staff along with other users from the MEP community.

The MSIX does not replace existing state migrant student record systems. Rather, it links them in a minimally invasive manner to collect, consolidate, and make critical education data available. The MSIX also leverages available information provided by the states to ED's Education Data Exchange Network (EDEN)/ EDFacts system to ease the data collection burden on states. MSIX offers many benefits to promote its usability.

MSIX does the following:

- Enables users to retrieve and view student information
- Contains the minimum data elements necessary for the proper enrollment, grade and course placement, and accrual of credits for migrant children
- Produces a single "consolidated record" for each migrant child that contains information from each state in which the child was ever enrolled

Responsibilities of MSIX Users

Rules of Behavior

Responsibilities

MSIX is an information system and is to be used for official purposes 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.

Monitoring

MSIX is an ED 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:

- <u>Automated Session Timeout</u> – Users are automatically logged out of MSIX after thirty minutes of inactivity. This helps ensure unauthorized users do not gain access to the system.
- <u>Role-Based Access Control</u>– 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.
- <u>Audit Logging</u>– Actions taken within MSIX are captured in log files to help identify unauthorized access and enforce accountability within the system.
- <u>Incident Response</u>– If a user suspects their user id has been subject to unauthorized use, contact the MSIX help desk immediately.
- <u>Communication Protection</u>– Traffic between a user's web browser and the MSIX servers is encrypted to protect it during transmission.
- <u>Behaviors</u>

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 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 logon 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 lower case), numbers, and special characters (#, @, etc.);
  - Be changed at least every ninety (90) days; and
  - 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 reinstated by a Help Desk technician or a system administrator.

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 desktops during non-business hours.
- 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 appropriate personnel.
- Do not disclose MSIX information to any individual without a "need-to-know" for 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 typical social engineering attack scenario is a hacker posing as an authorized user calling a system help desk posing as that user. The hacker, through trickery, coercion, or simply being nice coaxes the help desk technician into providing the login credentials for the user he is claiming to be. The hacker then gains unauthorized access to the system using an authorized user's credentials.

The example above is one example of a social engineering technique. Another is when 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.

- <u>Faxing</u> - 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.

- <u>Virus Scanning</u> - 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.

FERPA and the Privacy Act

The Family Educational Rights and Privacy Act (FERPA) permits SEAs, LEAs, and other local operating agencies to use MSIX to exchange personally identifiable information from education records on migratory children, without written parental consent, so long as the information is used only for official MEP purposes in accordance with these Rules of Behavior. See U.S. Department of Education *Memorandum to State Directors of Migrant Education* on FERPA and MSIX dated April 2, 2008, available at http://www2.ed.gov/policy/gen/guid/fpco/pdf/ferparegs.pdf. In addition, as a system of records under the federal Privacy Act, authorized users may use and disclose information from MSIX only for the "routine uses" published by the Department 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). *No other disclosures of a student's name or other personally identifiable information may be made from MSIX without the prior written consent of the parent or student.*

MSIX Use and Administration

Online training modules are available and segmented by user type:

User Type	Online Access
MSIX Government Administrator	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Primary User	https://msix.ed.gov/msix/training/gov/msix_user_training.htm
MSIX Secondary User	https://msix.ed.gov/msix/training/secondary/msix_user_training.htm
MSIX State Regional Administrator	https://msix.ed.gov/msix/training/sra/msix_user_training.htm
MSIX Data Administrator	https://msix.ed.gov/msix/training/da/msix_user_training.htm
MSIX User Administrator	https://msix.ed.gov/msix/training/ua/msix_user_training.htm

Louisiana Migrant Education Program will offer in person training annually.

User Manuals

User Manuals are available for the MSIX Application online at the MSIX Trainer's Corner at https://msix.ed.gov/msix/training.html.

Online Help

The MSIX Application provides online help to assist in the primary functions of MSIX.

MSIX Help Desk

The MSIX Help Desk is available for users with issues regarding your account such as password resets, updates to personal information, and general MSIX information. To receive a password reset, please contact your MSIX State User Administrator:

Traci Tucker
Phone: **318-368-7027**
Email: ttucker@ucaa.us

You can also find a User Administrator by using the User Administrator Search or by contacting the MSIX Help Desk at MSIXSupport@deloitte.com or 1-866-878-9525. To maintain the security of MSIX data, the MSIX Help Desk cannot reset passwords.

MSIX Roles and Responsibilities

MSIX is used by personnel at the district, region, state, and national levels. MSIX is used mainly by the front-line educators that need migrant student data to make time-sensitive and appropriate decisions on enrollment, grade or course placement, and accrual of credits. These users are typically the local school registrars and counselors, or MEP specialists.

State MEP users also require access to MSIX; some of these users directly interface with migrant students and others provide administrative and technical support to the MEP. ED personnel are also MSIX users; however, ED requires MSIX for national trend and statistical analysis purposes only.

The table below identifies the specific user roles and responsibilities for MSIX. It includes a description of the user's MSIX job responsibilities, role functions available within the system, and the potential kinds of individuals who may perform in each role. A second table follows that provides essentially the same information but in a snapshot, abbreviated form.

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
School and District Level Roles			
MSIX Primary	MSIX Primary Users can query student records in all states. This user can also initiate the merge and split process for student records in his or her state.	▪ Search, display, and print student records for students in all states ▪ Initiate merge and split of student records ▪ Email notification of an arrival or departure of a student (*only Data Specialists may use this feature in NY*) ▪ Export Student Records to File	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	▪ Search, display, and print student records for students in all states ▪ Email notification of an arrival or departure of a student (*only Data Specialists may use this feature in NY*)	▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
State Level Roles			
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. This user can initiate the merge and split process for student records in their state. He or she can also resolve data quality issues and serve as the primary point of contact for escalation issues.	▪ Search, display, and print student records for students in all states ▪ Generate Reports ▪ Initiate merge and split of student records ▪ Validate or reject record near matches, merges and splits ▪ Resolve data quality issues ▪ Respond to escalation requests ▪ Email notification of an arrival or departure of a student ▪ Export Student Records to File	▪ State MEP Administrators ▪ MEP Data entry staff
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords	▪ State-identified
State Region Administrator	State Region Administrator establishes and maintains the regional structure and associated districts for states that choose to use regions.	▪ Enable and disable regional structure ▪ Create new regions ▪ Associate districts to regions ▪ Edit regions	▪ State MEP Administrators ▪ MEP Data entry staff
U.S. Department of Education (ED) User Roles			

MSIX User Roles and Responsibilities			
User Role	**Description**	**Functions Allowed**	**Potential Users**
Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a State, Regional, or National level.	▪ Generate Reports	▪ OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	▪ Create user accounts ▪ Assign State User Administrator role ▪ Update user account information ▪ Deactivate user accounts ▪ Reset passwords	▪ OME
Privacy Act Administrator	Privacy Act Administrators can enter statements provided by students and parents that formally dispute the data contained in a student's MSIX record. They can also query and view student records from all states in order to comply with the privacy act requirements.	▪ Search, display, and print student records ▪ Enter dispute statements into a student's MSIX record	▪ OME

Table 1.1: MSIX User Roles and Responsibilities

Function	Primary User	Secondary User	District Data Admin	Regional Data Admin	State Data Admin	State Region Admin	Regional User Admin	State User Admin
My Account	X	X	X	X	X	X	X	X
Search, Display & Print Student Records in all States	X	X	X	X	X			
Export Student Records to File	X		X	X	X			
Generate Reports			X	X	X			
Send Student Move Notices	X	X	X	X	X			
Initiate Student Merges and Splits	X		X	X	X			
Validate / Reject Student Merges and Splits			X	X	X			
Access District Worklist Items			X					
Access Region Worklist Items				X				
Access State Worklist Items					X			
Create / Modify State User Level Accounts								X
Create / Modify Regional Level User Accounts							X	X
Create / Modify School or District Level User Accounts							X	X
Reset Passwords							X	X
Enable Regional Functionality						X		
Create / Modify Regions						X		

Table 1.2: MSIX User Roles and Responsibilities – A Snapshot View

Creating MSIX Users

Primary and Secondary Users

A person involved in the education of migrant students in Louisiana and who requires access to MSIX must begin by contacting the State User Administrator (see page 10). If the potential user is a MEP staff member, s/he must complete the following steps:

1. Complete the online MSIX training as either a primary user (data specialists) or secondary user (tutors).
2. Submit the results from training in order to receive certificate from the regional MEP office who will then forward to State User Administrator.
3. After receiving the training results, the State User Administrator will create a user name and password for the new staff.

The MSIX training can be found on the following link: https://msix.ed.gov/msix/training.html

MSIX Users	
Only staff identified by each MEP User Administrator will have access to MSIX in order to protect student information. Statutory Requirements: In accordance with the Privacy Act of 1974, the Family Educational Rights and Privacy Act (FERPA), and the Federal Information Security Management Act (FISMA).	
New Accounts	If a new account is needed, an SEA, LEA, or local operating agency (LOA) user should contact their MSIX State User Administrator to receive instructions on what information is needed in order to gain access.
Passwords	Passwords are to be changed at least every ninety (90) days or the account will be locked. Accounts are locked after ninety (90) days of inactivity. Password resets can only be done by your State User Administrator.
Closing Accounts	State MSIX users that no longer need access must notify the MSIX State User or District Administrator who will delete the user's account.

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MSIX Record Maintenance

SEA Data Upload Schedule

SEA upload times	Louisiana MEP uploads data on a nightly basis.
MEP staff upload times	Upon completion of the student's enrollment within each program term (school year and summer), at the conclusion of the program term (school year and summer), and upon the student's withdrawal from the program. Current information from the MIS2000 program will be automatically updated when changes have been made, and uploaded to the MSIX database accordingly.

Records Transfer Procedures

Managing student move alerts from MSIX emails

When a student moves from one state to another, the receiving state shall receive an email indicating the student has moved to their state. The following procedure is followed:

- The MSIX user that receives the email will contact the regional MEP office and recruiter where the student is relocating. S/he will provide the student's MSIX ID and other pertinent information useful in locating the student. This procedure will generally be done through email communication.

- When a student moves from Louisiana to another state, the school district office Data Specialist will send an alert to the receiving state. If at all possible, the destination town or county will be provided at that time.

Work-list Maintenance

The State Data Administrator has the responsibility to resolve all work list items. S/he will solicit assistance from Data Specialists and Recruiters as needed in order to assure that all items are completed in a timely fashion.

Staffing Plan

State Data Administrator: Notifies Regional office of any move to alerts, work list items, sets accounts, and resets passwords, utilizes reports for counts and recruitment purposes.

Primary Users: Looks at student records, uses consolidated records for programming purposes and sends move notifications.

Secondary Users: Looks at student records, uses consolidated records for programming purposes.

Records Transfer Collaboration

Records Transfer Inter/Intrastate Collaboration	
Each State, regardless of a State's MEP statewide organization, will create collaboration opportunities within their MEPs and respective school districts, and schools staff that serve migrant students. Specifically, SEAs and LOAs/METSs will develop operational systems that seek to develop and support collaboration with other States on the exchange of migrant student data. For example, MEP staff should consider querying MSIX data their daily responsibility and to move away from seeing it as an "add-on" task. By querying student data in a timely and systemic manner, personnel beyond the SEA will be knowledgeable about records transfer, and ensure the continuity of services for children who migrate from one State or school district to another. Statutory Requirements: Title I, Part C, Sections 1304 (b)(1)(B) and (C); 1304 (b)(3); 1304(c)(1)(B); 1306(a)(1)(A), (F), and (G); 1308(a), (b) and (d); Section 3124 of Title III, Part A.	
Alerting student moves via MSIX emails	If a District is aware of a migrant student relocating, the program should designate the Data Specialist to send the receiving State/LOA an email notification via MSIX. Additionally, the sending user will notify the receiving state/LOA, when possible, of the child's move. The MSIX email to the receiving State/LOA should provide as much information as possible to ensure that the proper family and student(s) are efficiently and effectively assisted. Staff must be cautious to not enter personal identifiable information (PII) in their email message.
Emails on student moves Email notification	When a MSIX user receives notification from a State/LOA that work list items need to be addressed in MSIX, initial contact such as a simple reply to the sender of the MSIX email should be done within a 24-hour period, when possible. All items should be resolved within ten (10) business days, when possible.

Use of the MSIX Consolidated Record

The MSIX consolidated record can provide valuable information to MEP and LEA staff working with migrant students. During yearly statewide trainings, key staff reviews the many ways in which MSIX and the Consolidated Student Record can be use in providing services to migrant students. Below is a list of several key area uses that are reviewed during training:

Using MSIX consolidated record for recruitment

For recruitment purposes, MSIX contains a history of previous movement. This data is useful to recruiters in verifying information received from participants. Some of the uses of MSIX by recruiters include:
1. Verifying full legal name of student, parents and guardians, and birth date.

2. Helpful in predicting student's next potential move.
3. Helpful in predicting the arrival of a student based on previous moves.

Using MSIX consolidated record for enrollment

MSIX contains information about grade level, promotion/retention, and standardized tests. In addition, it contains a flag for immunizations to indicate that an immunization record exists. MEP staff and LEA counselors can use the following procedures while waiting for official faxed records to arrive from a prior school:

1. Obtain full legal name of students and parents/guardians, along with birth date of student.
2. Search for student in MSIX and select the consolidated record view.
3. Once student is located in MSIX use information to request official records from previous school.
4. Prior to official records being received, use MSIX information to complete LEA enrollment documents.
5. Additionally, any information in the immunization column will help MEP/LEA staff know if a complete immunization record exists in previous placement.

Using MSIX consolidated record for placement

Grade placement is often difficult in the absence of official documentation from previous placement. While Louisiana's LEAs generally place students at age appropriate grade level, MSIX can be used to rapidly locate a student's history and determine the most recent grade placement. The following suggest the steps to follow in using MSIX for placement purposes:

1. Obtain full legal name of student and parent/guardians, along with birth date of student.
2. Search for a student in MSIX and select consolidated record review.
3. Use enrollment tab of consolidated record to determine last grade attended/completed. For high school students, review courses completed (course history tab) in order to determine accumulated credits and class placement.
4. Additionally, the enrollment section will also indicate if the student was receiving LEP or Special Education services.

Using the MSIX consolidated record for credit accrual

Migrant high school students often lose credits when they travel, since transcripts of previous course work may arrive too late for accurate course placement. MSIX enables MEP and LEA staff to see if a course was underway, and schedule a student into the same, thereby diminishing the destructive effects of a move. The following suggests the steps for credit accrual purposes:

1. Obtain full legal name of student and parent/guardians, along with birth date of student.
2. Search for a student in MSIX and select consolidated record review.
3. Look under course history to see the classes in progress for the student and/or those the student has completed.
4. Appropriately schedule student in the continuation of a course in progress or the subsequent course for one that has been completed.

Using the MSIX consolidated record in LEAs

The Louisiana MSIX program promotes features and functions of the MSIX system at statewide, regional and local meetings and conferences to school and district personnel, and grant access and provide training, if requested, in order to better serve the needs of migrant children and their families.

Minimum Data Elements (MDEs)

Minimum Data Elements	
Minimum Data Elements (MDEs) are data fields that States must collect and maintain in their migrant student databases in order to transfer that data to other States via MSIX. The MDEs are transmitted on an agreed schedule from each State's migrant databases to MSIX. Most States transmit the MDE nightly on any new migrant student or for students whose information has changed since it was originally transmitted to MSIX. The MDE will enable SEAs to exchange a minimum set of data elements that have been identified as necessary for fulfilling the requirements of the MEP for continuity of instruction. As of March 17, 2017 the LA MEP will adhere to the following timelines for MDEs submissions:	
Newly Approved COEs	It is the responsibility of the MEP recruiter to collect the initial information on the migrant family. Once the information is collected on the certificate of eligibility (COE), it is reviewed by the LA lead recruiter; data specialist; ID&R specialist and SEA (state MEP director) and entered into MERIL2 by a data specialist, the MSIX data administrator will ensure the data is electronically uploaded to MSIX. The time frame to submit all applicable MDEs to MSIX is **10 working days** from the COE Approval Date
End of Term	It is the responsibility of the data specialist to enter updates and newly available MDEs upon receipt, beginning, or ending of a program term, or when a student withdraws in the MIS2000 data system which is uploaded nightly to MSIX. The time frame for this process is **30 calendar days** from the end of the term (Academic, Summer). This also includes students that lost eligibility throughout the term.
Change of Residency	It is the responsibility of the data specialist (or like party) to submit all updates and newly available MDEs within **four working days** of receiving a departure form or notification from MSIX that another state/METS has approved a new COE for the child
Data Correction	• From other State: It is the responsibility of the State Data Administrator and data specialist to respond in writing within **10 working days** after receiving a request for data correction from another state. • From Parents: o It is the responsibility of the State Data Administrator and Data Specialist to correct or determine the correctness of

Minimum Data Elements

	MSIX data requested by a parent or guardian within **30 calendar days** of receipt of request. This process includes send acknowledgment to the requester; investigate; decide whether to revise the data; and notify requester of final decision
	○ If the decision is to correct the data, it is the responsibility of the State Data Administrator and Data Specialist to submit revised data to MSIX within **4 working days**
	○ If parents request LA to correct info **from other state**, the State Data Administrator and Data Specialists must send request to such state within **4 working days** of receipt

Data Quality:

One of the goals of the Louisiana MEP is to submit accurate and complete data to MSIX. The following suggests the steps for that Louisiana MEP has taken to increase data quality:

1. Data Specialists are required to submit and review MDEs on a regular basis.
2. LEAs have received instructions listing all MDEs and the timelines for data updates and submissions
3. The State Data Administrator runs quarterly MSIX reports along with reports created on the MERIL2 system to check for accuracy and completeness of data. If issues are identified, the State Administrator shares reports with local sites in order to accurately identify areas for improvement and possible solutions
4. The submission of complete and accurate data submission within the established timelines is part of the yearly monitoring visit by the SEA
5. When the Department requests any information regarding the accuracy and completeness, the State Data Administrator is in charge of providing a prompt response and to help districts submit any requested information in accordance with the Data Privacy Act.

MSIX Support Staff

Job Responsibilities	State MSIX Lead	Technical Lead	User Administrator	Data Administrator	ID&R Coordinator	MEP Specialist
Coordinate the development and implementation of MSIX training and information.	X					
Create user accounts and resets passwords	X					
Attend meetings hosted by OME	X					
Work with the MSIX Contractor to address technology concerns and keep up-to-date on statewide database system issues		X				
Develop policies and procedures on "how to" implement records transfer within the state	X					
Work closely with ID&R staff at SEA and School District Levels on implementing records exchange	X					
Manage and support work list items				X		
Create MSIX user reports			X	X		
Develop strategies to collaborate as inter/intrastate users	X					
Work with end users, parents and students to promote MSIX as a viable tool for records exchange.	X					
Work closely with the State MSIX Lead to implement MSIX			X	X		X

Job Responsibilities	State MSIX Lead	Technical Lead	User Administrator	Data Administrator	ID&R Coordinator	MEP Specialist
Coordinate the training of MEP staff on how to implement records transfer procedures and best practices	X					
Provide Data Record Staff with training for current/enrolled students and appropriately updating MSIX information in a timely manner	X					
Train staff on using and becoming knowledgeable MSIX users such as training staff on how to work with incoming/outgoing MSIX email notifications	X		X	X		
Develop procedures for staff to prioritize MSIX responsibilities	X		X			
Initiate the ID&R of new/current MEP students and then upload their information to MSIX in a timely manner					X	
Focus on the "re-signature" (e.g. re-interviewing) process for current/enrolled students by using MSIX data to facilitate the processing of information.					X	
Establish MSIX as a valuable recruitment and placement tool by keeping student information current					X	

References

[Title I, Part C - Education of Migratory Children, Section 1304(b)(3)](url) (URL)
[Title I, Part C - Education of Migratory Children, Section 1308 (b)](url) (URL)
MSIX Rules of Behavior
[MSIX PIA](url) (PDF)

Appendices

[Minimum Data Elements](url) (current list of MDEs as of March 1, 2011)
[MSIX User Administrator Guide for Managing User Accounts](url) (scroll down to appropriate section)
[User Application for Access to MSIX](url) (scrolled down to User Access Form)

Acronyms

Term	Definition
ID&R	Identification and Recruitment
LEA	Local Education Agency
LOA	Local Operating Agency
MDE	Minimum Data Elements
MEP	Migrant Education Program
MSIX	Migrant Student Information Exchange
PII	Personal Identifiable Information
REACTS	Records Exchange Advice, Communication and Technical Support
REI	Records Exchange Initiative
SEA	State Education Agency