



FLORIDA DEPARTMENT OF
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fldoe.org



Migrant Student Records Exchange

Policy and Procedures Manual

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Bureau of Federal Educational Programs

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1 Legal Reference for Records Exchange

The following legal authorities apply to the State of Florida and Local Operating Agencies (LOAs) regarding the exchange of migrant student records and the use of the Migrant Student Information Exchange (MSIX):

1. **Public Law 114-95, Section 1304(b)(3) and Section 1308(b) of Title I, Part C of the Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act (ESSA):** States are required to use Migrant Education Program (MEP) funds to promote interstate and intrastate coordination by providing for 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.
2. **ESSA Section 1308(b)(3):** “A State educational agency or local educational agency receiving assistance under this part shall make student records available to another State educational agency or local educational agency that requests the records at no cost to the requesting agency, if the request is made in order to meet the needs of a migratory child.”
3. **Code of Federal Regulations (CFR) Title 34 Parts 200.81, 200.82, and 200.85 – SEA Requirements**
 - SEA must collect, maintain, and submit most up-to-date minimum data elements (MDEs) within established timelines.
 - Ensure that data submitted to MSIX are accurate and complete, with appropriate security safeguards in place.
 - Establish procedures for using, and requiring each of each subgrantee to use, MSIX consolidated student records.
 - Establish procedures for MSIX data corrections.
4. **Family Educational Rights and Privacy Act (FERPA); 20 United States Code (USC) Section 1232g and 34 CFR Part 99:** Laws and regulations permit 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.
5. **Florida Statutes (F.S.) Chapter 1001.51(13)(b):** District school superintendents are responsible to “Recommend plans for identifying and reporting to the Department of Education the name of each child in the school district who qualifies according to the definition of a migratory child, based on Pub. L. No. 95-561, and for reporting such other information as may be prescribed by the department.”

2 Purpose of this Manual

The purpose of this MSIX Policy and Procedures Manual is to assist local migrant staff with guidance and resources necessary to facilitate records exchange in a manner that will lead to effective and consistent procedures for inter-and intrastate transfer of migratory student records. Effective implementation of this policy and procedures will:

1. Ensure that the Florida Department of Education (FDOE) and its Local Operating Agencies (LOAs) receiving Title I, Part C funds are in compliance with applicable statutory and regulatory requirements regarding MSIX.
2. Ensure roles and responsibilities of MSIX users are clearly stated.
3. Ensure LOAs and SEA are on the same page regarding MSIX requirements.

For questions regarding MSIX policy and procedures, please contact:

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3 MSIX and Benefits of This Policy and Procedures

The Migrant Student Information Exchange (MSIX) is a web-based portal that allows states to share educational and health information on migrant children who travel from state to state and who, as a result, have student records in multiple states' information systems. MSIX works in concert with existing migrant student information systems that states currently use to manage their migrant data to fulfill its mission to ensure the appropriate student enrollment, grade or course placement, and accrual of credits for migrant children nationwide. By implementing this policy and procedures, LOAs will obtain the following benefits:

1. Timely school enrollment
2. Appropriate grade and course placement
3. Accrual of secondary course credits
4. Participate in the MEP
5. Help FDOE to determine more accurate migratory child counts and meet other MEP reporting requirements (i.e., CSPR; EDFacts)

4 Records Exchange Background

Migratory children experience frequent moves between school districts and States as their families migrate in search of temporary or seasonal work in agriculture or fishing. These moves are often made with short notice and can result in a lack of accurate student data, errors in course or grade placement, delayed school enrollment, or delayed provision of MEP services.

In response to this challenge and a Congressional mandate to link existing migrant student information systems, the USED created MSIX. MSIX is an online system containing migrant student records from all participating states to facilitate the timely exchange of migrant students' educational information among school districts and states. MSIX is available to authorized state and local MEP staff along with other authorized users from the MEP community.

5 Federal MSIX Data Requirements

5.1 Minimum Data Elements (MDEs)

SEAs receiving funds under ESSA Title I, Part C, are required to collect, maintain, and submit to MSIX certain data fields, called Minimum Data Elements (MDEs), for each migratory child identified in the State. Below is the most recent list of MDEs, updated October 31, 2019.

5.2 Data Submission and Revision Timeframes

In addition to the submittal of MDEs, States must respond to request for information from other States; from parents, guardians, or students (this includes requests to revise data in MSIX); or from USED.

Florida will adhere to the federally-required timeframes for submitting data to MSIX and responding to requests for MSIX data transmission or revision, as summarized in the following chart:

Subject	Required Action	Required Timeframe
1. Start-up Data Submission - 200.85(b)(2)	Collect and submit to MSIX minimum data elements (MDEs) (applicable to child's age and grade level) for every migratory child who is eligible to receive MEP services in the State on the effective date of these regulations.	No later than 90 calendar days after May 10, 2016 -- By September 7, 2016
2. Migratory Children with Newly Approved COEs 200.85(b)(3)(i)(A)	Collect and submit to MSIX all MDEs (applicable to child's age and grade level) for every migratory child for whom the SEA approves a new Certificate of Eligibility (COE).	Within 10 working days of approving a new COE for the migratory child
3. Secondary School-aged Migratory Children with Newly Approved COEs – In-State Secondary School Records 200.85(b)(3)(i)(B)(1)	Collect and submit all applicable MDEs from the most recent secondary school in the State previously attended by the migratory child.	Within 10 working days of approving a new COE for the migratory child

4. Secondary School-aged Migratory Children with Newly Approved COEs – Out-of-State Secondary School Records 200.85(b)(3)(i)(B)(2)	Notify MSIX if one of its local operating agencies (LOA) obtains records from a secondary school attended previously in another State by the migratory child.	Within 30 calendar days of receipt of records by an LOA
5. End of Term Submission for migratory children eligible for the MEP during the term and for whom the SEA previously submitted data 200.85(b)(3)(ii)(A)	Collect and submit to MSIX all MDE updates and newly available MDEs for migratory children who were eligible for the MEP during the term and for whom the SEA previously submitted data.	Within 30 calendar days of the end of an LEA's or LOA's fall, spring, summer, or intersession terms
6. End of Term Submission for migratory children whose eligibility for the MEP expires before the end of the school year 200.85(b)(3)(ii)(B)	Collect and submit to MSIX all MDE updates and newly available MDEs for the migratory child through the end of the school year.	Within 30 calendar days of the end of an LEA or local operating agency's fall, spring, summer, or intersession terms
7. Change of Residence Submission – MDEs are available 200.85(b)(3)(iii)(A)	Collect and submit to MSIX all new MDEs and MDE updates that have become available to the SEA or one of its LOAs since the SEA's last submission of MDEs to MSIX for the migratory child.	Within 4 working days of receiving a data request for the migratory child who has changed residence to a new LOA within the State or from another SEA that has approved a new COE for a migratory child
8. Change of Residence Submission – MDEs are not available 200.85(b)(3)(iii)(A)	Collect and submit to MSIX the newly obtained MDEs.	Within 4 working days of the date that the SEA or one of its LOAs obtains the MDEs
9. SEA receives a parent/guardian/child's request to correct or amend data the SEA submitted to MSIX. (The request may come directly from the parent/guardian/child, or may have been forwarded from another SEA.) 200.85(e)(1)(i) and (iii)(A)	(A) Send a written or electronic acknowledgement to the requester; (B) Investigate the request; (C) Decide whether to revise the data as requested; and (D) Send the requester a written or electronic notice of the SEA's decision.	Within 30 calendar days of receipt of request
10. SEA receives a request from parent/guardian/child to correct or amend MSIX data that was submitted by another SEA 200.85(e)(1)(iii)(A)	Send the parent/guardian/child's request to the relevant SEA	Within 4 working days of receipt of request from parent/guardian/child
11. After investigating a parent/guardian/child's request, the SEA decides a revision to MSIX data is necessary 200.85(e)(1)(ii)	Submit revised data to MSIX	Within 4 working days of decision to revise data
12. SEA or LOA receives a <i>request for information</i> from another SEA or the Department. (The other SEA or the Department is responding to a data correction request from parent/guardian/child.) 200.85(e)(1)(iii)(B)(2-3)	Send the necessary information in writing to the other SEA or the Department.	Within 10 working days of receipt of request from SEA or Department

6 Records Exchange Responsibilities

6.1 State Educational Agency (SEA) Responsibilities

As a condition of receiving MEP funds, FDOE is responsible to:

1. Collect and maintain the minimum data elements
2. Transmit data to MSIX in a timely manner
3. Determine who will have access to MSIX in the State
4. Assign staff who will resolve questions about students from the State
5. Train State and local staff on the MSIX regulations
6. Ensure proper and secure use of MSIX by State and local staff
7. Promote the use of MSIX

6.2 Local Operating Agency (LOA) Responsibilities

As a condition of receiving MEP funds, Florida LOAs are responsible to:

1. Submit all data elements required for MSIX records to FDOE via the Florida Automated System for Transferring Educational Records (FASTER) through such methods as specified by the FDOE FASTER User Manual.
2. Submit migratory student record updates according to the timeframes specified by FDOE.
3. Respond to requests for data submission or revision within the timeframes specified by FDOE.
4. Notify FDOE when an MSIX user no longer requires access to MSIX.

6.3 MSIX User Roles and Responsibilities

6.3.1 Types of MSIX User Roles

The following chart summarizes the available types of MSIX user accounts (known as user roles), and the functions accessible by those users:

MSIX User Roles and Responsibilities			
User Role	Description	Functions Allowed	Potential Users
State User Category			
MSIX Primary	MSIX Primary Users can query student records in all states. This role can also initiate the merge and split process for student records in their state.	<ul style="list-style-type: none"> ▪ Search, display, and print student records ▪ Export a student record to a file for load into a state system ▪ Email notification of a student arrival ▪ Initiate merge and split of student records 	<ul style="list-style-type: none"> ▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
MSIX Secondary	MSIX Secondary Users can query student records in all states.	<ul style="list-style-type: none"> ▪ Search, display, and print student records for students in all states ▪ Email notification of a student arrival 	<ul style="list-style-type: none"> ▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. The role can initiate the merge and split process for student records in their state. This role can also resolve data quality issues and serve as the	<ul style="list-style-type: none"> ▪ Search, display, and print student records ▪ Export a student record to a file for load into a state system ▪ Email notification of a student arrival ▪ Initiate merge and split of student records 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data Entry Staff

MSIX User Roles and Responsibilities			
User Role	Description	Functions Allowed	Potential Users
	primary point of contact for escalation issues.	<ul style="list-style-type: none"> Generate Data and Information Exchange 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 	
District Data Administrator	District Data Administrators can validate or reject near matches, merges and splits of student records. The role can also initiate the merge and split process for student records in their state.	<ul style="list-style-type: none"> Search, display, and print student records Export a student record to a file for load into a state system Email notification of a student arrival Initiate merge and split of student records Initiate merge and split of student records Validate or reject record near matches, merges and splits Resolve data quality issues 	<ul style="list-style-type: none"> State MEP Administrators MEP Data Entry Staff
State User Administrator	State User Administrators establish and manage user accounts for users in their state.	<ul style="list-style-type: none"> Create user accounts Assign role(s) Update user account information Deactivate user accounts Reset passwords 	<ul style="list-style-type: none"> State identified

6.3.2 MSIX User Responsibilities

All MSIX users must:

1. **Complete a basic cyber security training** course prior to being granted access to the system and, after obtaining access, complete a basic cyber security training at least once each year.
2. **Safeguard their MSIX account credentials (username, password, and answers to challenge questions) at all times.** This includes storing credentials that have been written down in a secure manner and NEVER sharing their account credentials with anyone.
3. **Maintain the security of Personally Identifiable Information (PII) and Sensitive Personally Identifiable Information (SPII) at all times.**
4. **Protect MSIX data at all times.**
5. **Notify their immediate supervisor (or higher) and the Florida MSIX State Administrator when they no longer need MSIX access.**

7 Procedures for Implementing MSIX

7.1 User Accounts

7.1.1 Creating an MSIX User Account

All MSIX user accounts established in the State of Florida must be approved by Florida's State MSIX User Administrator. To obtain an MSIX user account, Florida applicants must follow the process below:

1. The Applicant accesses the most up-to-date MSIX User Access Guide and Application.
2. The Applicant completes and signs the Applicant section of the application.
3. The Applicant forwards the application 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.
4. The Verifying Authority completes his/her own information in the Verifying Authority section and reviews the entire application for completeness and accuracy.
5. The Verifying Authority then signs the MSIX User Application. Electronic or physical signatures are acceptable. By signing the application, the Verifying Authority certifies that he or she has:
 - a. verified the Applicant's identity,
 - b. determined that the Applicant has a need for MSIX access,
 - c. confirmed that the Applicant completed basic cyber security training, and
 - d. confirmed the Applicant is requesting the appropriate MSIX user role(s).
6. Upon completion, either the Verifying Authority, his or her designee, or the Applicant forwards the signed application (or a copy) to the State MSIX User Administrator via mail, fax, or email. The Applicant and Verifying Authority should maintain a copy of the application for their records.
7. The State MSIX User Administrator reviews and signs the MSIX User Application, then creates a new MSIX account for the Applicant.

7.1.2 Password resets

7.1.2.1 User-Managed Password Resets

When a new MSIX account is created, the user will be required to create a new password as well as answers to challenge questions. These challenge questions are used by MSIX to allow the user to reset his or her password if needed.

Users may reset their own passwords only under the following circumstances:

1. **Mandatory password reset after 90 days** from account activation or last password reset.
2. Account **locked** after incorrect username or password entered 3 times in a row.
3. Account **expired** if user did not reset his or her password 90 days after account activation or last password reset.

Users may contact the State MSIX User Administrator to request assistance with password resets. If requested, the State MSIX User Administrator can manually reset a user's password.

7.1.2.2 State MSIX User Administrator Password Resets

MSIX Users are not able to reset their own passwords under the following circumstances:

1. **Disabled account** – If a user does not reset his or her password within 120 days after account activation or the last password reset, MSIX will automatically disable the account. The State MSIX User Administrator may also disable accounts manually.
2. **Deactivated account** – If a user account enters disabled status and it is not reactivated within one (1) year, MSIX will automatically deactivate the account. The State MSIX User Administrator may also deactivate accounts manually. Deactivation is a permanent action and the MSIX account under that user name cannot be reinstated.

In these circumstances, a Florida user seeking to regain access to MSIX will follow the procedures below:

1. **Disabled accounts** - To reactivate a disabled user account, the user's immediate supervisor (or higher) must contact the State MSIX User Administrator to request that the user's account be placed back into "active" status. When the User Administrator reactivates the account, the Administrator will also reset the account password.
2. **Deactivated accounts** – If a user's account enters deactivated status it cannot be reactivated. The user must follow the procedures for creating a new MSIX user account. Once this process is complete, the user will receive a new user ID for his or her new account.

7.1.3 Updating User Account Information

If an MSIX user needs to change portions of their account information, they may do so by emailing their request to the State MSIX User Administrator except in the following cases:

1. **Change in School District** – If the user changes school districts (for example, starting a new position in a different district) or, in the case of District Data Administrators, has a need to change their assigned district(s), the user must submit the request to the State MSIX User Administrator by following the procedures for creating a new MSIX user account. The user should indicate to the State MSIX User Administrator that the request is for a new user role only. This will allow the Administrator to update the user role without resetting the user's password.
2. **Change in MSIX User Role** – If the user has a need to change their MSIX user role, the user must submit the request to the State MSIX User Administrator by following the procedures for creating a new MSIX user account. The user should indicate to the State MSIX User Administrator that the request is for a new user role only. This will allow the Administrator to update the user role without resetting the user's password.

7.1.4 Closing User Accounts

If a district staff person is no longer employed with the district, the district MEP will need to notify the MSIX State User Administrator identifying the name(s) of staff whose accounts will need to be deactivated.

7.2 Student Data

7.2.1 Entering student data

Florida school districts enter and update student data in MSIX by submitting files from their local student databases to the Florida Automated System for Transferring Educational Records (FASTER). These files need to be uploaded in the format required by FASTER. To obtain more information about FASTER including file formats, district staff may visit <http://www.floridastudentfinancialaid.org/faster> or email FSTR@fldoe.org.

7.2.2 Procedures to prevent potential duplication of records

In an effort to prevent potential duplication of student records, districts should implement the following procedures:

1. When the district completes a COE for a migratory child, the district MEP staff should check the district's student database for similar records by searching for particular data elements that could result in a near match. For example, the MEP staff may search the database for student records with similar student ID numbers, first and last names, dates of birth, parent names, or places of birth.
 - a. If a near match record is found within the district database, district MEP staff should coordinate with their district database manager to reconcile records.
 - b. If no near match records are found within the district database, district migrant staff should proceed to enter the student information as recorded on the COE into the district student database.
 - c. Once the new student's information is entered into the district database, the district will upload the record to FASTER for transmission to MSIX.
2. If the District receives a message from FASTER or MSIX indicating that a student record is either 1) already recorded in MSIX or 2) a near match to an existing MSIX record, then the district MEP staff should work collaboratively with the district database staff and, if needed, the state MSIX data administrator to reconcile the records.

In addition to implementing these procedures, the district should conduct staff training on such procedures to prevent potential duplication of records.

7.2.3 Entering Residency Verification Dates into MSIX

The residency verification date MDE is defined as the calendar date on which a child's residency for one day within the performance period has been confirmed. This data element is required for all migratory children ages birth through 21 years old. In order to complete annual residency verification dates, the following steps must be followed:

1. When entering information from a new COE, the district should enter the date the COE was signed as the residency verification date within the district student database.
2. When recertifying an existing COE, the district should enter the date the COE was recertified as the residency verification date within the district student database.

3. Any 2-year-old migratory child who will turn 3 during the performance period (September 1 through August 31) must be verified as residing in Florida on or after their third birthday. In order to verify residency for migratory children turning age 3 during the performance period, the district should follow the procedures outlined below:
 - At the beginning of the performance period (September 1), the district MEP staff should review their COE forms to identify if they have any migratory children age 2 who will turn 3 years old during the performance period (September 1 through August 31).
 - The district MEP staff should then add these children to a list that includes the children's family contact information in order to later contact family members to verify whether these children are still residing in the school district.
 - Upon each child's third birthday, district MEP staff must verify whether or not the child:
 - Resided within the school district one day or more on or after the child's third birthday; **and**
 - Has a QAD that falls within 36 months of the child's third birthday. For example, if the child turned 3 on October 20, 2020, the child's QAD must have been on or after October 20, 2017 for the child to be reported as an eligible migratory child.
 - Once the child's eligibility is confirmed, the district will enter the date that the child's residency was confirmed as the residency verification date within the district database.

7.2.4 Migrant Education Program Enrollment Date

For the purposes of the Migrant Education Program, the district may enter for a migratory child one of the following dates as the enrollment date in the district student database:

1. The date the COE is signed
2. The date the COE is recertified
3. The date the student enrolls in school
4. The date the student enrolls in an MEP-funded project

7.2.5 Entering Withdrawal Dates into MSIX

The withdrawal date MDE is defined as the calendar date on which a child withdrew from a school or MEP project and is one of the MDEs used to establish migratory child counts within MSIX. Withdrawal reasons may include: End of Project; Graduation/HSE; Moved cannot locate; Dropped out of school; Dropped out of MEP project; End of school year.

To ensure an accurate count, all enrolled migratory children must have a withdrawal date entered into the district student database upon early withdrawal, upon the end of the regular school year, upon graduation or receiving high school diploma and, if applicable, the end of the summer program.

1. **Early withdrawal:** The date upon which the migratory child moves out of the school district; drops out of school; withdraws from the migrant education program; or moves and cannot be located by the school district.
2. **End of year withdrawal:** The date upon which 1) the district's regular school year ends; 2) the MEP-funded summer program ends; 3) the district's summer school program ends; or 4) if none of these apply, the end of the MEP performance period (August 31).
3. **Graduation/High School Equivalency:** The date upon which a migratory student receives a high school diploma or General Educational Development (GED).

4. **Migratory students whose eligibility expires during the school year:** If a migratory student's eligibility expires during the school year, the district should enter the regular school year end date as the withdrawal date in the district student database.

7.3 Procedures for MSIX Worklist Items

District-level MSIX users are assigned or may initiate certain worklist items based on their district and user roles. The following sections provide procedures for these worklist items.

7.3.1 Sending Move Notices

If a Florida school district learns that a student is moving to another district or state, the district should implement the following procedures:

1. Contact the student and family to confirm the area to which they are moving.
2. Contact the student's school (if enrolled in school) to confirm that the school is aware of the student's withdrawal.
3. Update the student's record in MSIX to include a withdrawal date (see section 7.2.5)
4. Create a "Move To" notification in MSIX directed to the district the student is moving to. If the district is not known, the Move To notification should be sent to the state to which the student is moving.
5. Write a message in the correspondence section of the MSIX move notice providing a phone number for the migrant family (if available) and an email address for the receiving district to send any questions to.

7.3.2 Responding to Move Notices

If a Florida school district receives a notification in MSIX that a student is moving into its area from another district or state, the district should implement the following procedures:

1. Review the notification and student record to determine if they contain enough information to contact the student. If there is not enough information, the receiving district should contact the sending district to request more information.
2. Once the district has contact information for the student, assign a local MEP staff member such as a recruiter to contact the student and his or her family in order to complete an eligibility interview.
3. Write a message in the correspondence section of the MSIX move notice indicating what actions the receiving district is taking to follow up with the student.
 - a. If the receiving district is able to contact the student and enroll him or her into the MEP, write a final message in the correspondence section of the MSIX move notice indicating the student was enrolled.
 - b. If the receiving district is not able to contact the student and enroll him or her into the MEP, write a final message in the correspondence section of the MSIX move notice indicating the district attempted but was unable to contact the student.
4. Click the "Dismiss" button to close the MSIX move notice.

7.3.3 Data Requests

If a Florida school district receives a data request in MSIX, the district should implement the following procedures:

1. **MSIX data requests must be responded to within 4 working days of receipt.**
2. Determine exactly what data is being requested. This may require calling, emailing, or sending a message in the MSIX data request comments section to the requesting district or state to clarify the request.
 - a. Note: if the data request should be assigned to a different district or the State, use the options found under “Reassign Request” to move it to that district’s or the State’s worklist.
3. Obtain the data for the student. This may include contacting the student’s last school of enrollment, reviewing the student’s COE, or searching the district’s student database.
4. Once the data is obtained, transmit the data in a secure manner to the requesting district or state.
5. Open the data request in the MSIX worklist and write a comment indicating the request has been fulfilled.
6. Click on the “Resolve Request” button to close out the data request worklist item.

8 MSIX Best Practices

8.1 MSIX for Migrant Advocates

MSIX allows advocates to:

- Send email move notifications through MSIX when students leave your area to ensure they are recruited.
- Receive notifications that a student is arriving in your area.
- Research a student’s MSIX history to determine and communicate any special needs/ circumstances
- View a student’s enrollment history to determine if immunization records exist
- View a student’s assessment and course history to ensure appropriate course enrollment and grade placement.
- Use designated graduation school information to align student coursework in receiving States.

8.2 MSIX for Recruiters

Recruiters can use MSIX to:

- 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, as well as non-qualifying, moves when interviewing families.
- Review a student’s migrant history to assist in the needs assessment process.
- Search for immunization flags to determine where immunization records reside.
- Run MSIX *Student Mobility* and *Multiple States* reports to determine mobility patterns and plan recruitment efforts for your State.
- Review facility 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

8.3 MSIX for School Counselors

School Counselors can use MSIX to:

- Obtain a student's full legal name, birth date, and his/her parents'/ guardians' names.
- View a student's enrollment and course history information to help you:
 - Place a student in the correct courses (either the continuation of a course in progress or the next course in a logical sequence)
 - Determine what credits a student needs for graduation
 - Determine a student's most recent grade placement
 - View a student's assessment history to determine additional assessment needs
- Send a move notification or an enrollment comment to a student's next school.
- Search for immunization flags to determine where immunization records reside.
- View a student's consolidated record to determine if there is data that will clarify or explain any confusing information obtained during an interview.
- View a student's consolidated record to determine special needs/circumstances such as Medical alerts and Priority for Services (PFS) status.

8.4 MSIX for Migrant Parents

Migrant parents can use MSIX to:

- Let schools or MEP staff know where they are moving to and when they will arrive so the next school can place their children in the right classes in a timely manner.
- Find information from school records and previous moves if the information is forgotten, lost, or misplaced. This allows parents to enroll their children in the correct classes and may help school staff qualify them for migrant services.
- Inform new schools that their children have up-to-date immunization records.
- Keep track of all test scores and credits earned for graduation or advancement.
- Give schools important grade information to ensure their children receive any needed tutoring services.

9 Appendices

9.1 Acronyms

CFR	Code of Federal Regulations
COE	Certificate of Eligibility
CSPR	Consolidated State Performance Reporting
ESEA	Elementary and Secondary Education Act
ESSA	Every Student Succeeds Act
FASTER	Florida Automated System for Transferring Educational Records
FDOE	Florida Department of Education
FMEP	Florida Migrant Education Program
LEA	Local Educational Agency
LOA	Local Operating Agency
MDE	Minimum Data Element
MEP	Migrant Education Program
MSIX	Migrant Student Information Exchange
OME	Office of Migrant Education
PII	Personally Identifiable Information
SEA	State Educational Agency
SPII	Sensitive Personally Identifiable Information
USED	United States Department of Education

9.2 MSIX Regulations (34 CFR Part 200.85)

34 CFR Part 200.85 - Responsibilities of SEAs for the electronic exchange through MSIX of specified educational and health information of migratory children.

(a) *MSIX State record system and data exchange requirements.* In order to receive a grant of MEP funds, an SEA must collect, maintain, and submit to MSIX MDEs and otherwise exchange and use information on migratory children in accordance with the requirements of this section. Failure of an SEA to do so constitutes a failure under section 454 of the General Education Provisions Act, 20 U.S.C. 1234c, to comply substantially with a requirement of law applicable to the funds made available under the MEP.

(b) *MSIX data submission requirements - (1) General.* (i) In order to satisfy the requirements of paragraphs (b)(2) and (3) of this section, an SEA that receives a grant of MEP funds must submit electronically to MSIX the MDEs applicable to the child's age and grade level. An SEA must collect and submit the MDEs applicable to the child's age and grade level, regardless of the type of school in which the child is enrolled (*e.g.*, public, private, or home school), or whether a child is enrolled in any school.

(ii) For migratory children who are or were enrolled in private schools, the SEA meets its responsibility under paragraph (b)(1)(i) of this section for collecting MDEs applicable to the child's age and grade level by advising the parent of the migratory child, or the migratory child if the child is emancipated, of the necessity of requesting the child's records from the private school, and by facilitating the parent or emancipated child's request to the private school that it provide all necessary information from the child's school records -

(A) Directly to the parent or emancipated child, in which case the SEA must follow up directly with the parent or child; or

(B) To the SEA, or a specific local operating agency, for forwarding to MSIX, in which case the SEA must follow up with the parent, emancipated child, or the private school to make sure that the records requested by the parent or emancipated child have been forwarded.

(iii) For migratory children who are or were enrolled in home schools, the SEA meets its responsibility under paragraph (b)(1)(i) of this section for collecting MDEs applicable to the child's age and grade level by requesting these records, either directly or through a local operating agency, directly from the parent or emancipated child.

(2) *Start-up data submissions.* No later than 90 calendar days after the effective date of these regulations, an SEA must collect and submit to MSIX each of the MDEs described in paragraph (b)(1)(i) of this section applicable to the child's age and grade level for every migratory child who is eligible to receive MEP services in the State on the effective date of these regulations, other than through continuation of services provided under section 1304(e) of the ESEA.

(3) *Subsequent data submissions.* An SEA must comply with the following timelines for subsequent data submissions throughout the entire calendar year whether or not local operating agencies or LEAs in the State are closed for summer or intersession periods.

(i) *Migratory children for whom an SEA has approved a new Certificate of Eligibility.* For every migratory child for whom an SEA approves a new Certificate of Eligibility under § 200.89(c) after the effective date of these regulations -

(A) An SEA must collect and submit to MSIX the MDEs described in paragraph (b)(1)(i) of this section within 10 working days of approving a new Certificate of Eligibility for the migratory child. The SEA is not required to collect and submit MDEs in existence before its approval of a new Certificate of Eligibility for the child except as provided in paragraph (b)(3)(i)(B) of this section; and

(B) An SEA that approves a new Certificate of Eligibility for a secondary school-aged migratory child must also -

(1) Collect and submit to MSIX within 10 working days of approving a new Certificate of Eligibility for the child MDEs from the most recent secondary school in that State attended previously by the migratory child; and

(2) Notify MSIX within 30 calendar days if one of its local operating agencies obtains records from a secondary school attended previously in another State by the migratory child.

(ii) *End of term submissions.* (A) Within 30 calendar days of the end of an LEA's or local operating agency's fall, spring, summer, or intersession terms, an SEA must collect and submit to MSIX all MDE updates and newly available MDEs for migratory children who were eligible for the MEP during the term and for whom the SEA submitted data previously under paragraph (b)(2) or (b)(3)(i) of this section.

(B) When a migratory child's MEP eligibility expires before the end of a school year, an SEA must submit all MDE updates and newly available MDEs for the child through the end of the school year.

(iii) *Change of residence submissions.* (A) Within four working days of receiving notification from MSIX that a migratory child in its State has changed residence to a new local operating agency within the State or another SEA has approved a new Certificate of Eligibility for a migratory child, an SEA must collect and submit to MSIX all new MDEs and MDE updates that have become available to the SEA or one of its local operating agencies since the SEA's last submission of MDEs to MSIX for the child.

(B) An SEA or local operating agency that does not yet have a new MDE or MDE update for a migratory child when it receives a change of residence notification from MSIX must submit the MDE to MSIX within four working days of the date that the SEA or one of its local operating agencies obtains the MDE.

(c) *Use of Consolidated Student Records.* In order to facilitate school enrollment, grade and course placement, accrual of high school credits, and participation in the MEP, each SEA that receives a grant of MEP funds must -

(1) Use, and require each of its local operating agencies to use, the Consolidated Student Record for all migratory children who have changed residence to a new school district within the State or in another State;

(2) Encourage LEAs that are not local operating agencies receiving MEP funds to use the Consolidated Student Record for all migratory children described in paragraph (c)(1) of this section; and

(3) Establish procedures, develop and disseminate guidance, and provide training in the use of Consolidated Student Records to SEA, local operating agency, and LEA personnel who have been designated by the SEA as authorized MSIX users under paragraph (f)(2) of this section.

(d) *MSIX data quality.* Each SEA that receives a grant of MEP funds must -

- (1) Use, and require each of its local operating agencies to use, reasonable and appropriate methods to ensure that all data submitted to MSIX are accurate and complete; and
- (2) Respond promptly, and ensure that each of its local operating agencies responds promptly, to any request by the Department for information needed to meet the Department's responsibility for the accuracy and completeness of data in MSIX in accordance with the Privacy Act of 1974, as amended, 5 U.S.C. 552a(e)(6) and (g)(1)(C) or (D).

(e) *Procedures for MSIX data correction by parents, guardians, and migratory children.* Each SEA that receives a grant of MEP funds must establish and implement written procedures that allow a parent or guardian of a migratory child, or a migratory child, to ask the SEA to correct or determine the correctness of MSIX data. An SEA's written procedures must meet the following minimum requirements:

- (1) *Response to parents, guardians, and migratory children.* (i) Within 30 calendar days of receipt of a data correction request from a parent, guardian, or migratory child, an SEA must -
 - (A) Send a written or electronic acknowledgement to the requester;
 - (B) Investigate the request;
 - (C) Decide whether to revise the data as requested; and
 - (D) Send the requester a written or electronic notice of the SEA's decision.
- (ii) If an SEA determines that data it submitted previously to MSIX should be corrected, the SEA must submit the revised data to MSIX within four working days of its decision to correct the data. An SEA is not required to notify MSIX if it decides not to revise the data as requested.
- (iii)(A) If a parent, guardian, or migratory child requests that an SEA correct or determine the correctness of data that was submitted to MSIX by another SEA, within four working days of receipt of the request, the SEA must send the data correction request to the SEA that submitted the data to MSIX.

(B) An SEA that receives an MSIX data correction request from another SEA under this paragraph must respond as if it received the data correction request directly from the parent, guardian, or migratory child.

(2) *Response to SEAs.* An SEA or local operating agency that receives a request for information from an SEA that is responding to a parent's, guardian's, or migratory child's data correction request under paragraph (e)(1) of this section must respond in writing within ten working days of receipt of the request.

(3) *Response to the Department.* An SEA must respond in writing within ten working days to a request from the Department for information needed by the Department to respond to an individual's request to correct or amend a Consolidated Student Record under the Privacy Act of 1974, as amended, 5 U.S.C. 552a(d)(2) and 34 CFR 5b.7.

(f) *MSIX data protection.* Each SEA that receives a grant of MEP funds must -

- (1) Enter into and carry out its responsibilities in accordance with an MSIX MOU, an MSIX Interconnection Security Agreement, and other information technology agreements required by the Secretary in accordance with applicable Federal requirements;
- (2) Establish and implement written procedures to protect the integrity, security, and confidentiality of Consolidated Student Records, whether in electronic or print format, through appropriate administrative, technical, and physical safeguards established in accordance with the MSIX MOU and MSIX Interconnection Security Agreement. An SEA's written procedures must include, at a minimum, reasonable methods to ensure that -
- (3) Require all authorized users to complete the User Application Form approved by the Secretary before providing them access to MSIX. An SEA may also develop its own documentation for approving user access to MSIX provided that it contains the same information as the User Application Form approved by the Secretary; and
- (4) Retain the documentation required for approving user access to MSIX for three years after the date the SEA terminates the user's access.

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