

Kansas Migrant Education Program

MIGRANT DATA SYSTEMS

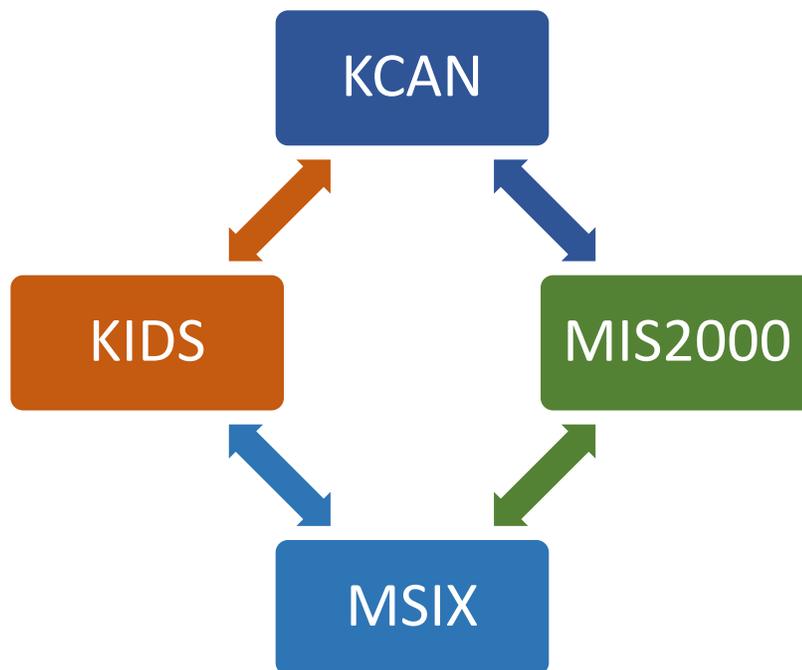


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KANSAS MIGRANT EDUCATION PROGRAM

The Kansas Migrant Education Program is designed to address the unique needs of each identified migrant children and their families. Comprised of twenty-two project districts and three regional service areas, the Kansas MEP

- Provides Support for high-quality and comprehensive educational programs for migrant children in order to reduce the educational disruption and other problems that result from repeated moves;
- Ensures that migrant children who move among the states are not penalized in any manner by disparities among the states in curriculum, graduation requirements, and state academic content and student academic achievement standards;
- Ensures that migrant children are provided with appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner;
- Ensures that migrant children benefit from all state and local programs.

To ensure that all eligible migratory students are receiving quality educational and support services, data records are created and updated regularly for each individual student. The accurate and timely input of data, whether on the part of the recruiter as he or she collects information from the family as a new COE is written, or on the part of the service provider who tracks and enters services for students residing in a project, is crucial for the Migrant Education Program. Recruiters are charged with collecting information to ensure that students are indeed eligible for services through Title I, Part C; service providers and advocate recruiters input information to demonstrate that qualifying students are receiving important services during the regular and summer terms, and that the students most in need of services are prioritized for service delivery. Finally, the information that both recruiters and service providers input is crucial for the generation of financial allocations at both the state and project levels.

To collect and collate data for the Migrant Education Program, Kansas utilizes four distinct data systems that continually interact with each other:

- MIS2000 for COE and service input, and currently for the generation of the state's Title I, Part C allocation. The state MIS2000 server machine uploads to the MSIX on a daily basis at 3 a.m. ET. Any new or changed information that has been uploaded to the state MIS2000 server will be uploaded to MSIX.

- KIDS (Kansas Individual Data on Students) for educational information. Any information contained within KIDS (demographic, EL, SPED, Assessment results, graduation, etc.) are synced with MIS2000/Migrant Web through ASGT, ENRL, and EXIT uploads contained in the ODS import.
- KCAN (Kansans Can) Coursework, grades, credits, hours in attendance, start and end dates of instruction. All LEA's will ensure that KCAN records are submitted at the beginning of each semester, within 30 days of the end of a semester or summer school, and within two days of a student leaving the district.
- MSIX (Migrant Student Information Exchange), the Federal data system, for educational summaries, move histories, move notifications, and, eventually, for the generation of each state's Title I, Part C allocation.

Though recruiters and service providers use only MIS2000 for the input of information, the four data systems interact with each other daily to supply and collect all the necessary Minimum Data Elements (MDEs) required by the Office of Migrant Education. KIDS and KCAN data are available for all public project and non-project districts.

PRIVATE SCHOOL AND HOMESCHOOL STUDENTS

Recruiters are region or district based and are responsible for identifying and recruiting students in public school, as well as children and youth not in school, not in project districts, and those enrolled in private or home schools. To the extent that minimum data elements beyond the COE are available for non-project students and children, as well as youth not in school or homeschooled, the non-project services staff upload information in MIS2000 as soon as it is available. MEP funded projects that have consultation agreements with private schools within their boundaries have the ability to search for private school students and enter services as well as any applicable age and grade level MDE's that they can acquire, including PFS determinations. Accredited Private Schools in Kansas are required to take state assessments, and this data is available for MIS2000 to import. Through monthly data checks and the Kansas Integrated Accountability System (KIAS) monitoring system, the KSDE will ensure that this data is being submitted.

THE MIGRANT YEAR & GENERATION OF ALLOCATIONS

THE MIGRANT YEAR: SEPTEMBER 1 – AUGUST 31

Activity within the Migrant Education Program, including student counts that generate states' allocations, are tracked within a specific time frame: September 1 – August 31 (the "Migrant Year"). It is important that all who work within Title I, Part C be cognizant of this fact, as it affects how data should be input, and how future allocations will be generated.

Several factors determine the allocation for each state that receives funding through Title I, Part C; however, one of the most important is generated by adding two counts:

CATEGORY 1

Category 1 is a headcount of all migrant qualifying students age 3 – 21 that were identified and who resided in Kansas at least some point during the year. When allocations are generated at the Federal level, the Office of Migrant Education utilizes an average of the past three years' headcounts to generate funding for each state. An average is used for this purpose to buffer any sudden increase or decrease in student counts a state might experience.

Though students ages 0 – 2 are eligible for the program, they do not count for funding purposes until they turn 3. Also, Continuation of Service students do not count for funding purposes.

CATEGORY 2

Category 2 is a count of the number of migrant qualifying students age 3-21 who received at least one service during the summer term. By serving students during the summer term, projects essentially generate an additional FTE for those students. The local service projects can greatly affect the Category 2 count by their decision to provide summer services.

Each yearly state allocation is generated, in large part, by a sum of the average of three years' Category 1 count, plus the Category 2 count for the previous year.

WHAT TRIGGERS THE CATEGORY 1 COUNT FOR EACH STUDENT WITHIN MIS2000?

For a student to appear in the Category 1 Count generated by MIS2000, at least one of four data elements must appear during that service year (REMEMBER, the service year runs September 1 through August 31):

- New Residence (a new COE has been approved for the family) (this is generated by the recruiters)
- Enrollment Date (generated by KIDS AGST and ENRL uploads)
- Un-Enrollment/Withdrawal Date (generated by KIDS EXIT records upload)
- Residence Verification Date (a date that the student resided in Kansas during the service year in question, input by the service provider.)

If none of these data elements appear for an eligible migrant student in MIS2000, that student will NOT be a part of the Category 1 count. It is crucial that service providers ensure that one of these markers is present for each eligible student during each service year. (Multiple data points are acceptable.)

ADDITIONAL FACETS OF THE MEP

STUDENT ELIGIBILITY

Once identified for the program, students are eligible for services (active) for three years from the Qualifying Arrival Date (QAD) listed on their Certificate of Eligibility (COE).

Eligibility for services ends (whichever occurs first):

- Three years from the child's QAD on his or her COE (End of Eligibility – EOE), or
- When the student receives a high school diploma, or
- When the student obtains a GED, or
- When a student turns 22.

PRESCHOOL-AGE CHILDREN

Children 0 – 21 are eligible for the Migrant Education Program; however, only ages 3 – 21 generate funding. Recruiters are charged with identifying all children eligible for the program, including the very young children, and placing them on the Certificate of Eligibility.

Though 0 through age 2-year-old children do not generate funding for allocation purposes, they WILL when they turn 3. Projects are urged to provide some sort of service to 0 – 2-year old children, and to communicate with their parents, so parents can see the benefits of signing up for the program.

PRIORITY FOR SERVICE (PFS)

MEP Guidance states that every state must identify those children most in need of service and prioritize them when allocating resources and providing services through Title I, Part C. These children are deemed Priority for Service (PFS).

Projects must complete the Priority for Service (PFS) form for each of their qualifying students to determine if any students qualify as PFS – and they must demonstrate that all PFS students receive services.

It is recommended that projects complete the PFS determination for their students as early as possible after enrollment to ensure that the appropriate students are served.

PFS determinations are also important for projects as the state provides additional funding for those students who are PFS, and for other criteria contained within the PFS document.

CONTINUATION OF SERVICE (COS)

If a child reaches End of Eligibility (EOE) during the school year, services do NOT have to be discontinued immediately at that date. Continuation of Service (COS) allows a project, if funding and personnel are available, to continue providing services to K – 8 students until the end of term (in Kansas, the end of semester), and to high school students until they graduate, get a high school diploma or GED, or turn 22.

Projects are NOT required to provide service to COS, nor do COS students generate funding unless they have been active at least one day during the Migrant year.

ACCESSING MIS2000

USER ACCESS LEVELS

The Migrant system will allow Recruiters to process the COE application electronically. The system will also allow multiple Migrant Reviewers and the Migrant Approver to vote on approval or disapproval of the COE. Changes or additions to the COE and/or Student Information can be made through this system as well. This will be tracked from start to finish and will allow for approval or disapproval of the requested changes. The system will also provide the Recruiters and Data Clerks the ability to enter and update the services, courses, and enrollment information for the students.

Advocate Data Clerks – have the ability to read COEs, update student information with comments, and enter educational services

Advocate Recruiter/Data Clerks (Non-KSDE Statewide Access)- have the ability to create, read, update and submit COES as well as update student information and enter educational services

Data Clerks (District Level Access)- have the ability to read COEs, update student information with comments, and enter educational services

REGISTERING FOR ACCESS TO THE MIGRANT WEB DATA SYSTEM

DISTRICT ACCESS

Migrant Web System allows users to access data that will span across the school and district lines across the state. Project districts may enroll data clerks through district access.

Individuals who do not have access to KSDE web applications need to register for a **new** user name. Individuals that currently have a user name associated with a specific school or district have access to data at that school or district only.

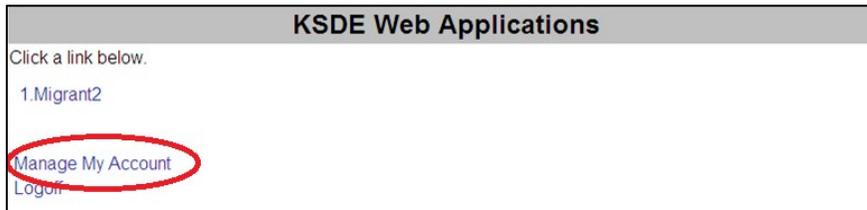
Migrant Project district employees who currently have a KSDE authenticated application user name need to request access to the Migrant System. Use the **Manage My Account** option to add the Migrant System to the list of applications. Follow these steps to add the Migrant System to your list of available KSDE web applications:

1. Login on the KSDE Web Applications page
2. Click the “Manage My Account” link (shown below)

3. Check the box in front of Migrant Web
4. Select your access level of "data clerk."
5. Click "Submit"

Your request will be sent to the District Superintendent for approval. When approved, you will receive an email indicating that you can access the Migrant System.

Screenshot showing KSDE Web Applications and Manage My Account circled at the bottom of



the page.

STATEWIDE ACCESS

Migrant Web System allows users to access data that will span across the school and district lines across the state. Project districts may enroll recruiters through statewide access. Non-project areas may enroll individuals as recruiters and advocates. Individuals who do not have access to KSDE web applications need to register for a **new** user name.

To register for a new user name, use the following web address:

<https://apps.ksde.org/authentication/login.aspx> At this website, click on the Register button, as shown below:

NOTE: You may want to skip this section if you have already registered for access to the Migrant System.

Your request will be sent to the State Migrant Director for approval. When approved, you will receive an email indicating that you can access the Migrant System.



User Login for KSDE Web Applications

Common Authentication Login

User Name:

Password:

Login

[Forgot password?](#)

Need Assistance?

General Help

Email

helpdesk@ksde.org
(785) 296-7935

KN-CLAIM Support

Email

cnwapplications@ksde.org
(785) 296-2276

KESA Support

Email

jnobo@ksde.org - Jeannette Nobo
bbagshaw@ksde.org - Bill Bagshaw
(785) 296-4948 - Jeannette Nobo
(785) 296-2198 - Bill Bagshaw

KEEP Support

Email

ayates@ksde.org - Ann Yates
bbagshaw@ksde.org - Bill Bagshaw
(785) 296-5140 - Ann Yates
(785) 296-2198 - Bill Bagshaw

New User Registration

If you have not yet registered to have an individual Username and Password for accessing KSDE web applications, click here to register.

[Register](#)

If you need assistance in registering for a new account please visit this link. [New User Registration Help](#)

On the Registration page, enter the required information. Under the Organization section, you will need to request Non-KSDE Statewide as your organization. You will not select a building.

TIP:

Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you. If you currently have a user name and login, you may want to use the same login with an "m" at the beginning or end to help distinguish the Migrant login from your other one.



User Login for KSDE Web Applications

KSDE User Registration Form

[Back to Login Page](#)

* Indicates required field.

Please enter your contact information:

First Name:*

Last Name:*

Phone #:*

Email Address:*

Please select the organization and building that you belong to:*

Organization: Building:

Please select the applications that you would like to access:*

Application Name	Application Access Level
<input type="checkbox"/> Education Advocate Web	Advocate Admin
<input type="checkbox"/> Kansas Education Systems Accreditation (KESA)	ARC Committee Board Member
<input type="checkbox"/> Kansas Teacher of the Year	Committee Member
<input type="checkbox"/> Migrant Web	Advocate Data Clerk View Advocate Recruiter / Data

Please enter a Username and password.

Username:*

Password:*

Confirm Password:*

You will need to select the application "Migrant Web" as shown below. You will also need to select the application access level from the list. The up and down arrows will allow you to see all available options since only the first two options are visible. The list of options are shown below.

- Non-KSDE Auditor View
- KIDS Liaison
- Migrant Reviewer
- Migrant Approver

- Advocate Recruiter
- Advocate Data Clerk
- Advocate Data Clerk View Only
- Advocate Recruiter/Data Clerk

The image shows a portion of a web form. On the left, there is a blue horizontal bar with a white checkbox and the text "Migrant Web". To the right of this bar is a dropdown menu that is currently open, displaying three options: "Advocate Data Clerk", "Advocate Data Clerk View Only", and "Advocate Recruiter / Data Clerk". The dropdown menu has a scroll bar on its right side.

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.

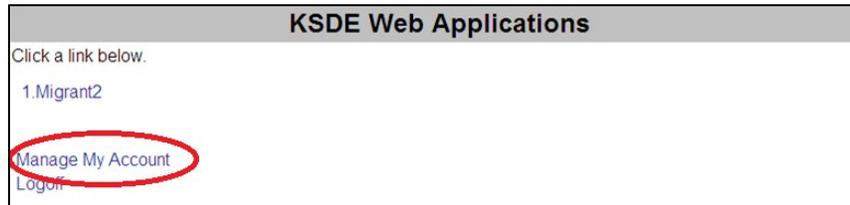


If all data on the registration form is valid, you will get a message that says “Thank You for Registering”. The next step will be to complete the KSDE Data Security training, which can be accessed at <https://learning.ksde.org/login/index.php>. (KSDE Data Security Training must be completed annually. Notice will be sent out to all users when it is time to renew.) Once confirmation has been received that you have completed the Data Security training, the registration request will be sent to the State Migrant Director for approval. Data Security Training must be completed on an annual basis, and will serve for both Migrant Web and MSIX. You will receive an email when your access request is approved, and your username and password are ready for use.

KSDE employees who currently have a KSDE level user name also need to request access to the Migrant System. Use the **Manage My Account** option to add the Migrant System to the list of applications. Follow these steps to add the Migrant System to your list of available KSDE web applications:

6. Login on the KSDE Web Applications page
7. Click the “Manage My Account” link (shown below)
8. Check the box in front of Migrant Web
9. Select your access level as “KSDE”
10. Select a user type of KSDE Admin, KSDE Auditor, or KSDE Migrant Approver
11. Click “Submit”

Your request will be sent to the State Migrant Director for approval. When approved, you will receive an email indicating that you can access the Migrant System.



TIP: If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.

LOGGING INTO THE MIGRANT SYSTEM

The Migrant System, like the other KSDE web applications, is available on the KSDE Authentication page. To access the Migrant System, enter your KSDE username and password to the KSDE Web Applications page (<https://online.ksde.org/authentication/login.aspx>). Locate the Migrant System in the list of approved KSDE applications (example list shown below) and click on the application to open it.



NOTE: Some of the applications may be grayed out. This means that they are either not active applications, or that you have not yet been approved for access to those applications.

After clicking on the link for the Migrant System, you will see the Migrant Home screen.

MIS2000 INSTRUCTIONS: RECRUITERS

GENERAL

- Update MIS2000 everyone morning, and, any work has been done throughout the day, at the end of the day.
- If you have any pending COEs, click “Find COEs – COEs with Status” to check to see where they are in the approval process, and if they require attention.
- When a COE is approved, print the COE and give it to the designated person in the ID&R office to process.
- When a COE is approved, be sure to send a notice of approval to the appropriate service provider that includes language spoken, emergent needs, and best time to visit. In addition, provide an initial service to the students.

CREATING A COE

- Click “New COE”
- Complete all fields. Use the following MIS2000 Data Fields Explanation below if you are unsure of what should be placed in a field.
- Save your work.
- Have another recruiter review the COE onsite.
- Submit the COE for Review.
- You must do an update in order for the COE to start going through the review process.

MIS2000 DATA FIELDS EXPLANATION

II. Child Data

KIDS ID: Recruiters will not complete this field; it will be added by the KIDS Reviewer after the approval process has begun.

Grade:

PO = Infant

P1 = Age 1

P2 = Age 2

P3 = Age 3

P4 = Age 4

K = Kindergarten

01 = First Grade

02 = Second Grade

03 = Third Grade
04 = Fourth Grade
05 = Fifth Grade
06 = Sixth Grade
07 = Seventh Grade
08 = Eight Grade
09 = Ninth Grade
10 = Tenth Grade
11 = Eleventh Grade
12 = Twelfth Grade
OS = OSY
EC, H5 will not be used.

The recruiter should choose UG (ungraded) if unable to know what grade the student will attend. When the student enrolls, the district KIDS ENRL and AGST uploads will correct the grade level.

Birth City/State/Country

- City should always be provided, along with the “Country”, which is available as a drop-down menu. “State” is provided as a drop down for Canada, Mexico, and the United States; for other countries, select “other” for the state.

Binational (Yes or No)

- A binational student is an eligible migrant student who has moved between Mexico and the United States with his/her parents or as an emancipated youth at least once in the last 36 months.

Enrollment Type

- 02: Regular Term MEP - This will always be used on each child on the COE that is receiving educational services through a district or service center September through May.
- 03: Summer/Intersession MEP- Funded Project- This will be used for each child on a COE that is receiving educational services through a local district or service center June through August.
- 05: Basic School Program & Regular-Term MEP Funded Project - This will be used on each child on the COE in any Non-Project Areas. The appropriate service center will be selected for the district.
- 06: Residency Only - This will be used on each OSY and on ANY children who are not enrolled in school, including homeschooled children or children under the school age, who do not want services.

District

- Select the appropriate district if it is a district that operates a Migrant Education Project. If it is a Non-Project district, or if the child is home-schooled, select the Service Center that covers that area.
 - Eastern Kansas Region- Z0323
 - Southwest Plains Regional Service Center- 626
 - Northwest Kansas Education Service Center- 602

Facility Name/Facility ID

- When you fill in the Facility Name the Facility ID will automatically appear. If there are multiple choices for a facility name, be certain to select the correct one.
- If it is an OSY or a child under school age, select the appropriate service center.
- When the student is homeschooled, select "Homeschool".

Enroll Date

- Use the date the COE is entered.

District of Residence

- Choose the district where they live

Designated Graduation School

- Complete only if the student is in high school

IV. Comments Section

General Comments:

- Work History (If the family or OSY has it, to strengthen the case that they are indeed migratory)
- If further explanation needs to be noted about the relationship from the worker to child.
- Any comments that need to be added for clarification on any of the basic info.

2bi. To Join or Precede Comments:

- If it's a To Join COE add the comment as to why they didn't move together here.

4A. Provide comment if worker engaged more than 60 days after the move:

- Comment for the reason and explanation as to why the worker waited over 60 days to apply. (*At this time does not apply*)

4B. Explain how/when the worker actively sought new qualifying work including recent work history.

- Intent comments will go here. Must have date of application, employer (name and place- *Example: Worker applied at National Beef in Dodge City, Kansas on 5-20-17*) and must have two work histories with the last 3 years that include move from and move to, employer name, and work activity.

Example:

Worker applied at Seaboard Farms in Hugoton, Kansas on July 1, 2017 and was never called.

Move 1: May 1, 2015 to August 16, 2015 Moved from Liberal, Kansas to Thomas, Oklahoma and worked for Frymire Farms- Harvesting Wheat.

Move 2: December 15, 2016 to March 1, 2017 Moved from Wichita, Kansas to Dodge City, Kansas and worked for National Beef- cutting beef for 3 months.

Employer

- Name and place of employer. Example: Unruh Farms in Copeland, Kansas

Temporary Work Comments

- Statement will go here for temporary employment. If it is seasonal work no comment is needed.

MIS2000 INSTRUCTIONS: SERVICE DATA ENTRY

After logging into MIS2000, the following menu appears at the top of the page:

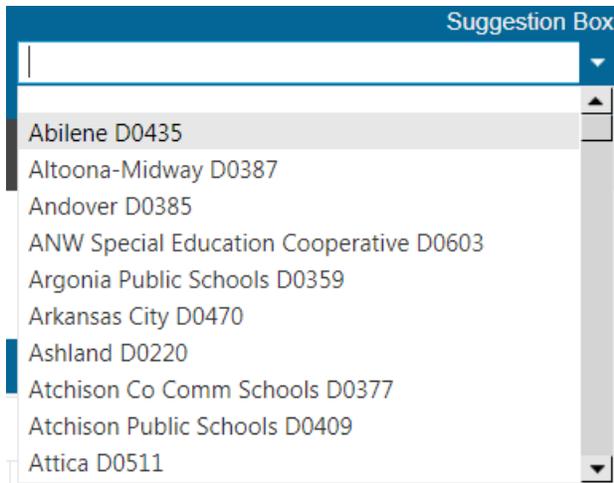
The screenshot shows the top navigation bar of the Kansas Migrant Program Services website. The header is dark blue with the text "KANSAS Migrant Program Services" in white. Below the header is a dark grey navigation menu with buttons for "Home", "Reports", "Managed Applications", "Resources", and "Help". Below the navigation menu is a "Search" section with a search input field, a "Search" button, a "School Year" dropdown menu set to "18/19", and two checkboxes for "Enrolled" and "Active Only". Below the search section is a blue bar with buttons for "students", "coes", and "lists".

And further to the right, continuing the header:

The screenshot shows a "Suggestion Box" dropdown menu. The dropdown is open, showing a search input field with the text "Choose LEA" and a dropdown arrow.

GENERATING STUDENT ROSTERS

To view the roster of students residing within a district, utilize the drop-down menu in the “Choose LEA” box to choose the appropriate LEA.



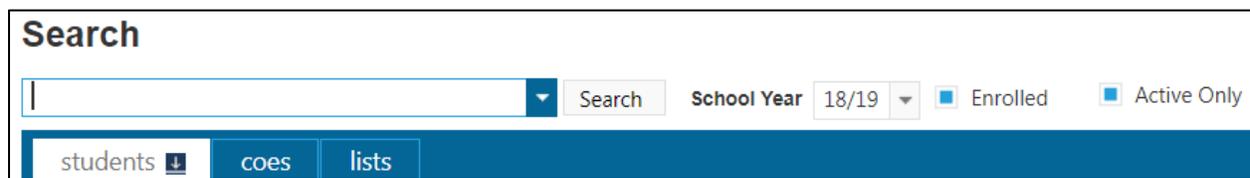
The year for the student list, along with COE and enrollment status, can be changed by utilizing the search options at the top of the page:



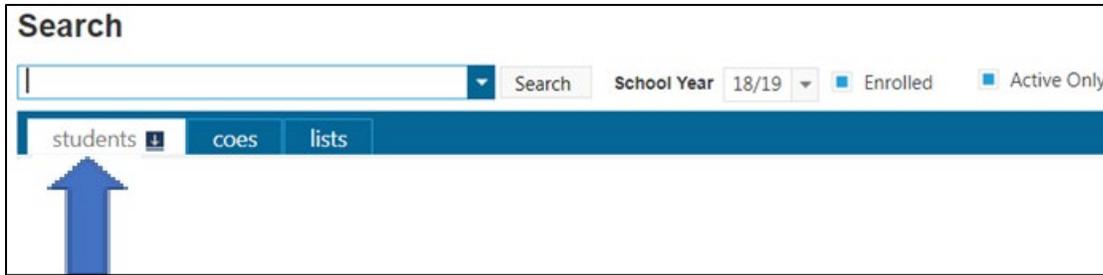
When generating a roster for a district, if all students' names you feel should be there do not appear, uncheck the “Enrolled” box to see if any additional students show up. If this still doesn't show all students you are looking for, uncheck the “Active Only” box, which will allow any students associated with the district at any point during the year to show up on the list.

COE/STUDENT SEARCH

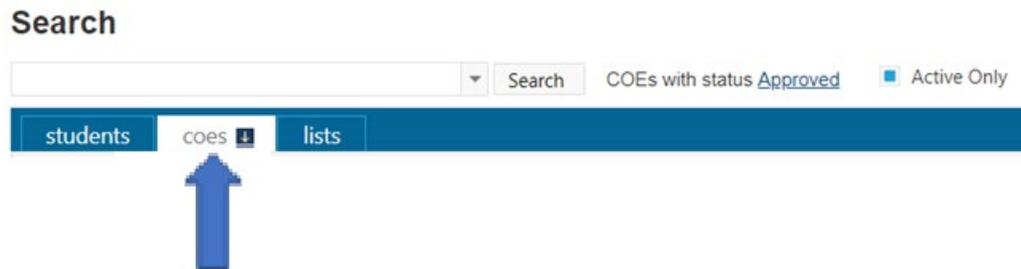
To search for students or COEs, utilize the “Search” options at the top of the page:



To search for a student, be sure to click on “students”:



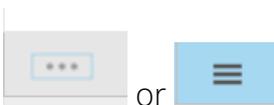
To search for a COE, highlight “coes” by clicking on it:



Again, you may need to click off either “Enrolled” or “Active Only” to find the student or COE.

INPUTTING STUDENT INFORMATION: GENERAL

In order to input any information concerning a student, once the student has been found through the search options look to the far right of the student’s name, where the following will appear:



Place the arrow of the cursor over the three dots (or lines), and a drop-down menu with the following options will appear:

- View student record
- Edit student
- List COEs for this student
- Add student to new list

Utilizing this drop down, choose the appropriate option.

SETTING THE SERVICE YEAR

When viewing student records, and, in some instances editing student records, utilize the “Enrollments” drop-down menu:

Needs ▼

Enrollments 8/14/2018 ▼


By utilizing the drop-down menu for “Enrollments”, the service year you wish to examine can be changed.

VIEW STUDENT RECORD

When “View student record” is chosen, a series of pages appear that contain a record of all pertinent information for that student, including:

- Birth date
- Current parents
- Qualifying Data (COE ID, Qualifying Arrival Date, Move To and Move From information)
- End of Eligibility
- Graduation/High School Equivalency (HSE)
- Enrollments
- Services
- High School Credit Accrual
- State Assessments

EDIT STUDENT

When “Edit student” is chosen from the drop-down, a page appears that contains the following headers at the top of the page:

Needs ▼ Enrollments 8/14/2018 ▼

Student

Facility

MSIX ID

Enroll Date

“MSIX ID” is automatically input when MIS2000 syncs with the MSIX data system. “Enroll Date” is automatically input by the KIDS data uploads conducted by each school district.

Residency Verification Date 

Grade 12 ▼

Grade is input initially by the recruiter as the COE is completed; it is adjusted for K-12 students when MIS2000 syncs with KIDS.

Alg 1

Grad/HSE

OOS Transcript

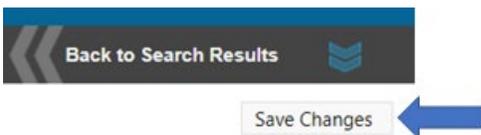
“Alg 1” completion is a required data element for the Migrant Education Program, and a yes indicates the child has received full credit in a mathematics course that is Algebra 1 or its equivalent and “Grad/HSE” are input when MIS2000 syncs with KIDS after local district data uploads are completed.

If you receive transcripts/enrollment information from another state about a student, please utilize the drop-down menu next to “OOS Transcript” and mark “Yes”. This must be marked within 30 days of receipt of transcripts.



The screenshot shows a form field labeled "OOS Transcript". To the right of the field is a dropdown menu with a downward arrow. Below the dropdown, there is a table with two rows: "No" and "Yes". The "No" row has a count of "3" and the "Yes" row has a count of "-". A blue arrow points to the dropdown menu.

As any changes are made when student information is edited, be sure to click “Save Changes” in the upper right corner of the page before leaving the page:



The screenshot shows a dark blue header bar with a left-pointing arrow and the text "Back to Search Results". Below the header bar is a button labeled "Save Changes". A blue arrow points to the "Save Changes" button.

CLAIMING STUDENTS

To claim a student for provision of services, utilize the drop-down menu to the right of the “Facility” header to choose the appropriate facility where the student is enrolled:



The screenshot shows two stacked blue headers: "Student" on top and "Facility" on the bottom. A blue arrow points to the right side of the "Facility" header.

If a project provides services to preschool-age students but does NOT have a facility where they are enrolled, choose the generic school district name.

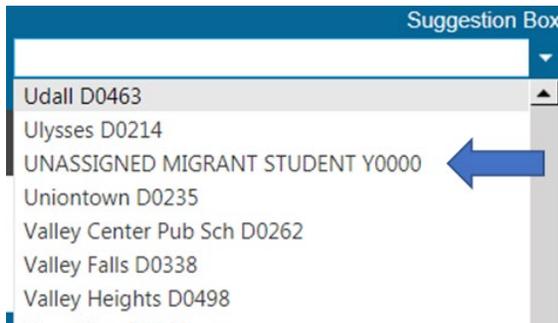
All OSY will be claimed by the three Non-Project K12/OSY Projects: Eastern KS, NKESC, or SWPRSC.

NOTE: Unassigned Students

Periodically throughout the year, go to “Choose LEA” on the home page of MIS2000:



Using the drop-down menu on this header, choose UNASSIGNED MIGRANT STUDENTS Y000 to bring up a list of all students who are not currently assigned to a facility:



Review the students in the list that appears to see if any are residing in your district, and either claim them if you will provide services to them or notify the appropriate Non-Project K12/OSY project (Eastern KS, NKESC, SWPRSC) to allow them to claim them and provide service.

RESIDENCE VERIFICATIONS

The Residence Verification Date is a date during the performance period (September 1 – August 31) that the project knows the student was indeed residing within the project and state. In some instances, a residence verification date is the only thing that will trigger a count for a student (as when a child has refused services, is not being served or did not enroll in a school during the service year (pre-K and OSY as examples). Though for most students either enrollment or un-enrollment, or having a new COE, will trigger a count, it is recommended that projects insert a residence verification date for each student. To insert a Residence Verification Date, utilize the following tab:



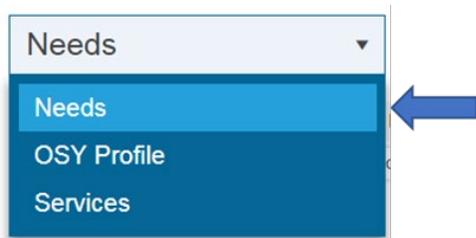
Click on the calendar icon and choose the appropriate date.

When a child turns three, for that student to be included in the Category 1 count there MUST be a residence verification date that is AFTER the child turned three.

If a student whose eligibility has ended during the school year needs a residence verification date in order to appear in the Category 1 count for that year, the service provider must insert a residence verification date that falls between September 1 and the EOE date.

PRIORITY FOR SERVICE (PFS)

To enter PFS information for a student, go to the “Needs” drop-down menu at the top of the page and choose “Needs”:



The following page will appear:

<p>Interruption during the Regular School Year</p> <p><input type="checkbox"/> 1. Student has a QAD in the previous school year</p> <p><input type="checkbox"/> 2. Moved from one district to another due to migrant lifestyle</p> <p><input type="checkbox"/> 3. Absent for two or more weeks and then returns due to migrant lifestyle</p> <p><input type="checkbox"/> 4. Officially withdrawn and gone for at least two weeks and then re-enrolled due to migrant lifestyle</p> <p>At Risk of Failing to Meet State Standards Criteria</p> <p><input type="checkbox"/> 5. Student is an Out of School Youth (calculated)</p> <p><input type="checkbox"/> 6. Scored level 1 on Kansas reading assessment</p>
--

Click the appropriate criteria among the 17 elements listed and click “Save Changes.” MIS2000 will automatically determine if the student is PFS, and a check will appear in the following box:

<p><input type="checkbox"/> Student is Priority for Service (calculated)</p>
--

Although certain items in the PFS form such as EL status are pre-populated from the KIDS system, and the PFS determination is calculated if items are checked in Table A and B, it is important for district data personnel to double check that the system is correct.

ENTERING SERVICES

To enter services for a student, go to the "Needs" drop-down menu at the top of the page and choose "Services":



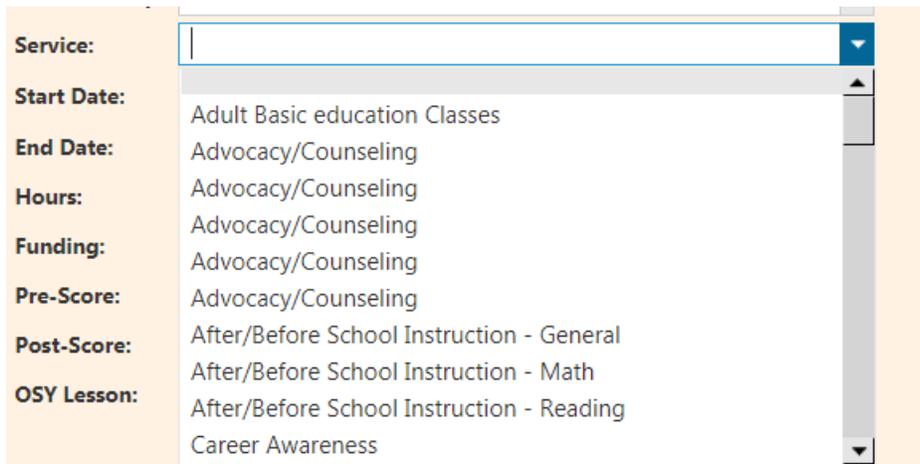
To add a service, click on "Add Service" below the headers at the top of the page:

A screenshot of the 'Add Service' form. The form is light orange and contains several input fields: 'Service Group' (dropdown), 'Service' (dropdown), 'Start Date' (text with calendar icon), 'End Date' (text with calendar icon), 'Hours' (text), 'Funding' (dropdown), 'Pre-Score' (text), 'Post-Score' (text), 'OSY Lesson' (dropdown), and 'Comment' (text area). At the bottom left is a '+ Add Service' button, and at the bottom center are 'Insert' and 'Cancel' links.

First, click the "Service Group" drop-down and choose the appropriate group:

A screenshot of the 'Service Group' dropdown menu. The dropdown is open, showing a list of service groups: '0-2 year old Services', 'K-12 Services', 'Non-MEP Funded Services', 'OSY services', 'Prek Services', 'Referred Services', and 'Summer Services'. The 'Service Group' label is on the left, and the dropdown arrow is on the right.

Next, chose the appropriate service from the "Service" drop-down:



A screenshot of a web form with a dropdown menu open. The dropdown is titled "Service:" and contains the following options: "Adult Basic education Classes", "Advocacy/Counseling", "Advocacy/Counseling", "Advocacy/Counseling", "Advocacy/Counseling", "After/Before School Instruction - General", "After/Before School Instruction - Math", "After/Before School Instruction - Reading", and "Career Awareness". To the left of the dropdown, the following labels are visible: "Start Date:", "End Date:", "Hours:", "Funding:", "Pre-Score:", "Post-Score:", and "OSY Lesson:".

Then, utilizing the calendar icon to the left, insert a start date:

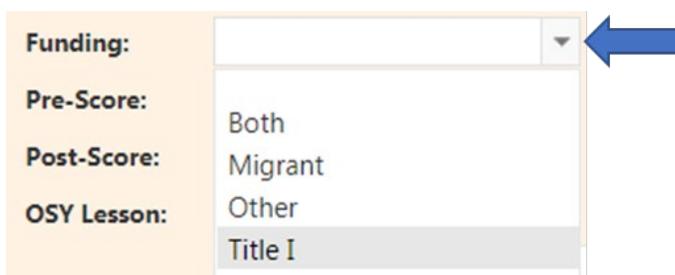


A screenshot of a web form showing two input fields. The top field is labeled "Start Date:" and the bottom field is labeled "End Date:". Each field has a small calendar icon to its right. A blue arrow points to the calendar icon for the "Start Date:" field.

Most schools begin regular term in mid-August and start and end dates for services provided during those weeks of August can be entered. Remember, however, that the Migrant Year begins September 1, so for services that are routinely provided to a student throughout the year, be sure there is a start date of September 1.

If a student receives instructional services on a regular basis throughout the year (for example, assistance from a Migrant-funded paraprofessional or attendance to after-school tutoring), insert the date range (beginning September 1 if the student is there that day, or the date a new student arriving to the project begins services) that the student is present in the project; there is no need to create individual service entries for each date the student receives those educational services. However, for services that are provided on an occasional basis (advocacy, counseling), provide specific start and end dates for that service.

Then choose the appropriate funding source for that service from the drop-down menu to the right of "Funding":



A screenshot of a web form with a dropdown menu open. The dropdown is titled "Funding:" and contains the following options: "Both", "Migrant", "Other", and "Title I". To the left of the dropdown, the following labels are visible: "Pre-Score:", "Post-Score:", and "OSY Lesson:". A blue arrow points to the dropdown arrow on the "Funding:" field.

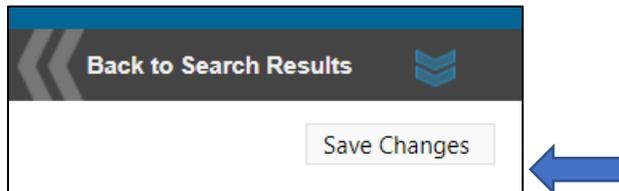
“Pre-Score” and “Post-Score” can be used by the project to track Reading and Math pre- and post-assessments for purposes of the evaluative Directors’ Spreadsheet at the end of the year; however, both fields, along with “OSY Lesson”, will be used by advocates from the Non-Project K12/OSY projects to track OSY service information.

When all information for a service has been entered, click “Insert” at the bottom of the page:

The screenshot shows a form with the following fields: Service Group (dropdown), Service (dropdown), Start Date (text with calendar icon), End Date (text with calendar icon), Hours (text), Funding (dropdown), Pre-Score (text), Post-Score (text), OSY Lesson (dropdown), and Comment (text area). At the bottom left, there are two buttons: "Insert" and "Cancel".

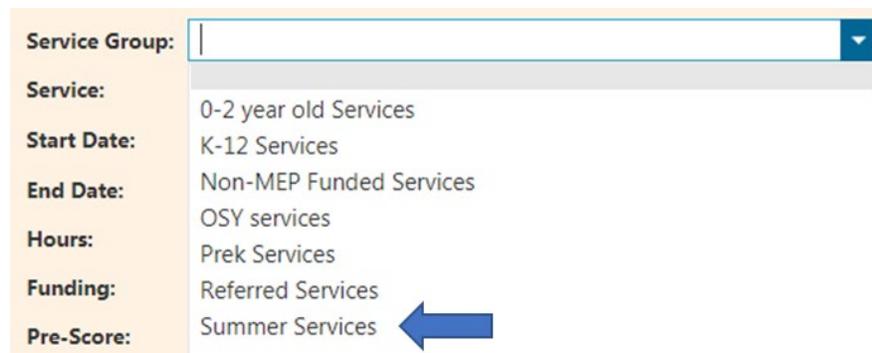


Then be sure to click “Save Changes” at the top right corner of the page:



Notes on Summer Services:

To enter summer services, choose “Summer Service” from the “Service Group” drop-down menu:



The image shows a screenshot of a web form with a light orange background. On the left, there are labels for various fields: 'Service Group:', 'Service:', 'Start Date:', 'End Date:', 'Hours:', 'Funding:', and 'Pre-Score:'. To the right of these labels is a white dropdown menu. The dropdown menu is open, showing a list of service categories: '0-2 year old Services', 'K-12 Services', 'Non-MEP Funded Services', 'OSY services', 'Prek Services', 'Referred Services', and 'Summer Services'. A blue arrow points to the 'Summer Services' option, which is highlighted in light blue.

After choosing “Summer Services” and entering the appropriate “Service”, be sure to enter a start date AFTER the end of the regular school term and enter an end date at the conclusion of services.

ENROLLMENT/GRADUATION/EXITING UPLOADS

Enrollment, graduation and exiting information for students is generated by the AGST, ENRL, and EXIT uploads into KIDS on the part of the local school district. Projects should coordinate with the local KIDS personnel to ensure these uploads are done in a timely fashion. EXIT

records for Migrant children MUST occur **within two** days of exiting.

KANSANS CAN (KCAN) COLLECTION FILE

The current KCAN guidance reads as follows:

Migrant Students:

- Course enrollments for all courses enrolled in at the school
- Course outcomes for all completed courses
- Grade to date for courses exited before the course is completed when the student leaves the building

The information should be submitted by the school that provides the education. The course enrollment and completion information will be displayed in the Migrant application and submitted to the federal Migrant Student Information Exchange (MSIX). This information is collected to better track migrant student’s enrollment and course progressions that will assist in placing them in appropriate courses as they relocate. **It is critical to enter these grades as**

soon as possible after the student leaves, within two days to meet federal reporting regulations.

NEW:

- First Instruction Date
- Last Instruction Date
- Instructional Minutes Completed

Additional clarification of requirements officially beginning in the 2019 – 2020 school year:

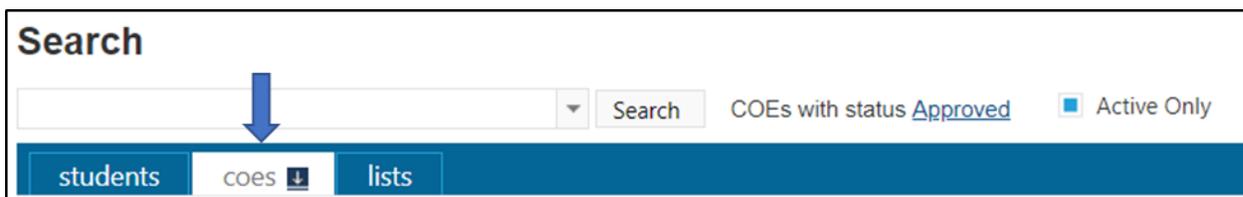
- Courses will be submitted at the beginning of each semester, or when a student enrolls.
- Courses and grades will be submitted within 30 days of the end of first semester, second semester and summer school, for all migrant students in attendance in the district.

DATA REQUIREMENTS

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, reviewed and approved by the approval team, the MIS2000 data administrator will ensure the appropriate MDE data is pulled into MIS200 and electronically uploaded to MSIX. The time frame to submit all applicable MDEs to MSIX is 10 working days from the COE Approval Date (All new information in MIS2000 is uploaded to MSIX on a daily basis).

PRINTING A COE

To search for a COE, highlight “coes” by clicking on it:



The screenshot shows a search interface. At the top, there is a search bar with a dropdown arrow, a 'Search' button, and filters for 'COEs with status [Approved](#)' and 'Active Only'. Below the search bar is a navigation bar with buttons for 'students', 'coes' (highlighted with a blue arrow), and 'lists'.

Enter the COE number, then click search. If no search result appears, try clicking off “Active Only”.

When the search result appears, move the arrow of your cursor to hover over the following icon to the far right of the COE number:



When the cursor is placed over the three dots, two options appear:

- View COE
- Add students to new list

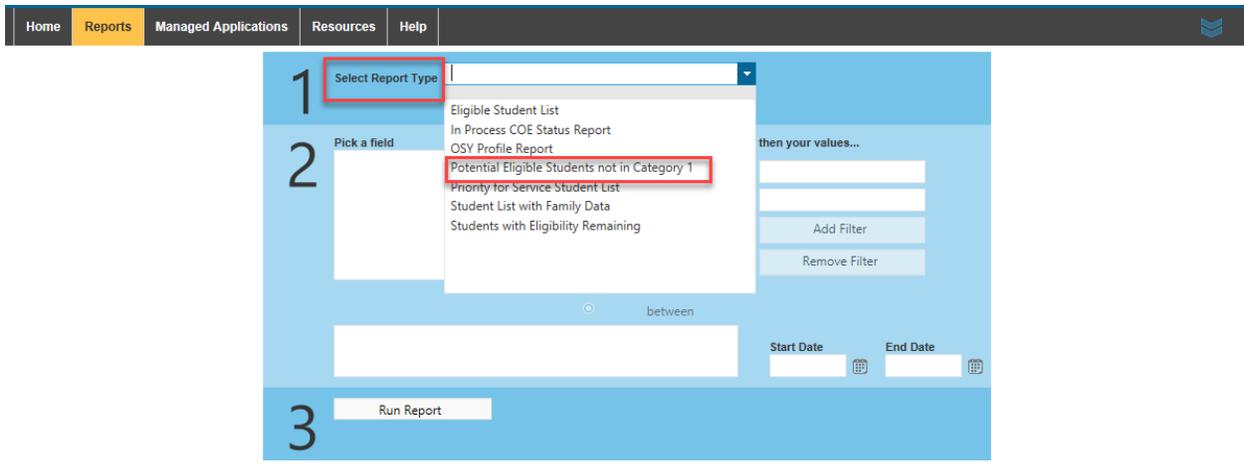
Choose “View COE”, and a page with the COE will appear. Move the cursor near the top of the COE, and icons for downloading or printing the COE will appear.

REPORTS

Migrant Web has several standard reports that are available for your use. To access these reports, click on the Reports tab.



Then, Select a Report



Some reports come with filters that may be added to only look at certain districts or date ranges. If filtering by district, select “!DistrictDisplayCode”, check “=”, use the pattern “D0000” to determine the district, and hit “Add Filter”. Your filter will show up in the box.

Some reports may be filtered by a date range, others are preset. If the date is not already determined, you may enter a date range.

Hit “Run Report”. When the report finishes, you can click “Get Report Data”, and this will give you an option of a PDF or Excel file, whichever suits your needs.

The following reports are available to users:

- In Process COE Status Report – Used by recruiters and approvers.
- OSY Profile Report – Used by those serving OSY.
- Potential Eligible Students not in Category 1 – Used to determine which students are not being counted by MSIX.
- Priority for Service Student List – List of students identified as PFS.
- Student List with Family Data – Can be used for mail merges, provides addresses.
- Students with Eligibility Remaining – List of students currently enrolled in district.

SUGGESTIONS

- Whenever you receive notice a new COE that has been approved for your project, review that new COE to account for, and claim, if necessary, every student listed. If you do not recognize a school age student as being enrolled in your project, contact your counselor to locate that student, or contact the family.
- Review ACTIVE COEs in your project to account for every student. If a student appears in your district for whom you do NOT have a COE, the student was identified as Migrant in another district; you can print out a copy of the COE for your files and begin service. IMPORTANT: BE SURE to contact the appropriate ID&R office for your area, as in most

cases a new COE, with a new Qualifying Arrival Date and new End of Eligibility date, can be written.

- Communicate with Non-Project K12/OSY Projects (SWPRSC/NKESC/Eastern KS) regarding service plans for Preschool students, especially 0-2. If you do not or cannot serve preschool students, the three centers can claim them and serve them until they enroll in your school.
- Communicate with Non-Project K12/OSY Projects (SWPRSC/NKESC/Eastern KS) if there is a change of status of any of your students – dropping out, beginning home school, etc. The Non-Project K12/OSY Projects can then claim and serve them. These projects will notify regular projects if an OSY re-enrolls in school, so the local project can claim and serve that student.
- Consider maintaining local spreadsheet/database of active students for active students in your project, and update that document with the names of students from new COEs throughout the year. This is not required, but it can provide a useful check for the MIS2000 generated roster.
- Get to know the person who enters migrant related data in other KSDE Applications: KIDS, LCP Applications, KIAS. You will need to coordinate with your district's KIDS personnel to ensure required Migrant data is uploaded to KIDS in a timely fashion.

MSIX ACCESS

MSIX is an invaluable tool for Local Migrant Education Projects, allowing local projects to view and print educational information about students, and to submit move notifications when students leave the district. It greatly facilitates enrollment, placement, and accrual of credits. Local Education Agencies (LEAs), or Local Education Agencies (LOA's) 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). Beginning with the 2019 – 2020 school year, each LEA and LOA that receive a migrant allocation must have at least one person with access to MSIX who will utilize the consolidated student record. LEA's will confirm this through the Assurances in their LCP Application. LOA's will confirm through their Statewide Activities Application. In addition, LOA's will make non-project districts aware of MSIX and encourage its use. Follow-up will occur during the Kansas Integrated Accountability System (KIAS) monitoring process.

When creating a new MSIX account, you must sign the MSIX user application found on the Kansas Department of Education's webpage. The completed application and certificate must then be sent to the State User Administrator for approval. The updated "User Application for Access to MSIX" may be found on the migrant website, <https://www.ksde.org/Agency/Division-of-Learning-Services/Special-Education-and-Title-Services/Title-Services/Migrant>. The State Director of Migrant Education must approve any person requesting access to MSIX. In addition, all users must have completed the KSDE Annual Data Security training. The State Office will have copies of all MSIX user applications and certificates on file.

DATA SECURITY TRAINING

MSIX is an information system and is to be used for official use 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. 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. All users of the Kansas Migrant Web app will have completed this training and must submit the date that training was completed on the application described below. For potential users of MSIX that are not users of the Migrant Web app, the training may be accessed through the following link: <https://learning.ksde.org/login/index.php>

MSIX USER APPLICATION

The User Application is divided into four sections:

Instructions:

User Application for Access to MSIX

STEP 1: Applicant Information

- The Applicant completes the Applicant Information and signs the form.
- The Applicant forwards the form to a Verifying Authority. This should be the Applicant’s direct supervisor or an individual that is above the direct supervisor in an official reporting structure. The Applicant must provide appropriate identification (such as state/district identification badge, passport, driver’s license, etc.) to verify their identity.

STEP 2: Identification Verification and Attestation

- The Verifying Authority completes his/her own information, reviews the entire application for completeness and accuracy, confirms the Applicant’s identification, attests to the Applicant’s need of an MSIX account, and confirms the right level of access.
- Upon completion, the Verifying Authority returns the form to the Applicant.

STEP 3: Forward Form to Approving Authority

- The Applicant locates his/her State/Regional Authority for final approval by going to the MSIX website: <https://msix.ed.gov>.
- The Applicant clicks on the link labeled “Request An Account” to access the contact information for their state.
- The Applicant forwards the form to the State/Regional Authority for final approval.

STEP 4: State/Regional Authority Approval

- The State/Regional Authority reviews the Applicant and Verifying Authority portions of the application for completeness, completes his/her own information, signs the form, and files it in his/her local records.
- The State/Regional Authority creates an MSIX account for the Applicant.
- The Applicant receives two emails: one with his/her MSIX User Name and the other with his/her initial Password.

Applicant - Instructions to the Applicant

Applicant Information

- Complete the applicant information below and sign the form.
- Forward the form to a Verifying Authority. This should be your direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Provide appropriate identification information and proof of cyber security training.

First Name		Last Name			
Title		Cyber Security Training Date			
Work Address	Street	City	State	Zip	
Work Email		Work Telephone	XXX-XXX-XXXX	— — Ext.	
Region (if applicable)		School District (if applicable)			

Intended Use

Purpose (select one)	<input type="checkbox"/> Migrant Education Program Participation, School Enrollment, Placement and Secondary Credit Accrual	<input type="checkbox"/> US Dept of ED, OME Grant Management	<input type="checkbox"/> Other: _____
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MSIX Account Information

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

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

Signature: _____ Date: _____

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

The applicant should complete this section. District users should choose, for MSIX Roles, “Secondary User” and/or “District Data Administrator”. When the applicant has completed all parts, he or she should pass the application on to a supervisor, who will complete the next section, “Verifying Authority”.

Verifying Authority - Instructions to the Verifying Authority

Identification Verification and Attestation <ul style="list-style-type: none"> As the Verifying Authority, you should be the Applicant’s direct supervisor or an individual that is above the direct supervisor in an official reporting structure. Review the entire application for completeness and accuracy. Complete the information below, confirm the Applicant’s identification, attest to his/her need of an MSIX account, confirm completion of basic cyber security training, and confirm that the Applicant has the right level of access. Upon completion, file the form in your local records and return this form to the Applicant. 			
Verifying Authority First Name		Verifying Authority Last Name	
Title			
Work Email		Work Telephone	XXX-XXX-XXXX — — Ext.
Organization		Applicant Identity Verification Method	<input type="checkbox"/> State Driver’s License <input type="checkbox"/> State / District ID <input type="checkbox"/> Passport <input type="checkbox"/> Other: _____
Account Effective Date (optional)		Account End Date (optional)	
Signature I certify that: 1) I have verified the identity of the above applicant; 2) I have determined that he or she has a need for MSIX information; 3) I have confirmed that he or she completed basic cyber security training; and 4) the above-mentioned individual is requesting the appropriate MSIX role(s). Signature: _____ Date: _____			

When the Verifying Authority has completed his/her section, the form should be sent to KSDE, c/o Doug Boline (the State Data Administrator), who will finalize the final section and grant permission to access MSIX.

Final Approving Authority - Instructions to the Final Approving Authority

State/Regional Authority Approval					
<ul style="list-style-type: none"> Review the Applicant and Verifying Authority portions of the application for completeness. Complete the information below, sign, and file the form in your local records. Create an MSIX account for the Applicant. 					
Approving Authority First Name	Doug		Approving Authority Last Name	Boline	
Title	State Director Migrant Education Program		Role	<input type="checkbox"/> Regional User Administrator <input checked="" type="checkbox"/> State User Administrator	
Work Address	Street 900 SW Jackson St.	City Topeka	State KS	Zip 66612	
Work Email	dboline@ksde.org		Work Telephone	XXX-XXX-XXXX 785 - 296 - 2600 Ext.	
Signature					
I certify that this information is accurate and complete to the best of my knowledge and I hereby grant to the above-mentioned individual the MSIX role for which they have applied.					
Signature: _____			Date: _____		

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

Upon approval, the applicant will receive an email from MSIX containing a temporary password; the applicant should use this password to then create a secure password (which will change every three months) to log onto the site.

NOTE: When a district MSIX user departs or no longer needs access, the KSDE State User Administrator, should be contacted immediately to suspend that user's access to MSIX.

NOTE: If a user is locked out of MSIX due to multiple password fails, contact Doug Boline (dboline@ksde.org) to receive a temporary password to regain access.

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 Migrant Education Program (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. USED personnel are also MSIX users; however, USED 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.

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. These users also can initiate the merge and split process for student records in their states.	<ul style="list-style-type: none"> ▪ Search, display and print student records for students in all states ▪ Initiate merge and split of student records ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<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 ▪ E-mail notification of an arrival or departure of a student 	<ul style="list-style-type: none"> ▪ Guidance Counselors ▪ MEP Data Entry Staff ▪ Recruiters ▪ Registrars ▪ Teachers
District Data Administrator	District Data Administrators can validate or reject near matches, merges and splits of student records. These users also can initiate the merge and split process for student records in their districts.	<ul style="list-style-type: none"> ▪ 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 ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data Entry Staff
Regional-Level Roles			
Regional Data Administrator	Regional Data Administrators can validate or reject near matches, merges and splits of student records. These users can initiate the merge and split process for student records in their regions. These users also will serve as secondary points of contact for escalation issues.	<ul style="list-style-type: none"> ▪ 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 ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data Entry Staff
Regional User Administrator	Regional User Administrators establish and manage user accounts for users in their regions.	<ul style="list-style-type: none"> ▪ Create User accounts ▪ Assign User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords 	<ul style="list-style-type: none"> ▪ State-identified

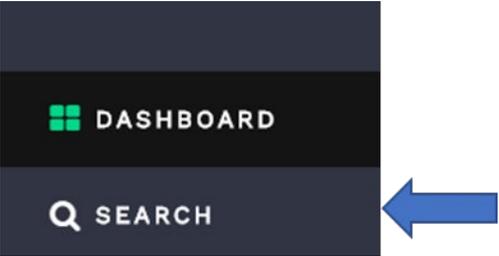
User Role	Description	Functions Allowed	Potential Users
State-Level Roles			
State Data Administrator	State Data Administrators can validate or reject near matches, merges and splits of student records. These users can initiate the merge and split process for student records in their states. They also can resolve data quality issues and serve as the primary points of contact for escalation issues.	<ul style="list-style-type: none"> ▪ 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 ▪ E-mail notification of an arrival or departure of a student ▪ Export Student Records to File 	<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 User Role(s) ▪ Update User account information ▪ Deactivate User accounts ▪ Reset passwords 	<ul style="list-style-type: none"> ▪ State-identified
State Region Administrator	State Region Administrators establish and maintain the regional structure and associated districts for states that choose to use regions.	<ul style="list-style-type: none"> ▪ Enable and disable regional structure ▪ Create new regions ▪ Associate districts to regions ▪ Edit regions 	<ul style="list-style-type: none"> ▪ State MEP Administrators ▪ MEP Data entry staff
U.S. Department of Education (USED) User Roles			
Government Administrator	Government Administrators can generate summary level standard and ad hoc queries on a state, regional or national level.	<ul style="list-style-type: none"> ▪ Generate Reports 	<ul style="list-style-type: none"> ▪ OME
OME User Administrator	OME User Administrators establish and manage user accounts for all State User Administrators.	<ul style="list-style-type: none"> ▪ Create user accounts ▪ Assign State User Administrator role ▪ Update user account information ▪ Deactivate user accounts ▪ Reset passwords 	<ul style="list-style-type: none"> ▪ 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 also can query and view student records from all states in order to comply with the privacy act requirements.	<ul style="list-style-type: none"> ▪ Search, display and print student records ▪ Enter dispute statements into a student's MSIX record 	<ul style="list-style-type: none"> ▪ OME

LOCATING A STUDENT

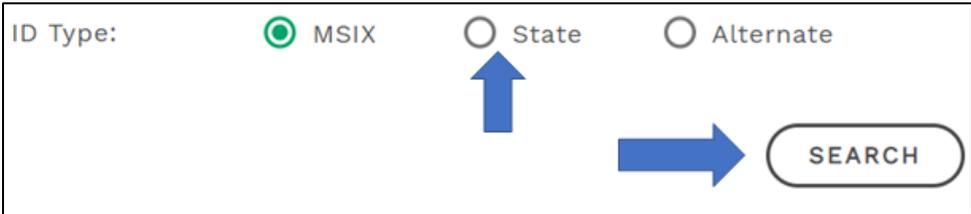
Once a user is logged onto MSIX, the home page usually contains the student search criteria:

The screenshot shows a search interface titled "Student Record Search" with a green header. Below the header, there is a note: "Ensure that your search contains at least one of the following elements: First Name, Last Name, or ID." with a "Clear" link. The form includes input fields for "First Name", "Last Name", "Date of Birth" (with sub-fields for MM, DD, and YYYY), and "ID (MSIX, State, or Alternative)". There are radio buttons for "ID Type" with "MSIX" selected. A "SEARCH" button is at the bottom right, and an "Advanced Search" link is at the bottom left.

The search criteria can also be accessed by clicking on the dashboard on the left side every page:



A search for a student can be conducted using first and last name; however, in most cases multiple results will appear. To narrow the search results, consider adding "date of birth" to the search criteria. The most efficient way is to search by student ID number, either the MSIX number if you have it, OR by the KIDS number. If searching by using a student's KIDS number, be sure to first click "State" as the ID Type, then enter the number and click "Search".



When the search result appears, click on the student name, which will bring up the student's Consolidated Student Record.

CONSOLIDATED STUDENT RECORD

The Consolidated Student Record was created by MSIX for every migrant student. The Consolidated Student Record contains a range of important educational information to facilitate enrollment, placement, and accumulation of credits. The record contains student identification information, demographics, and qualifying move information. Enrollment, assessment, and course history is also available on the student record.

The consolidated student record is an integral part of MSIX and the Kansas Migrant Education Program. All state, district, and project service center staff will be trained yearly on the MSIX consolidated student record during the required Summer/Fall Kansas Migrant Quarterly Meetings. All Kansas migrant program staff will regularly review the consolidated records for their assigned students to ensure proper school, grade, and course placement, as well as to review past credit accrual and state assessment scores, if applicable.

STUDENT RECORD

[Data Request](#)
[Flag For Merge](#)
[Move Notice](#)
[Export](#)

MSIX ID: [REDACTED]
STATE ID: [REDACTED]
STATE: KS
GENDER: Male
Save Record

Student Overview

DOB 09/26/1999 (Age: 19)

BIRTH PLACE [REDACTED]

BIRTH VERIFICATION Parent's Affidavit

MULTI-BIRTH No

PARENT 1 [REDACTED]

PARENT 2 [REDACTED]

ALTERNATE IDS [REDACTED]

Qualifying Information

QAD 10/28/2014

ELIGIBILITY EXPIRATION 10/28/2017

MOVE FROM Lamar, Colorado

MOVE TO Ulysses, KS

Enrollment History:

Enrollments								
State	School	Date Enrolled	Grade	MedAlert	Immun	EL	PFS	IEP
KS	Placeholder	[REDACTED]		None	No	✗	✗	✗
KS	Ulysses High	[REDACTED]	12	None	No	✓	✗	✗
KS	Ulysses High	[REDACTED]	11	None	No	✓	✗	✓
KS	North High	[REDACTED]	10	None	No	✓	✗	✓
KS	Ulysses High	[REDACTED]	10	None	No	✓	✗	✓
KS	Ulysses High	[REDACTED]	09	None	No	✗	✗	✗
KS	Out of School Youth	[REDACTED]	00	None	No	✗	✗	✗
KS	Out of School Youth	[REDACTED]	00	None	No	✗	✗	✗
KS	J C Harmon High	[REDACTED]	09	None	No	✗	✗	✗
KS	Kepley Middle School	[REDACTED]	08	None	No	✗	✗	✗
KS	Dodge City Middle School	[REDACTED]	08	None	No	✗	✗	✗

State assessment history:

Assessments					
State	Title	Date	Content	Type	Interpretation
KS	Kansas Language proficiency Assessment	██████	KELPA	Language Proficiency Test	Other - Basic
KS	Kansas State Assessment Test	██████	Science	State Assessment	Proficient

Secondary course history:

Course History					
State	Course Title	Acad. Yr	Subject Area	Final Grade	Credits Earned
KS	U.S. History?Comprehensive	2017-2018	Social Sciences and History (secondary)	D	0.5
KS	Spanish II	2017-2018	World Language and Literature (secondary)	C	0.5
KS	Spanish II	2017-2018	World Language and Literature (secondary)	C	0.5
KS	English/Language Arts III (11th grade)	2017-2018	English Language and Literature (secondary)	D	0.5
KS	English/Language Arts III (11th grade)	2017-2018	English Language and Literature (secondary)	D	0.5
KS	Earth and Space Science	2017-2018	Life and Physical Sciences (secondary)	D	0.5
KS	U.S. History?Comprehensive	2017-2018	Social Sciences and History (secondary)	D	0.5
KS	Communication Instruction	2017-2018	Miscellaneous (secondary)	C	0.5

In each instance, if the pertinent history has been uploaded into MSIX, a drop down will appear under each header that will allow viewing of the student's history.

To export this information to print, click "Export" on the menu at the top of the page:



SENDING A MOVE NOTIFICATION

To send a move notification, locate the student in MSIX and click on the name to open the Consolidated Student Report. "Move Notice" is included in the menu at the top of the page:



Click on "Move Notice", and the following will appear:

Move Notice ✕

This student is moving from our area to your area ▼

Comments

0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient

Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.

[Cancel](#) SUBMIT

Move Notice form continued:

Move Notice ✕

Comments

0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

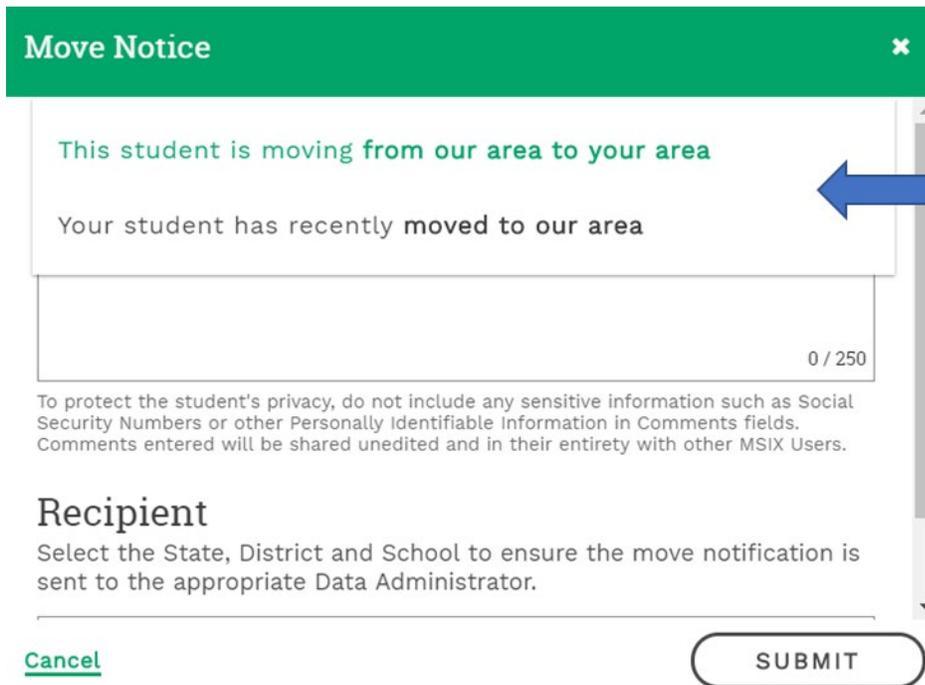
Recipient

Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.

State ▼

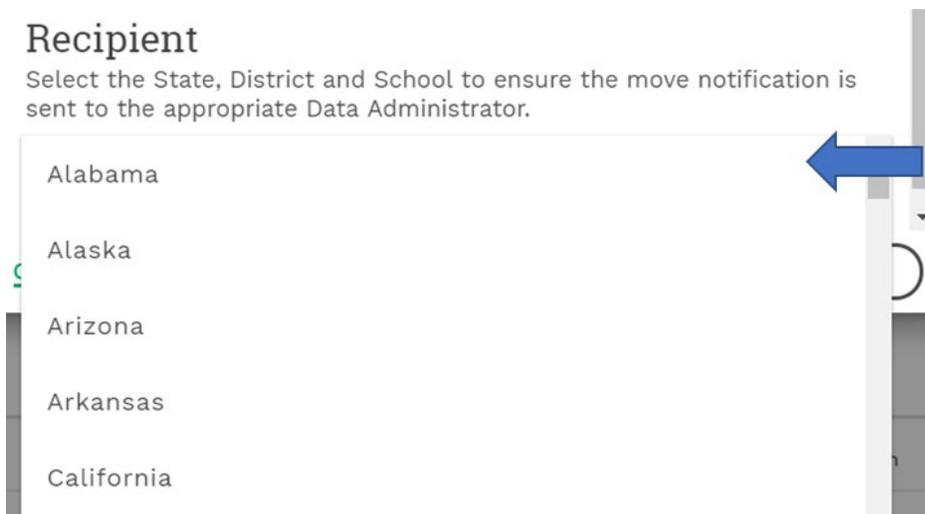
[Cancel](#) SUBMIT

First, use the uppermost drop-down menu on the Move Notice to choose one of two options:



The screenshot shows a 'Move Notice' form with a green header. Below the header, there is a dropdown menu with two options: 'This student is moving from our area to your area' (highlighted in green) and 'Your student has recently moved to our area'. A blue arrow points to the first option. Below the dropdown is a text input field with a '0 / 250' character count. A privacy notice follows: 'To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.' Below this is a 'Recipient' section with the instruction: 'Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.' At the bottom, there are 'Cancel' and 'SUBMIT' buttons.

Next, under "Recipient", use the drop-down menu to choose the student's destination state:



The screenshot shows the 'Recipient' section of the form. Below the instruction 'Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.', there is a dropdown menu. The menu is open, showing a list of states: Alabama, Alaska, Arizona, Arkansas, and California. A blue arrow points to the 'Alabama' option.

If the destination town or district is known, then use the next drop-down:

Recipient

Select the State, District and School to ensure the move notification is sent to the appropriate Data Administrator.

State
Kansas

District



[Cancel](#)

SUBMIT

The sender of the Move Notice can include comments in the appropriate field but be sure to follow MSIX guidelines concerning Personal Identifiable Information (PII).

When all necessary information is complete, click "Submit".

NOTE: Move Notifications should be sent in a timely manner. If, at the time of submission, the destination district is not known, please check back with the school in two weeks to see if a records request has been received for that student. If so, please resubmit the move notification with the additional, more specific, information.

DATA REQUESTS

MSIX allows users to request student information directly from other MSIX users. Users can request missing MDEs from the sending district and users can also receive data requests from receiving districts. A data request notice is generated by MSIX and sent to the sending district while a data request worklist item is noted in the MSIX worklist. *Once a data request appears on the MSIX worklist, the state has four days to respond.* The notice is first sent to the district or project service center (local level) to address. If the district or project service center does not respond within 2 days, the data request is escalated to the regional or state level to be resolved.

To request additional information about a student, use the menu at the top of the student's Consolidated Student Record:



Clicking on “Data Request” will bring the following:

Data Request ✕

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

Comments 0 / 250

To protect the student's privacy, do not include any sensitive information such as Social Security Numbers or other Personally Identifiable Information in Comments fields. Comments entered will be shared unedited and in their entirety with other MSIX Users.

Recipient

Select the State, District and School to ensure the request for data is sent to the appropriate Data Administrator.

[Cancel](#) **SUBMIT**

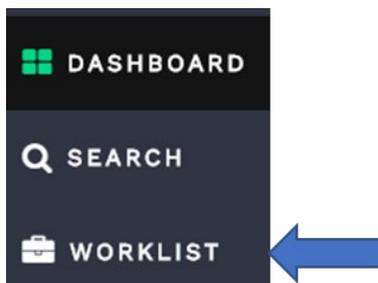
Remember to follow all MSIX guidelines regarding Personal Identifiable Information (PII) when making a data request.

Utilize the same steps described in “SENDING A MOVE NOTIFICATION” to choose the recipient destination.

NOTE: A huge benefit of utilizing MSIX to request information is that everyone who has access to it is vetted – they have been approved by their state’s MSIX administrator to have access to the information, so their identify has already been verified.

RESOLVING WORKLIST ITEMS

When logging onto MSIX, always check “Worklist” to see if any Move Notices or Data Requests have been received. It is found on the Dashboard on the left side of the page:



If any move notifications or data requests have been received, a count of them will appear next to “Worklist”. Click “Worklist” to bring up the notifications or requests for processing.

It is the responsibility of the LEA/LOA data specialist (or like party) to submit all updates and newly available MDEs within **two working days** of receiving a departure form or notification from MSIX that another state/LEA/LOA has approved a new COE for the child. MDEs not available to the SEA or its LEA's/LOA's at the time the change of residence notification is received, must be submitted to MSIX within four working days of the date that the SEA or one of its LOAs obtains the data.

NOTES ABOUT PARENTAL INVOLVEMENT

All LEA's and LOA's receiving Migrant funds will notify parents about MSIX, and that it is protected information that exists to allow projects to quickly access student records for grade and coursework placement in a new district or state. This information should be conveyed at Parent Advisory Committee meetings, parent meetings, or parent home visits. Excellent resources for parents regarding MSIX can be found at: <https://msix.ed.gov/msix/#!/resources>

Parents should know they can receive copies of their child's Consolidated Student Record, and that they have the right to request changes to that record. If the family is preparing to move to a new school district, providing them with a copy of the consolidated student record (placement, coursework, assessments) can greatly facilitate enrollment in the new district.

Upon viewing their child's Consolidated Student Record, if a parent requests a change to that record contact KSDE (Doug Boline or Rachel Beech) to begin the necessary steps.

Upon receipt of a data correction request, KSDE will within 30 days:

- (a) Send a written or electronic acknowledgement to the requestor;
- (b) Investigate the request
- (c) Decide whether to revise the data as requested; and
- (d) Send the requestor a written or electronic notice of the SEA's decision.

If KSDE determines the data previously submitted to MSIX should be corrected, the revised data will be submitted to MSIX within four working days of this decision.

In addition, if a parent or guardian requests a correction or to determine the correctness of data submitted by another SEA to MSIX, KSDE will within four days send a data correction request to that SEA. Conversely, if KSDE receives a data correction request from another SEA or the Department of Education, KSDE will respond within ten working days of receipt of the request. It will be the responsibility of the State Director of Migrant Education or the designated Education Program Consultant to investigate and reply to these data correction requests.

ENSURING DATA QUALITY

The following procedural safeguards are in place to ensure that timely and accurate data is available for each migrant student:

- State Data Administrators run monthly MSIX reports along with reports created on the MIS2000 system to check for accuracy and completeness of data. If issues are identified, the State Administrator shares reports with MIS2000 programmers and regional sites in order to accurately identify areas for improvement and possible solutions. Kansas has also volunteered for the MSIX Child Count Reconciliation Report test group.
- State Data Administrators review the Child Count Reconciliation report to identify students with missing data elements, including enrollments, residency verification dates, or withdrawal dates. The state data administrators will also review student data logic issues. Through this data examination, state administrators can identify data entry issues and provide technical assistance to the data entry clerks.
- If individual data issues are found, the state data administrator will directly contact the district or project service center data clerks to resolve the issue.
- The State data coordinator works directly with Kansas Migrant Education Program staff, including state data administrators, to ensure quality data is submitted through the Consolidated State Performance Report (CSPR).

MSIX MINIMUM DATA ELEMENTS (MDE)

Birth through Age 3

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
1	MSIX Identification Number	A unique, system generated identification number assigned to identify a migrant child's consolidated record	Unique 12-digit numeric value system, assigned	MSIX generates when a COE is written and uploaded from MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
2	State Student Identifier	A unique identification number assigned to a child by a State.	Any combination of letters and/or numbers of 15-digits or less that will uniquely retrieve only one child in the State.	State KIDS Data Clerk through Kansas Individual Data on Students (KIDS) System	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
3	State Student Identifier Type	Identifies the origin of the State Student Identifier	01 State-assigned ID number; 02- State Migrant Education Assigned Unique ID number	State KIDS Data Clerk through Kansas Individual Data on Students (KIDS) System	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
4	First Name	A name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
5	Middle Name	A secondary name given to a child at birth, baptism, or during another naming ceremony, or through legal change.	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
6	Last Name 1	Student's legal last name (paternal). If child has multiple or hyphenated last name, contains the first part.	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
7	Last Name 2	If appropriate, child's legal last name (maternal). If a child has multiple or hyphenated last name, contains the second part.	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
8	Suffix	An appendage, if any, used to denote a child's generation in his family (e.g., Jr., Sr., III, 3rd).	Free Text (10 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
9	Sex	The concept describing the biological traits that distinguish the males and females of a species.	Female; Male	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
10	Birth Date	The calendar date on which a child was born	Date (YYYYMMDD)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
11	Multiple Birth Flag	Yes indicates the child is a twin, triplet, etc. If value is No, the child does not have any twin, triplet, or additional same-birth siblings	Yes; No	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
15	Birth Date Verification	The evidence by which a child's birth is confirmed.	Any valid NCES code below: 1003- Baptismal or church certificate 1004- Birth Certificate 1005- Entry in family Bible 1006- Hospital Certificate 1007- Parent's affidavit 1008- Passport 1009- Physician's Certificate 1010- Previously verified school records 1011- State- issued ID 1012- Driver's License 1013- Immigration Document 2382- Life insurance policy 9999-Other	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
16	Parent 1 First Name	The first name of parent 1. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
17	Parent 1 Last Name	The last name of parent 1. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
18	Parent 2 First Name	The first name of parent 2. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
19	Parent 2 Last Name	The last name of parent 2. The term 'parent' includes a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).	Free Text (50 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
20	Qualifying Arrival Date (QAD)	The Qualifying Arrival Date (QAD) is the calendar date that both the child and the worker completed the qualifying move to the school district associated with MDE 24. The child and the worker will not always move together, in which case the QAD would be the date the child joins the worker who has already moved, or the date the worker joins the child who has already moved. The QAD is the calendar date that the child's eligibility for the Migrant Education Program (MEP) begins.	Date (YYYYMMDD)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
21	Qualifying Move From City	The name of the city that was the child's last place of residency immediately prior to the qualifying move.	Free Text (100 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
22	Qualifying Move From State	The postal abbreviation code for the State (within the United States) or Outlying Area that was the child's last place of residency immediately prior to the qualifying move.	Any valid U.S., Canadian or Mexican state abbreviation or freeform entry of any other state name if country not = U.S., Canada or Mexico.	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
23	Qualifying Move From Country	The abbreviation code for the country (other than the US) that was the child's last place of residency immediately prior to the qualifying move.	Any valid country code as listed in the MSIX technical reference materials.	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
24	Qualifying Move to City	The name of the city in which the child resided immediately following the qualifying move as the worker, or with or to join, the worker.	Free Text (100 Character Limit)	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
25	Qualifying Move to State	The 2-letter postal abbreviation code for a State (within the United States) or Outlying Area in which the child resided immediately following the qualifying move as the worker, or with or to join, the worker.	Any valid U.S. State Code	Statewide Migrant Recruiter via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
26	Eligibility Expiration Date (EED)	The calendar date on which the child is no longer eligible for the MEP. This date should initially be a date equal to 36 months from the QAD to indicate the end of MEP eligibility.	Date (YYYYMMDD)	Generated by MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
27	Immunization Record Flag	Yes indicates the school or MEP program has immunization records on file for the child.	Yes; No		Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
28	Enrollment Date	The calendar date on which a child is enrolled in a school/MEP project/MEP.	Date (YYYYMMDD)	Generated when a district enrolls a student using ENRL records from KIDS and/or entered manually by MIS2000 data clerks if student is not enrolled in a project district. MIS2000 automatically generates new enrollment dates for the school year and summer services for eligible children.	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
29	Enrollment Type	The type of school/MEP project in which instruction and/or support services are provided.	01-Basic School Program. 02 Regular Term MEP- Funded Project 03 Summer/Intersession MEP-Funded project 04 Year-Round MEP-Funded project 05 Basic School Program and Regular Term MEP-Funded project 06 Residency Only (none of the above) 07 Non-migrant enrollment	Generated when a district enrolls a student using ENRL records from KIDS and/or entered manually by MIS2000 data clerks if student is not enrolled in a project district. MIS2000 automatically generates new enrollment dates for the school year and summer services for eligible children.	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
30	School or Project Name	The full legally or popularly accepted name of a school (or MEP project providing educational and/or educationally-related services) in which the child was enrolled.	Free Text (100 Character Limit)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000 when a student is provided educationally related services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
31	MEP Project Type	Indicates the type of MEP project based on the location where the MEP services are held. This field should be automatically pre-populated with the "01 School-based MEP Project" value if the Enrollment Type is value "05 Basic School Program and Regular Term MEP-Funded Project."	01 School-based MEP Project 02 Non-school-based MEP Project	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
32	School Identification Code	A unique national code assigned by the National Center of Education Statistics (NCES) to each school providing educational and/or educationally-related services. This data element is only applicable to school enrollments or school-based MEP projects.	Valid 12-digit NCES school identification code	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
33	Facility Name	The name of a building where the school activity or MEP project was conducted. In cases where the activity was conducted outside of a building site, provide the name and address of an administrative office where the MEP project staff can be contacted.	Free Text (100 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
34	Facility Address 1	Line 1 of the mailing address. The street number and name or post office box number of a facility's address.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
35	Facility Address 2	Line 2 of the mailing address. The building, office, department, room, suite number of a facility's address.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
36	Facility Address 3	Line 3 of the mailing address for a facility.	Free Text (35 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
37	Facility City	The name of the city in which a facility is located.	Free Text (30 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
38	School District Name	The full legally or popularly accepted name of a local educational agency (i.e school district or local operating agency)	Valid NCES district name for the school or migrant education project site in which the school or migrant education project is located.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
39	Facility State	The postal abbreviation code for a State (within the United States) or Outlying Area in which a school or other facility is located.	Valid State Code for this Facility.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
40	Facility Zip	The five- or nine-digit zip code portion of a facility's address.	Valid 9 Digit Postal Zip Code.	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
41	Telephone Number	The telephone number of the school or MEP project contact person including the area code and extension, if applicable.	Free Text (10 Character Limit)	Generated in MIS2000 when Statewide Migrant Recruiters, Advocates and Data Clerks enter services	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
42	Grade Level	The grade level in which a school/MEP project enrolls a child.	P0 - Age Birth P1 - Age 1 P2 - Age 2 P3 - Age 3 (not in Kindergarten) P4 - Age 4 (not in Kindergarten) P5 - Age 5 (not in Kindergarten) PS - In an official Pre-school program (not in Kindergarten) PX - Age 0-5; official Preschool attendance unknown (not in Kindergarten) KG - Kindergarten 01 - Grade 1 02 - Grade 2 03 - Grade 3 04 - Grade 4 05 - Grade 5 06 - Grade 6 07 - Grade 7 08 - Grade 8 09 - Grade 9 10 - Grade 10 11 - Grade 11 12 - Grade 12 UG - Ungraded 00 - Out-of-School	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
43	English Learner Indicator	Child meets the State's definition of "English Learner" as defined in Section 8101(20) of ESSA.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via KIDS System	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
44	IEP Indicator	Child has an individualized education program (IEP) because the child meets the definition of Children with Disabilities (section 614(d) of ESSA).	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via KIDS System	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
45	Continuation of Services Reason	Reason why child, who ceases to be a migratory child, is being served under the continuation of services provision of the MEP (section 1304(e) of ESSA).	1 - Child receiving services for the duration of the term after eligibility expiration 02 - Child receiving services for 1 additional school year – comparable services are not available through other programs 03 - Student who was eligible for services in secondary* school continues to be served in credit accrual programs until graduation	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
46	Med Alert Indicator	Alert Indicator for a medical/health condition	Chronic; Acute; None	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
47	PFS Flag	Indicates whether the child is being served under the priority for services provision for the duration of the enrollment period (section 1304(d) of ESSA).	Yes; No	Prepopulated in MIS2000 from identifiers, but Statewide Migrant Recruiters, Advocates, and Data Clerks can also enter manually	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
48	Designated Graduation School	The NCES school identification number that identifies the school or facility from which a student expects to graduate. Only one school may be designated for graduation at a time.	Valid NCES school identification number	Statewide Migrant Recruiters, Advocates, and Data Clerks via KIDS System	Kindergarten- 12 th OSY
49	Withdrawal Date	The calendar date on which a child withdrew from a school or MEP project.	Date (YYYYMMDD)	District data clerk via KCAN	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
50	Assessment Title	The title or description, including a form number that identifies a particular assessment.	Free text (55 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th
51	Assessment Content	The description of the content or subject area (e.g. mathematics, reading) of an assessment.	Free text (55 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
52	Assessment Type	The category of an assessment based on format and content.	01 - State Assessment - An assessment to measure a student's present level of knowledge, skill, or competence in a specific area or subject as required under ESSA Sec. 1111(b). 02 - Advanced placement test - An assessment to measure the achievement of a student in a subject matter area, taught during high school, which may qualify him or her to bypass the usual initial college class in this area and begin his or her college work in the area at a more advanced level and possibly with college credit. 03 - Language proficiency test - An assessment used to measure a student's level of proficiency (i.e., speaking, writing, reading, and listening) in either a native language or an acquired language. 04 - Exit Exam. 05 - GED. 06 - Special Education Assessment. 07 - Early Childhood Development Assessment. 08 - Other Achievement Test 09 - State Assessment – Mathematics 10 - State Assessment – Reading or Language Arts 11 - State Assessment – English Language Proficiency	District data clerk via KCAN	Kindergarten- 12 th
53	Assessment Administration Date	The month and year on which an assessment is administered.	Date (MMYYYY)	District data clerk via KCAN	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
54	Assessment Reporting Method	The method that the instructor of the class uses to report the performance and achievement of all students. It may be a qualitative method such as individualized teacher comments or a quantitative method such as a letter or a numerical grade. In some cases, more than one type of reporting method may be used.	0512 - Achievement level 0490 - Age score 0491 - C-scaled scores 0492 - CEEB-scores 0493 - Grade equivalent or grade-level indicator 0494 - ITED-score 0144 - Letter grade/Mark 0513 - Mastery level 0497 - Normal curve equivalent 0498 - Normalized standard score 0499 - Number score 9999 - Other 0500 - Pass-Fail 0502 - Percentile rank 0503 - Proficiency level 0504 - Ranking 0505 - Ratio IQ's 0506 - Standard age score 0508 - Stanine score 0509 - Sten score 0510 - T-score 0511 - Z-score	District data clerk via KCAN	Kindergarten- 12 th
55	Score Results	A score or statistical expression of the performance of a child on an assessment.	Free Text (40 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th
56	Assessment Interpretation	The assessment proficiency level attributed to the Score Results. All values may not be applicable for each State.	Free text (100 Character Limit) Advanced Proficient or Above Proficient Passed Failed Not Proficient Basic Below Basic Far Below Basic Other - [Describe Proficiency Level]	District data clerk via KCAN	Kindergarten- 12 th
57	Course Title	The name of a course (e.g., Algebra II, Art I, English III, Problems in Democracy, English-10).	Free Text (50 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
58	Subject Area Name	The name of the subject area (e.g., History, English) that corresponds to the course title.	Free Text (50 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th
59	Course Type	An indication of the general nature and difficulty of instruction provided throughout a course.	<p>01 - Regular (Default): A course providing instruction (in a given subject matter area) that focuses primarily on general concepts for the appropriate grade level.</p> <p>02 - Honors: An advanced level course designed for students who have earned honors status according to educational requirements.</p> <p>03 - Pre-Advanced: A course in preparation to admission to an AP Program.</p> <p>04 - Advanced Placement: An advanced, college-level course designed for students who achieve specific level of academic performance. Upon successful completion of the course and a standardized Advanced Placement examination, a student may receive college credit.</p> <p>05 - International Baccalaureate: A program of study, sponsored and designed by International Baccalaureate Organization, which leads to examinations and meets the needs of secondary* students between the ages of 16 and 19 years.</p> <p>07 - Not Applicable</p> <p>08 - Dual Enrollment: Students enrolled in secondary* school and enrolled at a local institution of higher learning, such as a community college or university. These students may take classes at either institution for credit toward their high school diploma, as well as for college credit.</p> <p>09 - Concurrent Enrollment: The process in which high school students enroll at a university or college to attain class credit for college.</p> <p>00 - Other</p>	District data clerk via KCAN	Kindergarten- 12 th
60	Academic Year	Academic year in which the child last attended the course (e.g. 2004-2005)	Free text	District data clerk via KCAN	Kindergarten- 12 th

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
61	Course Section	The prescribed duration of course taken.	01 - Full year 02 - Section A–The first of two equal segments into which the course is divided. 03 - Section B–The second of two equal segments into which the course is divided.	District data clerk via KCAN	Kindergarten- 12 th
62	Term Type	The prescribed span of time that a course is provided, and in which students are under the direction and guidance of teachers and/or an educational institution.	0827 - Full school year 0834 - Intersession 0835 - Long session 0832 - Mini-term 0830 - Quarter 0831 - Quinmester 0828 - Semester 0833 - Summer term 0829 - Trimester 0837 - Twelve month 9999 - Other	District data clerk via KCAN	Kindergarten- 12 th
63	Clock Hours	For courses that have NOT been completed (or credit granted), the number of clock hours to date that the student has completed	Number (4 digits)	District data clerk via KCAN	Kindergarten- 12 th
64	Grade to Date	For courses that have NOT been completed (or credit granted), a percentage (rounded to the nearest whole number) of student performance for the grade-to-date that the student has completed at the time of withdrawal.	Free Text (3 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th
65	Credits Granted	The credits granted to the student in Carnegie units for completing a given course or a section of a course (e.g., 1.0, .50, .33, .25, .20).	Number (0.00)	District data clerk via KCAN	Kindergarten- 12 th
66	Final Grade	For courses that have had credit granted, a final indicator of student performance in a class at the time of withdrawal as submitted by the instructor.	Free Text (10 Character Limit)	District data clerk via KCAN	Kindergarten- 12 th
67	School District ID	The LEA NCES ID of a local educational agency (i.e., school district or local operating agency) in which the child is enrolled.	Valid 7 digit LEA NCES district ID for the school or migrant education project site in which the school or school-based migrant education project is located.	District data clerk via ASGT Or	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY

	Data Element	Definition	Values	Responsible Collecting Party & Source	Required Age Groups
68	District of Residence	The full legally or popularly accepted LEA NCES ID of the school district where the migrant child resides.	Valid LEA NCES school district identification number.	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
69	Home School Indicator	Indicates to whether the child is being home-schooled.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
70	Residency Date	The "Residency Date" is calendar date that the child entered the school district in which he/she currently resides.	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Ages 3-5 Kindergarten- 12 th OSY
71	Enrollment Comment	A comment pertinent to a child's enrollment record indicating special circumstances or information. For example, the child was granted credits from a foreign school or while not enrolled in the migrant program or exceptions for assessment requirements.	Free Text (100 Character Limit)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Ages 3-5 Kindergarten- 12 th OSY
72	Out of State Transcript Indicator	Indicates that a State has student transcripts from another State or country than his/her current enrollment.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Ages 3-5 Kindergarten- 12 th OSY
73	Residency Verification Date	The calendar date on which a child's residency for one day within the performance period has been confirmed.	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Birth through Age 2 Ages 3-5 Kindergarten- 12 th OSY
74	Graduation/HSE Date	The calendar date in which the child either graduated or received his/her HSE (High School Equivalency).	Date (YYYYMMDD)	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Kindergarten- 12 th
75	Graduation/HSE Indicator	Indicates the child has either graduated from High School or received his/her HSE. Leave blank if the child has not reached this milestone.	Graduation; HSE	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Kindergarten- 12 th
76	Algebra 1 or Equivalent Indicator	Yes indicates the child has received full credit in a mathematics course that is Algebra 1 or its equivalent.	Yes; No	Statewide Migrant Recruiters, Advocates, and Data Clerks via MIS2000	Kindergarten- 12 th